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# Community Digital Sound Programme (C-DSP) licence

## Application form – Part A (public)

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

Radio Tyneside (a Charitable Incorporated Organisation registered in England and Wales no 1174808)

**Proposed service name:**

Radio Tyneside

**Radio multiplex service(s) on which the proposed C-DSP service is to be provided (note this must be a small-scale multiplex area either previously advertised or currently being advertised by Ofcom as shown in the multiplex licence advertisement)**

Tynemouth and South Shields

**Public contact details (i.e. Contact name and/or company name, company address, telephone number(s) and email):**

Radio Tyneside  
3 North Terrace Newcastle upon Tyne  
NE2 4AD  
Tel: 0191 2220789  
info@radiotyneside.co.uk

**Publication date:** 1 September 2020

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# 1. Overview

You should complete this form if you are applying for a community digital sound programme licence (“C-DSP”). You can find further information about C-DSP services in the [guidance notes for licensees and applicants](#).

This application form is divided into two parts – **Part A** (which we will publish on our website) and **Part B** (which will be kept confidential). This document constitutes Part A; [Part B of the application form](#) is available on our website.

If you encounter any issues using these forms, please contact [broadcast.licensing@ofcom.org.uk](mailto:broadcast.licensing@ofcom.org.uk).

## The purpose of this form

- 1.1 You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.
- 1.2 A digital sound programme service intended for broadcast by means of a local or small-scale radio multiplex service requires either a C-DSP licence or a local DSP licence. Ofcom’s published guidance notes set out some of the key issues that potential applicants need to consider in deciding which type of licence is suitable for them. In summary, C-DSP services are not run for financial gain and are required to provide social gain. C-DSP licences therefore include strict conditions to ensure that happens, and provide less flexibility than a local DSP licence. However, they do provide access to capacity that small-scale radio multiplex service providers are required to reserve solely for C-DSP services.
- 1.3 A C-DSP licence will be required even if the same programme service is also provided on any other platforms (e.g. FM, satellite), as separate licences are required for those.
- 1.4 As noted above, small-scale radio multiplex services will have reserved capacity for C-DSP services. Issue of a C-DSP licence does not, however, guarantee carriage on a small-scale (or local) radio multiplex service. That is a matter for agreement between the C-DSP licensee and the multiplex service provider, and there may be more C-DSP licences issued in a locality than there are reserved slots on the small-scale radio multiplex service. Note that a C-DSP service does not necessarily have to broadcast using reserved capacity. It can use unreserved capacity on a small-scale radio multiplex service or capacity on a local radio multiplex service, again subject to agreement with the multiplex service provider.
- 1.5 An application for a C-DSP licence will be accepted only once Ofcom has advertised the licence for the small-scale radio multiplex service upon which the proposed C-DSP service is intended to be provided. There is no closing-date by which an application for a C-DSP licence must be submitted (i.e. it can be submitted at any time after the licence for the relevant small-scale radio multiplex licence has been advertised).
- 1.6 You can find further information about how to determine if a service requires a C-DSP licence in Section 2 of the [guidance notes for applicants and licensees](#).

## Provision of information

- 1.7 Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body applying for a licence are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.
- 1.8 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

- 1.9 Information provided in **Part A** of the application form will typically be published by Ofcom in our Monthly Radio Update publication the month following the submission of your application. This may take longer if the application is received late in the month. Information provided in **Part B** will not be published.
- 1.10 In submitting this application you agree that, should a licence be granted, Ofcom may publish contact details for the licensee (specified in Section 2 of Part B of the application form), which may include personal data, on the Ofcom website and/or in other relevant publications. 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)).
- 1.11 Ofcom considers issued C-DSP licences to be public documents and copies of licences will be made available to third parties on request albeit, other than the Key Commitments which are tailored to the service, C-DSP licences are standard form documents. A brief description of the licensed service will be published on the Ofcom website, along with the Key Commitments which form part of the licence.
- 1.12 Ofcom publishes a [monthly radio licensing update](#) which lists new services licensed, new applications, licences revoked, licence transfers, and changes to licensed services during the past month.

## Data protection

- 1.13 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](#) for further information about how Ofcom handles your personal information and your corresponding rights.

## Keeping up to date with broadcasting matters

- 1.14 We strongly recommend that the appropriate person at the applicant body signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.
- 1.15 To sign up to receive these communications, you must visit [the email updates area of our website](#) and select 'Broadcasting.'

## 2. Applicant's details

### About this section

In this section we are asking you for details about the applicant company. This must be a body corporate which is not profit distributing.

In the first part of this section, we are asking for basic details about the applicant. These include company registration number and contact information.

