|  |
| --- |
| \\homedrives\homedrives$\madhu.bedhan\Desktop\Ofcom logo.gif |
|  |
|  |
|  |
|  |  Notification of a change to a broadcast licensee(e.g. change of controls, shareholder and/or directors)  |
|  | **[ For Ofcom use only ]****Name of Licensee:****Licence number(s):**  |
|  |  |

Contents

|  |  |  |
| --- | --- | --- |
| Section |  | Page |

[1 About this form 1](#_Toc442457732)

[2 About the Licensee 3](#_Toc442457733)

[3 Details of directors, partners or governing members of the Licensee 9](#_Toc442457734)

[4 Details of shareholders/members 11](#_Toc442457735)

[5 Eligibility requirements 13](#_Toc442457736)

[6 Confidentiality requests 19](#_Toc442457737)

[7 Declaration 20](#_Toc442457738)

1. Section 1
	1. About this form
		* 1. The statutory framework for broadcasting regulation sets out certain restrictions on the holding of broadcasting licences. These restrictions fall into two main categories, as follows:

a person must be fit and proper to hold a licence[[1]](#footnote-1), and;

certain categories of person are disqualified from holding a licence, or participating above a certain level in a body which holds a licence[[2]](#footnote-2).

In addition, in respect of community radio licences specifically, there is a statutory limit on the number of such licences that a person may hold.

* + - 1. In order to enable Ofcom to ensure that it is meeting its duties in relation to these statutory requirements, the holder of a broadcasting licence must, under the terms of that licence, provide relevant information to Ofcom as and when this is required.
			2. This form should be used to notify Ofcom of **any change in the shareholdings, interests, directors, or persons having control of anyone who holds a broadcasting licence** issued under any of the Broadcasting Acts 1990 and 1996 or the Communications Act 2003 (a “Licensee”). Such changes should be notified **regardless of whether or not they result in a change of control of that Licensee**.
			3. The form should also be used by Licensees to notify Ofcom of **any change in the shareholdings, interests, directors or persons having control of any body that either controls that Licensee**, **or is an associate[[3]](#footnote-3) of, or a participant[[4]](#footnote-4) in, that Licensee.**
			4. Ofcom’s guidance on the definition of ‘control’ of media companies can be found at: <https://www.ofcom.org.uk/__data/assets/pdf_file/0022/45292/media_statement.pdf>
			5. This form should be signed by a senior officer of the Licensee who has authority to sign on its behalf (i.e. a director, or company secretary).
			6. The form should be completed electronically, although we will also require a hard copy that is signed and dated by the Licensee. If submitting by email, please send your completed form to:

			broadcast.licensing@ofcom.org.uk (for television licences)
			Commercial.radio@ofcom.org.uk (for commercial radio licences)
			Community.radio@ofcom.org.uk (for community radio licences)

			If the Licensee holds more than one type of licence, please send the completed form to all the relevant e-mail addresses listed above.
			7. When submitting the hard copy, please send your form to:

Ofcom

Broadcast Licensing

Riverside House

2a Southwark Bridge Road

London

SE1 9HA

* + - 1. If you are completing the form as an agent, i.e. you are acting on the Licensee’s behalf, please make this clear in an accompanying letter, and provide evidence of your authority to act on behalf of the Licensee. The form should be filled in so as to include information about the applicant, not the agent.
			2. Providing false or misleading information to Ofcom may be grounds for revocation of the licence.
		1. Data Protection
			1. We require the information requested in this form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see Ofcom’s General Privacy Statement [www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement](http://www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement) for further information about how Ofcom handles your personal information and your corresponding rights

1. Section 2
	1. About the Licensee

About this section

In this section, we are asking you for the basic details of the Licensee. This will usually be a limited company, although it could be another type of organisation, or an individual.

You must complete questions 2.1 and 2.2 in this section even if the change you are notifying us of does not relate to the licence-holding company itself (e.g. it relates to a change at a parent company).

We are asking for this information so that Ofcom knows precisely who holds the licence, or licences, to which this change relates, what services are being broadcast under these licences, and who we should contact at the Licensee company.

It is therefore very important (and a condition of your licence) to let us know as soon as possible of any changes to the information you have provided in this section.

