Create a radio licence

Approved persons (ARC, ARE) user guide

Version 1.00 | March 2023





MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT HĪKINA WHAKATUTUKI

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Introduction

This document details the process for <u>Approved Radio Certifiers and Engineers (ARCs, AREs)</u> to create a new radio licence in the <u>Register of Radio Frequencies (the RRF)</u>.

Explanation

This document outlines processes for creating common types of non-engineered and engineered radio licences. You would follow the same steps to complete other radio licence types.

When requirements have been met and the fee paid, the licence will then become current and display on the Register.

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the RRF.

- Some steps are followed by an image that demonstrates the onscreen result of that step.
- Some steps include links to other sections within the document or to other user guides; these are designated using 'go to' or 'refer to'.
- Clicking the section name moves you directly to that section or user guide.

Requirements

• You must be an Approved Radio Engineer or Certifier to perform this process.

Technical Assistance

Comprehensive help is available to help you complete the various processes:

- Technical assistance can be found within the Public Information Brochures (PIBs); these are located within the <u>Resources for AREs and ARCs</u> on the RSM Website. The PIBs provide licensing, technical rules and other general information on a range of common radio services such as CB Radio, Amateur Radio and Maritime VHF Radio.
- Various <u>user guides</u> on the RSM Website describe the steps to take to complete each process.
- Some fields and sections in the Register of Radio Frequencies (the RRF) have help text.
 - Click or hover over the **(**Information icon) to view the help text with information about what to enter in the field or information about a section of the screen.
- Please contact RSM if you require further assistance:
 - Email <u>rsmlicensing@mbie.govt.nz</u>
 - \circ $\;$ Phone the freephone number 0508 RSM INFO (0508 776463).

Approved Radio Certifiers and Engineers

You should be familiar with the following PIBs:

- Table of Radio Spectrum Usage in New Zealand (PIB 21)
- Fixed service Bands in New Zealand (PIB 22)
- Mobile service Bands in New Zealand (PIB 23)
- Radio Licence Certification Rules (PIB 38)
- Spectrum Licence Certification Rules for Crown Management Rights (PIB 39)
- Audit Procedures for Engineering Certificates issued by Approved Persons (PIB 40)
- Radio Licence Policy Rules (PIB 58)
- Policy rules for Crown Spectrum Management Rights (PIB 59).

Licence Agency Consideration

Depending on the radio licence type, the application may be submitted to a Licence Agency (LA) and if that LA gives approval, the licence status changes from **Awaiting Licensing Agency Recommendation** to **Licensing Agency Decision**. You can then continue to create the new licence.

If the LA rejects an application, an email is sent to RSM's Licensing Manager and to the client. You are not notified of the rejection, nor does the application return to your work queue. The Licensing Manager has the right to overturn an LA decision and may enforce further conditions when creating the new licence.

Version	Date	Details
0.01 0.02 0.03	July 2022 August 2022 December 2022	Draft RRF for review
0.04	December 2022	Draft for Release 1
0.05	February 2023	Draft for Release 2
1.00	March 2023	Final version

Amendment history

Create a Radio Licence

An Approved radio certifier and engineer can create new licences for their clients. Before a new licence can be added, you must create a new licence application. The application generates the communications that keep you informed of the changes.

This document describes how to login to the Radio Frequencies (the RRF) and search for a client. It then outlines examples of how to create non-engineered and engineered licences.

Login to the RRF

Before creating a new licence application, you must login to the Register of Radio Frequencies (the RRF).

1. From the Radio Spectrum Management (RSM) website, select **Register of Radio Frequencies (RRF)** link to display the Register of Radio Frequencies (RRF).



2. Click **Login** and log in to the Register of Radio Frequencies (the RRF) using RealMe. An authorisation message displays.



3. Click I Agree. The My Dashboard screen displays.

Welcome to the Register of Radio Frequencies	Shortcuts 0	
Welcome External to the Register of Radio Frequencies (RRF), it is the public online register of radio licences, spectrum licences and management rights issued by Radio Spectrum Management (SM) in New Zealand.	Apply/Create - Licence	0
The Register holds all information of assigned frequency use, including the licence or spectrum rightholder details, and the time period for which the licence or spectrum right has been allocated.	Search - Clients	0
	Search - Licences	0

- 4. Do one of the following:
 - If you don't know the number for your client, go to Search for a client.
 - If you know the number of your client, go to the next step.
- 5. Create your radio licence application by following the steps in the example that is relevant to the type of licence you require:
 - Non-engineered radio licence applications examples include:
 - Create a Maritime licence
 - <u>Create an Aeronautical licence</u>
 - <u>Create a Land Mobile General Channel licence</u>
 - Engineered radio licence application example includes:
 - <u>Create a Microwave Fixed Point-to-Point Bi-directional Licence</u>

Note: While creating a licence application you can do the following:

- If you find an error in a submitted licence application or you don't want to continue with the application, you can withdraw it. Refer to <u>Withdraw a Licence Application</u>.
 Note: You can only withdraw an application before paying the fee.
- If you cannot complete payment for a submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to <u>Pay a licence</u> in the RSM Website.
- If the client will complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise them the licence application is ready for payment.

Search for a client

If you don't already have the number for your client, then you need to search for the client to obtain their client number. You must login to RRF to search for clients.

1. Select **Search > Clients** to display the *Search Client* screen.

Search client Search Client number, NZBM, or Billing name	ch Client	Search 🗸	Batch Processing \checkmark	Apply/Create \vee	Maintain \checkmark	Pay Fees 🗸	Reference Data $ \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! $	dev tools $ \sim $	External RadioEngineerARE ~ ARE/TELECOM NEW ZEALAND LTD
Back Search client Client number, NZBN, or Billing name More Options									
Search client Search Client namee, Client number, NZBN, or Billing name	Back								
Search Client name, Client number, NZBN, or Billing name More Options	Search clie	nt							
Client name, Client number, N2BH, or Billing name									
More Options	Search								
	Search Client name, Cli	ient number, NZBN, or Bill	ing name			0			
	Search Client name, Cli + More Option	ient number, NZBN, or Bill	ing name			•			

The Client Search screen functions as follows:

- You can search by client number, client name, NZBN number or billing name.
- Entering less information in the search criteria returns more results.
- There may be more than one client number for the same client. You must have the correct client number when creating a licence.
- Enter part of the Client name in the Search field for the client to which you want to issue the licence. You can also use the billing name or NZBN number. Note: Searching by client number is the recommended searching method.
- 3. Click **Search.** The search results display.

lient	500	rch ∨ Betch Processing	√ Apply/Create √ Ma	intain 🗸 Pay Fees 🗸	Reference Data 🗸 dev tools 🗸	Etternal RadioEngineerARE ~
Back						Add a New Client
Search cli	ent					
Search						
Bond				0		
Search re:	sults					Clear Search
Applied filters:	None					9 results found Showing 20 per page 🗸
Client numb	Status Hi	dden Type	Client name 🕇	Billing name	Residential/Physical address	
84692	Active	Persion	A M J BOND	MR A M J BOND	47 BRIGHTS ROAD, WAIUKU, NZ	View
169	Active	Business	BOND AND BOND	BOND AND BOND	TO BE SUPPLIED, TO BE SUPPLIED, NZ	View
501246	Active	Registered Company	BOND AND BOND LIMITED	BOND AND BOND LIMITED	Level 2, 1 Nelson Street, Auckland, NZ	View
506311	Active	Registered Company	Bond and Bond	Bond and Bond	77 Tristram Street, Hamilton, NZ	View
137398	Active	Registered Company	CHAS BOND LOGGING LTD	CHAS BOND LOGGING LTD	182 SPA ROAD, TAUPO, NZ	View
51993	Active	Person	E W BOND	MR E W BOND	PO BOX 300-386, ALBANY, AUCKLAND 1331, NZ	View
138223	Active	Registered Company	KIWIBOND LIMITED	KIWIBOND LIMITED	MANUTAPU ROAD EXTENSION, AUCKLAND INERNATIONAL AIRPORT, AUCKLAND, NZ	View
	Artina	Person	M BOND TRADING AS ON THE	MR M BOND TRADING AS ON	53 GRAMPIAN ROAD, ST HELIERS,	and the second se

- If required, click **View** and review the client's record to check you have the correct client.
- Copy the client number to the clipboard.

Create a Maritime Licence

Once you have identified the correct client, you can continue to create the application for a new licence.

1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.

