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## Application form

### Short-term restricted service licence (“SRSL”)

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Name of applicant (i.e. the individual or body corporate that will hold the licence):

Proposed service name:

<b>For Office use only</b>	
<b>Date Received:</b>	
<b>Bank transfer remittance:</b>	

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11. Declaration

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# 1. About this document

## The purpose of this form

- 1.1 You should complete this form if you are applying for a short-term restricted service licence (“SRSL”). You can find further information about SRSLs in paragraphs 2.1 to 2.6 of the Guidance notes for licence applicants and licensees:  
<https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence>

## When to apply

- 1.2 Applications must be submitted no earlier than 180 clear days (i.e. six months) before the proposed broadcast start date.
- 1.3 Applications must be submitted no later than 60 clear days (which is approximately two months) between the date Ofcom receives the application and the proposed broadcast start date.
- 1.4 By “clear days” we mean that we will not count the date of receipt or the start date of broadcast and will only count the whole days in between those two dates. Where the deadline falls on a weekend or public holiday, we will deem it to have fallen on the first weekday that is not a public holiday immediately preceding it.
- 1.5 UK public holidays will be taken to mean those defined by the UK Government and published as bank holidays <https://www.gov.uk/bank-holidays>. To take account of the fact that Scotland and Northern Ireland have more public holidays than England and Wales, we will count the public holidays applicable to the country of the UK in which the proposed broadcast will take place.
- 1.6 For periods of high demand we may not apply our general first-come, first-served approach. Instead, Ofcom may invite applications to be submitted within a specified window and different timescales are then likely to apply (see section 5 of the Guidance notes for licence applicants and licensees).

## How to complete the form

- 1.7 There are detailed instructions on how to complete this form, and information on the next steps in the application process, in our Guidance notes for licence applicants and licensees. Please read this guidance and the frequently asked questions carefully before completing this form: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence>

- 1.8 We request that applicants download the current editable version of the application form from our website and complete it on a computer.
- 1.9 **Ofcom will reject applications made using an old version of the form.**
- 1.10 Ofcom will accept handwritten application forms but they must be filled in using block capitals and black ink.
- 1.11 **Ofcom will reject application forms that are illegible.**
- 1.12 You must answer all questions in the application form and respond “N/A” to any questions that do not apply to the applicant.
- 1.13 **Ofcom will reject applications which do not meet the following criteria:**
- i) The declaration in section 11 of this form must be dated.
  - ii) In the case of an applicant who is a company, the declaration must be made by a director of the company or the company secretary.
  - iii) All supporting documents as requested in the checklist on page 36 of the application form must be supplied.
- 1.14 If you are completing the form as an agent, i.e. you are acting on the applicant individual's or company's behalf, please make this clear in an accompanying letter, and provide evidence of your authority to act on behalf of the applicant. The form should be filled in so as to include information about the applicant, not the agent. If Ofcom has further questions once the application has been submitted, we will direct these to the applicant, not to the agent, but we will accept responses from the agent.

## How to submit the form

- 1.15 Application forms and required supporting documents must be submitted by email to **broadcast.applications@ofcom.org.uk**. Handwritten applications and required supporting documents should be scanned and attached to the email.
- 1.16 You should receive an auto-response from [broadcast.applications@ofcom.org.uk](mailto:broadcast.applications@ofcom.org.uk) confirming that your application has been received by Ofcom. If you do not receive a response, it is likely your application has not been received and you should contact the call Ofcom’s Contact Centre on 0300 123 3333 and ask for the Broadcast Licensing team who will be able to confirm if your application was received.
- 1.17 If there is a compelling reason why the applicant cannot submit the application form and/or the supporting documentation by email, the applicant must contact Ofcom in advance (at least one week in advance of any submission deadline) to discuss this. In such cases please call Ofcom’s Contact Centre on 0300 123 3333 and ask for the Broadcast Licensing team, or email [broadcast.licensing@ofcom.org.uk](mailto:broadcast.licensing@ofcom.org.uk). If permission is given, the applicant must write “SRSL application” on the envelope.

- 1.18 Ofcom will post an acknowledgment of applications received by post within five working days of receipt.
- 1.19 **Ofcom will reject applications submitted by post without Ofcom's prior approval.**

## Application fee

- 1.20 A £400 non-refundable application fee is payable.
- 1.21 Applications will not be assessed (or, where appropriate, entered into a draw) if the application fee has not been received into Ofcom's bank account.
- 1.22 Ofcom requests that applicants pay the application fee by bank transfer (BACS/CHAPS) and that immediately after the applicant has instructed their bank to make the payment, confirmation of payment is emailed to [ofcom.remittances@ofcom.org.uk](mailto:ofcom.remittances@ofcom.org.uk) and copied to [broadcast.licensing@ofcom.org.uk](mailto:broadcast.licensing@ofcom.org.uk).
- 1.23 Electronic bank transfer payments must be received in Ofcom's bank account no later than five working days after the application has been sent to Ofcom. i.e. if we receive an application on a Monday, the fee must have been received by the end of the day on the following Monday. We therefore advise that you to instruct your bank to make the payment on the same day the application form is sent electronically.
- 1.24 To ensure that Ofcom can identify the payment, it must include a payment reference which is the applicant's postcode followed by their surname (or as much of their surname as is possible to provide within the character limit set by the bank) as provided in response to question 2.6 below.
- 1.25 If the applicant is unable to make the payment by bank transfer, a cheque should be made out to 'Ofcom' and sent in the post. You must state the name of the applicant as provided in response to question 2.2 and proposed service name on the back of the cheque.
- 1.26 If an applicant is paying the application fee by cheque, the cheque must be received within five days of the application being received by Ofcom. In the case of a period of high demand where Ofcom puts competing applications into a draw, cheques will be banked before any draw is conducted. If an applicant's cheque bounces, the application will be rejected prior to the draw.
- 1.27 **Ofcom will reject applications in relation to which the required fee has not been received within the deadlines set out above.**

## Licence fee

- 1.28 If Ofcom decides to grant a licence to broadcast to the applicant, please be aware that broadcasting cannot commence until both a Broadcasting Act licence and a Wireless

Telegraphy Act licence have been issued. Payment of the associated licence fees<sup>1</sup> must be received before licences are issued.