**With the exception of questions 2.1 and 2.2, which must be completed, you can leave response boxes blank if the information relating to the questions remains unchanged from your most recent declaration or application submitted to Ofcom. However, if this information has not previously been provided to Ofcom, it must be provided now.**

* + - 1. Ofcom would like to be able to send some specific notifications and documents by email only[[5]](#footnote-5). By ticking the box below, you consent to receiving the following correspondence by email only, to the Licensing, Finance, Market Intelligence Data and/or Compliance contacts detailed in response to questions 2.7, 2.8, 2.10 and 2.11[[6]](#footnote-6). All other correspondence, documents and notifications will be sent by post.

Request for the licence to provide a recording of broadcasting content.

Request for information in relation to a broadcast licensing or standards assessment or investigation.

Request for representations on the licensee’s compliance with the relevant licence conditions and.or rules (e.g. Broadcasting Code rules) during an investigation.

Request for representations on Fairness and Privacy Entertainment Decisions.

Request for representations on Ofcom’s Preliminary View which sets out whether Ofcom considers there has been a breach of licence conditions and/or rules.

Request for comments on factual inaccuracies in draft Decision or Adjudication.

**If you do not tick the below box, we will send this correspondence to you by post**

 [ ]  I consent to receiving the above correspondence relating to my licence by email only

* + - 1. Ofcom licence number and name of Licensee (i.e. the company, organisation or individual that holds the licence):

|  |
| --- |
|  |

* + - 1. Details of all other Ofcom Licences held by the Licensee (please expand the table if necessary):

|  |  |
| --- | --- |
| **Licence number** | **Name of on air service** |
|  |  |
|  |  |
|  |  |

* + - 1. Company registration number (if applicable):

|  |
| --- |
|  |

* + - 1. Address of the Licensee’s registered office (if a company), or principal office:

|  |
| --- |
|  |

* + - 1. Details of your objects (these may be found, for example, in your articles and memorandum of association, or in any other documentation which sets out your purposes or objectives). **These can be reproduced in the box below or attached separately to this Notification:**

|  |
| --- |
|  |

* + - 1. Contact details for the Licence Contact[[7]](#footnote-7):

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **Email**  |  |

* + - 1. Contact details for the Compliance contact:

(N.B. The Licence contact and Compliance contact can be the same person if appropriate.)

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **Email**  |  |

* + - 1. Contact details for Ofcom in an emergency situation (for example, if we required a transmitter to be shut down):

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **Email**  |  |

* + - 1. Contact details for Ofcom regarding invoicing/payment of licence fees:

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **Email**  |  |

* + - 1. Contact details for Ofcom regarding submission of ‘market intelligence data’[[8]](#footnote-8).

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **Email**  |  |

* + - 1. Contact details for Ofcom regarding the submission of ‘relevant turnover’ data:

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **Email**  |  |

* + - 1. It is Ofcom’s practice to publish some contact details for the licensed service on our website and/or in other relevant Ofcom publications in order for members of the public to contact the licensee if need be. Please provide contact details below which can be used for this purpose.

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **Email**  |  |

* + - 1. If the service has a website, please provide the website address below, which will be published, as above, on our website and/or in other relevant Ofcom publications.

|  |
| --- |
|  |

* + - 1. Ofcom sends regular email updates on broadcasting matters including notification when the Broadcast Bulletin is published. If you would like to receive these emails please indicate which email addresses you wish them to be sent to[[9]](#footnote-9).

|  |
| --- |
|  |

* + - 1. Please provide details of how you are funded, including whether or not you receive any financial assistance from any third party and, if so, who that party is and the extent of the assistance provided. **Please note that holders of community radio licences are not required to provide this information in this Notification[[10]](#footnote-10).**

|  |
| --- |
|  |

* + - 1. Confirmation as to whether or not you are ultimately controlled by another entity (within the meaning of Schedule 2, Part 1 of the Broadcasting Act 1990 and our guidance: <https://www.ofcom.org.uk/__data/assets/pdf_file/0022/45292/media_statement.pdf>) and, if so, the name of that entity:

|  |
| --- |
|  |

1. Section 3
	1. Details of directors, partners or governing members of the Licensee

About this section

In Section 3, we are asking for details of the directors of the Licensee company, and – where applicable – the directors of the Licensee’s parent and associated companies in respect of which there has been a change. If the Licensee is a partnership, unincorporated association or other type of body, please provide details of its partners or governing members of which there has been a change.