In the second part of this section we are asking for details of the applicant's officers (directors or, in the case of LLPs, designated members), its shareholders and participants. Where applicable, we are also asking for details of the officers of the applicant's parent and associated companies or LLPs etc.

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.

Certain persons are disqualified from holding a C-DSP licence. This section asks the questions which enable us to consider this for those types of disqualification which apply specifically to bodies corporate. It also asks questions which are relevant to our assessment of the applicant's fitness and propriety to hold a C-DSP licence.

Before completing this section of the form, you should read [Ofcom's guidance on the definition of 'control' of media companies](#). Throughout this section, "control" has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

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

'Officerships' in this section refers to: directorships of bodies corporate, designated memberships of LLPs, or membership of a governing body of an unincorporated association (including partnerships).

### Applicant information and contact details

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

Radio Tyneside

2.2 Company registration number stated on Companies House:

Radio Tyneside is a Charitable Incorporated Organisation, registered in England and Wales no: 1174808

2.3 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:

3 North Terrace, Spital Tongues, Newcastle upon Tyne NE2 4AD

- 2.4 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 4 of Part B.**

- 2.5 Contact details of the individual duly authorised by the applicant for the purposes of making this application. This individual should be the company secretary, a director or (if an LLP) designated member.

(If you are an agent completing the form on behalf of the applicant please do not enter your details here – see paragraph 2.25 of the [guidance notes](#)).

Full name	David Nicholson OBE
Job title	Chair
Address	Radio Tyneside, 3 North Terrace, Newcastle Upon Tyne NE2 4AD
Telephone	0191 2220789
Mobile phone	0780 3891945
Email	Dave.nicholson@radiotyneside.co.uk

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

www.radiotyneside.co.uk

- 2.7 How will the service be financed? If the applicant is receiving, or is likely to receive, any form of funding and/or financial assistance to establish and maintain the service, please provide details of who is providing that funding/financial assistance and the extent of it.

If you are receiving funding from, or on behalf of, a source that could be considered a political organisation or a religious body, you must set out the nature of that organisation here.

Radio Tyneside has been operating since 1951, originally as a hospital radio service and, since July 2018, additionally as an analogue community radio service. It has a sound track record in providing a compliant radio service and in meeting its obligations as a registered charity.

Income is derived from a number of sources, namely: grant funding, individual and corporate donations and the fundraising activities of supporters and members. A small amount of funding is generated through on-air sponsorship.

Since Radio Tyneside currently operates as an analogue community radio service it is expected that any additional costs involved in launching and maintaining a DAB radio service will be minimal. The service will be a simulcast of the current FM and online service.

The licensee for the Tynemouth and South Shields SSDAB MUX has confirmed that carriage to Radio Tyneside will be provided at minimal additional cost.

## Ownership and control of the company which will hold the licence

### Details of officers, participants and shareholders of the applicant

- 2.8 Complete the following table, expanding it if necessary, to provide the following details for each director or designated member of the applicant (i.e. the body corporate that will hold the licence):

Full name of individual	Correspondence address <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
David Nicholson	The Studios, 3 North Tce, Newcastle Upon Tyne NE3 2FF	UK	Vice President of the National Hospital Broadcasting Association until 2017.	Exams Coordinator Northumbria University
Richard Finch	The Studios, 3 North Tce, Newcastle Upon Tyne NE3 2FF	UK	Director - Tyneside Community Digital CIC (operator Newcastle and Gateshead SSDAB MUX)	
Geoffrey Lisle	The Studios, 3 North Tce, Newcastle Upon Tyne NE3 2FF	UK	Property Steward – Ponteland Methodist Church	

<sup>1</sup> This should be the same address as is held and published by Companies House.



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Dr Christopher Eggett	The Studios, 3 North Tce, Newcastle Upon Tyne NE3 2FF	UK		University Lecturer
Yvonne Bell	The Studios, 3 North Tce, Newcastle Upon Tyne NE3 2FF	UK	Director/Shareholder Bell Bros (Ashington) Limited. Property company  Director Entrepreneurs Forum – Business to Business service	

2.9 Complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the applicant (“participants”). If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				
Radio Tyneside is a charitable incorporated organisation (CIO). All members of the charity have voting powers which they are legally obliged to exercise in the best interests of the charity and its beneficiaries.				

2.10 Complete the following table, expanding if necessary, to identify any entities with which the applicant is affiliated. By affiliated, we mean companies that are related through ownership, either with one company being a minority shareholder in the other, or through multiple companies being owned by a third party.