Back						Submit
Client details						
Client *						
You can search by Client name, I	lient number, NZBN, or Billing nar	ne.				
Residential/Physical address						
1						
Email						
17. T						
Basic details						
Licence type *						
			~			
Purpose of the service						
			,A			
Fixed term						
Commencement date						
5-May-2022	<u> </u>					
Anniversary month *						

- 2. Enter the client number or name of the client into the **Client** field and select their name from the list that displays. The client details display below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to <u>Search for a client</u>.
- 3. Select **Maritime** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the additional field and select from the list, (e.g. Ship). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Ship Voluntary).
- 4. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.
- 5. Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.

ly for a New Licence	Search ~	Batch Processing \checkmark	Apply/Create 🗸	Maintain \sim	Pay Fees 🗸	Reference Data $ arsigma$	dev tools \checkmark	External RadioEngineerARE ~ ARE/TELECOM NEW ZEALAND LTD 139
Back								Submit
Client details								
Client *								
PORT TARANAKI LIMITED	(1526) ×							
Residential/Physical addre	55							
1ST FLOOR ADMINISTRATIO	N BUILDING, PORT TA	RANAKI, MOTUROA, NEW PL	YMOUTH, NZ					
Email								
chris.zawodny@med.govt.	12							
Basic details								
Licence type *								
Maritime			~					
Ship			i					
Ship - Voluntary			~					
Fixed term								
Commencement date:								
30-May-2022								
Anniversary month *								
	1000							

- 6. Complete the Ship callsign details:
 - Select the **Equipment type** option, (e.g. **MF/HF & VHF**).
 - If required, tick each check box next the additional option(s) that display. You can leave these unticked (as above).
 - Enter the Vessel Name.
 - Enter the callsign you want to use in the **Callsign** field (if you have one). You can leave this blank, and you will be automatically assigned a callsign and MMSI.

Equipment type *	
O MF/HF (SSB) only	INMARSAT Satellite C communications equipment fitted?
MF/HF & VHF	Selective Call Number (SCN) required?
VHF only 0	
🔿 Handheld VHF only 🔴	
Vessel Name *	
POPEYE	
Callain	

- 7. Upload the Maritime Vessel Safety Form document to the record.
 - Click Upload.
 - Locate the file and either:
 - drag and drop it to the Maritime Vessel Safety Form area, or
 - select the file and click **Open**.
 - RRF checks the file before uploading it to RRF. A message displays to advice whether the file has uploaded successfully.
 - The name of the successfully uploaded file displays in the **Upload** area.

Equipment type *		
MF/HF (SSB) only	NMARSAT Satellite C communications equipment fitted? Selective Call Number (SCN) required?	
ME/HE & VHE		
Visit only		
C Handheid VHP only		
Vessei Name - POPEYE		
Callsien		
Causign		
MMSI -		
Maritime Vessel Safety Form 🤨		
Drag and drop files here to upload them or click the upload bu	tton to choose a file.	
RRF Maritime Vessel Safety Form.pdf	*	
turicad 🔗 Unicad complete		
Charles And		
MMSI for craft associated to parent ship 😗		+ Ac

8. Click Submit.

- If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. Correct the error (it will be identified) and click **Submit**.
- If successful, the *Licence Summary* screen displays with a message at the top to advise the licence application has been submitted. A second message then displays requesting you to pay.

Licence Summary Sean	rch \lor Apply/Create \lor Ma	iintain ∨ Pay Fees ∨ Reference Data ∨ 	Investigations V Correspondence V RSM V dev tools V	r Logan ∨ ng manager
O The Licence Application has been submitted			×	<
Back			Create audit Show on map Withdraw Application	
① This is a planned licence on the Reg	jister. Select [Pay Now] to pay the requi	red fees to complete the registration process. Alternatively, s	select [Create Invoice] to create an invoice.	
			Invoice Reference Create Invoice Pay Now	
Client details \wedge				
Client number 1526	Client name PORT TARANAKI LIMITED		Email address chris.zawodny@med.govl.nz	
+ More				
Application details \wedge				
Application number	Application status		Application date	
100032 + More	Planned		16-Mar-2022	
Basic licence details \wedge				
Licence ID	Licence number	Licence status	Licence reference	
300032	-	Planned		
Licence type Maritime/Ship/Ship - Voluntary (M3)				
Equipment type		INMARSAT Satellite C communications equipment fi	fitted? Selective Call Number (SCN) required?	

Note: If the client's default method of payment was direct debit, the **Invoice Reference** field and **Create Invoice** button will not display.

- 9. Review details of the submitted application to check they are correct. It has the status of **Planned.**
 - If there are any errors that need correcting, you can withdraw the application and start again. Refer to <u>Withdraw a Licence Application</u>.
 - If you are authorised to pay the licence fee on behalf of your client and can pay it now, refer to <u>Pay</u> <u>a licence</u> in the RSM Website

- If you are authorised by your client but cannot complete payment for the submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to <u>Pay a licence</u> in the RSM Website
- If your client is to complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise the licence application is ready for payment.

The process ends.

Create an Aeronautical Licence

Once you have identified the correct client, you can continue to create the application for a new licence.

- 1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.
- 2. Enter the client number or name of the client into the **Client** field and select their name from the list that displays. The client details display below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to <u>Search for a client</u>.

or a New Licence	Search 🗸	Batch Processing \sim	Apply/Create 🗸	Maintain \vee	Pay Fees 🗸	Reference Data 🗸	dev tools 💛	External RadioEngineerARE ~ ARE/TELECOM NEW ZEALAND LTD 135963
Back								Submit
Client details								
Client *								
Benjamin Smart (507223)	×							
Residential/Physical addre	155							
26 Some Street, Another St	uburb, Major City, 811	12, NZ						
Email								
activate@rsm.govt.nz								
Basic details								
Licence type *								

- 3. Select **Aeronautical** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the blank mandatory field below Licence type and select from the list, (e.g. Aircraft).
 - Click in the next blank mandatory field and select from the list, (e.g. Aircraft). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Aircraft).

	annan ann		Apply/create V	Maintain V	ray rees ~		are/Telecom New Zealand LTD
Back							Submit
							JADANIK
Client details							
Client *							
Benjamin Smart (507223) ×							
Residential/Physical address							
26 Some Street, Another Subur	b, Major City, 8112	t, NZ					
Email							
activate@rsm.govt.nz							
Basic details							
Licence type *							
Aeronautical			~				
Aircraft			~				
Aircraft			~				
Fixed term							
Commencement date:							
30-May-2022							
Anniversary month *							

- 4. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.

- 5. Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.
- 6. Enter the **Callsign** you require.

Anniversary month *	
Aircraft details	
Callsign *	
ZKAAG	
Additional Equipment Fitted	

- 7. Click Submit.
 - If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. For example, if the callsign you entered has already been used you are requested to enter a different one and lists available callsigns:

Aircraft details	
Callsign *	
ZKAAA	
This Callsign has been used, please e different one. Available callsigns are: ZKAAG, ZKAAH, ZKAAI	inter

- Enter one of the callsigns listed and click **Submit**.
- If successful, the *Licence Summary* screen displays with a message at the top to advise the licence application has been submitted. A second message then displays requesting you to pay.

icence Summary	Search 🗸 Apply/Create 🗸	Maintain 🗸 🛛 Pay Fees 🗸	Reference Data \lor Investigations \lor	Correspondence \lor RSM \lor	dev tools 🗸	Jeremy Logan V Licensing manager
The Licence Application has been subm	nitted					×
Back					Show on map Wit	hdraw Application
 This is a planned licence on the Regis 	ter. Select [Pay Now] to pay the requ	ired fees to complete the registration	on process. Alternatively, select [Create Invoice] to	create an invoice.	Create Invoi	ce Pay Now
Client details ^						
Client number 507223	Client name Benjamin Smart		Em	ail address njaminsmart@someisp.co.nz		
+ More						
Application details ^						
Application number 100031	Application status Planned		Application 16-Mar-202	date 2		
Licence type Aeronautical/Aircraft/Aircraft (A1)				L3		
+ More						
Basic licence details ^						
Licence ID	Licence number	Licence status	Licence refe	rence		
300031		Planned				
Licence type Aeronautical/Aircraft/Aircraft (A1)			Callsign ZKAAG			
Fixed term						
No						
Commencement date	Expiry date	Cancellation date	Granted dat	e		
16-Mar-2022			(A)			0

Note: If the client's default method of payment was direct debit, the **Invoice Reference** field and **Create Invoice** button will not display.

8. Review details of the submitted application to check they are correct. It has the status of **Planned.**

- If there are any errors that need correcting, you can withdraw the application and start again. Refer to <u>Withdraw a Licence Application</u>.
- If you are authorised to pay the licence fee on behalf of your client and can pay it now, refer to <u>Pay</u> <u>a licence</u> in the RSM Website.
- If you are authorised by your client but cannot complete payment for the submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to <u>Pay a licence</u> in the RSM Website.
- If your client is to complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise the licence application is ready for payment.

The process ends.

