



File No. MBIE-MAKO-18034462

22 July 2014

<Recipient/Company Name>

<Address 1>

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**This letter is to remind you of the upcoming deadline for the phase-out of 25 kHz Land Mobile Radio (LMR) channels.**

The Ministry of Business, Innovation and Employment (and its predecessors) have been encouraging the phase-out of 25 kHz channels in LMR bands since 1992. We have been doing this to promote more efficient use of LMR bands, reduce congestion, and align New Zealand with international practice.

A phase-out deadline of 1 November 2015 was set in 2009. It was set following a consultation process where industry supported a firm deadline. Licensees were first informed of the phase-out deadline by letter, sent in November 2010.

We have recently reviewed the deadline for the phase-out and have extended it to 31 December 2019 for all LMR licences operating in frequencies above 470 MHz (F band and TS band). This is because the current level of congestion in the F and TS bands is not significant relative to the cost of transition for users of the bands.

The current deadline of 1 November 2015 still applies to 25 kHz LMR licences operating in frequencies below 470 MHz (E, C and D bands). **On 1 November 2015, all 25 kHz LMR licences operating in frequencies below 470 MHz will be revoked** (except for 25 kHz licences used for SCADA and Data services in C and D band).

**According to our records, a number of your 25 kHz licences need to transition by the 1 November 2015 deadline.** A document that details which of your licences need to transition by this date is enclosed.

You will need to migrate your service to either a 12.5 kHz analogue channel or a 12.5 kHz/ 6.25 kHz digital channel. For many LMR licensees, migrating to a 12.5 kHz analogue channel will be simple as most radios are already capable of 12.5 kHz.

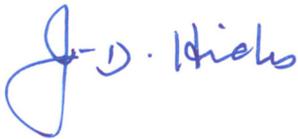
You also need to have your licence modified to reflect your new use (e.g. correct bandwidth and emission). You must do this through an Approved Radio Engineer or Approved Radio Certifier. Please have a look online for details at <http://www.rsm.govt.nz/cms/licensees/independent-radio-engineers-and-certifiers>.



A document outlining the licence fee and licensing processes required to implement the phase-out on 1 November 2015 is also enclosed.

Thank you in advance for your cooperation. If you have any questions regarding the phase-out of 25 kHz channels, please contact us on either 0508 RSM INFO or email [info@rsm.govt.nz](mailto:info@rsm.govt.nz).

Yours sincerely

A handwritten signature in blue ink that reads "Jeff Hicks". The signature is written in a cursive style with a large initial "J" and a stylized "H".

Jeff Hicks  
Manager, Licensing  
Radio Spectrum Management  
Ministry of Business, Innovation and Employment

## **Annual licence fee and licensing processes required to implement the phase-out of 25 kHz analogue land mobile channels in the VHF and UHF bands on 1 November 2015.**

- On 30 September 2014 all 25 kHz analogue licences will be modified to expire on 31 October 2015. The RSM annual licence billing cycle requires that these licences are modified on this date to ensure clients only pay for the correct licensing period for their licences that are set to expire on 31 October 2015.
- To address concerns from some clients about continued access to the same channel block they currently use, the following rules will apply:

*During the period 1 October 2014 to 31 October 2015 only incumbent licensees will be able to licence a replacement 12.5 kHz or 6.25 kHz licence within the same channel block, at the same location, as their existing 25.0 kHz licence.*

Normal licensing rules will apply to the channel block once the incumbent licensee has migrated, or after 1 November 2015, whichever comes first.

- Clients concerned from about paying licence fees for two channels during the licence transition can email [info@rsm.govt.nz](mailto:info@rsm.govt.nz) and request that the annual licensing fee for the replacement licence is waived during the transition period up 1 November 2015.