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

Full name of the entity	Address
N/A	

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2.11 Complete the following table, expanding it if necessary, to list any bodies corporate which are controlled by the applicant, and their affiliates:

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

Full name of entity	Address	Affiliates
N/A		

### Details of persons who control the applicant

2.12 Complete the following table, expanding it if necessary, to list all persons who control the applicant, together with their affiliates. If any persons or bodies control the applicant jointly because they act together in concert (e.g. because of a shareholder’s agreement), each such person must be identified here:

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

Full name of individual or body	Address	Affiliates
N/A		

2.13 Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those bodies. An “officership” refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

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

Full name of individual	Name of body in which officership held	Affiliates of that body
N/A		

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2.14 Complete the following table, expanding it if necessary, to list all bodies corporate which are controlled by any body corporate listed in response to question 2.12, and their affiliates:

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

Full name of body corporate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled
N/A		

2.15 In relation to each body corporate identified in response to question 2.12, complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the body corporate concerned (i.e. "participants"). You may, but are not required to, exclude from this table any bodies listed in response to question 2.12. If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

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

Name of body corporate identified in response to question 2.11				
Full name of >5% participant	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				

### Involvement of the applicant in specified activities

2.16 Please state below whether the applicant, or any of the directors, shareholders or other individuals named above, 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	No	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	
A body whose objects are wholly or mainly of a religious nature; <sup>2</sup>	Yes	Geoff Lisle - Council Member/Property Steward, Ponteland Methodist Church
An individual who is an officer of a body falling within (b) or (c);	No	
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);	No	
An advertising agency or an associate of an advertising agency	No	

## Details of applications, licences and sanctions

2.17 Is the applicant (i.e. the body corporate that will hold the licence) 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 multiplex

<sup>2</sup> Please refer to Sections 3 to 5 of [Ofcom's religious guidance note](#) for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences.

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CR1022238	Radio Tyneside (analogue FM Community Radio licence)

2.18 Has the applicant (i.e. the body corporate that will hold the licence) held an Ofcom broadcasting licence before?

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

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

Licence number	Name of service or multiplex
	LPAM licence (1997 – 2018) (Held by Radio Tyneside’s predecessor)

2.19 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 or multiplex
Feb 2020 - present		Richard Finch: Tyneside Community Digital (prospective SSDAB MUX operator Newcastle and Gateshead)
Dec 2021 - present		Richard Finch: ‘Together Radio’ (C-DSP licence holder – Tynemouth and South Tyneside SSDAB MUX)

2.20 Does the applicant (i.e. the body corporate that will hold the licence) 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 or multiplex

- 2.21 Is the applicant (i.e. the body corporate that will hold the licence) 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 or multiplex

- 2.22 Has the applicant – or any person(s) controlling 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 or multiplex

- 2.23 Is the applicant – or any person(s) controlling 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 or multiplex	Details of the investigation

2.24 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 or multiplex	Nature of the breach	Sanction imposed	Date sanction imposed

2.25 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

2.26 Please provide any further information you hold, relating to the past conduct of the applicant or those individuals listed, in regulatory matters or in matters going to honesty and/or compliance, which may be relevant to Ofcom’s consideration of whether or not the applicant is fit and proper to hold a broadcast licence. If the applicant or the form signatory fails without reasonable excuse at this point to declare any matter of which Ofcom subsequently becomes aware, and which we do consider to be relevant to the applicant’s eligibility to hold a licence, we will take it into account in determining the question of whether the applicant/licensee remains fit and proper to hold a licence.

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

N/A
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## 3. The proposed service

### About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a simulcast on the proposed C-DSP service can replicate the existing analogue key commitments as it is our expectation that the key commitments for simulcast services are to be in keeping with one another. If a licence is granted, the information you provide in this section will be used to form the basis of the annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence.

In this section, you will also need to set out how your service will provide social gain, community participation and how you will be accountable to the target community. This is in line with statutory requirements for the granting of C-DSP licences. **The information provided in this section is also the basis on which decisions are made.**

If you hold, or intend to hold, multiple C-DSP licences, the answers given in this section and the intended delivery of your Key Commitments must apply to the locality in which your proposed service will broadcast (as set out in the Draft Key Commitments in this application form).

### Your proposed service and target community

3.1 What is the proposed service name?

Radio Tyneside

3.2 On which radio multiplex service do you intend to broadcast? If the relevant radio multiplex licence has not yet been awarded, please state the name of the area that the multiplex service is intended to cover, as defined in the multiplex licence advertisement.

Tynemouth and South Shields

3.3 Where is your proposed studio located? Please note that this must be located within the coverage area of the small-scale radio multiplex service identified in answer to 5.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).<sup>3</sup>

<sup>3</sup> If you propose to provide your service on a local, rather than a small-scale, radio multiplex service, there is no requirement for your studio to be located within the licensed area of that local radio multiplex service.



