

Modify 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 modify details of a radio licence in the <u>Register of Radio Frequencies (the RRF)</u>.

Explanation

This document outlines processes for modifying radio licences. Once the modified licence application has been checked and approved by the RSM Licensing Team it will become current 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>. 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 Radio Spectrum Management (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 to modify may be submitted to a Licence Agency (LA) and if the LA gives approval, the licence status changes from **Awaiting Licensing Agency Recommendation** to **Licensing Agency Decision**. You can then continue to modify the 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 modifying the licence.

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

Amendment history

Modify a Radio Licence

As an ARE you can create an application for the radio licence you want to modify, submit the application then make the modifications required. For example, you may need to modify the spectrum details such as the power of the transmit location or change a channel.

A client can also create an application to modify, but only an ARE can make the modifications.

This user guide outlines how to create an application then modify details of all types of radio licence from land simplex to a fixed point to multipoint bi-directional licence. The steps include:

- <u>Create application to modify a radio licence</u>
- Modify the primary licence
- <u>Modify associated licence(s)</u>, if applicable
- <u>Certify and confirm modified radio licence</u>
- <u>Receive the outcome from the Licensing Team</u>.

All modified licences must be approved by the RSM Licensing Team and/or granted by the Registrar.

Note: A licence being modified will remain current and can still operate until the modified licence has been approved or granted.

Create application to modify a radio licence

- 1. Login to the Register of <u>Register of Radio Frequencies (RRF)</u> using your RealMe login. The *My Dashboard* screen displays.
- 2. If you are a delegated user for your client, change your profile (in the top right of the screen).
- 3. Select **Maintain > Licence > Modify** to display the *Modify Licence* screen.

价 Modify Licence	Search 🗸	Apply/Create \vee	Maintain \checkmark	Pay Fees 🗸	Reference Data $ \smallsetminus $	RTExt04 Test V are/vodafone mobile nz limited 134695
Back						Submit
Client details						
Client *						
VODAFONE MOBILE NZ LIMITED (134695) ×						
Residential/Physical address						
2 Squire Street, Mairehau, Christchurch, 8013,	NZ					
Email						
smart.client@mbie.govt.nz						
Licence to be modified •						
— Hide Search						
inde Search						
						Hide search
Search						
Licence number, licence ID, licensee name	e, client number,	NZBN, or application n	umber	0		
Licence type						
			~			
Licence category	~					
Management right number						
Modify authority						
	~					
						Clear Search

• If you are not a delegated user, enter the client's name in the **Client** field then select it to display their details below. For example:

⚠ Modify Licence	Search V Apply/Create V	Maintain \vee Reference Data \vee	External RadioEngineerARE V ARE
Back Client details			Submit
Client • Manawatu District Council (41611) ×			
Residential/Physical address 135 MANCHESTER STREET, FEILDING, NZ			
Email rrf@mble.govt.nz			
- Hide Search			
Search			Hide search
Licence number, licence ID, or application number Licence type	~	0	
Licence category			
Management right number			
· · · ·			Clear Search

4. Enter the Licence ID (of the **primary** licence to be modified) in the **Search** field or perform a search to locate the licence you require. (Your client may have advised the licence details.)

VODAFONE MOBILE	NZ LIMITED (134	695) ×								
Residential/Physical	address									
2 Squire Street, Maire	hau. Christchur	ch. 8013. NZ								
2 oquire baceq mane	nau, en iscenu									
Email										
smart.client@mbie.ge	ovt.nz									
Licence to be i	nodified •									
— Hide Search										
Search										Hide search
300436						0				
Licence tune										
Licence type										
				-						
Licence category										
Radio		~								
Management right	number									
Modify authority										
		\sim								
										Clear Search
Conrob regult										
Search result	>									
										Export file
Applied filters: Licer	ce status: Curre	nt, Licence category: Radio							3 results fo	und Showing 20 per page 🗸
						< 1 >				
Licence ID	Licence no.	Licensee	Channel	Ref. freq. (MHz)	TX/RX	Location	Grid reference	Licence type	Category	Modify authority
300436	300117	VODAFONE MOBILE NZ LIMITED	1551#	426.275000	ТХ	81 MOONSHIRE RD - MOONSHIRE WATER PUMP	BP32 711456	Fixed Bi-directional Point-to-Multipoint	Radio	Select .
300437	300119	VODAFONE MOBILE NZ LIMITED	1551	421.262500	ТХ	EMERALD HILL	BP32 763480	Fixed Bi-directional Point-to-Multipoint	Radio	Select .
300438	300118	VODAFONE MOBILE NZ LIMITED	1551	421.262500	TX	EMERALD HILL PARK (WLG-045-002-A)	BP32 763482	Fixed Bi-directional Point-to-Multipoint	Radio	Select .

Note: When you search for a licence to modify, a primary licence displays with a clear background. Any associated records are listed immediately below, with a lightly shaded background.

5. Click **Select** in the search results next to the primary licence you require. The selected licence displays in the **Licence to be modified** section.

dify Licence	Search 🗸	Apply/Create \vee	Maintain 🗸	Pay Fees 🗸	Reference Data 🗸	RTEAD94 Test V ARE/VODAFONE MOBILE NZ LIMITED 13469
Back						Submit
Client details						
Client *						
VODAFONE MOBILE NZ LIMITED (134695) >	<					
Residential/Physical address						
2 Squire Street, Mairehau, Christchurch, 8013,	, NZ					
Email						
smart.client@mbie.govt.nz						
+ Search						
Licence ID Licen	ce number	Status		Licence typ	e	
300436 30011	7	Current		Fixed Bi-di	rectional Point-to-Multipoint	
Channel Ref.fr	eq.(MHz)	TX/RX		Location		
1551# 426.2	75000	Transmit		81 MOONSI	IRE RD - MOONSHIRE WATER PUMP	
Engineer *						
RTExt04 Test			\sim			
Reason for modification *						
Test Modify Radio Licence			<i>li</i>			
Back						Submit

- Select the **Engineer** (if different from the name that defaults) and enter the **Reason for modification**.
- 6. Click **Submit**. A message displays to advise an application to modify the selected licence will be submitted.
 - Click **Yes** to continue. A message displays at the top of the screen to advice application for modification has been submitted. RRF also creates a task for the ARE to modify the licence and sends it to their *My Dashboard* screen.

Note: If your licence requires LA approval for any changes, the licence application will be automatically sent to the LA. You will receive advice of the outcome by email and in your *My Dashboard* screen.