Create a Land Mobile - General Channel Licence

You can create an application for a Land Mobile licence for up to 10 general simplex channels without having to engage an Approved Radio Certifier (ARC) or an Approved Radio Engineer (ARC).

- 1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.
- 2. Enter the client number or name of the client into the **Client** field and select their name from the list that displays. The client details display below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to <u>Search for a client</u>.
- 3. Select **Land Mobile** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the additional field and select from the list, (e.g. Simplex). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Land Simplex General Channels).

a New Licence	Search \sim	Batch Processing \sim	Apply/Create 🗸	Maintain 🗸	Pay Fees \sim	Reference Data \checkmark	Investigations \checkmark	Correspondence 🗸	rsm ~	dev tools \sim	Sis Admin ~ RSM radio enginee
Back											Submit
Client details											
Client*											
ELECTRICITY ASHB	URTON LIMITED	(58) ×									
Residential/Physica	il address										
18 Kermode Street,	Ashburton, NZ										
Email											
smart.client@mbie.	govt.nz										
Basic details											
Licence type *											
Land Mobile				~							
Simplex				\sim	•						
Land Simplex - Ge	neral Channels			~	• 1						
Preferred band(s) *											

4. Click in the **Preferred band(s)** field and select the band from the list, (e.g. Land Mobile "C" Band). Only bands applicable to the licence type are listed. This is a multi-selection field, so you can select more than one band, (e.g. Land Mobile "C" Band, Land Mobile "D" Band).

Note: If you selected a band that requires LA approval, (e.g. HF AM (Radio), Amateur Repeater), your licence application will be automatically sent to the LA when submitted. You will receive advice of the outcome by email and in your *My Dashboard* screen.

5. Click in the **Channels** field and select the channel you require for each Band from the list. Only general channels relative to the selected type of licence will display. Some channels indicate the channel loading, (e.g. FNX125 (15 Existing Licences), to advise the number of existing licences using that channel.

Basic details	
licence type *	
Land Mobile	-
Simplex	=
Land Simpley - General Channels	-
Development handfa)*	
449.75 - 450 MHz (Land Mobile "C" Ba × 458.3375 - 458.54 MHz (Land Mobile " ×	~
Select a value	
449.75 - 450 MHz (Land Mobile "C" Band)	8
Channels* 😑	
CNXIB (3 Existing Licences) 兴 — Select a value —	\sim
458.3375 - 458.54 MHz (Land Mobile "D" Band)	0
Channels* 🌖	
DNNX2 X Select a value	\sim
Purpose of the service	
Fixed term	
Commencement date: 1-jun-2022	
Anniversary month *	
May 🗸	
Additional information	_

Note: When you select more than one band (in the **Preferred band(s)** field), a separate **Channel** field displays for to each band and you will need to select the channel(s) for each.

- 6. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.
- 7. Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.
- 8. Complete the Land Simplex details:
 - Enter the **Number of Sets** required, (e.g. 5).
 - Select the **Location** from the list, (e.g. All New Zealand).

Preferred band(s) *	
449.75 - 450 MHz (Land Mobile "C" Ba.,. 🔋 😣 458.3375 - 458.54 MHz (Land Mobile "	× ×
- Select a value	
449.75 - 450 MHz (Land Mobile "C" Band)	8
Channels * 😶	
curve to enound memory Detect a value	Y
458.3375 - 458.54 MHz (Land Mobile "D" Band)	0
Channels * 👴	
DNN02 × Select a value	×
Burnara of the randre	
en pope or une pervice.	
	A
Fixed term	
Commencement date:	
1-Jun-2022	
Anniversary month *	
May	
Additional information	
Land simplay details	
Land simplex details	
Number of sets *	
5	
Site details - transmit location	
Location *	
All New Zealand	
Back	

9. Click Submit.

- If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. Correct the error (it will be identified) and click **Submit**.
- If successful, the *Licence Summary* screen displays with a message at the top to advise the licence application has been submitted. A second message then displays requesting you to pay.

Licence Summary Se	arch V Batch Processing V Apply/Create V	Maintain \lor Pay Foes \checkmark	Reference Data 🗸	Investigations \vee	Correspondence 🗸	rsm \vee	dev tools 🗸	Sis Admin V RSM radio engineer
() The Licence Application N	as been saturited					×		
Back							Create audit	Show on map
① This is a plann	ed licence on the Register, Select [Pay Now] to pay the regul	ed fees to complete the registration	process. Alternatively, select	[Create Involce] to create	r an Involce.			
				Invoir	ce Reference		Create Invoice	Pay Now
Client details	^							
Client number	Client name			Email address				
58	ELECTRICITY ASHBURTON LIMITED			smart.client@mbie.go	vt.nz			
+ More								
Application de	etails ^							
Application number	Application status			Application date				
100044	Planned			1-Jun-2022				
Licence type								
Land Mobile/Simple	x/Land Simplex - General Channels (LG)							
+ More								
Basic licence	details ^							
Licence ID	Licence number	Licence status		Licence reference				
300065	10.7.1	Planned		30 C				
Licence type				Number of sets				
Land Mobile/Simple	x/Land Simplex - General Channels (LG)			5				
Engineer								
RSM Engineering								

Note: If the client's default method of payment was direct debit, the **Invoice Reference** field and **Create Invoice** button will not display.

10. Review details of the submitted application to check they are correct and that you are happy with the channel(s) selected. It has the status of **Planned.**

SM Engineering								
ixed term								
.0								
ommencement date	Expiry date		Cancellation dat	te		Granted date		
-Jun-2022			1					
+ More								
Related licences ~								+ Add
pectrum details ~								
Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation		
CNX18	449.962500	449.975000	449.968750	14.0	10K0F3EJN	Vertical	View	
DNNK2	458.343750	458.350000	458.346875	14.0	5K76G1E	Vertical	View	
ransmit location de	etails ^							-
Location name	Grid refere	ince	Antenna	Equi	pment			
ALL NEW ZEALAND			UNKNOWN			View		
leceive location de	tails ^							
Location name	Grid refere	ince	Antenna	Equi	pment			
MOBILE			UNKNOWN			View		
conditions ^								
earlife conditions								
prenie contractoria								

• If there are any errors that need correcting, you can withdraw the application and start again. Refer to <u>Withdraw a Licence Application</u>.

- If you are authorised to pay the licence fee on behalf of your client and can pay it now, refer to <u>Pay</u> <u>a licence</u> in the RSM Website.
- If you are authorised by your client but cannot complete payment for the submitted new licence application, click **Back** to return to your *My Dashboard* screen. You can locate it later and pay the fee to make the licence current on the Register. Refer to <u>Pay a licence</u> in the RSM Website.
- If your client is to complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise the licence application is ready for payment.

The process ends.

Create a Microwave Fixed Point-to-Point Bi-directional Licence

This type of licence requires the ARE or ARC to craft the licence for their client.

- 1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.
- 2. Enter the client number in the **Client** field and select their name from the list. Their client details display in the fields below.
 - If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to <u>Search for a client</u>.

Apply for a New Licence	Search \lor	Batch Processing \vee	Apply/Create $arphi$	Maintain 🗸	Pay Fees \sim	Reference Data 🗸	External RadioEngineerARE V ARE/TELECOM NEW ZEALAND LTD 135563
Client details							Submit
Client *							
90 MILE REALTY LIMITED (600079) ×						
Residential/Physical address							
180 Bank Street, Regent, Whangar	ei, 0112, NZ						
Email							
tester56@fostermoore.com							
Basic details							
Licence type *							

- 3. Select **Fixed** in the **Licence Type** field drop down list. An additional mandatory field displays below the licence type field.
 - Click in the additional field and select from the list, (i.e. Point-point). Another mandatory blank field displays.
 - Click in the second additional field and select from the list, (e.g. Fixed >=1 GHz (Bi-directional)).
- Click in the Preferred band(s) field and select the band from the list, (e.g. 10700 11700 MHz (Fixed "11G" Band)). Only bands applicable to the selected licence type are listed. This is a multi-selection field so you can select more than one band, if required.

Licence type *	
Fixed	~
Point-to-point	\sim
Fixed >=1 GHz (Bi-directional)	\sim
Preferred band(s) *	
$\boxed{10700-11700~MHz}$ (Fixed "11G" Band) $\qquad \sim \qquad \rightarrow Select ~a value \rightarrow$	Ŷ
10700 - 11700 MHz (Fixed "11G" Band)	0
Engineer *	
External RadioEngineerARE	~
Purpose of the service	
New licence	
Fixed term	
Commencement date	
7-Jun-2022	
Anniversary month *	
February 🗸	
Additional information	
	1
Back	

5. Enter the **Purpose of the service**, (e.g. New licence), if required.

- 6. The **Commencement date** for the licence defaults to today's date, you can change this to a future date, if required.
 - If this is for a fixed term, tick the **Fixed term** check box and select the **Expiry date**. Otherwise leave the check box blank.
- 7. Leave the **Anniversary month** for the licence as the default month that displays for your client, or select a different month, if required.
- 8. Click Submit.
 - If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. Correct the error (it will be identified) and click **Submit**.
 - If successful, the *Craft* screen displays with a message at the top to advise the licence application has been submitted. Go to <u>Craft the Point-to-point Bi-directional Licence</u>.