NE14  
Unit 22a, Off Quay Building, Foundry Lane, Ouseburn  
Newcastle upon Tyne NE6 1LH.

- 3.4 If the proposed service is a simulcast or corresponding service of an existing licensed radio service, please list that below and provide the licence number.

CR102238 Radio Tyneside

- 3.5 What is the target community of the service? Please include the geographical area that you wish to serve in addition to the interests or characteristics that define your target community. The area you wish to serve must be geographically located within the coverage area of the radio multiplex service on which you intend to broadcast. **Answer in fewer than 400 words.**

Radio Tyneside primarily targets the over 50 age group in the combined Newcastle and Gateshead area, in particular those who have developed, or are at risk of developing, a condition that requires medical treatment or similar intervention. Our social objectives are to help our audience to stay healthy, be independent, socially engaged and made to feel that they are valued members of society. We also want them listen to a great selection of music chosen from the past six decades as well as becoming involved in our speech content.

Our varied programme schedule allows us to engage with our community at different times of the day. Our advice on health, wellbeing and lifestyle issues is produced and presented in an accessible and engaging way and in a subtle manner, encouraging listeners into living a healthier and fulfilling life. We signpost recreational activities and events in the area which encourage people to attend and participate. Providing local news and information gives the community the information that keeps them up to date. We engage with and seek support from a wide range of local organisations and agencies, many of which support our programming and participate, either on-air or in an advisory way. We broadcast regular pre-recorded 'Public Service Information' promotions which highlight important services available to our listeners as well as items provided by Radio Fillers and Public Health England.

We also use online and social media as important channels for us to promote our service and to signpost the work of the organisations and people that we are promoting.

We estimate that up to 30% of the population covered by the Tynemouth and South Shields polygon live in the area targeted by the existing analogue Radio Tyneside service, specifically the geographical areas of East Newcastle and East Gateshead. Meanwhile, many of our listeners commute between Newcastle and Gateshead and North & South Tyneside. The Newcastle and Gateshead hospitals that form the basis of our hospital radio treat residents who live in this polygon; indeed, the Freeman Hospital is sited within the Tynemouth and South Shields polygon.

- 3.6 How will you ensure that your proposed C-DSP service is run on a not-for-profit basis? Please give details of specific measures or arrangements in place to ensure this, and how any profit will be wholly and exclusively used for securing or improving the future provision of the service, or for the delivery of social gain. **Answer in fewer than 400 words.**

Radio Tyneside is a Charitable Incorporated Organisation, and as such must be run on a not-for-profit basis.

We operate in accordance with our constitution, which is based on a model constitution agreed between the Hospital Broadcasting Association and the Charity Commissioners. The constitution states two charitable objects, as follows:

(1) the relief of sickness, poor health and old age amongst people living in Newcastle and Gateshead by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; and

(2) the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Newcastle and Gateshead.

It is the legal responsibility of the Trustees to ensure continued compliance with the charity's constitution and that the charitable objects are met. The Trustees meet on a regular basis, at least quarterly. Amongst other things, all activities and expenditure is regularly reviewed to ensure that it supports the charitable objects.

## Social gain

- 3.7 What community benefits will your service bring to your target community(ies) and, if applicable, the general public. Please include summaries of evidence to support your answer, including details about other organisations you intend to work with. **Answer in fewer than 500 words. Please do not provide names of individuals in your answer.**

National and local health strategies have increasingly put an emphasis on promoting well-being and a healthy lifestyle to prevent people from falling ill, and on treating those with long-term health conditions at home or in the community.

Radio Tyneside's health and wellbeing objectives support this strategy at a local level. As the emphasis of the NHS has moved from traditional hospital stays into greater levels of health support in the community Radio Tyneside has extended the service we provide, beyond the previous hospital radio remit, by launching a community radio service in 2018. The aim of Radio Tyneside is to deliver public benefit to the local population by promoting the benefits of a healthy lifestyle and encouraging people to take an active interest in their own health and well-being and to participate in their local community.

We meet these objectives through delivering radio programme content and related promotional activities. Whilst our focus is on improving the health and wellbeing of the over 50 population of Tyneside, we believe that benefit accrues to the population generally. We encourage lifestyle improvements, signpost services and sources of information and support the people and organisations that provide these services. We provide direct, on-air access to individuals and organisations to promote their messages and to encourage community involvement. Many of the organisations that we work with provide services across the entire Tyneside area and regularly ask us to promote their services to people who live and work within the area covered by the Tynemouth and South Shields polygon.