- When you receive approval advice from the LA for a Satellite licence, open the task to go directly to the certify stage as there is no crafting required. Go to <u>Certify and confirm modified radio</u> <u>licence</u>.
- 7. If you are the designated ARE, the radio licence is now ready to begin modifications in the *Modify Radio Licence* screen. Go to <u>Modify the primary licence</u>.
 - If you are not the nominated engineer, return to your *My Dashboard* screen then go to <u>Open the</u> <u>modify licence task</u>.

Open the modify licence task, (if required)

Use these steps if you were returned to the *My Dashboard* screen after submitting the modify radio licence application and/or when you receive an approval for modification from LA.

- 1. Go to the **Tasks** area of *My Dashboard* screen.
- 2. Locate the **Modify Licence** task and click **Open** (or click **Claim** then **Open**). The *Modify Radio Licence* screen displays.

fy Radio Licence	Search V Apply/Create V	Maintain 🗸 I	Pay Fees \lor R	eference Data 🗸	RTExt04 Test V ARE/VODAFONE MOBILE NZ LIMITI
③ Primary licence: Associated	with Licence ID(s): 300437, 300438				×
					Copy Application Withdraw Application
Client details \wedge					
Client number	Client name			Email address	
134695	VODAFONE MOBILE NZ LIMITED			smart.client@mbie.govt.nz	
+ More					
Application details ~					
Application number	Application status	Application date		Licence to be modified	
106950	Awaiting Engineering Certification	20-Feb-2023		300117	
Licence type					
Fixed/Point-to-multipoint/Bi-Di	irectional/Fixed Bi-directional Point-to-Multipoint (FD)				
+ More					
					Copy Licence
O Basic licence details					Done
Licence ID	Licence number		Licence status		
300653			Incomplete		
Licence reference					
Licence type Fixed / Point-to-multipoint / B	Bi-Directional / Fixed Bi-directional Point-to-Multipoint (FD)	Change licence t	type		
System ID			CSY code	Description	
Start typing to search for a sy	ystem ID		-		

Note: You can withdraw this application to modify a radio licence at any time until you certify the licence. Refer to <u>Withdraw application to modify a radio licence</u>.

- 3. Determine your next step:
 - To change details on the primary licence, go to <u>Modify the primary licence</u>.
 - To modify an associated licence, go to Modify associated licence(s).

Note: If your licence has an associated licence, complete any updates to the primary licence before making changes to an associated licence.

Modify the primary licence

You can modify details of the primary licence, (e.g. update the basic details, change the spectrum details, remove and add channels, transmit location and receive location details).

Note: Only one channel can be used on a point-to-point licence, whereas other licences can have more than one. For example, Land mobile simplex licences can have multiple channels.

All modified licences must be approved by the RSM Licensing Team or Registrar.

1. Scroll down to the **Basic licence details** area, in the *Modify Radio Licence* screen.

Note: This is an example of **Basic Licence details** is for a Fixed point-to-point bi-directional type licence:

Fixed/Point-to-multipoint/Bi-Directional/Fixed Bi-direction	onal Point-to-Multipoint (FD)					
+ More						
1 more						
					Сору	Licence
O Basic licence details					Done	~
Licence ID	Licence number		Licence status			
300653			Incomplete			
Licence reference		٦				
]				
Licence type		Change France				
Fixed / Point-to-multipoint / Bi-Directional / Fixed Bi-di	irectional Point-to-Multipoint (FD)	Chânge licenc	е туре			
System ID		,	CSY code	Description		
Start typing to search for a system ID]	-	-		
Licence classification						
Transmit with Receive Protection						
PTEvt04 Tect (APER006)	Re-assign					
Fixed term						
Commencement date						
25-Jan-2023						
+ More						
Base callsign(s)		1 -				
		0				
	/					
Mobile callsign(s)						
		•				
L		8				
					Cancel	Save

- Enter a Licence Reference, (if required) then make any other edits in this section, (if applicable). For example:
 - Click Change licence type and make selection(s) in the fields that display.
 Note: There are some restrictions on this, (e.g. you cannot change a Land Mobile to a Land Simplex General Channels licence).
 - Assign or Re-assign the Modify Licence application to another engineer, (if appropriate).
 - Enter Number of Sets (for a land mobile, Simplex, Land Simplex (LH) licence type).
 - If appropriate, enter callsign(s), (e.g. **Base callsign(s)**, **Mobile callsign(s**)) and press **Tab** or click outside the field to validate your entry. If the callsign is not available a message will advise.
- Click Save.
- If all changes for the **Basic licence details** have been completed, click **Done**. The button changes to **Continue crafting**.

Application details ^								
Application number 107131	Application status Awaiting Engineering Certification			Application date 31-Oct-2022		Licence to be modified 220453		
Licence type Fixed/Point-to-point/Fixed <1 GHz; BW <=5	0 kHz (Bi-directional) (FE)							
+ More								
							Copy Lic	ence
Basic licence details							Continue crafting	~
Associations \land								
149904								
○ Spectrum details							Done	^
Channel Low (M	Hz) High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation			
JNB17 453.8250	00 453.837500	453.831250	23.0	10K0F3EJN	Vertical	View Remove		
+ Show radiation patterns								
O Transmit location details							Done	~
O Receive location details							Done	~
O Conditions							Done	~
File note and attachment $\!$							+	- Add

2. Click the **Spectrum details** heading to expand the section.

Associations <								
300437 300438								
○ Spectrum details								Done ^
Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation		
1551#	426.262500	426.287500	426.275000	13.0	16K0F3DXN	Vertical	View Remove	
+ Show radiation patterns	5							

• Click View. The Spectrum record expands.

Spectrum details												Done	
annel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eir	rp) Emission	Polaris	ation						
1#	426.262500	426.287500	426.275000	13	3.0 16K0F3DXN	I Vertica	l 🗌	View	Remove]			
pectrum details													
pectrum type		Spec	trum status			Service type				Polarisation *			
hannel		Pend	ling			Fixed				Vertical			~
tart date		End	date										
5-Jan-2023		-											
emarks													
eference frequencie	s												
				Pr	ower dRW (eiro)								
Ref. Freq. (MHz)	Fre	equency type			13.0		Power type				Tolerance		
426.275	Ca	rrier Frequency					Mean Power				±2.5 KHZ		
Emissions *													

- Make any edits required, (e.g. change the **Polarisation** or details in the **Reference frequencies** area).
- To add or remove a frequency in the **Reference frequencies** area, click **Add** and record the details, or click **Remove** next to the frequency record to remove.