You do not have to complete this section if there have been no changes to directors, partners or governing members.

* + - 1. Please complete the following table, repeating or expanding the table where necessary, to list **shareholders/members** **or participants** (corporate or individual) **of** **each** **company, partnership, unincorporated association or other type of body in respect of which there has been a change of directors, partners or governing members:**

|  |
| --- |
| **Name of company, partnership, unincorporated association or other type of body:** |
| **Names of directors, partners or governing members before the change** | **Names of directors, partners or governing members after the change** |
|  |  |
|  |  |
|  |  |
|  |  |

* + - 1. Please provide the following details for each new director, partner or governing member of the company or companies, partnership, unincorporated association or other body in respect of which there has been a change:

|  |  |
| --- | --- |
| **Name of director, partner or governing member:** |  |
| If a director, is the director an executive or non-executive? |  |
| If executive, please state job title: |  |
| Home address: |  |
| Country of residence: |  |
| Other directorships held (and nature of company’s business): |  |
| Other offices or employments held: |  |

* + - 1. Please provide a list of the directors, partners or governing members of any company or companies, partnerships, unincorporated associations or other bodies (as listed in table 3.2) **that hold**, or are beneficially entitled to, **an interest of more than 5% in the Licensee** company, before and after the change:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Section 4

* 1. Details of shareholders/members

About this section

Section 4 applies to Licensees which are companies. If the Licensee is not a company, please go straight to Section 5.

Please complete the table at 4.2 **for each company** – whether the Licensee and/or parent and/or associate company – **in respect of which there has been a change of shareholders/members**.

You do not have to complete this section if there have been no changes to shareholders/members.

We need this information to determine who ultimately controls the applicant company. Before completing this section of the form, you should read Ofcom’s published guidance on the definition of ‘control’ of media companies is available at: <https://www.ofcom.org.uk/__data/assets/pdf_file/0022/45292/media_statement.pdf>

If you need more space to fill in the details, either expand the boxes or provide the information in a separate annex.

* + - 1. Please provide an organisational chart showing the relationship (including percentages of shares held) between the Licensee and any subsidiary companies, parent companies, holding or nominee companies.
			2. Please complete the following table, repeating or expanding it if necessary, to list **shareholders/members** **or** participants (corporate or individual) **of** **each** **company in respect of which there has been a change of shareholders/members:**

|  |
| --- |
| **Name of company:** |
| **Shareholders/members before the change** | **Shareholders/members after the change** |
| Name of shareholder/member | Number of shares | Percentage of shares (%) | Name of shareholder/member | Number of shares | Percentage of shares (%) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Please provide any additional information/notes (e.g. details of voting rights, if they do not mirror shareholdings): |

* + - 1. Please also provide, if applicable, the name and address of **any other individuals or companies** **in accordance with whose wishes the Licensee’s affairs** (or those of any body which controls the Licensee) **are or** **will be conducted**:

|  |  |
| --- | --- |
| **Before the change** | **After the change** |
| Name | Address | Name | Address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Section 5
	1. Eligibility requirements

About this section

Ofcom is under a duty to ensure that anyone who holds a broadcasting licence is fit and proper to do so. A licence can be revoked if we cease to be satisfied that the Licensee is fit and proper to hold a licence.

When considering whether a Licensee is fit and proper to hold a licence, Ofcom will look at – for example – whether any proposed participant (e.g. directors, substantial shareholders or members) have criminal convictions (in any jurisdiction, or whether they have ever been declared bankrupt.

In addition, specified categories of person are disqualified from holding a licence, or participating above a certain level in a body which holds a licence. These restrictions are set out in Part 2 of Schedule 2 to the Broadcasting Act 1990.

Please note: A director, shareholder, member or other individual connected with the licensee who has a criminal record will not necessarily be prevented from holding, or participating in a body which holds, a licence. This will depend on all the circumstances of the Licensee as a whole.

Please answer all of the questions in this section, clearly stating ‘Not Applicable’ if that is the case.

* + 1. Criminal convictions

*Note: You do not need to provide details of spent convictions.*

* + - 1. Have **any of the new directors,shareholders,members or other individuals** listed in Section 3 and/or Section 4 of this Notification **been convicted of a criminal offence** committed before the date of this application (in any jurisdiction) or received a civil penalty (excluding driving offences)?