**1.29 For the avoidance of doubt: there are three fees associated with an SRSL:**

- a) the £400 application fee; and if the application is successful:
- b) the Broadcasting Act licence fee; and
- c) the Wireless Telegraphy Act licence fee.

## Supporting documentation

1.30 Please refer to the checklist in section 10 of this form for full details.

**1.31 Ofcom will reject applications with which the necessary documents are not supplied in legible form.**

1.32 Please note that Ofcom cannot receive emails larger than 35MB. If your application email exceeds this limit please send your supporting documents in a separate email(s) clearly indicating the applicant's name in the subject line of the email.

### For individuals applying for a licence:

1.33 Individuals applying for a licence must provide:

- **Proof of identity:** a copy of the individual's UK passport **or** driving licence; and
- **Proof of address:** copy of any of the following, showing the individual's name and home address and dated within the past three months: a utility bill (not including a mobile phone bill); a bank, building society or credit card statement; a Council Tax bill; official personalised correspondence from a bank, building society, utility (not including a mobile phone provider), a court; or a government institution. Please note that Ofcom does not accept a driving licence as proof of address for this purpose. The name of the applicant must match the name on the documents provided. If you are unable to provide these, or wish to propose the use of an alternative, please contact Ofcom **before** you submit your application.

### For body corporates applying for a licence:

1.34 A copy of the Memorandum and Articles of Association (or, if a body corporate without such, the nearest equivalent, along with a translation, if it is not in English), together with copies of any resolution amending or updating them.

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<sup>1</sup> See Annex 1 to the Guidance notes for licence applicants and licensees for licence fee information: [https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0022/125527/Short-term-RSL-guidance.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0022/125527/Short-term-RSL-guidance.pdf).

- 1.35 Please note, if the applicant's **current** Memorandum and Articles of Association are available on the Companies House website, this can be stated in question 2.5 of this form and the documents do not need to be submitted with the application.
- 1.36 Body corporates applying for a licence must provide an organisational chart showing the ownership structure of the applicant body, including percentages for shares held in it and for shares held by it in other companies to which it is connected.
- 1.37 A copy of the last Annual Return (or if the entity is recently established such that it has not yet been required to make that return, a copy of all filings made to Companies House since incorporation).
- 1.38 A copy of the most recent accounts of the applicant (not applicable to recently established entities).

## Provision of information

- 1.39 Ofcom requires complete and accurate information to assess applications. In particular, we must be satisfied that those applying for a licence are 'fit and proper' to hold a licence and are not disqualified from participation in a licence.
- 1.40 It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

## Publication of information about applications and licensed services

- 1.41 When a licence is granted, the name of the service, public contact details for the licensee, duration of the licence and a brief description of the licensed service are published on the Ofcom website. These are the details supplied by the applicant in the application form. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email ([broadcast.licensing@ofcom.org.uk](mailto:broadcast.licensing@ofcom.org.uk)).
- 1.42 Ofcom considers issued SRSLs to be public documents and copies of licences will be made available to third parties on request, noting that personal data apart from the name of the licensee may be redacted.

## Data Protection

- 1.43 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.



## Keeping up to date with broadcasting matters

- 1.44 We strongly recommend that you/the appropriate person at the applicant body, signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast Bulletin is published.
- 1.45 To sign up to receive these communications, you must visit <https://www.ofcom.org.uk/about-ofcom/latest/email-updates> and select 'Broadcasting.'

## 2. Applicant's details

### About this section

In this section, we are asking you for basic details about the applicant (whether an individual or body corporate).

The requested details include company registration number (where applicable) and contact information.

We are asking for this information so that Ofcom knows precisely who to contact at the applicant company during the application process and if a licence is granted.

If any of the individuals named in your responses are known by more than one name/version of their name, all names must be provided.

If you are successful in your SRSL application, it will be a condition of your licence that the licence holder must notify Ofcom as soon as possible of any changes to the information provided in this section.

2.1 If you are granted a licence, Ofcom would like to be able to send some specific notifications and documents by email only<sup>2</sup>. By ticking the box below, you consent to receiving the following correspondence by email only, to the Licensing and/or Compliance contacts detailed in response to questions 2.7 and 2.8<sup>3</sup>. All other correspondence, documents and notifications will be sent by post.

- a. Request for the licensee to provide a recording of broadcasting content.
- b. Request for information in relation to a broadcast licensing or standards assessment or investigation.
- c. Request for representations on the licensee's compliance with the relevant licence conditions and/or rules (e.g. Broadcasting Code rules) during an investigation.
- d. Request for representations on Fairness and Privacy Entertainment Decisions.
- e. 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.
- f. 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.

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<sup>2</sup> In accordance with Section 395 of the Communications Act 2003.

<sup>3</sup> If, after you have submitted this form, you later inform us that your Licensing contact 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.

2.2 Name of applicant (i.e. the individual or body corporate that will hold the licence):

2.3 Company registration number stated on Companies House (if applicable):

2.4 For UK registered companies, the address of the applicant’s registered office stated on Companies House.

For non-UK registered companies, the principal office address:

2.5 If a UK registered company, is the **current** Memorandum and Articles of Association document available on the Companies House website?:

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

If no, please submit the up to date document and indicate you have done so in the checklist in Section 10 of this form.