- Click **Save**. You return to the Spectrum details list.
- To change the channel, click **Remove** next to the channel in the Spectrum details list to be removed. The channel record no longer displays.
 - To add a new channel (or frequency), start typing the spectrum record in the **Search for a spectrum record** field:
 - Select the channel from the drop down list to add it to the record.
 - Click **View**. The Spectrum record expands.
 - Make any edits required and click **Save.** You return to the Spectrum details list.
 - Click Save. You return to the spectrum record list.
- If all changes for spectrum have been completed, click **Done**. The button changes to **Continue** crafting.
- 3. To update the transmit location details. click the **Transmit location details** heading to expand the section.

Note: If a location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to **Add Reference Data** in the <u>Create a Radio Licence user guide</u>.

Spectrum details					Continue crafting ~
O Transmit location details					Done
Location name	Grid reference	Antenna	Equipment		
81 MOONSHIRE RD - MOONSHIRE WATER PUMP	BP32 710.79 455.85	RFI TLA400-70	MAXON SD-125U	View Remove Show on Map	

• Click **View** to open the transmit location record.

adm ans file defense Attens Epiperal MONDERING 1012 70.79 45.85 81 TL40-01 MONDE 100 action in result Internal Calcion type action in result Locion type action in result Nothing action in resu	O Transmit location details							Done
taking mit fid reference Reference Exponent MODORS MICE 972 70.79 453.5 871 1440-70 MADIN 50-753 Vice Remove Remove <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>								
MONDERSON BY 20 X0 34 533 BY 14.00-70 Non Series France Location name Location type MONDERSON Existion Honores Monde Existion Anton Monde Existion Anton Monde Sasting Honores Monde Sasting	Location name	Grid reference	Antenna	Equipment				
transit location Locion name Locion type transit transite Rot-MoONSHIRE RUMER ROTMON POIN transit Nothing	81 MOONSHIRE RD - MOONSHIRE WATER PUMP	BP32 710.79 455.85	RFI TLA400-70	MAXON SD-12	iU View	Remove Show on Map		
Location name Location name Location name NNO NNONSHEE RD - MOODSHIFE WATE RD MP. NOT Name Rain Nothing Name Nothing - Name Nothing - Name State - Name Nothing - Name Nothing - Name Nodel Name <	Transmit location							
ний е NOONSHIEE RD - MOODSHIEE RD - MOODSHIEE RD - MOODSHIEE WERE PUMP POINT App Éasting Northing #922 70.79 453.5 + Show all Goods or types Amena - - - Stack market - - - GNA Version Make Model - GNA 1 - - - - SUBHOUTE - OMNIDECTOMAL Ranats -	Location identifier		Location name		Location type			
tang Eating Nating sp2 7x7 635 + 50x all contripues knean	34478		81 MOONSHIRE RD - MOONSHIRE WATER	PUMP	POINT			
ppg2 p.g.p p.g.g.g p.seal Get representation Antenna Attenna identifier, make, model, or type Make Model Attenna identifier, make, model, or type Nake Model Kotenna identifier, make, model, or type Ri Tutwoo 70 Kotenna identifier, make, model, or type Rimarks Tutwoo 70 Kotenna identifier, make, model, or type Rimarks Tutwoo 70 Kotenna identifier, make, model, or type Rimarks Tutwoo 70 Kotenna identifier, make, model, or type Rimarks Tutwoo 70 Kotenna identifier, make, model, or type Rimarks Station (Wittwoo Work) Station (Wittwoo Work) Kotenna identifier, make, or model Station (Wittwoo Work) Station (Wittwoo Work) Station (Wittwoo Work) Supporter identifier, make or model Station (Wittwoo Work) Nake Model Supporter identifier, make or model NaXoN Station (Wittwoo Work) Station (Wittwoo Work) Kopeqation Nake Model Station (Wittwoo Work) Station (Wittwoo Work) Kopeqation Nake Model Station (Wittwoo Work) Station (Wittwoo Work) Kopeqation Sta	Мар	Easting		Northing				
Antenna sext-antens* Antenna identifier, make, model, or type Intenna identifier Antenna identifier	BP32	710.79		455.85		+ Show all Geo	ref types	
Search attems 4 Attems identifier, make, model, or type Attems identifier Attems identifier </td <td>Antenna</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Antenna							
Antenna identifier, make, model, or type Version Make Model tota RH TLAdoo-70 type Remarks Statoo-70 type Statoo-70 Statoo-70 type Statoo-70 Statoo-70 type Version Make Model type Statoo-70 Statoo-70 Statoo-70 type Notoo-70 Statoo-70 Statoo-70 type Yapagation Statoo-70 <	Search antenna *			-				
kitema identifier Version Make Model 1074 1 TLAdoo-70 Vpe Remarks - VSUBJUCETE-OMNIDIRECTIONAL - - vstimuth (wrt True North) Elevation (wrt Horizontal) Height (AGL metres)* iquipment 2 - iquipment - - - iquipment dentifier, make or model - - iquipment identifier 1 Maxe Model iquipment identifier 1 Maxon So 1250	Antenna identifier, make, model, or	type]				
Index FR TLAdo-70 type Remarks LOW SILHOUETE-OMNIDRECTIONAL - LOW SILHOUETE-OMNIDRECTIONAL - type Rewarks type Rewarks type Rewarks type - type Rewarks type Rewarks <td>Antenna identifier</td> <td></td> <td>Version</td> <td></td> <td>Make</td> <td></td> <td>Model</td> <td></td>	Antenna identifier		Version		Make		Model	
type Rearks LOW SILHOUETE-OMNIDIRECTIONAL - ktimuth (wrt True North) Elevation (wrt Horizontal) Height (AGL metres)* iguipment 2 iguipment - 2 iguipment 0 - iguipment 1 - iguipment 0 - iguipment 1 - iguipment 0 - iguipment 1 Make Model - iguipment 1 - iguipment 1 - iguipment 1 Maxon ropagation -	1074		1		RFI		TLA400-70	
SUND SULHOUETTE-OMNIDIRECTIONAL - taimuch (wrt True North) Elevation (wrt Horizontal) Height (AGL metres)* iquipment 2 iquipment* Elevation (wrt Horizontal) Image: Support (AGL metres)* iquipment dentifier, make or model Version Make Model iquipment (dentifier) Version Maxon Spagation ropagation Version Spagation Spagation	Туре		Remarks					
taimuch (wrt True North) Elevation (wrt Horizontal) Height (AGL metres)* 2 Equipment iaarch equipment * iquipment Identifier, make or model iquipment Identifier 1 MAXON Spagation	LOW SILHOUETTE - OMNIDIRECTIONAL							
Equipment Saarch equipment * Equipment identifier, make or model iquipment identifier iquipment identifier 1 MAXON Spagation	Azimuth (wrt True North)		Elevation (wrt Horizontal)		Height (AGL metres) *			
Equipment Search equipment identifier, make or model iquipment identifier, Make Model iquipment identifier Version iquipment identifier Nake Model iquipment identifier Nake Nodel infiguration loss (dB) Search Search					2			
Search quijonent * Equijonent identifier, make or model iquijonent identifier, make or model indigenation loss (dB)	Equipment							
Equipment identifier make or model	Search equipment *							
Squipment identifier Version Make Model 1 MAXON SD-125U	Equipment identifier, make or mode	d]				
NAXON SD-125U Propagation	Equipment identifier		Version		Make		Model	
Propagation Configuration loss (dB)	1406		1		MAXON		SD-125U	
Configuration loss (dB)	Propagation							
	Configuration loss (dB)							
Canal Same								
Concert Save								Cancel Save

