

## Applying for a Mobiles Only Short Term/Temporary Radio Light-Licence

- 1) Please login to your online Web Profile at the [Spectrum Management System](https://sms-sgs.ic.gc.ca/login/auth) website: <https://sms-sgs.ic.gc.ca/login/auth>
- 2) After logging into your account please look for the 'Radiocommunication Licensing Services' option, and follow the procedures laid-out in each of the following screenshots.

Spectrum Management System  
Data Search

Web Site Registration

**Radiocommunication Licensing Services**

Equipment Certification and Registration Services

Broadcasting Services

### Radiocommunication Licensing Services

Pay or Browse your Invoice    Browse Licence    **Apply for a Licence**    Search or Apply for Spectrum Licences    Technical Data for Spectrum Licences

#### Apply for a Licence

For Web accounts that have multiple associated licensee accounts, the [Select Active Licensee](#) option allows you to select the licensing account that your applications are submitted under. Applicants for earth station licences are advised of our interim approach to licensing systems of identical earth stations using specific Ka and Ku band frequencies (as notified with your 2015 licence renewal invoice). Please contact your local Industry Canada office for more information or to apply for this type of interim authorization.

#### Application List

List of all your applications for any type of service. You can also modify or cancel an application before it is submitted.

[List My Applications](#)

**Important:**

- If your Web account has multiple associated licensee accounts, use the [Select Active Licensee](#) option to select the licensing account that your new licence applications are submitted under.
- In order to cancel or modify one of your licence, you must login before accessing the Modify or Cancel link.
- Use the the [Select Active Licensee](#) option before trying to cancel a licence.

Fixed Services    Satellite Services    **Land Mobile Services**    Maritime Services    Aeronautical Services

#### Land Mobile Services

- Apply for new Land Mobile Stations.
- You can also modify, cancel or copy your existing licences.

Base Mobile Stations:			
New	Modify	Cancel	Copy

Mobiles Only:			
New	Modify	Cancel	Copy

Light-licenced Mobiles:			
New	Modify	Cancel	Copy

Radiodetermination:			
New	Modify	Cancel	Copy

**After logging into your account please do the following:**

- 1 - Select Licensing Services from the left side menu bar.**
- 2 - Select 'Apply for a Licence' from the top row of tabs.**
- 3 - A new row of tabs will open, so please select 'Land Mobile Services'.**
- 4 - Under 'Light-licenced Mobiles' please select 'New', and wait for the next screen to appear.**

### New Light-licenced Mobile Application

**(010662038-001)** Draft

**This is your application number.**

#### General Information

Application Number	<u>010662038-001</u>	<p>The next screen that appears will be the 'General Information' page where you will provide us details of the dates you need the radio licence for.</p> <p>All fields will be explained in the next screenshot.</p> <p><b>Do not click on 'Next' yet please.</b></p> 
Your reference identifier (name or number)		
Licence Category	Non-developmental	
In-Service Date (required)		
Licence Term (required)	Please select ...	

### New Light-licenced Mobile Application

**(010662038-001)** Draft

#### General Information

Application Number	010662038-001	<p>Use an identifier that will be easily recognizable to you should you ever wish to revisit this application or licence, for the purposes of re-using it as a template for future applications.</p> <p>Please select 'Non-developmental'.</p> <p>*Please read notes below regarding the dates.</p> <p>Please only select 'Short Term'.</p> <p>*Please read notes below regarding the dates.</p>
Your reference identifier (name or number)	2016 Toronto Honda Indy Mobiles only	
Licence Category	Non-developmental	
In-Service Date (required)	2016-07-15	
Licence Term (required)	Short Term	
Expiry date (for a short-term licence)	2016-07-17	

Before clicking on 'Next', please read the notes below should you have more than one event to attend to.



**\*Please be aware of the following scenarios in regards to selecting your In-Service and Expiry dates:**

- 1) **If you are only applying for one radio licence for one specific event within a 30 day period** then please enter the correct In-Service and Expiry dates for that one single event. If you arrive a day (or days) prior to your event, and need to test your radios, then please account for that when selecting your In-Service date. **Click 'Next' to continue.**
- 2) **If you have multiple events that fall within a 30 day period** then please ensure that the In-Service and Expiry dates add-up to 30 days counting from the date used in the In-Service Date field up to the date used in the Expiry Date field. Continue on with the application process, and at the end of the guide you will be instructed on how to apply for and receive your radio licences for your other events that fall within the same 30 day period. **Click 'Next' to continue.**
- 3) **If you have any other event(s) that are not within the first 30 day period of your first event** then you will be instructed at the end of this guide on how to apply for and receive your radio licence(s) for your other event(s) that are not within the 30 days of your first event. **Click 'Next' to continue.**

## New Light-licenced Mobile Application

(010662038-001) Draft

### Account Information

Account #, and other contactee information was crossed out, as it's only used here as an example.