2.6 Contact details of the individual duly authorised by the applicant for the purposes of making this application. If you are:

- an individual i.e. you are the individual intended to hold the licence, please fill in the below table with your details; or

- a company, this individual should be the company secretary or a director.

Full name	
Job title	
Address	
Telephone	
Mobile phone	
Email	

2.7 Contact details for the Licence Contact<sup>4</sup>

Full name	
Job title	
Address	
Telephone	
Mobile phone	
Email	

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<sup>4</sup> 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; and responding to information requests. The licence contact is also the emergency contact for Ofcom, who can provide access to the transmitter and shut it down if necessary in the event of interference or other problems arising during the broadcast.

2.8 Contact details for the Compliance Officer (see paragraphs 9.38 of Ofcom’s Guidance notes for licence applicants and licensees

[https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0022/125527/Short-term-RSL-guidance.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0022/125527/Short-term-RSL-guidance.pdf) for information about the role of a Compliance Officer.):

Full name	
Job title	
Address	
Telephone	
Mobile phone	
Email	

2.9 If a licence is granted, 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:

Full name	
Job title	
Address	
Telephone	
Mobile phone	
Email	

2.10 If the proposed Licensed Service has/will have a website, please provide the website address below.

**Further details on the applicant**

If the applicant is an individual please answer questions 2.11 and 2.12.

If the applicant is a body corporate skip to Section 3 of this form.

2.11 Please provide the following details for the applicant:

Full name	
Home address	
Country of residence	
Any directorships held and the nature of the business concerned	
Other employment	

2.12 How will the service be financed? Please give brief details of the source(s) of funding proposed to establish and maintain the service.

If you are receiving funding from, or on behalf of, a political organisation or a religious body, you must specify this here.

**If you are applying for an SRSL as an individual you do not need to complete Sections 3 and 4 of this form, so please skip to Section 5.**

### 3. Details of directors of the applicant

**About this section**

Section 3 applies to applicants which are body corporates. **If you are applying as an individual, please skip to Section 5.**

In Section 3, we are asking for details of the directors, and – where applicable – the directors of the applicant’s parent and associated companies.

If any of the individuals named in your responses are known by more than one name/version of their name, all names must be provided.

The response boxes and tables should be expanded or repeated where necessary or provided in a separate annex.

3.1 Please provide the following details for each director of the applicant.

Full name of individual	Home address	Country of residence	Other directorships held (and nature of the business concerned)	Other employment

3.2 If applicable, please provide the following details for each director that is listed in response to question 3.1 **which holds**, or is beneficially entitled to, **an interest of more than 5% in the applicant.**

If this question is not applicable to the applicant please respond “N/A” in the table.

Full name of individual	Home address	Country of residence	Other directorships held (and nature of the business concerned)	Details of any other employment

3.3 If applicable, please provide the following details for each director (as listed in response to question 3.1) that is the **ultimate controlling parent company or body** of the applicant.

If this question is not applicable to the applicant please respond "N/A" in the table.

Name of individual	Home address	Country of residence	Other directorships held (and nature of the business concerned)	Details of any other employment

3.4 Do any of the directors have any past or present connection with another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee, the BBC or S4C. Examples of relevant connections are:

- A director of another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee
- Any connection via a controlling company or a company that is a participant with more than 5% interest.

If yes, please provide the following details:

If this question is not applicable to the applicant please respond "N/A".

Name of individual	Connection	Dates of connection



## 4. Details of applicant’s shareholders, members and participants

### About this section

Section 4 applies to applicants which are body corporates. **If you are applying as an individual, please skip to Section 5.**

In Section 4, we are asking for the details of shareholders (corporate or individual) who have more than a 5% interest in the applicant body.

Before completing this section of the form, you should read Ofcom’s guidance on the definition of ‘control’ of media companies:

[https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0022/45292/media\\_statement.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0022/45292/media_statement.pdf)

If any of the individuals named in your responses are known by more than one name/version of their name, all names must be provided.

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

- 4.1 Complete the following table, expanding it if necessary, to list all shareholders, members or participants (corporate or individual) who have an interest of more than 5% in the applicant company.

Applicant company details				
Name of shareholder, member or participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights

- 4.2 Complete the following table, expanding it if necessary, to list **all shareholders, members or participants** (corporate or individual) of **any body** that is listed in response to question 4.1 and **that holds**, or is beneficially entitled to hold, **an interest of more than 5%** in the applicant company.

If this question is not applicable to the applicant please respond “N/A” in the table.

Name of body:

Name of shareholder, member or participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights

4.3 If the body/bodies listed in 4.1 is controlled by another body, please complete the following table, expanding it if necessary, to list all shareholders, members or participants (corporate or individual) of the body in question (if that company has not already been listed above at 4.2).

If this question is not applicable to the applicant please respond “N/A” in the table.

Name of body:				
Name of shareholder, member or participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights

4.4 Please provide the names and addresses of any other individuals or bodies in accordance with whose wishes the applicant’s affairs (or those of any body which controls the applicant) are, or will be, conducted.

If this question is not applicable to the applicant please respond “N/A” in the table.

Name	Address

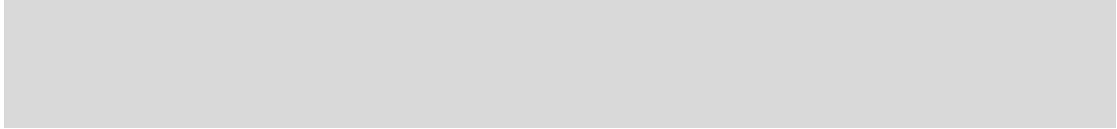
4.5 Is the applicant company ultimately controlled by another entity<sup>5</sup> and, if so, what is the name of that entity?