**Yes/No** (delete as appropriate)

If yes, please provide the name of the person, date of the conviction or action, the penalty, and the country.

|  |  |
| --- | --- |
| **Name:** |  |
| **Date of conviction/action (dd/mm/yy):** |  |
| **Penalty:** |  |
| **Country:** |  |

* + - 1. **The following question only needs to be answered by the holders of radio licences:**To the best of your knowledge, has any person involved in the provision of the licensed service, or the making of programmes included in it, been convicted within the past five years of an unlicensed broadcasting offence?

|  |
| --- |
|  |

* + 1. Insolvency and bankrupcy
			1. Please name **any of the new directors or shareholders/members or other individuals** listed in Section 3 and/or Section 4 of this Notification who **have ever been declared bankrupt**.

**Yes/No** (delete as appropriate)

If yes, please provide names and details of the bankruptcy ­– i.e. the date of action, whether it has been discharged and, if so, the date of discharge:

|  |
| --- |
|  |

* + - 1. Have **any new directors, partners or governing members** listed in Section 3 of this Notification **ever been directors of a company which has become insolvent**?

**Yes/No** (delete as appropriate)

If yes, please provide the names and brief details of the insolvency action (including dates):

|  |
| --- |
|  |

* + 1. Disqualified directors
			1. Have **any of the new directors, shareholders, members or other individuals** listed in Section 3 and/or Section 4 of this Notification **ever been the subject of a disqualification order under the Company Directors Disqualification Act 1986**?

**Yes/No** (delete as appropriate)

If yes, please provide names and brief details of the insolvency action (including dates):

|  |
| --- |
|  |

* + 1. Removal from a professional or trade body
			1. Have **any of the** **new directors, shareholders, members or other individuals** listed in Section 3 and/or Section 4 of this Notification **ever been excluded from a professional or trade body** following disciplinary or regulatory proceedings?

**Yes/No** (delete as appropriate)

If yes, please provide the names and details of the order (e.g. the period of disqualification):

|  |
| --- |
|  |

General statutory disqualifications

* + - 1. In relation to the details provided in Section 3 and/or Section 4 of this Notification, please state **whether any individual or body**, including their associates (i.e. directors of their associates and other group companies), **is, or is involved in, any of the below**, and the extent of that interest. **If none apply, this must be clearly stated as ‘N/A’.**

|  |  |  |
| --- | --- | --- |
| **Activity/involvement** | **Please tick**  | **Please state who is involved; the name of the body/individual/ agency they are involved with; and the extent of their involvemment** |
| 1. A local authority
 |[ ]   |
| 1. A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body
 |[ ]   |
| 1. A body whose objects are wholly or mainly of a religious nature[[11]](#footnote-11)
 |[ ]   |
| 1. An individual who is an officer of a body falling with (b) or (c)
 |[ ]   |
| 1. A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c)
 |[ ]   |
| 1. An advertising agency or an associate of an advertising agency
 |[ ]   |
| 1. Other publicly-funded bodies
 |[ ]   |

* + - 1. Please provide details of any other participant in the Licensee whose interest is, or could be, incompatible with the requirements imposed by or under Schedule 2 to the Broadcasting Act 1990.

|  |
| --- |
|  |

* + 1. Other broadcasting interests
			1. In relation to the details provided in Sections 3 and 4 of this Notification, please list **any individual or body corporate**, including their associates (i.e. directors and their associates and other group companies) who currently has **any other broadcasting interests**[[12]](#footnote-12), other than those already stated in Sections 2-4 of this Notification, and the extent of those interests. (If those other broadcasting interests are Ofcom-licensed services, this question can be answered by simply listing the relevant licence number(s) of the service(s)). This question can either be answered by using the boxes below, repeating where necessary, or by enclosing attachments setting out the relevant interests:

|  |  |
| --- | --- |
| **Name of body corporate** | **Other broadcasting interests** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Name of individual** | **Other broadcasting interests** |
|  |  |
|  |  |

* + - 1. In relation to the details provided in Sections 3 and 4 of this Notification, please list **any individual or body corporate**, including their associates (i.e. directors and their associates and other group companies) who **has ever surrendered a licence to Ofcom** (or one of its predecessor broadcast regulators), **or had a licence revoked by Ofcom** (or one of its predecessor broadcast regulators).

|  |  |
| --- | --- |
| **Name of individual or body corporate** | **Licence(s) surrendered or revoked**  |
|  |  |
|  |  |