• Make any edits required, (e.g. change **Height**) then click **Save** to return to the list.



• To view the transmit location in the map, click Show on map.

- Click **X** to close the map window.
- To remove a transmit location (if required), click **Remove** and add a new transmit location record.
- To add a new location, (or a second location if the licence type allows), click **Add** this section will display a field to search for the location to add. For example:

○ Transmit location details				Done ^
Search transmit location Search + More Options] •	Clear Search
Location name	Grid reference	Antenna	Equipment	

- Enter the location for the new transmit location in the **Search transmit location** field and click **Search**.
- Select the location from the search results. The record displays in the **Transmit location details** record list.
- Click **View**, and make any update any details in **Antenna**, **Equipment** and **Propagation** sections, if required.
- Click Save. You return to the Transmit location details record list.
- If all changes for **Transmit Location** have been completed, click **Done**. The button changes to **Continue crafting**.
- 4. Click the **Receive location details** heading to expand the section. This section allows you to search for another receive location, if required.

Spectrum details	Continue crafting \checkmark
Transmit location details	Continue crafting ~
O Receive location details	Done ^
Search receive location	
+ More Options	Clear Search
Location name Grid reference Antenna Equipment	
EMERALD HILL BP32 762.80 479.84 PACIFIC WHIP TAIT T196 View Remove Show on Map	
EMERALD HILL PARK (WLG-045-002-A) BP32 762.80 481.84 DELTEC REFLECTOR NEC PASOLINK 18 View Remove Show on Map	

• Click **View** to view and update, if required.

Note: If a location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to **Add Reference Data** in the <u>Create a Radio Licence user guide</u>.

Beacher Incention description						
) Receive location details						Done
Search receive location						
Search				0		
J. Mars Ortiges						
+ More options						
						Clear Search
Location name	Grid reference	Antenna	Equipment			
EMERALD HILL	BP32 762.80 479.84	PACIFIC WHIP	TAIT T196	View Remove Show on Map		
					•	
Receive location						
Location identifier		Location name		Location type		
904		EMERALD HILL		POINT		
			No.4bine			
BP32	762.80		479.84		+ Show all Geo ref types	
0.02	102.00		47204			
Antenna						
Search antenna *						
Antenna identifier, make, model,	, or type					
Antenna identifier		Version		Make	Model	
1757		1		PACIFIC	WHIP	
		Barranda -				
OLIAPTER WAVE WHIP		Remarks				
Azimuth (wrt True North)		Elevation (wrt Horizontal)		Height (AGL metres) *		
Equipment						
Search equipment *						
Equipment identifier, make or m	nodel					
Equipment identifier		Version		Make	Model	
45		1		TAIT	T196	
Propagation						
riopagadoli						
Configuration loss (dB)		Protection ratio (dB)		Bearing (Degrees)	Path loss (dB)
Wanted signal		Measured signal		MPIS		

Note: The functionality in this section is the same as for Transmit location details.

- Click **View** open the record and add or edit the details for the Receive location record, (i.e. **Antennae** section and **Height (AGL) metres** field and **Equipment** section).
- If required, click **Show on Map** to view the current receive location on the map.
- Click Save. You return to the Receive location list and details of the new location displays.
- Make any other edits required depending on the licence type (as appropriate). Use the same steps as for Transmit location details. For example:
 - Remove the current location and add a new location record.
 - \circ $\,$ Search for an add another receive location and update the details and save.

• When all updates to the **Receive location details** are completed, click **Done**. The button changes to **Continue crafting**.

Receive location details	Continue crafting	~
○ Conditions	Done	^
Specific conditions		
+ Show general conditions		
+ Show schedule conditions		
	Cancel Sav	e

- 5. Click the **Conditions** heading expand the section.
 - If appropriate, enter any **Specific conditions** for the licence and click **Save**.
 - Click **Done**. The button changes to **Continue crafting**. A message displays at the top of the screen to advise Conditions has been saved.
- 6. If you have confirmed all sections (i.e. the **Continue crafting** button displays for each section), the screen refreshes and displays the Certify 'call to action'.
 - This is an example of a primary licence with an associated licence.

lify Radio Licence	Search ∨	Apply/Create 🗸	Maintain \checkmark	Pay Fees \checkmark	Reference Data 🗸		RTExt04 Test ~ ARE/VODAFONE MOBILE NZ LIMITE
							Copy Application Withdraw Application
③ Select [Certify] to certify all licences in the second secon	including associated licences below as per the	e conditions of the Engir	neer's Certificate.				
Reference file no.	Engineer's notes						
						Engineer's Certificate	Recreate Associated Licence Certify
Client details <							
Client number	Client name				Email address		
+ More	VODAFONE MOBILE NZ LIMITED				smart.client@inbie.govch.	٤	
1 more							
Application details $ \wedge $							
Application number	Application status		Application date		Licence to be modified		
106950	Awaiting Engineering Certification		20-Feb-2023		300117		
Licence type							
Fixed/Point-to-multipoint/Bi-Directional/	Fixed Bi-directional Point-to-Multipoint (FD)						
+ More							
							Copy Licence
Basic licence details							Continue crafting ~
Associations \land							
Retain							
✓ 300437 ✓ 300438							
Spectrum details							Continue crafting ~
							Continue ambien

• This is an example of a primary licence without an associated licence.

