

How to Get On Air for the First Time: The Government (ACMA) Part

Please note that information contained in this document is provided under good faith and is for Academic and Personal use only. The information herein may not be accurate nor is it authorised by The University of Tasmania – AMC or the ACMA.

You have received notification from the University of Tasmania – AMC that you have successfully completed your assessments.

What happens next?

The AMC is the administrative provider. They maintain the assessment system. The AMC then forward your documents to the ACMA – The Australian Communications and Media Authority – who enter your name into the registers and make the licence legal.

Many clients are extremely eager to get on air. So what is the process that one needs to follow?

Step 1: You may receive an email noting that your application has been received by The ACMA

i.e. (as a guide only and contains deliberate obfuscations):

On Sunday, 1 January 2023 at 00:00:01 am AEST, ACMA Customer Service Centre <info@acma.gov.au> wrote:

Hello <Name>,
The ACMA has received your amateur licence application.

The application has been forwarded to our Licencing section for processing and an invoice will be sent to you on completion. We aim to process your application within 10 business days.

**Your reference number is: CN 00000000
VK9XXX - Amateur - Foundation**

As you have provided us with an email address, we have set your communication preference to email and in future all correspondence from the ACMA will be sent to this email address. Should you prefer to receive correspondence by post, please let us know.

You may download a copy of your licence once it has been processed, using the link to our online register below:

https://web.acma.gov.au/rrl/register_search.main_page

Kind regards

<ACMA Officer>
Enquiries Officer
Customer Service Centre
Telephone: 1300 850 115
Email: info@acma.gov.au
To receive updates about changes to legislation, licensing information and to have a say on consultations, sign up [here](#) for the ACMA Amateur e-bulletin.

NOTICE: This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

There is a lot of very useful information in this advisory. The most important is this:

... We aim to process your application within 10 business days.

Amateurs must have patience and wait for the administrative processes to take place.

[Some additional information will be covered in the “Addendum” at the end of this document.]

Step 2: Check to see if your application has been processed

If your application has been processed then your details will appear on the ACMA’s “RADCOM” Register (Register of Radiocommunication Licences).

In the advisory email you will note the following section:

You may download a copy of your licence once it has been processed, using the link to our online register below:

https://web.acma.gov.au/rll/register_search.main_page

Click on this link or copy it into your web browser. This takes you to the ACMA’s RADCOM register.

i.e.

The screenshot shows the ACMA Register of Radiocommunications Licences website. The header includes the ACMA logo and the title "Register of Radiocommunications Licences". On the left is a navigation menu with links like "Search Register", "Licences by Sub Service", "Site Location Map", "Spectrum Areas Map", "Frequency Range Search", "Access Areas", "Antennas", "400MHz Search", "800MHz Search", "Direction Finder", "Site Photo Search", "Data Download", "Offline RRL", "RRL Archive", "Class Licences", and "Help". The main content area is titled "Search Register" and features a search bar with dropdowns for "Find" (set to "Licences"), "where" (set to "any detail"), and "matches" (set to "matches"). There are "Go" and "+" buttons. Below the search bar, there are sections for "Use", "RRL Archive", "Legislative Basis", "Feedback", and "Licensing Notices". The "Use" section states that the Register is a source of reference information and that searches are limited to 100 results per page. The "RRL Archive" section mentions historical licence data from 1996. The "Legislative Basis" section refers to the Radiocommunications Act 1992. The "Feedback" section provides an email address for questions. The "Licensing Notices" section offers to email notices to users. At the bottom, there are links for "engage", "donotcall", "cyber(smarts)", "smartrnumbers", and "researchacma", along with "The fine print", "Privacy policy", "Careers", "Contact", and "Site map". The footer also includes the Australian Communications and Media Authority logo and the text "communicating | facilitating | regulating".

In your email you will note sections that indicate the recommended callsign from the Administrative Provider for your callsign:

Your reference number is: CN 00000000
VK9XXX - Amateur - Foundation

Look up this callsign on the register.