* + - 1. Please indicate below whether the applicant provides, or intends to provide, a video on demand service/s.
1. **Yes**, I currently provide a video on demand service/s. [ ]
2. **Yes**, I intend to provide a video on demand service/s in the future. [ ]

If so, please indicate on which date/s you plan to launch the service/s:

|  |
| --- |
|  |

1. **No**, I do not currently provide or intend to provide a video on demand service/s. [ ]
	* + 1. If you have answered yes to Question 5.11 (a), or the criteria which sets out what a video on demand service is are met, you are required to notify Ofcom[[13]](#footnote-13). Please tick the statement below that applies to you:
2. I have already notified the service/s to Ofcom (**or ATVOD[[14]](#footnote-14) prior to 1 January 2016**). [ ]

If so, please provide the name/s of the service/s you notified:

|  |
| --- |
|  |

1. I plan to notify the service/s along with or shortly after this application[[15]](#footnote-15);or [ ]
2. I do not plan to notify the service/s. [ ]

If so, please indicate why:

|  |
| --- |
|  |

* + - 1. In relation to the details provided in Sections 3 and 4, please list **any individual or body corporate** who **has any involvement in a *current or pending* investigation** by any statutory regulatory or government body in the United Kingdom in respect of any broadcast-related matter. In respect of any such individual/body corporate, please provide the name of the director(s), the licence reference number(s), the name(s) of the service(s) and details of the investigation.

|  |  |
| --- | --- |
| **Name of individual or body corporate** | **Details of current or pending investigation**  |
|  |  |

* + - 1. In relation to the details provided in Sections 3 and 4, please list any individual or body corporate who has ever been subject to a statutory sanction for contravening a condition of a broadcasting licence in the UK or any other jurisdiction. In respect of any such individual/body corporate, please provide the following details in relation to each sanction: the name of the director(s), the service which the sanction related to and the number of the licence, the nature of the breach, the type of sanction imposed and, if known, the date on which the sanction decision was published.

|  |  |
| --- | --- |
| **Name of individual or body corporate** | **Details of statutory sanction(s)** |
|  |  |

1. Section 6
	1. Confidentiality requests

About this section

If a Licensee asks us to keep part or all of information provided confidential, we will treat this request seriously and will try to respect this. However, sometimes we will need to disclose such information, including that marked as confidential, in order to meet legal obligations (for example under the Freedom of Information Act, 2000).

* + - 1. If you consider any of the information you have provided in your answers to the questions in Sections 2 to 5 of this Notification to be confidential, please list the relevant question numbers and briefly explain why you believe it is confidential:

|  |
| --- |
| Confidentiality |
|  |

1. Section 7
	1. Declaration

About this section

This is form must be signed by an appropriately authorised signatory of the Licensee (i.e. a director, or company secretary).

The form can be signed electronically, but please note that we will always also require a hand-signed and dated document for our records (see paragraphs 1.7 to 1.8).

* + 1. I/We declare and warrant
			1. that the information contained in this Notification and the documents, statements and particulars submitted with it are, to the best of my knowledge and belief, correct;
			2. that the Licensee is not a disqualified person within the meaning of that expression as defined in Part 2 of Schedule 2 to the Broadcasting Act 1990, as amended, or as a result of a disqualification order under Section 145 of the Broadcasting Act 1996, and that having made all reasonable enquiries neither the Licensee nor any person controlling the Licensee is in breach of any requirement of Schedule 14 to the Communications Act 2003 with regard to the accumulation of interests in broadcasting services or to the restrictions on cross-media interests;
			3. that the Licensee is not disqualified by virtue of the provisions of section 143(5) of the Broadcasting Act 1996 in relation to political objects and the provisions of section 144(3) of the Broadcasting Act 1996 in relation to the provision of false information or through the withholding of information with the intention of misleading Ofcom
			4. that no director or person concerned directly or indirectly in the management of the Licensee is the subject of a disqualification order as defined by section 145(1) of the Broadcasting Act 1996;
			5. we understand that Ofcom reserves the right to revoke the licence(s) if at any time any material statement made to Ofcom is found to be false and to have been made by the Licensee or any member or officer thereof knowing it to be false. We also understand that in the circumstances of section 144 of the Broadcasting Act 1996 the provision of false information could incur a criminal conviction and a disqualification from the holding of a licence;
			6. we further certify that, to the best of our knowledge, any matters which might influence Ofcom’s judgement as to whether the directors and substantial shareholders involved in the Licensee are fit and proper persons to participate in a broadcast licence have been made known to Ofcom.