Craft		Search \vee	Batch Processing \checkmark	Apply/Create \checkmark	Maintain \checkmark	Pay Fees \checkmark	Reference Data 🗸	External RadioEngineerARE ~ ARE/TELECOM NEW ZEALAND LTD 135563
	O The Licence Application	has been subn	iitted					×
								Withdraw Application
	Client details ^							
	Client number	Clien	t name					
	600079	90 M	LE REALTY LIMITED					
	+ More							
	Application details	~						
	Application number	Appli	cation status				Application date	
	100609	Awai	ing Engineering Certificatio	n			7-Jun-2022	
	Licence type							

Note: If you selected a band that requires LA approval, (e.g. HF AM (Radio), Amateur Repeater), you remain in the *Apply for a new* licence screen. A message displays at the top of the screen to advice the licence application has been submitted and the application status is now **Awaiting Licencing Agency Recommendation**.

- Once the LA has reviewed your application you will receive an email advice and the application will display in your *My Dashboard* screen for action.
- If the LA **Declined**, you remain in the *Apply for a new licence'* screen. Change the details on the application and submit again.
- If the LA **Approved**, the *Craft* screen displays. Go to <u>Craft the Point-to-point Bi-directional</u> <u>Licence</u>.

Craft the Point-to-point Bi-directional Licence

Once you submit your licence application or after the LA has approved the band(s) you selected, the *Craft* screen displays and takes you to the **Basic licence details** section to complete.

Before licence can be certified you must complete all five (5) crafting sections. As you indicate each section is complete, (i.e. Done), a ticked green icon displays next to the section heading. You can make edits to the data in any completed section before making payment.

Note: You can withdraw the licence at any time until the licence has been certified. Refer to <u>Withdraw a</u> <u>Licence Application</u>.

Craft the basic licence details

1. Scroll down the *Craft* screen to view the **Basic licence details**. The only mandatory field is **Licence classification**.

pplication number	Application stat	itus			Application date			
00609	Awaiting Engine	eering Certification			7-Jun-2022			
lcence type								
ixed/Point-to-point/Fixed >=1	1 GHz (Bi-directional) (FJ)							
+ More								
							Copy Licence	
 Basic licence details 	s						Done	
Licence ID		Licence number		Licence status				
300857				Incomplete				
Licence reference								
1								
Licence type								
Licence type Fixed / Point-to-point / Fixed	d >=1 GHz (Bi-directional) (F)	3)	Change licence	e type				
Licence type Fixed / Point-to-point / Fixed System ID	d >=1 GHz (Bi-directional) (F)	3)	Change licence	e type		Description		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a s	d >=1 GHz (Bi-directional) (Fj system ID	3)	Change licence	cSY code		Description		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a s	d >=1 GHz (Bi-directional) (F) system ID	3)	Change licence	CSY code		Description		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a : Licence classification *	d >=1 GHz (Bi-directional) (F) system ID ection	3)	Change licence	cSY code		Description -		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a : Licence classification * Transmit with Receive Prote	d >=1 GHz (Bi-directional) (F) system ID ection	7)	Change licence	cSY code		Description =		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a : Licence classification * Transmit with Receive Prote Engineer	d >=1 GHz (Bi-directional) (F) system ID ection ABFR0n2)	1) Re-assign	Change Econor	cSY code		Description -		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a : Ucence classification * Transmit with Receive Prote Engineer External RadioEngineerARE (j	d >=1 GHz (Bi-directional) (F) system ID ection AREB002)	7) Re-assign	Change Econor	e type CSY code -		Description -		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a : Licence classification * Transmit with: Receive Prote Engineer External RadioEngineerARE () Fixed term	d >=1 GHz (Bi-directional) (Fj system ID section AREBOO2)	1) Re-assign	Change Scence	e type CSY code -		Description -		
Licence type Fixed / Point-ta-point / Fixed System ID Start typing to search for a r Licence classification * Transmit with Receive Prote Engineer External RadioEngineerARE (Fixed term Commencement date Commencement date	d >=1 GHz (Bi-directional) (F) system ID ection ARE8002)	1) Re-assign	Change licence	e type CSY code -		Description -		
Licence type Fixed / Point-ta-point / Fixed / Point-ta-point / Fixed System ID Start typing to search for a r Licence classification * Transmit with Receive Prote Engineer External RadioEngineerARE (Fixed term Commencement date 7-jun-2022	d >=1 GHz (Bi-directional) (F) system ID ection ARE8002)	1) Re-assign	Change Bonno	e type CSY code -		Description -		
Licence type Fixed / Point-to-point / Fixed Spatem ID Start typing to search for a r Uicence classification * Transmit with Receive Prote Engineer External RadioEngineerARE (Fixed term Commencement date 7-Jun-2022 Anniversary month *	d >=1 GHz (Bi-directional) (F) system ID ection ARE8002)	3) Re-assign Annual licence fees	Change Bonno	e type CSY code -		Description -		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a : Ucence classification * Transmit with Receive Prote Engineer External RadioEngineerARE (Fixed term Commencement date 7:-Jun-2022 Anniversary month * February	d >=1 GHz (Bi-directional) (F) system ID ection AREBOO2)	7) Re-assign Annual licence fees \$150.00	Change Econol	n type CSY code -		Description -		
Licence type Fixed / Point-to-point / Fixed System ID Start typing to search for a : Licence classification * Transmit with Receive Prote Engineer External RadioEngineerARE (i fixed term Commencement date 7-jun-2022 Anhiversary month * February	d >=1 GHz (Bi-directional) (F) system ID ection AREBOD2)	7) Re-assign Annual licence fees \$150.00	Change Scence	e bype CSY code -		Description -		

- If required, update or add any information and click **Save**.
- 2. Click **Done**. The screen refreshes and displays a ticked green icon next to Basic licence indicating it has been completed and you are taken to the next section, (i.e. Spectrum details).

Craft the Spectrum details

You now craft the spectrum details for the licence.

	~					
plication number	Application status				Application date	
0609	Awaiting Engineering Certif	ication			7-jun-2022	
ence type						
ed/Point-to-point/Fixed >=	1 GHz (Bi-directional) (F))					
- More						
						Copy Licence
Basic licence detail	s					Continue crafting
O Spectrum details						Done
earch for a spectrum record	d			_		
start typing to search for a	spectrum record			-		
	1000 State Nation State State State	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation	
Channel	Low (MHz) High (MHz)					
Channel + Show radiation pattern	Low (MHz) High (MHz)					
Channel + Show radiation pattern O Transmit location d	Low (MHz) High (MHz) S Ietails					Done
Channel + Show radiation pattern O Transmit location d O Receive location de	Low (MHz) High (MHz) s letails rtails					Done ~
Channel + Show radiation pattern O Transmit location d O Receive location de O Conditions	Low (MHz) High (MHz) S Ietails Hails					Done ~ Done ~

3. In the **Spectrum details** section, begin entering the channel you require in the **Search for a spectrum record** field, (e.g. 11g2). Select the channel you require from the list. It displays under **Spectrum details**.

O Spectrum deta	ils						Done
Channel	Low (MH2)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation	
11G2	10735.000000	10775.000000	10755.000000	0.0	40M0F7WWX	Non-specific	View Remove

- 4. Click **View** and complete the mandatory fields to update the spectrum information. For example:
 - Select the frequency in the **Polarisation** field list, (e.g. Vertical).
 - Update the **Power dBW (eirp)** field, (e.g. 30).
 - Change the frequency in the **Emissions** field, (e.g. 40m0d7wwx).

Basic licence deta	ails										0	ontinue crafting]
) Spectrum details												Done]
hannel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(ei	rp) Emission	Polaris	tion						
62	10735.000000	10775.000000	10755.000000		0.0 40M0F7WWX	Non-sp	cific	View	Remove]			
Spectrum details													
Spectrum type		Spec	ctrum status			Service type				Polarisation *			
Channel		Spectrum status Pending				Fixed				Vertical			×
Start date		End	date										
7-jun-2022		-											
Remarks													
Reference frequenc	ies											+	Add
Ref. Freq. (MHz) *	3	Frequency type *		P	ower dBW (eirp)*		Power type				Tolerance		
10755.000000		Carrier Frequency		~ [30.0		Mean Pow	er		~	±75 ppm		
Emissions *													
40m0d7wwx												Remov	
												-	
												Cancel Sa	we
Show radiation patter													

- Click Save.
- 5. Click **Done** in the Spectrum details section. A ticked green icon displays for the Spectrum details indicating it has been completed and you are taken to the next section, (i.e. Transmit location details).