Account Number	<del>100000000340</del>
Licensee	<del>XXXXXXXXXX</del>
Payment Contact	<del>XXXXXXXXXX</del>
Administrative Contact	<del>XXXXXXXXXX</del>
Technical Contact	<del>XXXXXXXXXX</del>
Submitted by	<del>XXXXXXXXXX</del>

'Show User' just shows the profile details of the person submitting the application.

Show User

When you created your online profile and account you had the option to include a Payment Contact, an Administrative Contact, and/or a Technical Contact.

On the 'Account Information' page please select the person (if any) whom we can contact should there ever be an issue regarding payment for licence fees, confirming account information, and/or need clarification regarding technical parameters of your radio equipment.

Previous

Please click 'Next' to continue.

Next

## New Light-licenced Mobile Application

(010662038-001) Draft

### Covering Letter

The 'Covering Letter' is where you can give us more details of what radios you want to use, as well as for what the purpose is that you're using them for.

System description (e.g. base-mobile, point-to-point, point-to-multipoint, etc.)	Mobile-Mobile 10 radios in total
Nature of service (taxi dispatching, construction, etc.)	Racing Team
Special requirements of the system	I need two (2) Simplex channels please. I've attached a list of my preferred channels that I would like you to select two from, but it's at your discretion of what can or can't be assigned. Thank you.

Portable (hand-held) & Mobile (vehicular) radios are designated as 'Mobile Stations' in this guide.

Explain the nature of your business or service, so that we may get an idea of why you need a radio licence for your particular event.

Previous

Please let us know how many radio channels that you need, and/or any other radio-related requests that you have. We cannot promise anything, but we will do our due diligence when we process your application. Instructions on how to attach files such as your list of preferred radio channels will be explained later on in the 'Attachments' section.

Please click 'Next' to continue once you are done.

Next

## New Light-licenced Mobile Application

(010662038-001) Draft

### List of Stations

On the 'List of Stations' page you will be required to provide us details of both your radios, as well as the exact location of the venue that the radio licence will be required for.

	Type	Area of Operation (municipality, province, or region)	Licensee Reference Name	Call Sign	Geo-coordinates	Radius (km)	Mobiles	Transaction	Action
1	Mobile	Unknown	--	--		--		New	

Please only click on 'Unknown' to continue.

Previous

Please do not click on 'Next' until you are instructed to do so.

Next

## New Mobile Only Application

(010662042-001) Draft

Add-up both the number of portable & mobile radio devices that you will be using for the event, and enter the total into the 'Number of Mobile Stations' field please.

### Station

Number of mobile stations, all types

In this example I'm using 8 portable and 2 mobile radios, for a total of 10 mobile stations that will be used.

Area of operation (municipality, province, or region)

Please state the city/town, followed by the name of the venue/racetrack/stadium/convention hall/etc.

Licensee Station Reference

Please provide us both the name of the event (e.g. Honda Indy Toronto), followed by the Racing Series or Category you're involved in/with (e.g. Indy Car Series).

### Geographical Coordinates WGS84

Latitude of the centre of operation (required)

 °  '  " N

The Toronto District Office (TDO) has jurisdiction only over:

- Honda Indy, CNE grounds, Toronto, ON - 43 38 08 N, 079 25 00 W

- Canadian Tire Motorsport Park, Bowmanville, ON - 44 03 14 N, 078 40 33 W

- Sunset Speedway, Innisfil, ON - 44 16 50 N, 079 36 60 W

\*It is your responsibility to find the centre coordinates of other race tracks, venues, locations if you have any events outside of TDO's jurisdiction.

Longitude of the centre of operation (required)

 °  '  " W

Radius of Operation [km] (required)

The 'Radius of Operation' value must be 1 km only. Any value greater than 1 km may result in a rejected application from our office.

Province(s) of operation (required)

Province that the venue is located in.