\_\_\_\_\_

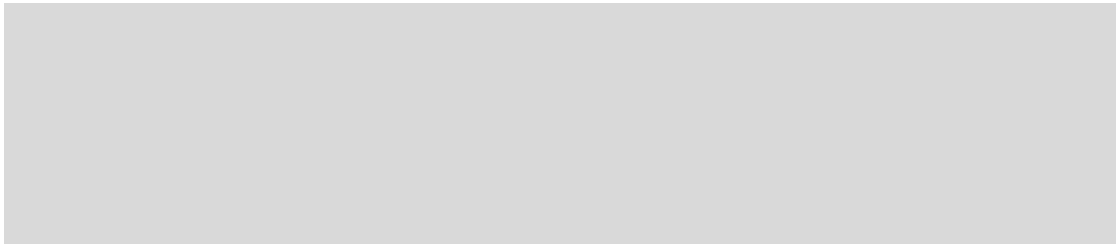
<sup>5</sup> Within the meaning of Schedule 2, Part 1 of the Broadcasting Act 1990.

Please read our guidance on the definition of 'control' of media companies

[https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0022/45292/media\\_statement.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0022/45292/media_statement.pdf)



- 4.6 Please confirm whether or not the applicant is receiving, or is likely to receive, any other form of funding and/or financial assistance and, if so, provide details of who is providing that funding/financial assistance and the extent of it.



## 5. Eligibility requirements

### About this section

Ofcom has a duty to ensure that anyone who applies for a broadcasting licence is fit and proper to hold one.

When considering whether an applicant is fit and proper to hold a licence, Ofcom will look at – for example – whether individuals who are likely to exercise control over the applicant and its activities (e.g. directors, substantial shareholders or members) have any criminal convictions (in any jurisdiction), or whether they have ever been declared bankrupt.

In addition, certain categories of people 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: information provided in this section of the form will not necessarily result in the applicant being refused a licence – this will depend on all the circumstances of the applicant as a whole – but Ofcom may ask for further details.

Before completing this section of the form, you should read paragraph 9.49 to 9.55 of Ofcom’s Guidance notes for licence applicants and licensees: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence>

### Criminal convictions

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

5.1 Has the applicant, or any of the directors, shareholders or other individuals listed in Sections 2, 3 and/or 4 of this application, **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.

Full name	Date of conviction/action (dd/mm/yy)	Penalty	Country

## Insolvency and bankruptcy

- 5.2 Has the applicant, or any of the directors, shareholders or other individuals listed in Sections 2, 3 and/or 4 of this application 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:

- 5.3 Has the applicant, or any of the directors, shareholders or other individuals listed in Sections 2, 3 and/or 4 of this application ever been directors of a body which has become insolvent?

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

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

## Disqualified directors

- 5.4 Has the applicant, or any of the directors, shareholders or other individuals listed in Sections 2, 3 and/or 4 of this application 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 details of the order (e.g. the period of disqualification):

## Removal from a professional or trade body

- 5.5 Has the applicant, or any of the directors, shareholders or other individuals listed in Sections 2, 3 and/or 4 of this application ever been excluded from a professional or trade body following disciplinary or regulatory proceedings?

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

If yes, please provide names, dates and details (including whether or not they have subsequently been re-admitted by the body concerned):

## General statutory disqualifications

5.6 Please state below whether the applicant, or any of the directors, shareholders or other individuals listed in Sections 2, 3 and/or 4 of this application, 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.

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority		
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body		
A body whose objects are wholly or mainly of a religious nature; <sup>6</sup>		
An individual who is an officer of a body falling within (b) or (c);		

<sup>6</sup> Please refer to Sections 3 to 5 of Ofcom's religious guidance note at: [https://www.ofcom.org.uk/data/assets/pdf\\_file/0028/88219/Guidance-for-religious-bodies.pdf](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.

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);		
An advertising agency or an associate of an advertising agency		

## Details of applications, licences and sanctions

5.7 Is the applicant a current licensee of Ofcom?

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

If yes, please provide the licence details expanding the table if necessary:

Licence number	Name of service

5.8 Has the applicant held an Ofcom broadcasting licence before?

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

Licence number	Name of service	If an SRSL: location, dates and event covered

5.9 Has anyone involved in the proposed service, held an Ofcom broadcasting licence or been involved in an Ofcom-licensed broadcast service before?

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

If yes, please provide the details expanding the table if necessary:

Dates licence was held or dates of involvement	Licence number (if known)	Name of service	If an SRSL: location, dates and event covered

5.10 Does the applicant control an existing Ofcom licensee?

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

If yes, please provide the licence details expanding the table if necessary:

Licence number	Name of service

5.11 Is the applicant controlled by an existing licensee or by any person who is connected (within the meaning of Schedule 2 to the Broadcasting Act 1990) with an existing licensee (i.e. as a “participant”)?

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

If yes, please provide the following information, expanding the table if necessary:

Licence number	Name of service

5.12 Has the applicant made any other application to Ofcom (or its predecessor broadcast regulators – the Independent Television Commission and the Radio Authority) for any licence which has since been surrendered by the licensee or revoked by Ofcom (or one of its predecessor regulators)?

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



If yes, please provide the following information, expanding the table if necessary:

Licence number	Name of service

5.13 Is the applicant subject to any current or pending investigation by any statutory regulatory or government body in the United Kingdom or abroad in respect of any broadcast-related matter?