As well as local NHS and public health bodies we have a strong track record in working with and promoting a wide range of organisations. We will extend the agencies and organisations that we work with to include those that offer services in North Tyneside and South Tyneside.

- 3.8 Please summarise how your service will facilitate discussion and the expression of opinion. Answer **in fewer than 200 words**.

We encourage our listeners and local organisations to engage with us to talk about the things they do, including the initiatives and events that they are involved in. Furthermore, we always aim to be proactive in contacting people with a story to tell or something to say; we offer to promote what they are doing and encourage our listeners to get involved and let us know how they are getting on.

We showcase the work of various health/care services, including real stories about real people, and we broadcast from local charity and cultural events.

Our studios can be contacted directly by phone, SMS, email and social media. Our presenters invite listeners to contact us with their music requests and dedications. As a hospital radio station we have 70 years of experience providing a service aimed at this audience.

We welcome contributions from all members of the community.

- 3.9 How will you ensure that members of your target community(ies) can gain access to the facilities used to provide your service, and receive training in using these? In particular, please set out how this will be done practically, formally and/or informally. **Answer in fewer than 400 words.**

Radio Tyneside is operated entirely by volunteers. Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication. Our experience shows that volunteers appreciate the variety of opportunities available, often joining to undertake one role and then becoming more interested and involved in others. We appreciate, however, that a long-term, regular commitment isn't suitable for everyone, and also offer less 'time-demanding' and project-based opportunities and even one-off activities and 'taster' sessions.

Participation in Radio Tyneside is open to all individuals aged 18 or over, subject to satisfactory completion of standard volunteer recruitment checks, induction processes and appropriate training.

There are a large variety of roles open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, administration, finance, and promotion.

All of our volunteers are provided with induction training and all the necessary training for the relevant roles within our organisation.

Training is led by a training officer supported by experienced volunteers.

We also encourage local community organisations to get involved and to provide content for our service. We have a number of regular contributors who provide features covering specific topics that will interest our listeners, such as keeping fit, lifestyle improvements, events and activities, carer benefits and services and volunteering opportunities.

We have secured access to additional studio premises in the East End of Newcastle upon Tyne, sited in the Tynemouth and South Shields polygon. This will facilitate local community involvement in Radio Tyneside, allow us to recruit and train more people from this geographical area and to produce more high quality local and original programming. In doing this, we will work closely with local talent and recruitment agency NE14 in developing and delivering bespoke training and opportunities for radio presentation. NE14 has a solid background in engaging the local community, including local outreach projects in Newcastle upon Tyne and North Tyneside, and they are keen to further grow their community work by including marginalised and disadvantaged members of the community and help encourage movement into the creative field, like radio and TV.

NE14 will also produce content for Radio Tyneside where they can share their stories and they will also support Radio Tyneside and the local community by providing media training opportunities. Further details of the training and services provided are available at [NE14tv.com](http://NE14tv.com)

- 3.10 How will your service provide better understanding of your target community and the strengthening of links within it? **Answer in fewer than 200 words.**

Radio Tyneside has existed as a hospital radio service since 1951 and a community radio service since 2018 - a charity operated entirely by volunteers. We have over 40 existing volunteers, drawn from all backgrounds and walks of life, reflecting the experiences of a broad cross section of our community.

We encourage our presenters to talk about their experiences and the communities that they live and work with and to engage with our listeners and to involve them in our programmes.

We encourage our listeners and local organisations to engage with us to talk about the things they do, including the initiatives and events that they are involved in. We always aim to be proactive in contacting people with a story to tell or something to say; we offer to promote what they are doing and encourage our listeners to get involved and let us know how they are getting on.

We showcase volunteer and other opportunities that we believe will interest our listeners and encourage them to get involved in our community, thereby benefiting both themselves and the wider community.

- 3.11 Please summarise the relevant experience of the group or its members in activities related to the provision of social gain or other relevant non-broadcast areas (such as third sector, training or education). **Answer in fewer than 200 words.**

Radio Tyneside's Trustees have over 100 years' experience between them of running Radio Tyneside. Our volunteers are drawn from many walks of life and age groups. They have a wealth of business, community-based and third sector experience, including small and large business owners, healthcare professionals, teachers and a retired vicar.

In addition, Radio Tyneside is a member of organisations that support local charities and not-for profit organisations, including the Community Foundation and Connected Voice. These organisations are able to provide us with specialist advice and support as well as introducing us to valuable networks of local experts and community leaders.

Radio Tyneside has been in operation for 70 years, run entirely by volunteers and has always been managed efficiently and effectively and has been financially self-sufficient.

The day to day operation of the service is handled by a Management Team, members of which have experience in and knowledge of areas such as training, administration, broadcast engineering and general business management.