Craft Transmit Location details

You now craft the transmit location for the licence.

Basic licence details				Continue crafting
Spectrum details				Continue crafting ~
) Transmit location deta	ails			Done
Search transmit location				
Search			0	
+ more options				Clear Search
ocation name	Grid reference	Antenna	Equipment	
ocation name	Grid reference	Antenna	Equipment	Done
ocation name) Receive location detai) Conditions	Grid reference	Antenna	Epulpment	Done v

- 1. Type the location in the **Search transmit location** field, (e.g. Kaukau). This can be a location name, location ID or location description.
 - If required, click **More Opti**ons to select a **Location Type** and/or **Georeference details**.
- Click Search. A list of matching locations displays.
 Note: If you entered a location ID only one record displays.

Basic lice	nce details								Continue crafting	
O Spectrum	details								Continue crafting	
() Transmit	location details								Done	
Search transm Kaukau + More Opt	it location]•			Clear Search	
Applied filters	Location type: Point, Lo	ation visibility: Visible				(1)			19 results found Showing [20 per page V]	
D	Location name	Location description	Altitude	Мар	Easting	Northing	District			
42860	(akl-006-023-A) [Wikku] _Waikaukau		27	RA31	457,43	141.65	AK	Select		
24932	74 KAUKAU	BCL base station site	426	BQ31	490.79	337.87	WN	Select		
1369	KAUKAU		425	BQ31	489.79	337.87	WN	Select		
22294	KAUKAU		425	BQ31	489.79	337.87	WN	Select		
43188	KAUKAU		420	BQ31	489.79	337.87	WN	Select		
24387	KAUKAU	Vodafone GSM cellular	437	B031	489.79	339.67	WN	Select		0

• Click **Select** next to the location you require.

Spectrum details					Continue crafting ~
O Transmit location deta	ils				Done
Location name	Grid reference	Antenna	Equipment		
74 KAUKAU	8031 490.79 337.87			View	

Click View. The transmit location details display to enter the antenna information.
 Note: If the location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to <u>Add Reference Data</u>.

location name		Location type					
A KAUKAU		POINT					
Мар	Easting		Northing				
IQ31	490.79		337.87		+ Show all Geo	ref types	
Antenna							
earch antenna *							
Antenna identifier, make, mode	l, or type						
intenna identifier		Version		Make		Model	
964		1		ANDREW		VHLPX2.5-15	
ype		Remarks					
PARABOLIC 11G BAND		Xpol 30 dB. Specifications for Z band (10.7- only.	11.7 GHz) frequency range				
Azimuth (wrt True North)		Elevation (wrt Horizontal)		Height (AGL metres) *			
				25			
Equipment							
Search equipment *							
Equipment identifier, make or i	nodel						
Equipment identifier		Version		Make		Model	
1038		1		AVIAT		ODU 600	
Propagation							
Configuration loss (dB)							

- Begin typing the antenna type in the Search antenna field, (e.g. 11g) and select the one you require from the list. Details of the selected antenna display below.
 Note: If required, you can click the antenna identifier link to view the antenna record.
- Enter the height of the antenna in the **Height (AGL metres)** field, (e.g. 25). The **Azimuth** and **Elevation** fields are optional.
- Begin typing the equipment identifier, make or model in the **Search equipment** field, (e.g. Aviat) and select the relevant option from the list. Details of the selected equipment display below this field.

Note: If required, you can click the equipment identifier link to view the equipment record.

• Click **Save.** The transmit location record displays.

O Transmit location details				Done	^
Location name	Grid reference	Antenna	Equipment		
74 KAUKAU	8031 490.79 337.87	ANDREW VHLPX2.5-15	AVIAT ODU 600	View Remove	

4. Click **Done** in the Transmit location details section. A ticked green icon displays for the Transmit location details indicating it has been completed and you are taken to the next section, (i.e. Receive location details)

Craft Receive Location details

You now craft the receive location for the licence.

Basic licence details				Continue crafting ~
Spectrum details				Continue crafting
Transmit location det	tails			Continue crafting.
Receive location deta	ails			Done
Search receive location				
+ More Options				
				Clear Search
Location name	Grid reference	Antenna	Equipment	
O Conditions				Done
note and attachm	nent v			+ Add

- 1. Type the receive location in the **Search receive location** field, (e.g. Towai). This can be a location name, location ID or location description.
 - If required, click **More Options** to select a **Location Type** and/or **Georeference details**.

○ Receive location details	Done	^
Search receive location		
Search - Less Options		
Point		
Georeference details		
	Clear Search	

Click Search. A list of matching locations displays.
 Note: If you entered a location ID only one record displays.

ceive l	ocation details								Done	2
receive	e location									
1						0				
ore Opt	tions									
									Clear Sear	ch
ch re	sults									
d filters	Location type: Point, Loc	ation visibility: Visible							17 results found Showing 20 per pag	e 🗸
d filters	: Location type: Point, Loc	ation visibility: Visible				< 1 >			17 results found Showing (20 per pag	• •
d filters	: Location type: Point, Loc Location name	ation visibility: Visible Location description	Altitude	Мар	Easting	< 1 > Northing	District		17 results found Showing (20 per pag	e v
d filters ID 1487	Location type: Point, Loc Location name MT TOWAI	ation visibility: Visible Location description	Altitude 348	Map BQ32	Easting 616.78	< 1 > Northing 333.86	District	Select	17 results found Showing [20 per pag	e 🗸
d filters ID 1487 4765	E Location type: Point, Loc Location name MT TOWAI PAPATOWAI	ation visibility: Visible	Attitude 348 20	Map 8032 CG14	Easting 616.78 292.42	C 1 > Northing 333.86 376.90	District WN QT	Select	17 results found Showing (20 per pag	
d filters ID 1487 4765 26376	Location type: Point, Loc Location name MT TOWAI PAPATOWAI PAPATOWAI	ation visibility: Visible Location description	Attitude 348 20 500	Map 8032 C614 C614	Easting 616.78 292.42 313.38	C 1 > Northing 333.86 376.90 399.96	District WN OT OT	Select Select Select	17 results found Showing (20 per pag	8 ¥
d filters ID 1487 4765 26376 40335	Location type: Point, Loc Location name MT TOWAI PAPATOWAI PAPATOWAI PAPATOWAI VRFF FIRE STATION	ation visibility: Visible Location description Papatowai Voluntary Rural Fire Force	Altitude 348 20 500 20	Map 8032 CG14 CG14 CG14	Easting 616.78 292.42 313.38 293.43	K 1 > Northleg 333.86 376.90 399.96 375.91	District WN OT OT OT	Select Select Select Select	17 results found Showing (20 per pag	• •
d filters 1487 4765 26376 40335 15838	Elocation type: Point, Loc Location name MT TOWAI PAPATOWAI PAPATOWAI PAPATOWAI VRFF FIRE STATION TOWAI	ation visibility: Visible Location description	Attitude 348 20 500 20 20	Map 8032 0614 0634 0634 0634	Easting 616.78 292.42 313.38 293.43 992.24	< 1 > Northing 333.86 376.90 399.96 375.91 743.27	District WN OT OT OT NL	Select Select Select Select Select Select	17 results found Showing (20 per peg	0 ¥

• Click **Select** next to the location you require. The selected receive location displays in the Receive location details area.

O Receive location details					Done	3
Location name	Grid reference	Antenna	Equipment			
TOWAI	8Q32 614.78 333.86			View . Ramove		

Click View. The receive location details display ready for you to enter the antenna information.
 Note: If the location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to <u>Add Reference Data</u>.

ocation name	Location type				
rowai	POINT				
Map Easting		Northing			
9Q32 614.78		333.86	+ Show all G	eo ref types	
Antenna					
Search antenna *					
Antenna identifier, make, model, or type					
Intenna identifier	Version	Make		Model	
1964	1	ANDREW		VHLP902.5-15	
Type	Remarks				
PARABOLIC 11G BAND	Xpol 30 dB. Specifications for Z band (10.7-11 only.	7 GHz) frequency range			
Azimuth (wrt True North)	Elevation (wrt Horizontal)	Height (AGL me	etres)*	_	
		30			
Equipment					
Search equipment *					
Equipment identifier, make or model					
Equipment identifier	Version	Make		Model	
2038	1	AVIAT		ODU 600	
Propagation					
Configuration loss (dB)	Protection radio (dB)	Bearing (Degree	es)	Path loss (d8)	
Nanted signal	Measured signal	MPIS			
			en en	п	

- Begin typing the antenna type in the Search antenna field, (e.g. 11g) and select the one you require from the list. Details of the selected antenna display below.
 Note: If required, you can click the antenna identifier link to view the antenna record.
- Enter the height of the antenna in the **Height (AGL metres)** field, (e.g. 30). The **Azimuth** and **Elevation** fields are optional.
- Begin typing the equipment identifier, make or model in the **Search equipment** field, (e.g. Aviat) and select the relevant option from the list. Details of the selected equipment display below the field.