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

If yes, please provide the following details expanding the table if necessary:

Licence number (or equivalent)	Name of service	Details of the investigation

5.14 Has the applicant – or any person(s) controlling the applicant – ever been subject to a statutory sanction for contravening a condition of a broadcasting licence in the UK or any other jurisdiction?

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

If yes, please provide the following details relating to each sanction expanding the table if necessary:

Licence number (or equivalent)	Name of service	Nature of the breach	Sanction imposed	Date sanction imposed

5.15 In relation to any of the directors, shareholders or other individuals listed in Sections 2, 3 and/or 4 of this application, please provide any information which you think may be a relevant consideration for Ofcom in determining whether or not the applicant is fit and proper to hold a Broadcasting Act licence.

If you have no information to provide, please respond "N/A".

5.16 Has the applicant – or any person(s) controlling the applicant – ever been convicted of an unlicensed broadcasting offence?

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

If yes, please provide the following details:

Full name	Date of conviction/action (dd/mm/yy)	Penalty

## 6. The proposed service

### About this section

Section 6 asks you to describe your programme service and its target audience.

If a licence is granted the information you provide in this section will be used to form the basis of an annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence. It is therefore important that you provide complete and detailed responses to the questions in this section.

If you are granted a licence and decide subsequently to change your content, you must contact Ofcom in advance so that the change is specifically reflected in the annex to your licence. Such requests must be made in writing via email to [broadcast.licensing@ofcom.org.uk](mailto:broadcast.licensing@ofcom.org.uk) prior to any change.

### General

6.1 What is the name of the proposed service?

6.2 What is the purpose of the proposed service? Please provide detail under **one** of the following four options:

a) To cover an event – please provide the name of the event and provide the proposed service description here:

b) To cover a religious festival – please provide the name of the festival and provide the proposed service description here:

c) A trial for a community or commercial service - please state the area here (noting that the area must appear on Ofcom's published timetable (see paragraphs 4.3 to 4.5 of Ofcom's Guidance notes for licence applicants and licensees. Please provide the name of your service and a service description: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence>.

[Redacted]

d) A trial for a digital radio service on a digital radio multiplex<sup>7</sup>. Please provide the name of your service and a service description:

[Redacted]

6.3 What is the proposed first date of the broadcast (including any period for testing purposes)?

[Redacted]

6.4 What is the proposed last date of the broadcast?

[Redacted]

6.5 Do you intend to broadcast daily throughout this period, or only on certain dates? If the latter, please state on which dates you will broadcast. You will be charged for all days in the licence period, including days for testing and any days during the period when your service is not broadcasting<sup>8</sup>.

[Redacted]

6.6 What hours do you intend to broadcast? (e.g. 6am to midnight or 24 hours per day)

[Redacted]

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<sup>7</sup> Please note that if your plan is to secure capacity on a small-scale digital radio multiplex, Ofcom cannot guarantee that there will be an available multiplex. Please see this page on the Ofcom site: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/small-scale-DAB-licensing> for our current position.

<sup>8</sup> Extended period AM licences are an exception to this rule.

## 7. Compliance of the service

### About this section

Section 7 asks you to describe the compliance arrangements for the proposed licensed service, i.e. the arrangements which the applicant will put in place to ensure the content it proposes to broadcast will comply with the relevant regulatory codes and rules for programming and advertising. These include:

- The Ofcom Broadcasting Code.
- The BCAP Code: the UK Code of Broadcast Advertising.
- The Phone-paid Services Authority Code of Practice.

Condition 15(2) of a SRSL licence requires that you have compliance procedures in place, and this section asks that you demonstrate the ability to meet this licence condition.

### You must read the notes of guidance.

It is the responsibility of the licensee to ensure that all material broadcast on the service, both live and pre-recorded (and including material sourced from third parties) is compliant with all the Ofcom's codes and rules.

Ofcom can impose sanctions on a licensee for serious, deliberate, repeated and/or reckless breaches of the licence conditions (for example, if broadcast content does not comply with the codes and rules). The sanctions available to Ofcom include the imposition of a financial penalty on the licensee, and/or revocation of the licence.

Before completing this section of the form, you should read paragraphs 9.63 to 9.72 of Ofcom's Guidance notes for licence applicants and licensees: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence> where you will also find links to the codes and rules listed above.

## General compliance

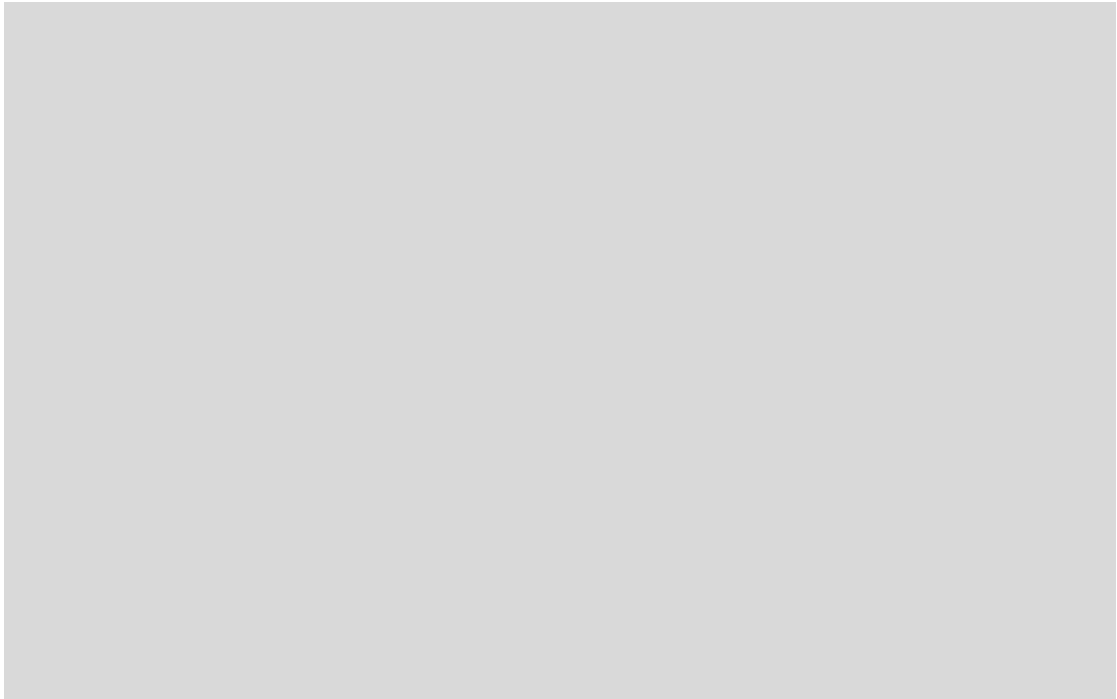
7.1 Will the individual named as the Compliance Officer in response to question 2.8 have overall responsibility for compliance for the duration of the licence.