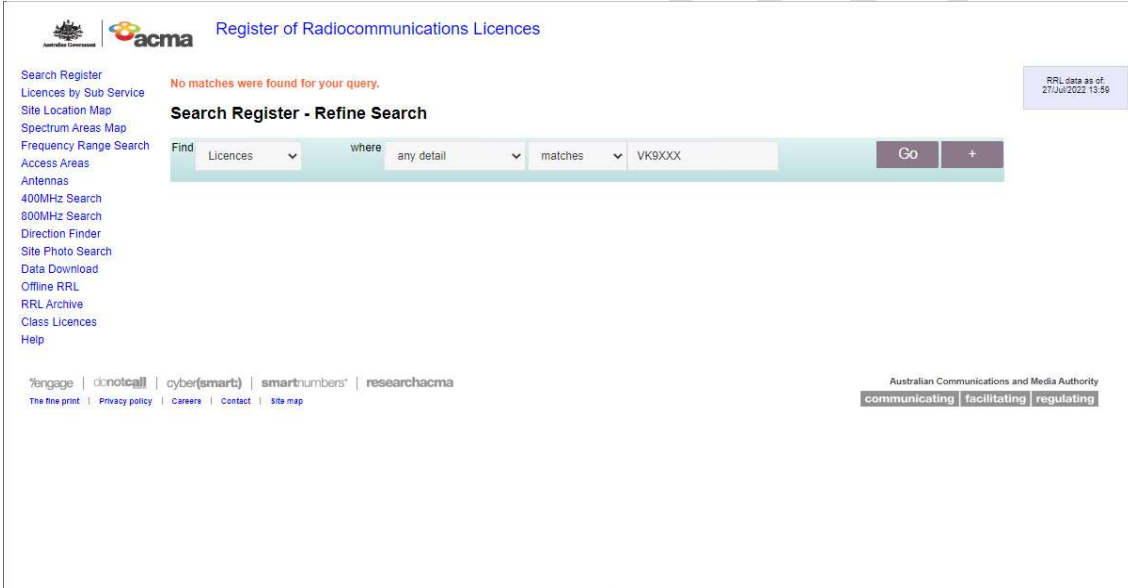
i.e.

Search Register

Find: Licences where any detail matches VK9XXX Go +

2a. If your call has NOT been processed

You should receive information similar to that shown below:



The screenshot shows the ACMA Register of Radiocommunications Licences search results page. The page header includes the ACMA logo and the title 'Register of Radiocommunications Licences'. A message in red text states 'No matches were found for your query.' Below this, the search bar is visible with the criteria: 'Find: Licences where any detail matches VK9XXX'. The page also features a sidebar with various search options and a footer with contact information and the ACMA logo.

The important term here is “No matches were found for your query”.

This means that your recommendation from The ACMA has NOT been processed yet.



You must be patient and await the processing of your application.

You can check this register as many times and as often as you like.

There is no point making further inquiry unless the 10 Business days from the time that you received the “Received” email shown earlier has passed without details appearing on the register.

2b. If your call has been processed:

You should receive information similar to that shown below:



Register of Radiocommunications Licences

[Search Register](#)
[Licences by Sub Service](#)
[Site Location Map](#)
[Spectrum Areas Map](#)
[Frequency Range Search](#)
[Access Areas](#)
[Antennas](#)
[400MHz Search](#)
[800MHz Search](#)
[Direction Finder](#)
[Site Photo Search](#)
[Data Download](#)
[Offline RRL](#)
[RRL Archive](#)
[Class Licences](#)
[Help](#)

Licence Details

Licence Number	00000000/1
Client	Freddie Frog
Status	Not Granted
Category	Apparatus Licence
Service	Amateur
Sub Service	Foundation
Callsign(s)	VK9XXX
Advisory Notes	<p>Amateur stations have the potential to generate high levels of electromagnetic emissions. Compliance with the Radiocommunications Licence Conditions (Apparatus Licence) Determination will ensure that these emissions do not exceed safe levels for general public exposure.</p> <p>Conditions applicable to the operation of Amateur Foundation station(s) authorised under this licence can be found in the Radiocommunications Licence Conditions (Apparatus Licence) Determination and the Radiocommunications Licence Conditions (Amateur Licence) Determination. Copies of these determinations are available from the ACMA and from the ACMA home page (www.acma.gov.au).</p> <p>NOTE: There may be additional text attached to the station/assignment associated with this licence.</p>

[\[New Licence Search \]](#)

*engage | donotcall | cyber(smart) | smartnumbers | researchacma
The fine print | Privacy policy | Careers | Contact | Site map

Australian Communications and Media Authority
communicating | facilitating | regulating



You will note that your name, client number and the term “**Not Granted**” will appear.