Modify Licence	Search V Apply/Create V	Maintain ∨ Pay Fees ∨ Re	ference Data 🗸	External RadioEngineerARE V ARE/TELECOM NEW ZEALAND ITD 135563
				Copy Application Withdraw Application
○ Select (Centify 10 centify all licences including associate Reference file no.	d licences below as per the conditions of th Engineer's notes	he Engineer's Certificate.		Engineer's Cartificate Certify
Client details ^				
Client number Client name 135563 TELECOM NEW ZEA + More	LAND LTD		Email address smart.client@med.govt.nz	
Application details \wedge				
Application number Application status 106911 Awaiting Engineer Licence type	ing Certification		Application date 4-Oct-2022	
Spectrum Crown/Broadcasting TV/UHF TV (SP) + More				Copy Licence
Basic licence details				Continue crafting ~
Spectrum details				Continue crafting ~
Transmit location details				Continue crafting ~

7. Do one of the following:

- To modify an associated licence, go to Modify associated licence(s).
- If do not want to modify an associated licence (or there is none), go to <u>Certify and confirm</u> <u>modified radio licence</u>.

Modify associated licence(s)

Radio licences can have one or more associated licences. These can be a 'Fixed point to point' (for one associated licence) or 'Fixed point to multipoint bi-directional' (for more than one associated licence).

You must complete modifications to the primary licence before you can modify an associated licence. Once the edits to the associated licence are completed you then return to the primary licence to certify.

Note: Some licence types do not have associated licences, (e.g. Land Mobile Simplex licence).

1. Before you begin you must have completed the steps in <u>Modify the primary licence</u>. The *Modify Radio Licence* screen displays the Certify 'call to action'.

y kadio Licence	Search V	Apply/Create 🗸	Maintain 🗸	Pay Fees 🗸	Reference Data 🗸			MOBILE NZ LIMITED 1
							Constanting Wakdow	8
							Copy Application Withdraw	Application
③ Select [Certify] to certify all licences i	including associated licences below as per the	conditions of the Engir	eer's Certificate.					
Reference file no.	Engineer's notes							
						Engineer's Certificate	Recreate Associated Licence	Certify
Client details \wedge								
Client number	Client name				Email address			
134695	VODAFONE MOBILE NZ LIMITED				smart.client@mbie.govt.nz			
+ More								
Application details $ \wedge $								
Application number	Application status		Application date		Licence to be modified			
106950	Awaiting Engineering Certification		20-Feb-2023		300117			
Licence type								
Fixed/Point-to-multipoint/Bi-Directional/F	Fixed Bi-directional Point-to-Multipoint (FD)							
+ More								
							c	opy Licence
Basic licence details							Continue crafting	· ·
Associations <								
Retain								
300438								
Spectrum details							Continue crafting	~
								_

2. Scroll down to the **Associations** section and click the **Retain** check box (next to the licence number) to untick the box. RRF activates the **Recreate Associated Licence** button and deactivates the **Certify** button.

dify Radio Licence	Search	∨ Apply/Create ∨	Maintain \checkmark	Pay Fees 🗸	Reference Data 🗸	RTExt04 Test V ARE/VODAFONE MOBILE NZ LI	IMITED 1
						Copy Application Withdraw Application	
③ Select [Certify] to certify all licence	s including associated licences below as p	er the conditions of the Eng	gineer's Certificate.				
Reference file no.	Engineer's	notes					
					//		
						Engineer's Certificate Recreate Associated Licence Certify	
Client details							
client details ^							
Client number	Client name				Email address		
134695	VODAFONE MOBILE NZ LIMITED				smart.client@mbie.govt	vtnz	
+ More							
Application details $ \wedge $							
Application number	Application status		Application date		Licence to be modified		
106950	Awaiting Engineering Certification		20-Feb-2023		300117		
Licence type							
Fixed/Point-to-multipoint/Bi-Directional	I/Fixed Bi-directional Point-to-Multipoint (FD)					
+ More							
						Copy Licence	
Basic licence details						Continue crafting ~	
Associations							
Retain							
300437							
Spectrum details						Continue crafting ~	

3. Click **Recreate Associated Licence** (in the Certify 'call to action'). The RRF creates a copy of the associated licence and displays the new number (of the copied licence) under **Associations** and ticks the check box.

Basic licence details	Continue crafting ~
Associations \land	
Retain 2 300655 2 300654	
Spectrum details	Continue crafting ~

4. Click the **Licence Number** link under **Associations** to display the (copied) associated licence in the *Modify Radio Licence* screen. You are now ready to make any edits to this associated licence copy.

ify Radio Licence	Search ∨	Apply/Create 🗸	Maintain \checkmark	Pay Fees \checkmark	Reference Data 🗸	RTExt04 Test ~
 Associated Licence ID of Primary licen 	ice: 300653					×
						Copy Application Withdraw Application
Client details $ \wedge $						
Client number	Client name				Email address	
134695	VODAFONE MOBILE NZ LIMITED				smart.client@mbie.govt.nz	
+ More						
Application details \wedge						
Application number	Application status		Application date		Licence to be modified	
106950	Awaiting Engineering Certification		20-Feb-2023		300117	
Licence type						
Fixed/Point-to-multipoint/Bi-Directional/	Fixed Bi-directional Point-to-Multipoint (FD)					
+ More						
						Copy Licence
Basic licence details						Continue crafting ~
Associations <						
300653						
Spectrum details						Continue crafting ~
Transmit location details						Continue crafting ~
Receive location details						Continue crafting ~
Conditions						Continue crafting ~
File note and attachment $\scriptstyle{ imes}$						+ Add

Note: The number of the copy of the primary licence number now displays under the **Associations** section.

- 5. Click the section heading to expand the section you want to edit, (e.g. Receive location details).
- 6. Follow the same steps to edit the associated record as you did when editing sections for the primary licence. For example:
 - Click **View**, make your edits then save. Alternatively, add or remove a record in the list then view, and edit as required then save.
 - Click **Done**. The button changes to **Continue crafting**.
- 7. When all sections of the associated licence have been confirmed, (i.e. the **Continue Crafting** button displays for each section), you are ready to continue.
- 8. Click the licence number link to the Primary licence under **Associations**. You return to the *Modify Radio Licence* screen for the primary licence with the Certify 'call to action' displayed.