Signature[[16]](#footnote-16)

Name (BLOCK CAPITALS)

Position

Date

1. As set out in sections 3(3) and 86(4) of the Broadcasting Act 1990; sections 3(3) and 42(2) of the Broadcasting Act 1996; and section 235(3)(a) of the Communications Act 2003. [↑](#footnote-ref-1)
2. As set out in sections 5, 88 and Schedule 2, Part II of the Broadcasting Act 1990; sections 5 and 44(1) of the Broadcasting Act 1996; and section 235(3)(b) of the Communications Act 2003. [↑](#footnote-ref-2)
3. A person will be an “associate” of a body corporate where they are a director of that body, or they are another corporate body that either controls, or is controlled by, that body corporate (or where that body corporate and another body corporate are both controlled by the same person). Individuals will be associates of one another where, for example, they are spouses or relatives. For a full definition see Schedule 2, Part 1 of the Broadcasting Act 1990. [↑](#footnote-ref-3)
4. A “participant” in relation to a body corporate means a person who holds, or is beneficially entitled to, shares in that body, or who possesses voting power in that body. [↑](#footnote-ref-4)
5. In accordance with Section 395 of the Communications Act 2003. [↑](#footnote-ref-5)
6. If, after you have submitted this form, you later inform us that your Licensing, Finance, Market Intelligence Data and/or Compliance contact email address has changed, we will assume that the consent you are providing in this form for Ofcom to send the above listed notifications and documents by email only will continue to apply to the new Licensing and/or Compliance contact email address, unless you tell us otherwise. You may modify or withdraw your consent at any time by giving notice to Ofcom that you wish all correspondence, documents and notifications by post. [↑](#footnote-ref-6)
7. The Licence Contact is the day-to-day contact for Ofcom on licensing matters. Examples of the type of communication between the Licence Contact and Ofcom could be questions regarding ownership of the licensee company; cnahes to the licence; and responding to information requests. [↑](#footnote-ref-7)
8. Ofcom requests certain information from its licensees each year. This is ‘market intelligence data’, including information about the service’s turnover (used to calculate subsequent licence fees) and any European productions. [↑](#footnote-ref-8)
9. By joining our email list you agree to the use of open tracking cookies by our third party provider. It stores data, including personal data outside the EU/UK and uses cookies to monitor when you open emails. Knowing which updates you read and when you read them will help us improve our service. [↑](#footnote-ref-9)
10. This is because community radio Licensees are already required to furnish Ofcom with this information as part of their Annual Report. [↑](#footnote-ref-10)
11. Please refer to Ofcom’s religious guidance notes at: <https://www.ofcom.org.uk/__data/assets/pdf_file/0028/88219/Guidance-for-religious-bodies.pdf> for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences. [↑](#footnote-ref-11)
12. Includes all categories of radio and TV licensing (e.g. community radio) broadcast on all types of licensed platforms (e.g. analogue, DAB, satellite and cable broadcasting), but excludes internet-only services. [↑](#footnote-ref-12)
13. The criteria are set out in section 368A(1) of the Communications Act 2003. Applicants must notify Ofcom if the criteria are met in accordance with section 368BA. Ofcom has also produced Guidance notes on who needs to notify an on demand programme service to Ofcom, available at: <https://www.ofcom.org.uk/__data/assets/pdf_file/0028/71839/guidance_on_who_needs_to_notify.pdf> [↑](#footnote-ref-13)
14. The Authority for Television on Demand (ATVOD) regulated editorial on demand services until 31 December 2015. [↑](#footnote-ref-14)
15. Ofcom’s notification form for on demand service providers is available at: <https://www.ofcom.org.uk/__data/assets/file/0016/23920/notification.rtf> [↑](#footnote-ref-15)
16. This form must be signed by the duly authorised individual on behalf of thelicensee. In the case of: a) a company, this will be the company secretary or clerk; b) a partnership, this will be a partner or another person who is in control of the business; and c) an unincorporated body or association, this will be a member of the organisation’s governing body. This form must not be signed by an agent acting on behalf of the licensee. [↑](#footnote-ref-16)