[An email from The ACMA describing how to pay should also appear once the details have landed on the register]

This means that processing has occurred. You can use the ACMA’s payment Gateway at <https://www.acma.gov.au/make-payment> OR call the ACMA’s Service Centre on 1300 850 115 to pay the outstanding amount (i.e. the Service Fee of approximately \$80 plus the Licence Fee of \$55).


3. When can you start using the licence?

Once the licence appears as “**Granted**” then the licence is active. You can use that licence.



Register of Radiocommunications Licences

[Search Register](#)
[Licences by Sub Service](#)
[Site Location Map](#)
[Spectrum Areas Map](#)
[Frequency Range Search](#)
[Access Areas](#)
[Antennas](#)
[400MHz Search](#)
[800MHz Search](#)
[Direction Finder](#)
[Site Photo Search](#)
[Data Download](#)
[Offline RRL](#)
[RRL Archive](#)
[Class Licences](#)
[Help](#)

Licence Details

Licence Number	00000000/1
Client	Freddie Frog
Status	Granted
Category	Apparatus Licence
Service	Amateur
Sub Service	Foundation
Callsign(s)	VK9XXX
Date of Effect	1/Jan/2023
Date of Expiry	1/Jan/2024
Advisory Notes	<p>Amateur stations have the potential to generate high levels of electromagnetic emissions. Compliance with the Radiocommunications Licence Conditions (Apparatus Licence) Determination will ensure that these emissions do not exceed safe levels for general public exposure.</p> <p>Conditions applicable to the operation of Amateur Foundation station(s) authorised under this licence can be found in the Radiocommunications Licence Conditions (Apparatus Licence) Determination and the Radiocommunications Licence Conditions (Amateur Licence) Determination. Copies of these determinations are available from the ACMA and from the ACMA home page (www.acma.gov.au).</p> <p>NOTE: There may be additional text attached to the station/assignment associated with this licence.</p>
Licence Image	

[\[New Licence Search \]](#)

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You can actually print your own copy of the licence by clicking on the PDF Icon.

If you have kept your callsign and you have upgraded then you can use the licence to the “Grade” of that licence (being Foundation, Standard or Advanced) once this is indicated on the license.

Addendum

There is a lot of information in the “The ACMA has received your amateur licence application” email.

There is a link in the document that is extremely useful for all Amateurs to investigate:

To receive updates about changes to legislation, licensing information and to have a say on consultations, sign up [here](#) for the ACMA Amateur e-bulletin.

The “here” link takes you to <https://www.acma.gov.au/subscribe-our-newsletters>.

It is EXTREMELY USEFUL to scribe to “Amateur Radio Updates”:

First name

Surname

Organisation

Email (required)

I'd like to receive ACMA media releases:

- ☐ All ACMA media releases
- ☐ Broadcasting – TV and radio
- ☐ Radiocommunications
- ☐ Telecommunications

I'd like to receive ACMA updates:

- ☐ Engage – our monthly update on activities
- ☐ Telecommunications
- ☐ Spectrum/radiocommunications
- ☒ Amateur radio
- ☐ Broadcasting – TV and radio
- ☐ Online content and digital platforms
- ☐ Phone scams
- ☐ Research, emerging technologies and data analysis
- ☐ ACMA consultations
- ☐ Telemarketing
- ☐ e-marketing
- ☐ Product labelling
- ☐ Interactive gambling
- ☐ 3.4–4.0 GHz

[Back to top](#)

ONLINE ENQUIRY

Disclaimer

This is a GUIDE Document only and is not authorised by ACMA.

This document is produced under Academic Guidelines.

The information provided in this document may not necessarily be accurate.

References.

All images were sourced via web URL's. The email was sourced from an old email used to activate a Repeater Licence.

ACMA (2022) "Register of Communications Licenses" base document at
https://web.acma.gov.au/rrl/register_search.main_page accessed 27/07/2022.

All other references are provided as in-line (visible) links and were accurate as of the document publication date.

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