Modify Radio Licence	Search 🗸	Apply/Create 🗸	Maintain \checkmark	Pay Fees 🗸	Reference Data 🗸		RTExt04 Test ~ are/vodafone mobile nz limi	TED 134695
Primary licence: Associated with Licence ID(s): 300655, 300654							×	
							Copy Application Withdraw Application	
 Select [Certify] to certify all licences including associated licences Reference file no. 	below as per the Engineer's notes	conditions of the Engin	eer's Certificate.					
						Engineer's Certificate	Recreate Associated Licence Certify	
Client details ^								
Client number Client name 134695 VODAFONE MOBILE NZ LIM	ITED				Email address smart.client@mbie.govt.r	nz		
+ More								
Application number Application status 106950 Awaiting Engineering Cert	fication		Application date		Licence to be modified 300117			
Licence type Eixed / Point-to-multipoint / Bi-Directional / Eixed Bi-directional Point-to-	Multinoint (ED)							
+ More	natopoint (i b)							
Basic licence details							Copy Licence	
Associations \land								
Retain 300655								
300654Spectrum details							Continue crafting ~	0

Note: You can withdraw this application to modify a radio licence at any time before it has been certified. Refer to <u>Withdraw application to modify a radio licence</u>.

- 9. Determine if there are any further edits to make:
 - If there is another associated licence to edit, repeat Modify Associated Licence(s) from step 1.
 - If all edits to associated licences have been completed, go to <u>Certify and confirm modified radio</u> <u>licence</u>.

Certify and confirm modified radio licence

After making modifications to a radio licence you need to certify the licence confirm the details, create the certificate, and send it to the RSM Licensing Team to review and grant so it becomes current on the Register of Radio Frequencies (the RRF).

If you made edits to any associated licence(s) you must return to the Primary radio licence to certify and confirm the modification.

Note: If there are no associated licences or you don't need to edit an associated licence, you can remain in the primary radio licence screen.

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 modified radio licence

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

1. Ensure you have the primary licence details displayed (with the Certify 'call to action' at the top) in the *Modify Radio Licence* screen.

Modify Radio Licence	Search \checkmark	Apply/Create 🗸	Maintain 🗸	Pay Fees 🗸	Reference Data 🗸		RTExt04 Test ~ are/vodafone mobile nz limited	0 134695
0								
 Primary licence: Associated with Licence ID(s): 300655, 300654 	•						×	
						- I	Copy Application Withdraw Application	
③ Select [Certify] to certify all licences including associated licences	ences below as per the	conditions of the Engir	neer's Certificate.					
Reference file no.	Engineer's notes							
					En	gineer's Certificate	Recreate Associated Licence Certify	
Client details \land								
Client number Client name					Email address			
134695 VODAFONE MOBILE	IZ LIMITED				smart.client@mbie.govt.nz			
+ More								
Application details $ \wedge $								
Application number Application status			Application date		Licence to be modified			
106950 Awaiting Engineerin	g Certification		20-Feb-2023		300117			
Licence type								
Fixed/Point-to-multipoint/Bi-Directional/Fixed Bi-directional Poi	nt-to-Multipoint (FD)							
+ More								
							Copy Licence	
Basic licence details							Continue crafting ~	
Associations \land								
Retain 300655								
300654								
Spectrum details							Continue crafting v	(

Note: If the **Certify** button is not active, ensure that the **Retain** check box is ticked for all associated licences.

- 2. 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.
- 3. Click **Certify**. The *Licence Summary* screen displays with a message to advise the radio engineer's certificate has been successfully created and each licence (if applicable) has a status of **Planned**.

• RSM sends a notification to the parties to advise the licence is ready to confirm. This displays in the **Notifications** section on their *My Dashboard* screen.

┟Licence	Summary	Search	Apply/Create	Maintain \checkmark	Pay Fees \vee	Reference Data \checkmark			RT RT	Ext04 Test 🗸	LIMITED 13
	O The radio engineer's certificate for each	licence has been successfully created.	Each licence is now 'Planne	ed'.							×
	Primary licence: Associated with Licence	e ID(s): 300655, 300654									×
	Back						Show on map	Licence Extract	View Certificate	Delete certificate	
	 Select [Confirm] to verify the details of 	f the licence(s) below meet your requir	ements. If not, then select [Return to Engineer]	to notify the engin	eer what changes are requ	ired.				
									Return to en	gineer Confirm	
	Client details ~										
	Client number	Client name				Email address					
	134695	VODAFONE MOBILE NZ LIMITED				smart.client@n	nbie.govt.nz				
	+ More										
	Application number	Application status		Application dat	e	Licence to be m	nodified				
		Panied		20-160-2023		30017					
	Fixed/Point-to-multipoint/Bi-Directional/Fit	ixed Bi-directional Point-to-Multipoint (FD)								
	+ More										
	Basic licence details $ \wedge $										
	Licence ID	Licence number	Licence status			Licence referen	ce				
	300653	-	Planned			-					
	Licence type					Number of sets					
	Fixed/Point-to-multipoint/Bi-Directional/Fit	ixed Bi-directional Point-to-Multipoint	FD)								
	Licence classification										
	Iransmit with Receive Protection										
	Base callsign(s)					Mobile callsign	(s)				
	Engineer										
	RTExt04 Test (ARE8006)										
	Fixed term										
	No										

Note: If after certifying the licence you realise that you need to make further edits, click **Delete Certificate**. You are returned to the *Modify Radio licence* screen where you can make the required edits then certify again.

- 4. Determine your next step.
 - If you are authorised to confirm the radio licence modification, go to <u>Confirm modified radio</u> <u>licence</u>.
 - If the client needs to confirm this modification, they will receive an email advice in the *My* Dashboard and review the modifications to the radio licence, then either confirm or return the application to you for corrections.

Note: When checked by RSM Licensing, you and the client will receive an email with the outcome.

Confirm modified radio licence

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

- 1. If the client is to confirm, contact your client to advise them the licence modification is ready for them to confirm.
 - They will open the application from their *My Dashboard* screen, review the licence details and confirm to send it to the Licensing Team who will check, advise the client the outcome and if granted, request payment (if applicable).
 - 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 are an ARE or ARC) and have authority from your client to confirm, the *Licence Summary* screen displays.