Note: If required, you can click the equipment identifier link to view the equipment record.

• Click **Save.** The receive location record displays.

O Receive location details					Done	~
Location name	Grid reference	Antenna	Equipment			
TOWAI	BQ32 615,7800000 335,8600000	ANDREW VHLPX2.5-15	AVIAT ODU 600	View Remove		

4. Click **Done** in the Receive location details section. A ticked green icon displays for the Receive location details indicating it has been completed and you are taken to the next section, (i.e. Conditions).

Craft Condition details

You now add any conditions to the licence, if applicable.

Basic licence details	Continue crafting	
Spectrum details	Continue crafting	
Transmit location details	Continue crafting	
Receive location details	Continue crafting	
O Conditions	Done	
pecific conditions		
+ Show general conditions		
+ Show general conditions	Cancel Save	
+ Show general conditions	Cancel Save	

1. Enter any details of the condition of the licence in the **Special conditions** field, if appropriate and click **Save**.

Note: If there are no conditions, leave the field blank and go to the next step.

- 2. Click **Done** in the Conditions section. A ticked green icon displays for Conditions indicating it has been completed.
 - If additional edits are required to already crafted items, click **Continue crafting** for the section, make the edit then click **Done**.
 - If all crafting details are complete, (i.e. all sections display a ticked green icon), the *Craft* screen refreshes and displays a message to advise the associated record has not yet been created.

-	Search 💛 Batch P	rocessing \vee	Apply/Create \vee	Maintain 🗸	Pay Fees 🗠	Reference Data \checkmark		Conternal Radi
								Withdraw
Select [Certify] to certify	all licences including associated lice	nces below as pe	r the conditions of th	he Engineer's Certific	ate.			
Reference file no.		Engineer's note:	ц.					
Associated licence no	ot created yet. Please create the asso	clated licence.					Engineer's Certificate	Create Associated Licence
Client details ^								
Client number	Client name							
600079	90 MILE REALTY LIMITED							
+ More								
Application details ~	ν.							
Application number	Application status					Application date		
100609	Awaiting Engineering Ce	rtification				7-Jun-2022		
Licence type Fixed/Point-to-point/Fixed >=1	I GHz (Bi-directional) (FJ)							
+ More								
								c
Basic licence details								Continue crafting

• Go to Create an Associated Licence Record.

Create an Associated Licence Record

When all sections of the original licence are complete a ticked green icon displays in front of each section and the *Craft* screen displays new fields and options at the top of the screen. There is also a message to advise the associated record has not yet been created. In this example, it states that you need to create an associated record because this is a bi-directional licence.

_	Search 🗸 Bata	ch Processing \lor App	ly/Create 🗸 Maintain 🗎	∕ Pay Fees ∨	Reference Data \checkmark		External RadioEngineerARE ~ ARE/TELECOM NEW ZEALAND LTD 1355
							Withdraw Application
Select [Certify] to cert Reference file no.	ify all licences including associated	licences below as per the c Engineer's notes	onditions of the Engineer's Cer	tificate.			
Associated licence	e not created yet. Please create the a	associated licence.				Engineer's Certificate	Create Associated Licence
Client details ^							
Client number 600079	Client name 90 MILE REALTY LIMIT	TED					

1. Click **Create Associated Record**. RRF creates the associated licence record (based on the primary licence you created) and refreshes the screen. The Associated record number displays as a hyperlink under the **Associations** section with the **Retain** check box ticked.

0.000	and the second second					
 Primary licence: Adsociated i 	ith Licence (D(S): 302061					
						Copy Application Withdraw Application
G Select (Certify) to certify all	licences including associated licences below as per the co	inditions of the Engineer's Cer	tiñcate.			
Reference file no.	Engineer's notes					
-						
Construction of Designers 1977						
- reasoning scaling source						· ·
					Engineer's Certificate	Recreate Associated Donne
Client datalla						
ctient details ~						
Client number	Client name			Email address		
506682	SMART BUSINESS LIMITED			SMART.INFO@MBIE.GOVT.N	iz	
+ More						
Application details ~						
10/202	12 (MEN //			40000		
Application number	Application status			Application date		
Fixed/Point-to-point/Fixed < 16H	z. BW >50kHz (Bi-directional) (FG)					
+ More						
						dimension of
						Lopy Licence
Basic licence details						Continue crafting
Accociations -						

- 2. Open the associate record to review and craft:
 - Scroll down the screen to **Associations** section and click the associated licence ID hyperlink to display the associated licence record. The primary licence ID hyperlink now displays in the **Associations** section.

raft	Search 🗸	Apply/Create 🗸	Maintain 🗸	Pay Fees 🗸	Reference Data 🗸	External RadioEngineerARE V ARE/SMART BUSINESS LIMITED 506
Associated Licence ID of Prim	inv licence: 302050					×
C And a contract of the	a factore second					Course Jacobies Mitchelsoner Associations
Client details ~						сору аррисанов милиски аррисанов
Client number	Client name				Email address	
506682	SMART BUSINESS LIMITED				SMART.INFO@MBIE.GOVT.NZ	
+ More						
Application details \wedge						
Application number	Application status				Application date	
107900	Amaiting Engineering Certificatio	•			15-Feb-2023	
Licence type						
Fixed/Point-to-point/Fixed < 1GHz	BW >50kHz (Bi-directional) (FG)					
+ More						
						Copy Licence
Basic licence details						Continue crafting V
Associations ~						
302060						
O Spectrum details						Done
Transmit location deta	Is					Continue crafting
Receive location detail	5					Continue crafting.
Conditions						Continue crafting

Note: The same sections display for the associated licence record, as for the Primary licence, (i.e. **Spectrum details, Transmit location details, Receive location details** and **Conditions**). A ticked green icon in front of each section indicates they are complete.

- 3. Click each section to view details and check the information is correct. The transmit and receive details will be reversed in the associated licence record.
 - If you need to edit or add any information for the associated licence:
 - Click **Continue crafting** for the relative section. The icon changes to a red exclamation mark (!) and allows you to edit details. The following example is for editing Spectrum details:

Associations ^									
300071									
③ Spectrum deta	ails							Done	^
Channel	LOW (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation			
11G2#	11265.000000	11305.000000	11285.000000	30.0	40M0D7WWX	Vertical	View Remove		

- Click View, make the edits you require, (e.g. change the **Power dBW (eirp)** field to 25) and click **Save**.
- Click **Done**. The ticked green icon displays for the Spectrum details section.
- 4. Return to the Primary Licence record. To do this, either:
 - Click the licence ID hyperlink (below Associations), or
 - Click the back arrow of your browser.

Party of the second second second								
① Primary licence: Associated w	ith Licence ID(s): 302061							×
							Copy Application Withdraw Application	-
Select [Certify] to certify all	licences including associated licences below a	per the conditions of t	he Engineer's Certil	ficate.				
Reference file no.	Engineer	's notes						
						Engineer's Certificate	Recreate Associated Licence Certily	
Client details								
coeffic details ~								
Client number	Client name				Email address			
506682	SMART BUSINESS LIMITED				SMART.INFO@MBIE.GOVT	NZ		
+ More								
Application details \land								
Application number	Application status				Application date			
Licence type Fixed / Point-to-point / Fixed < 16H	r: BW >50kHz (Bi-directional) (FG)							
+ Note								
							Constitution	-
							copy cross	-
Basic licence details							Continue crafting	×
Associations ~								

- If you decide the associated licence needs to be recrafted or recreated click the **Retain** check box (to remove the tick) next to the associated record to deactivate the **Certify** button. You can either:
 - recraft the associated licence (or primary licence) or click **Recreate Associated Licence** to reset the parameters to be the same as the primary licence.
 - Return to the step above to open the Associated licence and craft it again.
- If crafting completed and the **Certify** button is not active, click the **Retain** check box (to add a tick) for each associated record.