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

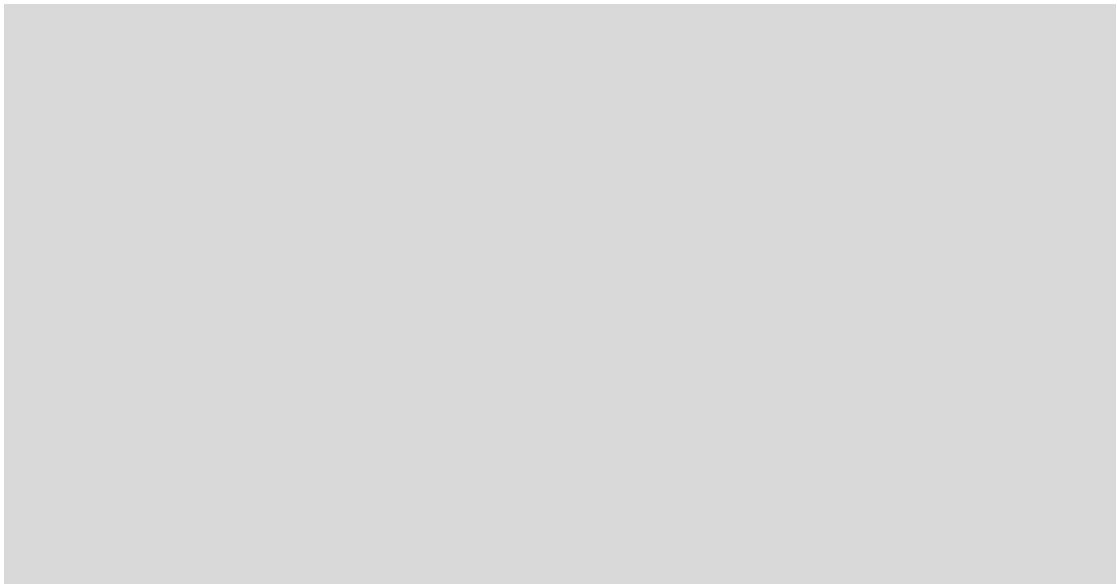
7.2 Please give details of all compliance training (including dates) the person named in response to question 2.8 has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).

- 7.3 Please give details of any practical compliance experience (including dates) the person named in response to question 2.8 has with respect to the relevant codes and rules.

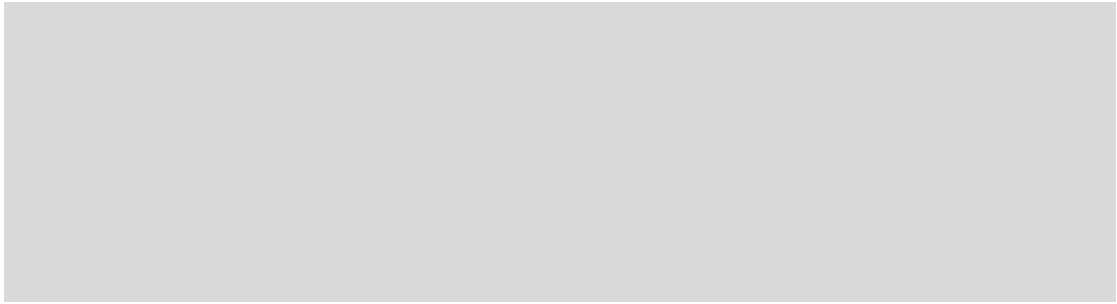
- 7.4 It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom's codes and rules. Set out in detail below the system the applicant intends to have in place to ensure it will be able to comply with the codes and rules at all times while the service is broadcasting.