## Participation

- 3.12 How do you propose to ensure that members of your target community(ies) are given opportunities to participate in the operation and management of the service? **Answer in fewer than 400 words.**



Radio Tyneside is operated entirely by volunteers. Volunteering is open to all individuals aged 18 or over, subject to satisfactory completion of standard volunteer recruitment checks, induction processes and appropriate training. Our existing volunteers are drawn from many different backgrounds and walks of life, including medical professionals, local business people, students and the unwaged with ages ranging from 18 years to 80 years. We currently operate with over 40 unpaid volunteers.

All those volunteering more than a de-minimis number of hours per month may become members of the charity, enabling participation in formal general meetings of the charity and to stand for election as a Trustee, subject to current restrictions under charity, tax and broadcasting law.

Roles are open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, administration, finance, and promotion.

Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication. Our experience shows that volunteers appreciate the variety of opportunities available, often joining to undertake one role and then becoming involved in others. We appreciate, however, that a long-term, regular commitment is not suitable for everyone, and also offer less 'time-demanding' and project-based opportunities.

Volunteer opportunities are promoted on-air, on our website and through social media. We also have existing relationships with the Newcastle Volunteer Centre and local universities and colleges through which a number of our volunteers have joined us.

Access to two studio centres in the East and West of Newcastle allow us to recruit and train people from across Tyneside and to produce great local and original programming.

All of our volunteers are provided with induction training and all the necessary training for the relevant roles within our organisation.

For those roles that are related to on-air work, volunteers are trained in the operation of our studio equipment, general presentation and interviewing skills and their legal and compliance obligations. This training is led by a training officer supported by experienced volunteers currently involved in operating the service. We will also work closely with local talent and recruitment agency NE14 in developing and delivering bespoke training and opportunities for radio presentation. NE14 has a solid background in engaging the local community, and are keen to further grow their community work by involving marginalised and disadvantaged members of the community.

## Accountability

- 3.13 How will members of your target community contact your service and influence its operation? **Answer in fewer than 300 words.**

We encourage feedback and interaction from our listeners and their representatives via our website and social networking services, as well as by email, telephone, SMS and letter, and promote this on-air. Our attendance at local and community events, such as fetes, civic events, community gatherings and sports events provide additional opportunities for face-to-face discussion. We regularly attend events organised by organisations, such as Round Tables, WRVS and the WI. At these meetings we talk about the work of Radio Tyneside and seek opinions and feedback.

In addition, we are members of organisations that support local charities and not-for profit organisations, including the Community Foundation and Connected Voice. These organisations are able to provide us with more general feedback and advice.

We organise annual 'open house' events to which we invite listeners and representatives from relevant local statutory, charitable and community organisations including local NHS and public health bodies. These events are an excellent forum to provide a mechanism for feedback from our listeners and people from the local health community.

- 3.14 How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words.**

Radio Tyneside considers that feedback from our community is an important tool in understanding how our service is being received and whether our objectives are being met. Queries are acted on by a trustee or a delegated, suitably qualified member of the Management Team and a response is provided to the enquirer.

Fortunately, most matters that are raised in this way are straightforward and usually require only an acknowledgement or explanation. Where the matter raised is considered important or where further action is appropriate, it will be formally considered by the Management Team or the Trustees.

If considered appropriate, the person raising the matter may be invited to visit our studio centre. In addition to resolving the query, this allows us to engage more fully with the community member and potentially generate interest and further goodwill – and may lead to us gaining a new volunteer.

Serious matters of a safeguarding nature will be dealt with in line with Radio Tyneside's Safeguarding policy.

Members of the target community may also make representations about Radio Tyneside to Ofcom or the Charity Commissioners.

## Draft Key Commitments

Below is an example of the licence annex where the Key Commitments appear. Should a licence be awarded, the entries you provide below will form the Key Commitments section of your licence. Holders of a community radio analogue licence that is to be simulcast, or a corresponding service, are expected to provide key commitments that are in line with their existing service(s). As such, applicants may refer to the existing key commitments of the relevant simulcast or corresponding service(s) to ensure that the draft below is in line with those of the existing service(s).

Please provide entries where specified in **BOLD** below. The information you enter here should reflect your answers to Sections 3 and 4 of the Part A of your completed Application Form. This will form the basis of your Key Commitments alongside the mandatory text in italics. Do not amend the text in italics as every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.