O Primary licence: Associated with	Licence 10(s): 302061		×
			Copy Application Withdraw Application
O curato and a search of			
Reference file no.	Engineer's notes	inter's cerunitate.	
			Engloseer's Certificate Recreate Associated Licence Certify
Client details o			
Client number	Client name	Email address	
506682	SMART BUSINESS LIMITED	SMART.INFO@MBIE.GO	VT.NZ
+ More			
Application datails			
Application details			
Application number	Application status	Application date	
107900	Awaiting Engineering Certification	15-Feb-2023	
Licence type			
Fixed/Point-to-point/Fixed < 1GHz;	W >SokHz (Bi-directional) (FG)		
+ More			
			Comultaneo
			Copy Education
Basic licence details			Continue crafting

5. Go to <u>Certify and Confirm Radio Licence</u>.

Certify and Confirm Radio Licence

After creating the associated record for the licence you return to the primary licence record for the radio licence you are crafting.

You now need to certify the radio licence to create the certificate then confirm the details to register the radio licence in Register of Radio Frequencies (the RRF).

The radio licence can be confirmed by the client or by an ARE or ARC if they have authority from the client.

If you have more than one licence to certify or confirm, you can certify or confirm them at once rather than individually. Refer to <u>Certify or Confirm Multiple Applications</u>.

Certify the radio licence

Only an ARE or ARC can certify a licence. You can only certify a licence after any associated licences have been completed.

caft	Search 🗸 Apply/Cruste 🗸 Maintain 🗸 Pay Fees 🗸 Beforence bata 🧹	External RadioEngineerARE ~ ARE/SMART BUSINESS LIMITED 506682
Primary licence: Associated with Licence ID(s): 30	94)	×
		Copy Application Withdraw Application
Select [Certify] to certify all licences including a Reference file no.	sociated licences below as per the conditions of the Engineer's Certificate. Engineer's notes	
	Englosers C	ertificate Recreate Associated Licence Certify
Client details ~		

- 1. Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate.
 - If required, click **Engineer's Certificate** to view what you (as the engineer) are certifying to.
 - If you find the associated licence needs to be re-crafted, untick the **Retain** check box and click **Recreate Associated Licence** to reset the parameters to be the same as the primary licence. Open the Associated licence and craft it again.
- Click Certify. The Licence Summary screen displays with a message to advise the radio engineer's certificate has been successfully created and each licence has a status of Planned.
 Note: Only an ARE or ARC can certify a licence.

ce Summary	5	arch \checkmark Apply/Create \checkmark	Maintain 🗸	Pay Fees \vee	Reference Data \checkmark	External RadioEngineerARE ARE/SMART BUSINESS LIMITE
O The radio engineer's certil	ficate for each licence has been successfully crea	ted. Each licence is now 'Plann	ed.			x
Primary licence: Associate	ed with Licence ID(s): 302061					ж
Back					Show on	map Licence Extract View Certificate Delete certificate
 Select [Confirm] to verify 	y the details of the licence(s) below meet your re	quirements. If not, then select (Return to Engineer] t	o notify the enginee	er what changes are required.	10 million 1
Client details 🗠						Roturn to engineer Confirm
Client number	Client name				Email address	
506682	SMART BUSINESS LIMITED				SMART.INFO@MBIE.GOVT.NZ	
+ More						
Application details	^					
Application number	Application status				Application date	
107900	Planned				15-Feb-2023	
Licence type						
Fixed/Point-to-point/Fixed < 1	IGHz; BW >50kHz (Bi-directional) (FG)					
+ More						
Basic licence details	۰ A					
Licence ID	Licence number	Licence status			Licence reference	
302060		Planned				
Licence type					Number of sets	
Fixed/Point-to-point/Fixed < 1	IGHz; BW >50kHz (Bi-directional) (FG)					
Licence classification						
Transmit with Receive Protecti	ion					
Base callsign(s)					Mobile callsign(s)	
12					-	
Engineer						
1000 States and a state of						

Note: The **Return to engineer** button allows the client to return the application to the engineer for more crafting work if errors are found after certification.

- 3. Click **View Certificate** to review details to ensure they are correct.
 - If all details are correct:
 - Return to the *Licence Summary* screen.
 - Go to Confirm the radio licence.

Note: If the client returns the application to you for rework you will receive a task in your *My Dashboard* screen. You will open the task and if you intend to make changes to the application, click **Delete Certificate** to remove the existing certificate.

Confirm the radio licence

The radio licence can be confirmed by the client or by an ARE if they have been given the authority by the client.

- 1. If appropriate, contact your client to advise them the licence is ready for them to confirm. If they are to complete this process, they will review the licence details and:
 - If all correct, they will click **Confirm**. The licence and it will go to the licensing Team who will check it against the RSM licensing policy for granting and advise the client the outcome and if granted, request payment.
 - If the client finds errors, they will click **Return to Engineer**, enter a **Rejection reason** and click **OK** to return it to the engineer (ARE) for re-work. The Engineer will receive a task in their *My Dashboard* screen for action.
- 2. If you, (i.e. ARE or ARC) have authority from your client to confirm the licence in the *Licence Summary* screen:

nce Summary		Search 🗸	Apply/Create 🗸	Maintain \vee	Pay Fees \vee	Reference Data \lor		External RadioEngineerARE ~
O The radio engineer's certificate	e for each licence has been successfully o	reated. Each lic	ornce is now 'Planned'					×
Primary licence: Associated with	th Licence ID(s): 302061							×
Back							Show on map Licence Extract	View Certificate Delete certificate
 Select [Confirm] to verify the 	details of the licence(s) below meet your	requirements.	If not, then select (Re	turn to Engineer] to	notify the engineer	what changes are require	rd,	
Client details 🗠								Return to engineer Confirm
Client number	Client name					Email address		
506682	SMART BUSINESS LIMITED					SMARTJINFO@MBI	E.GOVT.NZ	
+ More								
Application details <								
Application number	Application status					Application date		
107900	Planned					15-Feb-2023		
Licence type								
Fixed/Point-to-point/Fixed < 1GHz;	BW >50kHz (Bi-directional) (FG)							
+ More								
Basic licence details ~								
Licence ID	Licence number		Licence status			Licence reference		
302060			Planned					
Licence type						Number of sets		
Fixed/Point-to-point/Fixed < 1GHz;	BW >50kHz (Bi-directional) (FG)							
Licence classification								
Transmit with Receive Protection								
Base calisign(s)						Mobile callsign(s)		
						-		
Engineer								

- Click View Certificate to review details (if required).
- 3. If all details are correct, click **Confirm**.
 - A message displays to advise the licence has been confirmed and assigned to the Licensing Team. The Licensing Team will check it against the RSM licensing policy for granting and advise.
 - Close the *Licence Summary* screen.
- 4. When you receive advice from the licensing team, go to <u>Receive Outcome from Licensing Team</u>.

Certify or Confirm Multiple Applications

When you have more than one application to certify or to confirm, you can certify or confirm them at once rather than individually.

Certify multiple radio licences

1. Display your 'My Dashboard' screen and go to the **Tasks** area.

ister of Radio Frequencies	Shortcuts 📵	
ter of Radio Frequencies (RRF), it is the public online register of radio licences, spectrum licences and management rights issued by (RSM) in New Zealand.	Apply/Create - Licence	0
tion of assigned frequency use, including the licence or spectrum rightholder details; and the time period for which the licence or ated.	Search - Clients	0
	Search - Licences	0
r the related client above require attention:	Reference Data - Equipment	0
nces that have Kenewal Fees due: Pey Fees (Ranewa)		
		Enable Multi Select
Description	Due date	Actions
cence >		🕐 count: 4
Confirm licence Client ID: 600000 App. ID: 107339 Licence ID: 301258	20-Dec-2022	More Open
Craft licence Client ID: 135563 App. ID: 107776 Licence ID: 301914	1-Mar-2023	More Open
	Ister of Radio Frequencies ter of Radio Frequencies ter of Radio Frequencies ter of Radio Frequencies (RRN), it is the public online register of radio licences, spectrum licences and management rights issued by ter of Radio Frequency use, including the licence or spectrum rightholder details, and the time period for which the licence or ated. r the related client above require attention: troes that have Renewal Fees due: pescription terence > Confirm Iscence Client ID: 600000 App. ID: 10738 Licence ID: 301258 Confirm Iscence Client ID: 13563 App. ID: 10778 Licence ID: 301914	Ister of Radio Frequencies Shortcuts

2. Click Enable Multi Select. A radio button displays in front of each task.

Tasks	Ö				Disable Multi Select
\sim	Date	Desc	ription	Due date Actions	
Apply	for radi	o or spectrum licence >	No tasks selected		() count: 5
0		22-Nov-2022 15:07	Confirm licence	20-Dec-2022	More Open
		10-Jan-2023 15:09	Craft licence	10-Feb-2023	More Open
		1-Feb-2023 10:34	Craft licence	1-Mar-2023	More Open
\bigcirc		2-Feb-2023 15:05	Certify licence	2-Mar-2023	More Open
\bigcirc		2-Feb-2023 15:40	Certify licence	2-Mar-2023	More Open

- 3. Click the **Select** check box in front of the first application to confirm. Only those applications with the 'certify' call to action task will be listed to select.
- 4. Select the other radio licences in the list you want to certify.

