

Procedure for Co-ordination and Licensing via the Accreditation Process

The steps outlined below describe a typical licensing cycle using our services. Some variations to these steps are possible – we will adapt the process to best accommodate requirements of particular situations.

The Request (Applicant)

You (the applicant or the system provider acting on behalf of the applicant) email or fax the details of your requirements to us. We have some standard forms available for download on our website to collect this data. Any other convenient format is acceptable so long as you provide all the information that we need.

The Proposed Assignment (Spectrum Engineering)

We undertake the necessary frequency co-ordination study and we email the details of the proposed assignment(s) to you for approval. We also supply a pre-filled ACMA *R057 Licence Application Form* ready for signature. We can also provide an estimate of fees associated with the licences (both our fees and ACMA's) at this stage.

Approval to Lodge (Applicant)

If all is in order and you are ready to proceed to licensing you confirm the acceptability of the proposed assignment(s) by signing the R057 and returning it to us by email or fax. Or we may need to make some changes and go round the loop again.

Electronic lodgment (Spectrum Engineering)

On receipt of the signed R057 we will re-check the coordinations and lodge the licence application(s) with ACMA via the Accredited Persons' electronic transfer system. The proposed assignments will be checked against ACMA's "other registers" at this point.

Licence Fees (ACMA)

All being in order ACMA will prepare the licence(s) for issue. ACMA requires payment of the licence fees before they will issue the licence(s). We may pre-pay those fees on your behalf or we can ask ACMA to contact you directly to organise payment. Some organisations maintain an account with ACMA that can be used to pay the licence fees automatically.

Licence Issued (Applicant)

Once the fees are paid ACMA will issue the licence(s). We will advise the applicant when this occurs. You are now legally permitted to operate the service. ACMA will send the paper copies of the licences directly to the licensee.