Please click 'Save' to continue.

## New Light-licenced Mobile Application

(010662038-001) Draft

You can click on the name that you provided to review or edit your work, but you can review everything again at the end of the application process before submitting it to us.

### List of Stations

	Type	Area of Operation (municipality, province, or region)	Licensee Reference Name	Call Sign	Geo-coordinates	Radius (km)	Mobiles	Transaction	Action
1	Mobile	<a href="#">Toronto - Canadian National Exhibition grounds</a>	Honda Indy Toronto, Indy Car Series	--	43° 38' 8" N 79° 25' 0" W	1	10	New	

Please click 'Next' to continue.

## New Light-licenced Mobile Application

(010662038-001) Draft

Now we must add a condition to your radio licence by adding an Appendix.

### Appendices

Area of operation (municipality, province, or region)

Licensee Station Reference

Appendix text found at

	Description of Appendix	Regulatory Service	Action
--	-------------------------	--------------------	--------

**Add Appendix**

Please only click on 'Add Appendix'.

Previous

Please do not click on 'Next' until instructed to do so.



## New Light-licenced Mobile Application

(010662038-001) Draft

### Appendix

Appendix text found at

Appendix **1**

Please select from the drop-down menu the Appendix 'B1 - Mobile Stns Only/Stn mobiles Seulement', and click 'Save' to continue.

**2**

## New Light-licenced Mobile Application

(010662038-001) Draft

### Appendices

Area of operation (municipality, province, or region)

Licensee Station Reference

Appendix text found at

	Description of Appendix	Regulatory Service	Action
1	<a href="#">B1- Mobile Stns Only / Stn mobiles Seulement</a>	Land mobile	<input type="button" value="Remove"/>

**Add Appendix**

Previous

Please be aware that you may be requested by our Department to add one or more Appendices should our policies change in the future. For now we will only require the 'B1' Appendix. Please click 'Next' to continue.

## New Light-licenced Mobile Application

(010662038-001) Draft

### Attachments

At the 'Attachments' phase of the application process, please attach files such as a list of your preferred radio frequencies that you want to use, a list of dates of your future events (if any), or anything else of importance.

Select Attachment

requested channels.txt

Select File

**1** Click 'Select File' to find the file's location that you want to attach.

Attachment type

**2** Request

Please select either 'Request' or 'Other' from the drop-down menu.

Description

**3** List of my preferred channels, but at your discretion to select.

Description of what the file is, and why you have attached it for us to review.

**4** Add Attachment

Once you've completed the first 3 steps then click on 'Add Attachment' to complete the process. The next page will explain on how to add other files or attachments you wish to submit to us.

Please do not click on 'Next' until you are instructed to do so.



Previous

## New Light-licenced Mobile Application

(010662038-001) Draft

### Attachments

Select Attachment

Select File

Attachment type

Please select ...

Description

Add Attachment

If you need to add other files, images, or attachments then please repeat the process explained to you in the previous screenshot.

### Manage Attachment(s)

Description	Filename	Size	Type	Action
Request List of my preferred channels, but at your discretion to select.	<a href="#">requested_channels.txt</a>	2.5 kB	Attachment	Delete

If you are satisfied with your attachment being successfully added to the application then please click on 'Next' to continue.

Previous

Next

## New Light-licenced Mobile Application

(010662038-001) Draft

At the 'Application Summary' page you can verify whether your application can be submitted or rejected.

Licence starting : 2016-07-15

Licence ending : 2016-07-17

### Application Summary

Download Draft as PDF

Expand all

- ▶ General Information
- ▶ Account Information
- ▶ Covering Letter
- ▶ List of Stations
- ▶ Appendices
- ▶ Attachments

You have the option to 'Expand all' the fields to review your work instead of clicking on each individual 'Edit' button.

Edit  
Edit  
Edit  
Edit  
Edit  
Edit

Please don't click on any of the 'Edit' buttons yet.

After the 'Save' or 'Validate' sessions are completed you may be required to edit some of your work if any errors appear after 'Save' or 'Validate'.

Please only click on the 'Save' button to continue.

Save Validate Submit to IC

Delete

## New Light-licenced Mobile Application

(010662038-001) Draft



Note: Application was saved successfully!

You successfully saved your work without any errors appearing.