슈 Licence S	Summary	Search ∨	Apply/Create \checkmark	Maintain 🗸	Pay Fees \checkmark	Reference Data \vee			RTExt04 Test ~ are/vodafone mobile nz	LIMITED 134695
	Delevery lineary Area sinted with Lineary									×
	 Primary licence: Associated with cicence 	210(5): 300055, 300054								
	Back						Show on map Licen	ce Extract View Certifi	cate Delete certificate	
	 Select [Confirm] to verify the details of 	f the licence(s) below meet your requirement	ts. If not, then select [R	eturn to Engineer] to	o notify the engine	er what changes are require	d.	Retur	n to engineer Confirm	
C	Client details 🔿									
C	lient number	Client name				Email address				
1	134695	VODAFONE MOBILE NZ LIMITED				smart.client@mbi	ie.govt.nz			
	+ More									
4	Application details \land									
A	Application number	Application status		Application date		Licence to be mod	lified			
1	106950	Planned		20-Feb-2023		300117				
L	icence type									
F	Fixed/Point-to-multipoint/Bi-Directional/Fix	xed Bi-directional Point-to-Multipoint (FD)								
	+ More									
E	Basic licence details \wedge									
L	licence ID	Licence number	Licence status			Licence reference				
3	300653	-	Planned			-				
L	licence type					Number of sets				
F	Fixed/Point-to-multipoint/Bi-Directional/Fix	ked Bi-directional Point-to-Multipoint (FD)				-				
L	icence classification									
т	Transmit with Receive Protection									
Е	Base callsign(s)					Mobile callsign(s)				
-						-				
E	ngineer									
R	RTExt04 Test (ARE8006)									
F	Fixed term									
N	No									0

- 3. Scroll down the screen and review details of the modified radio licence record.
 - If required, click **Show on map** to display the modified radio licence in the *Search Licence* map screen.
 - Click **Back** to return to the **Licence** *Summary* screen.
 - If you notice an error, click **Return to engineer**. The engineer will receive a task on their *My Dashboard* and make the correction then certify again. This process ends.
- 4. Perform other functions, as required:
 - To view the certificate, click **View Certificate.** The certificate displays in another window of your browser to print or download, if required.
 - To view, print or save the Licence Summary, click Licence Extract. The full details display in another browser window. Print or download the document, if required.
- 5. If all details are correct, click **Confirm**.
 - You return to your *My Dashboard* screen. A message displays advising the licence has been confirmed now and assigned to the Licensing Team for granting.
 - The Licensing Team will check it against the RSM licensing policy for granting and advise. 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.

hboard		Search V	Apply/Create V			Reference Data 🗸					RE/TELECOM NEW ZEALAN
Welcome to the Re	gister of Radio Frequenci	ies						Shortcuts 🕕			
Welcome <i>External</i> to the Reg Spectrum Management (RSN	Velcome 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 opectrum Management (RSM) in New Zealand.									8	
The Register holds all inform right has been allocated.	nation of assigned frequency use, incl	luding the licence or	spectrum rightholder	r details, and the ti	me period for which	h the licence or spectr	um	Search - Clients		0	
								Search - Licences		٥	
The following activities	for the related client above requ	uire attention:									
To progress the lice	nce application please pay the appro	opriate fees:			P	Pay Fees (Applications					
Taska (1)					_						
Tasks 🕐	Description								Due date	Actions	Enable Multi Select
Tasks) Date Apply for radio or spectrum	Description								Due date	Actions	Enable Multi Select ① count: 6
Tasks Date Apply for radio or spectrum 22-Nov-2022 15:07	Description licence > Confirm licence Client ID: 6000	100 App. ID; 107339	Licence ID: 301258						Due date 20-Dec-2022	Actions	Enable Multi Select ① count: 6 ① Open
Tasks Date Apply for radio or spectrum 22-Nov-2022 15:07 1-Feb-2023 10:34	Description Licence > Confirm Licence Client ID: 6000 Craft Licence Client ID: 135563	000 App. ID: 107339 App. ID: 107776 Lice	Licence ID: 301258		-				Due date 20-Dec-2022 1-Mar-2023	Actions More	Enable Multi Select ① count: 6 Open Open
Date Apply for radio or spectrum 22-Nov-2022 15:07 1-Feb-2023 10:34 2-Feb-2023 15:40	Description licence > Confirm licence Client ID: 135563 Craft licence Client ID: 135563 Certify licence Client ID: 50668	000 App. 10: 107339 App. 10: 107736 Lici 32 App. 10: 107793 L	Licence ID: 301258 ence ID: 301914 Licence ID: 301946						Due date 20-Dec-2022 1-Mar-2023 2-Mar-2023	Actions More More	Enable Muttl Select C count: 6 Open Open Open
Tasks Date Apply for radio or spectrum 22-Nov-2022 15:07 1-Feb-2023 10:34 2-Feb-2023 15:40 15-Feb-2023 15:40 15-Feb-2023 15:46	Description licence > Confirm licence Client ID: 6000 Craft licence Client ID: 13563 Certify licence Client ID: 50668 Certify licence Client ID: 50668	000 App. ID: 107339 App. ID: 107756 Lice 32 App. ID: 107793 L 32 App. ID: 107790 L	Licence ID: 3019258 ence ID: 301914 Licence ID: 301946 Licence ID: 301942						Due date 20-Dec-2022 1-Mar-2023 2-Mar-2023 15-Mar-2023	Actions More More More	Enable Mutil Select C count: 6 Open Open Open Open Open
Tasks Date Apply for radio or spectrum 22-Nov-2022 15:07 1-Feb-2023 10:34 2-feb-2023 10:34 2-feb-2023 15:40 15-feb-2023 14:56 15-feb-2023 14:56 15-feb-2023 16:37	Description Ulcence > Confirm Ulcence Client ID: 6000 Craft Ulcence Client ID: 135563 Certify Ulcence Client ID: 50668 Certify Ulcence Client ID: 50668 Confirm Ulcence SMART BUSINI	000 App. ID: 107339 App. ID: 107776 Lice 32 App. ID: 107779 L 32 App. ID: 107790 L 32 App. ID: 107790 L 555 LIMITED (506582)	Licence ID: 301258 ence ID: 301914 Licence ID: 301946 Licence ID: 301942 Licence ID: 301942	cence ID: 302060					Due date 20-Dec-2022 1-Mar-2023 2-Mar-2023 15-Mar-2023 15-Mar-2023	Actions More More More	Enable Multi Select C count: 6 Open Open Open Copen Claim