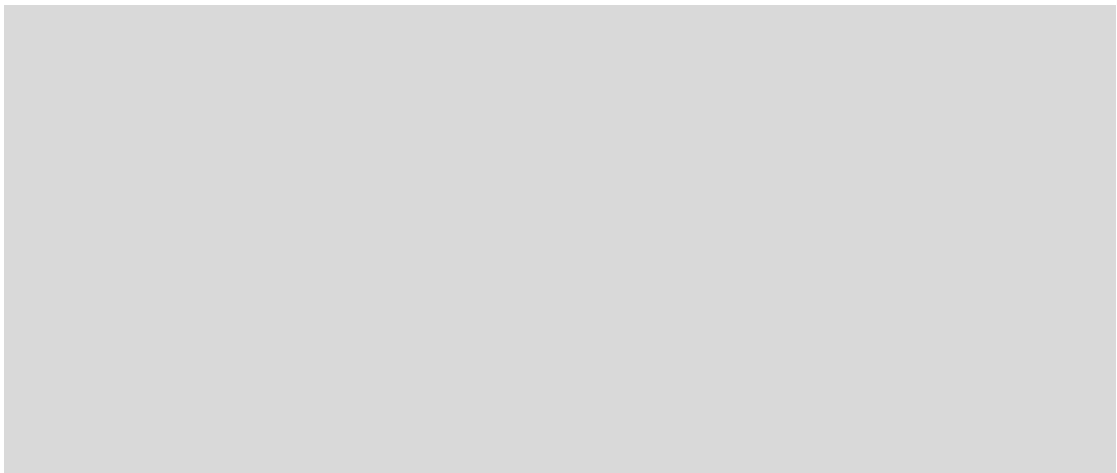
7.5 How does the applicant intend to train staff in compliance procedures? Please include details of the compliance training that will be given to those responsible for live programming, including compliance staff, presenters and producers.



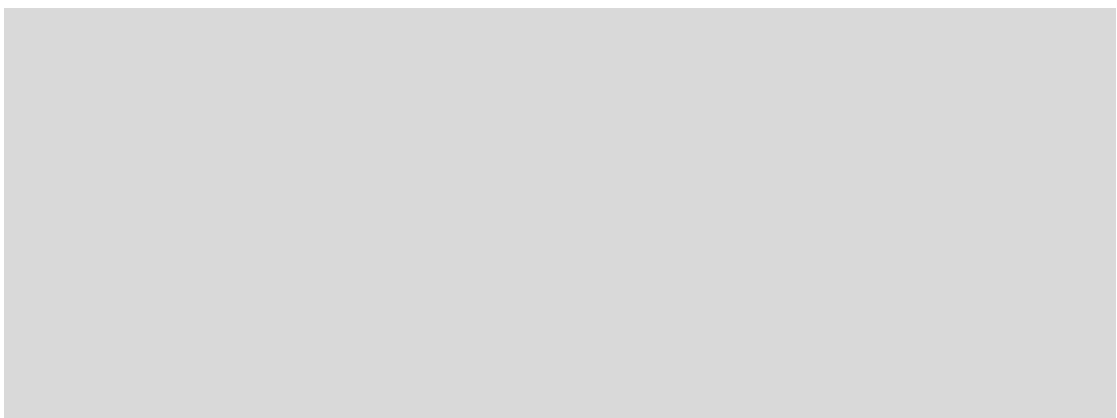
7.6 Will the training described in response to question 7.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

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7.7 Set out in detail below how the applicant intends to ensure that live content will comply with Ofcom's codes and rules.

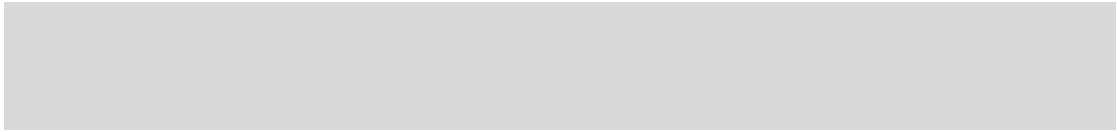
A large rectangular area that has been redacted with a solid grey fill, obscuring any text or graphics that were originally present.

7.8 Set out in detail below how the applicant intends to ensure that pre-recorded material will comply with Ofcom's codes and rules. Pre-recorded content could include, for example, material obtained from, or streamed from, third party sources as well as content produced by the station.

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7.9 What languages does the applicant intend to broadcast in?





7.10 For each language listed in response to question 7.9, please name the compliance team member(s) who are fluent in each language who will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules. (Expand the table if necessary).

Name	Language(s)

## 8. Technical matters

### About this section

Section 8 asks you to describe the technical arrangements for the proposed service. This section includes questions on the transmission site, frequency bands and radio data systems (RDS).

Before completing this section of the form, you should read paragraphs 9.73 to 9.109 of Ofcom's Guidance notes for licence applicants and licensees: <https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence>

8.1 Please provide details of your proposed transmitter site.

a) The full address of the transmitter site:

b) The National Grid reference (area code plus six digits, e.g. NJ 262 742):

c) Height of site above sea level:

d) Site description (e.g. residential, business property):

8.2 What is the full address and post code of your proposed studio location?

8.3 What is the telephone number for the studio?

8.4 For which band do you require a licence?

AM  FM

8.5 What power does your service require?

- 300mW (for in-stadium coverage only)
- 1W
- 10W
- 15W
- 25W

8.6 If you have a preferred frequency for your service, please note this below. If you do not provide a preferred frequency, our engineers will assign you with the best available frequency in terms of coverage.

Please note:

- i) Your preferred frequency may not be the best available frequency for coverage purposes.
- ii) Ofcom cannot guarantee that you will be given your preferred frequency if a licence is granted. We advise you not to print promotional material/purchase pre-programmed radio receivers until Ofcom has confirmed your frequency.

MHz (FM)

kHz (AM)

8.7 Have you used this frequency for a previous SRSL?

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

8.8 Does your transmission equipment (including aerials) comply with the technical conditions set out in paragraphs 9.95-9.96 of our Guidance notes for licence applicants and licensees?

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

8.9 Do you intend to broadcast via a radio data system (RDS)? Please see paragraphs 9.97-9.101 of the Guidance notes for licence applicants and licensees for further information on RDS.