Licence starting : 2016-07-15

Licence ending : 2016-07-17

### Application Summary

Download Draft as PDF

Expand all

- ▶ General Information
- ▶ Account Information
- ▶ Covering Letter
- ▶ List of Stations
- ▶ Appendices
- ▶ Attachments

Edit  
Edit  
Edit  
Edit  
Edit  
Edit

Please click 'Validate' to check for any errors.

Save Validate Submit to IC

Delete

## New Light-licenced Mobile Application

(010662038-001) Draft

Note: Application is valid for "Submit to IC"

You successfully had no errors appear during the validation session.

Licence starting : 2016-07-15

Licence ending : 2016-07-17

### Application Summary

Download Draft as PDF

Expand all

▶ General Information

Edit

▶ Account Information

Edit

▶ Covering Letter

Edit

▶ List of Stations

Edit

▶ Appendices

Edit

▶ Attachments

Edit

Please click on the 'Submit to IC' button in order for us to receive your application.



← Back to List

Save

Validate

Submit to IC

Delete

'Delete' will erase your application forever, so only click this button if you have no intentions on submitting an application to us.

## List My Applications and Drafts

Application Number

Status

Project Number

Duration

Any

Any

Any

Search

Clear

<u>Application Number</u>	<u>Product</u>	<u>Type</u>	<u>Processing Office</u>	<u>Assigned person's name</u>	<u>Submitted Date</u>	<u>Status</u>	
<a href="#">010662038-001</a>	Light-licenced Mobile	New	Toronto District Office		2016-03-18 2016-07-15	<u>Unassigned</u>	<a href="#">Comments</a>

After clicking on the 'Submit to IC' button you'll taken to the 'List My Applications and Drafts' page. This page will list all of your applications and/or drafts. You'll notice that you've successfully submitted the application, but it hasn't been assigned yet to a Spectrum Management Officer yet.

## List My Applications and Drafts

Application Number	Status	Project Number	Duration
<input type="text"/>	Any	Any	Any
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

Application Number	Product	Type	Processing Office	Assigned person's name	Submitted Date	In-Service Date	Status	
<a href="#">010662038-001</a>	Light-licenced Mobile	New	Toronto District Office	[REDACTED]	2016-03-18	2016-07-15	Assigned	<input type="button" value="Comments"/>
<a href="#">010662033-001</a>	Base Mobile Systems	New	Toronto District Office		2016-03-17	2016-07-15	Unassigned	<input type="button" value="Comments"/>
<a href="#">010662032-001</a>	Mobile Only	New	Toronto District Office		2016-03-17	2016-07-15	Unassigned	<input type="button" value="Comments"/>
<a href="#">010662031-001</a>	Light-licenced Mobile	New	Toronto District Office		2016-03-17	2016-07-15	Unassigned	<input type="button" value="Comments"/>

You will see an 'Assigned' status of your submitted applications to a Spectrum Management Officer. The name of the assigned staff would appear under the 'Assigned person's name'.

On the 'List My Applications and Drafts' page you can also view/review other submitted applications. Be it either temporary 30 day radio licences, renewable radio licences, developmental radio licences, or any other type of radio licence, our Spectrum Management System can service your needs for radio spectrum & authorization.

## Instructions on what to do when you have multiple events

As previously mentioned in the 3<sup>rd</sup> screenshot on page 2 of this guide, there are 3 possible scenarios when applying for Short Term / Temporary Radio Licences:

### Scenario 1:

If you are only applying for one radio licence for one specific event then please enter the correct In-Service and Expiry dates for that event.

### Comments to Scenario 1:

If or when you see the need to apply for a similar Short Term or Temporary Radio Licence using either same and/or slightly different technical parameters than the one you've just applied for then you can always log back into your account and use the expired radio licence you've created as a template for future licence applications.

### Scenario 2:

If you have multiple events that fall within 30 days of each other then only change the In-Service and Expiry dates so that they add-up to 30 days counting from the date used in the In-Service Date field up to the date used in the Expiry Date field. And then you will need to attach a list in your application of all the events you plan on attending, which must contain the site location, coordinates, street/ mailing address, event name, and the (race) series you're in please.

### Comments to Scenario 2:

So for example, let's say you have three events in the month of April, and you've counted the days and find out that all three events just happen to perfectly fit within 30 days of each other; 1<sup>st</sup> event = April 1 -3 in Toronto, ON, 2<sup>nd</sup> event = April 15 -17 in Vancouver, BC, and 3<sup>rd</sup> event = April 28 - 30, Calgary, AB.