### ANNEX TO LICENCE

**LICENSED SERVICE NO**            tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
<b>RADIO TYNESIDE</b>	<p><b>Radio Tyneside</b> <i>is a radio service intended to serve</i></p> <p>NOTE: The next 3 headings below are the components of the ‘character of service’.</p> <p><b>Primarily those aged over 50 in</b></p> <p><b>Tyneside and the surrounding area</b> (<i>“the target community”</i>) by</p>		<b>Tynemouth and South Shields</b>

C-DSP licence: Application form (Part A)

	<p>broadcasting an appropriate mixture of music and speech designed to engage listeners, to reduce social isolation, to promote good health and wellbeing and to encourage lifestyle improvements.</p> <p><i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</i></p> <p><i>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</i></p> <ul style="list-style-type: none"> <li>• <i>the facilitation of discussion and the expression of opinion,</i></li> <li>• <i>the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</i></li> <li>• <i>the better understanding of the particular community and the strengthening of links within it.</i></li> </ul> <p><i>Members of the target community shall contribute to the operation and management of the service.</i></p> <p><i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i></p>		
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## 4. Compliance of the service

### About this section

This section 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 that 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 17 of a C-DSP licence requires that you have compliance procedures in place, and this section asks that you demonstrate your ability to meet this licence condition.

Before completing this section of the form you should read Section 4 of the [C-DSP guidance notes](#), where you will also find links to the codes and rules listed above.

- 4.1 Please give details of all compliance training (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e. the individual who holds overall responsibility for compliance of the service) has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).

Radio Tyneside has been broadcasting as an analogue Community Radio Station since June 2018 and has held a licence as an LPAM broadcaster since 1997 with Ofcom and its predecessor organisations. We have well established systems and processes to monitor and ensure compliance with the various codes, rules and legislation that applies to our service.

Our Programme Director is also the Chair of the Charity Trustees and has nearly 50 years' experience with Radio Tyneside, including 40 years of managing the service. Before retirement, our Programme Director taught media and broadcasting to students at a local college. Our Compliance Officer has over 30 years' experience of broadcasting on Radio Tyneside, having been a Trustee and senior presenter during the period that we have held an Ofcom licence, and uses this knowledge to ensure that compliance is central to all presenters' understanding of our requirement.

Please note that Radio Tyneside does not take paid advertising or make use of paid-for phone services.

- 4.2 Please give details of any practical compliance experience (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e the individual who holds overall responsibility for compliance of the service) has with respect to the relevant codes and rules.

Radio Tyneside has been broadcasting as an analogue Community Radio Station since June 2018 and has held an Ofcom licence as an LPAM broadcaster since 1997. We have well established systems and processes to monitor and ensure compliance with the various codes, rules and legislation that applies to our service.

Our Programme Director is also the Chair of the Charity Trustees and has nearly 50 years' experience with Radio Tyneside, including 40 years of managing the service. Before retirement, our Programme Director taught media and broadcasting to students at a local college.

Our Compliance Officer has over 30 years' experience of broadcasting on Radio Tyneside, having been a Trustee and senior presenter during the period that we have held an Ofcom licence, and uses this knowledge to ensure that compliance is central to all presenters' understanding of our requirement.

The Compliance Officer reports to the Programme Director who has nearly 50 years' experience with Radio Tyneside, including 40 years of managing the service.

The Compliance Officer works closely with the Programme Director and Training Officer to develop training for new and existing presenters. Key topics include (but are not limited to); the Broadcasting Code and how the Code relates to our programming, programme content, avoiding bias, offensive language, religion, and the election rules for broadcasters.

- 4.3 For each role within your compliance team please provide job title and a brief description of the functions of the role specific to ensuring compliance of the proposed service. Please do not give names of individual members of staff – this question relates to job roles rather than currently employed individuals.

Three members of the Management Team are responsible for compliance. Roles are as follows:

**Programme Director**

Sets and monitors the Radio Tyneside programme policy and manages the programme schedule.

Reviews music and other material before it is uploaded to the online database and/or scheduled for broadcast.

Works with the Compliance Officer and Training Officer to ensure that presenters meet required standards.

The Programme Director maintains an in-depth working knowledge of the Broadcasting Code and other legislation relevant to Radio Tyneside.

The Programme Director is responsible for ensuring that Key Commitments are met in so far as they relate to the content of programmes and broadcast content.

**Compliance Officer**

Reporting to the Programme Director, the role holder monitors station output to ensure compliance with the requirements of the Broadcasting Code and with Radio Tyneside's policy and guidelines

Schedules music and other content to meet station policy and following guidelines provided by the Programme Director.

**Training Officer**

Reporting to the Programme Director, the role holder develops and delivers a training programme to ensure that station policy and regulatory requirements, including the requirements of the Broadcasting Code are met.

Delivers induction and presenter training for new presenters, from the start of their membership through to the completion of their initial training.