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

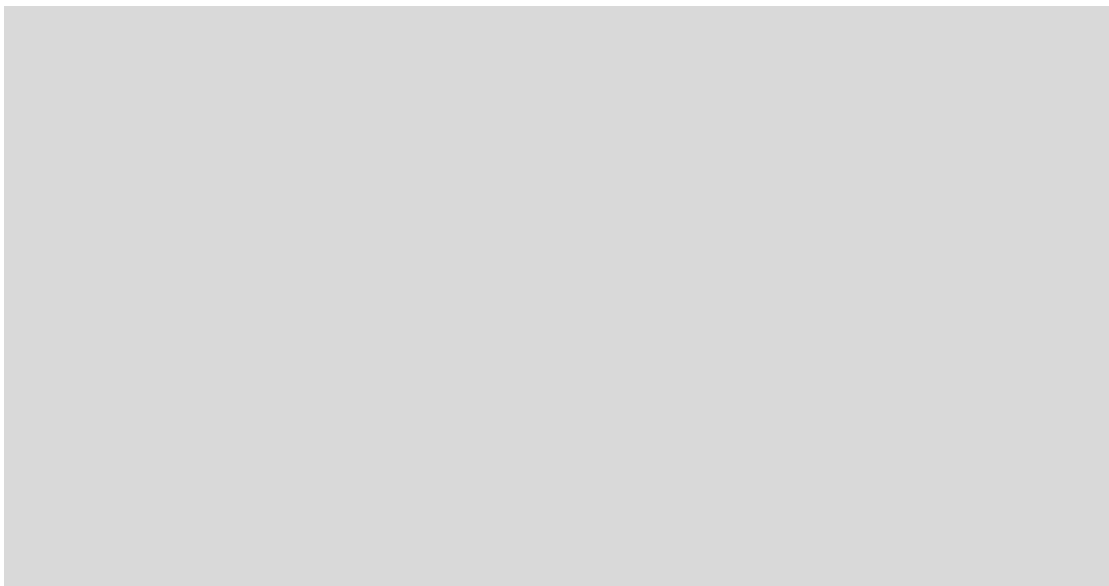
If yes, please enter the proposed eight-digit programme service name below:

8.10 Do you intend to provide a RDS Traffic Service?

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

## 9. Other information

- 9.1 Is there any other information which the applicant would like Ofcom to take into account when considering this application?



## 10. Checklist for supporting documentation and application fee

- 10.1 You must ensure that you submit your application fee in accordance with paragraphs 1.20 to 1.27 of this application form.
- 10.2 This application form must be accompanied by the following supporting documentation in legible form. Failure to supply the necessary documents will result in the application being rejected, and in the case of competing applications will disqualify entry into a licence draw (see section 3 of our Guidance notes for licence applicants and licensees).
- 10.3 Ofcom cannot receive emails larger than 35MB. If your application email exceeds this limit please send your supporting documents in a separate email(s) clearly state the applicant's name in the subject line of the email along with "SRSL".
- 10.4 Please tick the relevant boxes below to confirm that you are providing each of the relevant documents with your application.

### For individuals applying for a licence:

- A copy of the individual's UK passport **or** driving licence. Note: documents that are out of date and/or invalid will not be accepted.
- A copy of any of the following documents dated within the past three months and showing the individual's home address:
- a utility bill (not including a mobile phone bill);
  - a bank, building society or credit card statement;
  - a Council Tax bill;
  - official personalised correspondence from a bank, building society, court, government institution or utility (not including a mobile phone provider).

### For a body corporate applying for a licence:

- A copy of the Memorandum and Articles of Association (or, if a body corporate without such, the nearest equivalent, along with a translation, if it is not in English), together with copies of any resolution amending or updating them. **(Only required if the current version is not available of the Companies House website).**
- A copy of the last Annual Return (or if the entity is recently established such that it has not yet been required to make that return, a copy of all filings made to Companies House since incorporation).
- The most recent accounts of the applicant (not applicable to recently established entities).

**Short-term restricted service licence (SRSL) application form**

- An organisational chart showing the ownership structure of the applicant company, including percentages for shares held in it and for shares held by it in other companies to which it is connected.

## 11. Declaration

### About this section

This form must be submitted by the applicant named in response to question 2.2.

- If the applicant is an individual they should print their name.
- If the applicant is a company, the declaration must be certified by a company director or the company secretary.

The declaration must also be dated.

- 11.1 I hereby apply to the Office of Communications (Ofcom) for the grant of a Broadcasting Act and Wireless Telegraphy Act licence for the short-term restricted service described above and declare that the information given in this application form and the documents, statements and particulars submitted with it are, to the best of my knowledge and belief, correct.
- 11.2 I further declare and warrant:
- a) that the applicant 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;
  - b) that having made all reasonable enquiries neither the applicant nor any person controlling the applicant, as result of the grant to me of the licence, breach 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;
  - c) that the applicant 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; and
  - d) that no director or person concerned directly or indirectly in the management of the Licensee is the subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.
- 11.3 I understand that Ofcom reserves the right to revoke the licences (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under 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 Broadcasting Act licence.

11.4 I further certify that, to the best of my knowledge, any matters which might influence Ofcom’s judgement as to whether the directors and substantial shareholders involved in this application are fit and proper persons to participate in a Broadcasting Act licence have been made known to Ofcom as part of this application.

**If the applicant is an individual:**

**Full name (BLOCK CAPITALS) of the applicant:**

**Date of application:**

**OR**

**If the applicant is a company:**

**Full name (BLOCK CAPITALS) of the person authorised to make the application of behalf of the applicant:**

**I am authorised to make this application on behalf of the applicant in my capacity as (delete as appropriate):**

Company secretary / company director

**Date of application:**

Please send completed application forms to [broadcast.applications@ofcom.org.uk](mailto:broadcast.applications@ofcom.org.uk)