You would apply for a Short Term / Temporary Radio Licence, but ensure that the In-Service Date = April 1, while the Expiry Date = April 30, for a total of 30 days.

Then on your application you would enter only the site location & coordinates of your 1<sup>st</sup> event, which would be in Toronto. After following all of the steps & submitting the application to us, the Toronto District Office would process it and then send you an invoice to pay for the radio licence. Once payment has been received then your radio licence is granted for use in Toronto.

But then after you've paid and are granted the 1<sup>st</sup> radio licence, you would log back into your account, and Modify your radio licence by changing the site location & coordinates (and maybe even increase or decrease the number of radios) to your 2<sup>nd</sup> event, which would be in Vancouver. The Vancouver District Office would be automatically receive an electronic notice that they've received a request from you (the licensee) to amend/modify your current/existing radio licence (that's still active in the 30 day period), and they would either grant the same frequencies or issue new ones (frequencies are issued on a "first-come, first-served" basis, and/or depends on the feasibility to issue certain channels due to the local radio environment/congestion).

You would receive notice that your 2<sup>nd</sup> modification has been accepted, and a "new" (relative) radio licence would be issued to you with all the changes (if any aside from the site location) you've made for your 2<sup>nd</sup> event.

And then you would repeat the above steps for your 3<sup>rd</sup> event in Calgary. However, once the 30 days are up then your radio licence becomes Expired. You cannot legally use this radio licence ever again, but you can use it as a template should you wish to use it again for future events if or when you need a new Short Term / Temporary Radio Licence.

### **Scenario 3:**

If you have any other events that are not within the first 30 day period then you will you can either use your previous radio licence application (now expired) as a template to apply for a new Short Term / Temporary Radio Licence. Or you just create a whole new radio licence. The choice is up to you. You would of course have to pay a new radio licence fee for the new 30 day radio licence, as this would be considered as a totally new licence.

### **Comments to Scenario 3:**

You don't have to use the previous radio licence application as a template, as you could easily just create a whole new form, however, if you continually apply each & every year for a radio licence then your 'List of My Applications and Drafts' could eventually become cluttered with many similar applications.

### **Resources:**

- **Office Locations:** Should you have any in depth questions then please contact the local District and/or Regional office from our **RIC-66 guide:** <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01742.html>
- *\*Please note that you should be contacting the closest District/Regional office that is closest to your event. We cannot provide you a break-down of the boundary lines of each & every office across Canada, but just check an online map to map-out the offices closest to your event, and then proceed from there to contact the closest office.*
- **Radio Licence Fees:** If you have any questions regarding fees then please refer to our **RIC-42 guide:** <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01027.html>
- **Certification Number:** A more comprehensive **Radio Equipment List (REL) database search engine** can be location here: <https://sms-sgs.ic.gc.ca/equipmentSearch/searchRadioEquipments?execution=e1s1&lang=en>
- More information regarding the REL can be found here: [http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h\\_tt00020.html](http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00020.html)
- **Designation of Emission Codes:** Although mentioned in a prior screenshot, more details regarding emission codes can be found here: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf00057.html>
- **Laws:** The laws that govern radio communication in Canada can be found in the **Radiocommunication Act:** <http://laws-lois.justice.gc.ca/eng/acts/r-2/>

- **Regulations:** And more comprehensive regulations for specific radio communication services can be found in the **Radiocommunication Regulations:** <http://laws-lois.justice.gc.ca/eng/regulations/sor-96-484/index.html>
- **Aboriginal and Treaty Rights Information System:** [http://sidait-atris.aadnc-aandc.gc.ca/ATRIS\\_ONLINE/home-accueil.aspx](http://sidait-atris.aadnc-aandc.gc.ca/ATRIS_ONLINE/home-accueil.aspx)
- **CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems:** <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

In the past we were named **Industry Canada – Spectrum Management and Telecommunications**. Our name has changed to **Innovation, Science and Economic Development – Spectrum Management and Telecommunications:** <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home?OpenDocument>

*\*You can abbreviate the name Innovation, Science and Economic Development to **ISED** for short. Our website may still be using the old 'Industry Canada' name on some web pages.*

Thank you for your patience, and we look forward to receiving your radio licence applications at your earliest convenience.