

## Managing your Licences

(subtitle: *Picking up hundred dollar bills off the factory floor!*)

Some tips and traps for licence management using the improved ACMA web-site facilities

### Managing your licences

- The problem:
  - Paying for licences you don't need
  - Services operating unlicensed
  - Losing licences (and incurring additional costs) by not renewing on time
- The solution:
  - A better understanding of the licensing and renewal process
  - Better visibility of your licences
  - [Surrender](#) what you don't need
  - Constant vigilance
- Familiarity with the ACMA [Register of Radiocommunications Licences](#) (RRL) is a good start
  - The RRL also provided a facility to map services – may be useful in “spotting” problems.
- Or - can also download the entire Spectra database
  - now a free resource
  - but requires some time, and effort and understanding to stitch the various tables together to make a useful database.
- Licensing is “Client” centric.
  - A licensee entity (a company, a person etc.) can hold several ACMA Client IDs.
  - The RRL can identify:
    - The client IDs held by a particular entity
    - The postal address
    - But not the email address (if used)
    - The licences held (hence the expiry date)
- Have a common renewal date for all licences:
  - Renewal becomes a “once a year task” – easier to manage?
  - But requires care when taking out new licences – must specify the renewal date
  - Takes time to complete – but can be done

### The “lost licence” epidemic

- Particularly severe since the cut-over to Spectra in September 2015
- May have been some Spectra data transition issues (speculation only!)
- Some cases likely due to renewal notices going astray
- Higher level of automation in Spectra – less forgiving
  
- The solution – greater vigilance:
  - Know when renewals are due
  - Make sure [contact details](#) are correct (postal and email addresses)
  - Pay renewals promptly when received – (ACMA takes time to process payments)
  - Chase ACMA if renewal notice not received: [licensing@acma.gov.au](mailto:licensing@acma.gov.au)
  - Check on line and make sure renewal was effective

### Fixing things

- Licence variations
  - Involves re-co-ordination (using current rules)
  - Involves re-certification by the AP
  - Involves cost!
  
- Alternatively
  - Sites can usually be corrected by applying to ACMA
    - If it is simply a correction of the record (not a relocation of the service)
    - If other licensees are not affected