Tasks 💍			Disable Multi Select	Action Selected
o ~	Date	Description	Due date Actions	
Apply for ra	adio or spectrum licence >	Tasks selected (2)		count: 2
•	2-Feb-2023 15:05	Certify licence	2-Mar-2023 More	Open
۲	2-Feb-2023 15:40	Certify licence	2-Mar-2023 More	Open
				•

• If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.

5. Click Action Selected. The Certify call to action displays.

	eate - Licence	0	
Certify licence	Clients	8	
Select the CERTIFY option to certify all the selected licence applications (including associated licences if applicable) as per the conditions of the Engineers Certificate.	Licences	۵	
Reference File No.	e Data - Equipment	0	
Optional			
Engineer's Notes			
	Disable M	ulti Select	Action Selected
Optional			
	Due date	Actions	
			count: 1
Cancel Certify			
Cancel Certify	2-Mar-2023	More	Open

Note: This example is for the Certify call to action.

- 6. Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate. Details entered in these fields will display on all selected applications.
- 7. Click **Certify**. A message displays advising the selected applications are now certified.

Confirm multiple radio licences

Follow these steps to confirm multiple radio licences. Refer to the screen shots for Certify multiple radio licences above.

- 1. Display your 'My Dashboard' screen and go to the **Tasks** area.
- 2. Click Enable Multi Select. A radio button displays in front of each task.
- 3. Click the **Select** check box in front the first application to confirm. Only those applications with the 'confirm' call to action task will be listed to select.
- 4. Select the other radio licences in the list you want to confirm.
 - If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.
- 5. Click Action Selected. The Confirm call to action displays.

Confirm planned lice	nce		
Select the CONFIRM LIC RETURN TO ENGINEER f	ENCE option to pro or these selected li	ogress these selected licer icence applications.	nce applications or
Reason application ret	rned to engineer		
			,
	Cancel	Return to Engineer	Confirm Licence

- If you decide the selected applications need to be returned to the engineer for re-work, enter details in the **Reason application returned to engineer** field, click **Return to Engineer** then click **OK**. The Engineer will receive a task for each application in their *My Dashboard* screen for action.
- 6. Click **Confirm Licence**. The selected applications are now confirmed.
 - A message displays to advise the licence(s) are confirmed and assigned to the Licensing Team. The Licensing Team will check it against the RSM licensing policy for granting and advise.
- 7. When you receive advice from the licencing team go to <u>Receive Outcome from Licensing Team</u>.

Receive Outcome from Licensing Team

When the Licensing Team has examined the licence application and completed their licensing checks, you and/or your client will receive an email to advise whether it has been granted.

Should the licence application require rework, it will be sent back to you and display in your *My Dashboard* screen.

- 1. If the Licensing Team Examiner referred the licence application back to you for rework, it will display under in your *My Dashboard* screen.
 - Go to the **Tasks** section and locate the licence application.
 - Click **Open** to display the record,
 - Complete the rework required and click **Certify**
 - Either get the client to confirm the licence details or if you have authority for the client, click **Confirm.**
 - Wait for advice from the licensing Team and repeat this process.
- 2. If the Licensing Team Examiner grants the licence, it is now ready for the Licence fee to be paid.
 - If you are paying on behalf of your client, you will receive an email requesting payment. Refer to <u>Pay</u> <u>a licence</u> in the RSM Website.
 - If the client needs to pay the licence fee, they will receive an email and action the payment to complete.
 - Once the licence fee has been paid, the radio licence will have a status of Current and display on the Register.

The process ends.

Withdraw a Licence Application

You have the option to withdraw a licence application if you find an error in the submitted application. For example, a wrong callsign, wrong ship name, you have the right client, but the wrong entity for that client, etc.

Note: You can only withdraw a licence application before certifying or when the client declines the application after certification and returns it to the engineer.

- 1. In the *Licence Summary* screen, click **Withdraw Application**.
 - You return to your *My Dashboard* screen. A message displays at the top of the screen to advise **Application has been withdrawn**.

My Dashboard	Search 🗸	Apply/Create 🗸	Maintain \lor	Pay Fees 🗸	Reference Data 🗸	Investigations \checkmark	Correspondence 🗸	RSM \lor	dev tools \checkmark	Jeremy Logan ∨ Licensing manager
 Application has been with 	drawn.									×
alert							Sho	rtcuts 👴 ^		

• The application has been completely removed from the RRF. You will need to create your new licence application again, if required.

The process ends.

Add Reference Data

An ARE and ARC can add the following reference data if it does not exist in the RRF. The reference data you can add is:

- Add Equipment
- Add Antenna
- Add Location

Once added, the reference data will display in the drop down list for selection a transmit or receive location for your licence.

Add Equipment

Follow these steps to add new equipment to the reference data for RRF.

- 2. Display the My Dashboard screen.
- 3. Select **Reference Data > Equipment**. The *Search Equipment* screen displays.

Search Equipment	Search 🗸 Apply/Create 🗸 Haintain 🗸 Pay Fees 🗸 Reference Data 🗸	Citernal RadioEngineerARE ~ ARE/SMART BUSINESS LIMITED 506682
Back		Add a New Equipment
Search equipment		
Search *		
astralus		
Search results		Clear Search
Your search returned no results.		

- 4. Perform a search for the equipment.
 - Enter the make, model or type of equipment to search for and click **Search**.
 - Check the search results to ensure the equipment doesn't already exist.
- 5. Click Add a New Equipment to display the *Create Equipment* screen.

☆ Create Equipment	Search 🗸 Apphy/Creats 🗸 Maintain 🗸 Phy Pees 🗸 Reference Data 🗸	Conternal RadioEngineerARE ~ ARE/SMART BUSINESS LIMITED 506682
Back		Save
Model *		
Band		
Remarks		
Back		Save

- 6. Enter details of the equipment in the fields. Ensure you complete the mandatory fields and add any information in the **Remarks** field (if required).
- 7. Click **Save**. This new equipment will now display for you to select from the drop down list when adding equipment to a transmit or receive location while crafting a licence.

Add Antenna

Follow these steps to add a new antenna to the reference data for RRF.

- 1. Display the **My Dashboard** screen.
- 2. Select **Reference Data > Antenna**. The *Search Antenna* screen displays.

ch Antenna	Search ~	Apply/Create 🗸 Ma	intain ∽ Pay Fees ∽	Reference Data 🗸	External RadioEngineerARE V ARE/TELECOM NEW ZEALAND LTD 135563
Back					
Search antenna					
Search *					

- 3. Perform a search for the antenna.
 - Enter the make, model or type of antenna to search for and click Search.
 - Check the search results to ensure the antenna doesn't already exist.
- 4. Click Add a New Antenna to display the *Create Antenna* screen.

Model *		544
Model *		50V
Modet*		
n (MHz) *		
5 (MHz) *		
h (MHz) *		
th (MHz) *		
]	
1 (dBi)	High (d8i)	
meter (m)	Front-Back ratio (dB) •	Xpol (dB)
	i (dbi) meter (m)	I (dbi) High (dbi) meter (m) Front-Back ratio (db) *

- 5. Enter details of the antenna in the fields. Ensure you complete the mandatory fields and add any information in the **Remarks** field (if required).
- 6. Click **Save**. This new antenna will now display for you to select from the drop down list when adding an antenna to a transmit or receive location while crafting a licence.

Add Location

Follow these steps to add a new location to the reference data for RRF.

- 1. Display the **My Dashboard** screen.
- 2. Select **Reference Data > Locations**. The *Search Locations* screen displays.



- 3. Perform a search for the location. Hide the map, if required.
 - Enter the keyword for the location or its description to search for and click **Search**.
 - Check the search results to ensure the antenna doesn't already exist.
- 4. Click **Add a Location** to display the *Create Location* screen.

te Location	500	rch 🗸 Apply/Create 🗸	Maintain 🗸 Pa	y Fees 🗸 🛛 Reference Data 🗸	External RadioEngineerARE ~
Back					Save
Location type					
Point					
Location name *			District(s)		
Location description			Site owner details		
			4		
Altitude * Unit					
me	tres 🗸				
Verified					
Source *			-		
			<u> </u>		
Georeference det	ails				
Georeference type *					
TOPOSU			~		
мар*	Easting *	Northing *			
to face					
Back					Same

- 5. Enter details of the location in the fields. Ensure you complete the mandatory fields and add information in the **Location description** and **Site owner details** fields (if required).
- 6. Click **Save**. This new location will now display for you to select from the drop down list when adding a location of a transmit or receive location while crafting a licence.