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

_		Search 🗸	Apply/Create 🗸	_		Reference Data	· ~			er o	External RadioEngineerA ARE/TELECOM NEW ZEALA
Welcome to the Re	gister of Radio Frequencies	s						Shortcuts 🕕			
Welcome <i>External</i> to the Rep Spectrum Management (RSM	gister of Radio Frequencies (RRF), it is th A) in New Zealand.	he public online reg	gister of radio licence	es, spectrum liceno	es and managemen	nt rights issued by R	Radio	Apply/Create - Lie	ence	0	
The Register holds all inform right has been allocated.	nation of assigned frequency use, includ	ding the licence or s	spectrum rightholde	r details, and the ti	me period for whic	ch the licence or spe	ectrum	Search - Clients		0	
								Search - Licences		0	
The following activities	for the related client above require	e attention:									
To progress the lice	ence application please pay the appropri	riate fees:				Pay Fees (Applicatio	ons)				
Tasks 💍	Description								Due date	Actions	Enable Multi Select
Tasks 🕐 Date Apply for radio or spectrum	Description								Due date	Actions	Enable Multi Select
Tasks 🕐 Date Apply for radio or spectrum 22-Nov-2022 15:07	Description licence > Confirm licence Client ID: 600000	0 App. ID: 107339	Licence ID: 301258						Due date	Actions 2 Mor	Enable Multi Select
Date Apply for radio or spectrum 22-Nov-2022 15:07 1-Feb-2023 10:34	Description Licence > Confirm Licence Client ID: 600000 Craft Licence Client ID: 135963 Aj	0 App. ID: 107339 upp. ID: 107776 Lice	Licence ID: 301258						Due date 20-Dec-2022 1-Mar-2023	Actions Mor	Enable Multi Select ① count: 6 e Open e Open
Tasks Date Apply for radio or spectrum 22-Nov-2022 15:07 1-Feb-2023 10:34 2-Feb-2023 15:40	Description licence > Confirm licence Client ID: 600000 Craft licence Client ID: 13563 Aj Certify licence Client ID: 50662	0 App. ID: 107339 App. ID: 107776 Lice App. ID: 107793 Li	Licence ID: 3019258 ence ID: 301914 icence ID: 301946						Due date 20-Dec-2023 1-Mar-2023 2-Mar-2023	Actions Mor Mor	Enable Multi Select © count: 6 e Open e Open e Open
Tasks O Pate Apply for radio or spectrum 22-How-2022 15:07 1-Feb-2023 10:34 2-Feb-2023 15:40 15-Feb-2023 15:40 15-Feb-2023 15:46 15-Feb-2023 15:46	Description Utence > Confirm Ucence Client ID: 600000 Craft Ucence Client ID: 13563 A Ccertify Ucence Client ID: 506682 Ccertify Ucence Client ID: 506682	0 App. ID: 107339 App. ID: 107776 Lice App. ID: 107793 Li App. ID: 107790 L	Licence ID: 301914 ence ID: 301914 icence ID: 301946 icence ID: 301942						Due date 20-Dec-2022 1-Mar-2023 2-Mar-2023 15-Mar-2022	Actions Mor Mor	Enable Multi Select Count: 6 Open Open Open Open Open Open
Tasks Oate Apply for radio or spectrum 22-Nov-2022 15:07 1-Feb-2023 10:34 2-Feb-2023 15:40 2-Feb-2023 14:56 15-Feb-2023 14:56 15-Feb-2023 14:56 15-Feb-2023 16:57	Description licence > Confirm licence Client ID: 600000 Craft licence Client ID: 135563 Aj Certify licence Client ID: 506682 Certify licence Client ID: 506682 Centify licence Client ID: 506682 Confirm licence SMART BUSINESS	0 App. ID: 107339 App. ID: 107776 Lice App. ID: 107793 Li App. ID: 107790 L S LIMITED (506682)	Licence ID: 301258 ence ID: 301914 Licence ID: 301946 Licence ID: 301942 App. ID: 107900 Li	cence ID: 302060					Due date 20-Dec-2022 1-Mar-2023 2-Mar-2023 15-Mar-2022 15-Mar-2022	Actions 2 Mor Mor 1 Mor	Enable Multi Select O count: 6 Open Open Open Open Open Claim

- 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	9 Multi Select	Action Selected
0 ~	Date	Description	Due date	Actions	
Apply for ra	adio or spectrum licence	> Tasks selected (2)			count: 3
۰	2-Feb-2023 15:40	Certify licence Client ID: 506682 App. ID: 107793 Licence ID: 301946	2-Mar-2023	More	Open
•	15-Feb-2023 14:56	Certify licence Client ID: 506682 App. ID: 107790 Licence ID: 301942	15-Mar-2023	More	Open
0	20-Feb-2023 11:42	Certify licence SMART BUSINESS LIMITED (506682) App. ID: 107139 Licence ID: 301014	20-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.

Certify licence Select the CERTIFY option to certify all the selected licence applications (including associated licences if applicable) as per the conditions of the Engineers Certificate. Reference File No.	Disable Multi Select Action Selected	
1	Due date Actions	
Optional Engineer's Notes	cou	int: 3
	2-Mar-2023 More Open	
Optional	15-Mar-2023 More Open	
Cancel Certify	20-Mar-2023 More Open	

- 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 licence	Disable Multi Select Action Selected
Select the CONFIRM LICENCE option to progress these selected licence applications or RETURN TO ENGINEER for these selected licence applications. Reason application returned to engineer	Due date Actions
	20-Dec-2022 More Open
Cancel Return to Engineer Confirm Licence	15-Mar-2023 More Claim

- 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 modified licence application and completed their licensing checks, you and/or your client will receive an email to advise whether the modified radio licence has been granted. If the advice states:

- granted, go to Modified licence granted.
- rework required, go to <u>Rework required on modified licence</u>.

Rework required on modified licence

If the Licensing Team Examiner referred the licence application back to you for rework, it will display as a task on your *My Dashboard* screen.

- 1. Go to the **Tasks** section of the *My Dashboard* screen and locate the licence application.
- 2. Click **Open** to display the radio licence record.
- 3. Follow the steps for <u>Modify primary licence</u> and/or <u>Modify associated licence(s)</u> to complete the rework required.
- 4. Complete the <u>Certify and confirm modified radio licence</u> process.
- 5. Wait for advice from the licensing Team then repeat this process.

Modified licence granted

You receive advice the modified licence has been granted and whether any payment is required.

- 1. If the email advice requests payment and you have delegated authority for the client, refer to <u>Pay a</u> <u>Licence</u> on the RSM website.
 - Once the licence fee has been paid, the radio licence will have a status of **Current** and display on the Register.

Note: If the client needs to pay the licence fee, they will receive an email and action the payment to complete.

2. If no payment has been requested, the radio licence will already have a status of **Current** and display on the Register.

The process ends.

Withdraw application to modify a radio licence

You have the option to withdraw a licence application if you find an error in the application or no longer want to proceed.

Note: You can only withdraw a licence application before being sent for approval or granting.

- 1. In the *Licence Modify Radio Licence* 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 Dashb	pard	Search 🗸	Apply/Create 🗸	Maintain \checkmark	Pay Fees \checkmark	Reference Data 🗸	Investigations \lor	Correspondence \lor	rsm 🗸	dev tools \checkmark	Jeremy Logan V Licensing manager
	 Application has been withdrawith 	awn.									×
	alert							Shor	tcuts 👴 ^		

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

The process ends.