The Training Officer also provides ongoing training for presenters to ensure that they maintain standards in line with the Broadcasting Code and with station policy and guidelines.

- 4.4 How does the applicant intend to formally 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.

All of our volunteers are provided with induction training and the additional and ongoing training that is necessary to carry out the relevant roles within our organisation.

For those roles that are related to on-air work, volunteers are trained in the operation of our studio equipment, general presentation and interviewing skills. Training is led by the Training Officer, who is supported by the Compliance Officer and by experienced volunteers currently involved in the service, where necessary. New presenters are mentored by the Training Officer, who will monitor their progress and is available to answer any questions that they might have. We also have access to the training opportunities provided by the Hospital Broadcasting Association and local organisations. All on-air presenters are trained to understand their legal responsibilities. The Broadcasting Code is covered during training and a copy is provided to all volunteers.

All presenters are required to adhere to the Radio Tyneside Presentation Guide, which sets out the rules, procedures and policies they are required to follow when broadcasting. This document is covered during training for new members and is available to all presenters via the volunteers' website and a printed copy is available for reference in our studio at all times.

As a Hospital Radio service since 1951, an Ofcom licenced service since 1997 and a Community Radio broadcaster since 2018, Radio Tyneside has many years' in-depth experience in providing effective broadcast training and personal development.

The timescale for training depends on each individual volunteer and their outside commitments, but most new members complete their initial training within a 3 month period.

Our output is monitored by the Programme Director, supported by the Compliance Officer and Training Officer. Constructive feedback is provided to presenters on things they have done well and those areas that require improvement. Where there is concern that standards are not being met or there is a risk that the Code might be breached, remedial action will be taken as required. This may involve further training or may require the temporary or permanent removal of that presenter from broadcasting on the service.

4.5 Will the training described in response to question 4.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

As detailed in section 4.4, induction training is mandatory for all new volunteers. Additional training is provided as required depending on the role, but is mandatory for all volunteers that will present on-air.

All volunteers must sign our Volunteer Agreement before their role and involvement with Radio Tyneside is confirmed. By signing the Agreement each volunteer agrees to abide by the rules and values of Radio Tyneside including, amongst other things, to comply with the Broadcasting Code, other legislation and station policies.



4.6 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 (e.g. Ofcom's Broadcasting Code, which sets requirements on standards to be observed in programme content for the protection of the public).

- a) Set out in detail below the systems the applicant intends to have in place to ensure it will be able to comply with the codes and rules when the service is broadcasting live content. Your response should include details of what you will do to prepare presenters and guests pre-broadcast and the process for ensuring that any non-complaint content is dealt with swiftly during the broadcast.

Only experienced presenters are permitted to undertake live broadcasts and with the authority of the Programme Director who will take a decision having reviewed the presenters training record, experience and other aspects of the presenter's approach to presentation. Initially, this will be under the supervision of a more experienced presenter. The Programme Director will make checks to ensure that the presenter understands the requirements of the Broadcasting Code and understands how to deal with problems that might occur when on-air, including compliance breaches and the actions of guests.

- b) 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 licensee.

Our Programme Director monitors station output for compliance with the Code, other regulations and station policy and will provide constructive feedback to presenters on things they have done well and those areas that require improvement. Where there is concern that standards are not being met or there is a risk that the Code might be breached, remedial action will be taken as required. This may involve further training or may require the temporary or permanent removal of that presenter from broadcasting on the service.

Music and pre-recorded features may only be loaded into our playout system by the Programme Director or by a dedicated volunteer, following compliance checks. Only a small number of experienced presenters are permitted to use their own music collections and their shows are closely monitored by the Programme Director and Compliance Officer for compliance with the Broadcasting Code and station policies.

Some programmes and features are produced by outside sources, for example syndicated shows. We only schedule shows from reputable and reliable sources, however, series and shows of this nature will be reviewed by the Programme Director before we agree to broadcast them.

All volunteers must sign our Volunteer Agreement before their role and involvement with Radio Tyneside is confirmed. By signing the Agreement each volunteer agrees to abide by the rules and values of Radio Tyneside including, amongst other things, to comply with the Broadcasting Code, other legislation and station policies.

- 4.7 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to what you will broadcast on the station, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

The Charity Trustees are responsible for ensuring that compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed at Trustee meetings, and a written summary is included within our Annual Trustee Report and Accounts which is also submitted to the Charity Commission and made publicly available on their website.

News stories about our activities are published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment to health and wellbeing programming and to our social gain commitments.

- 4.8 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to the station's off-air social gain activities, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

The Charity Trustees are responsible for ensuring compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed at Trustee meetings, and a written summary is included within our Annual Trustee Report and Accounts which is also submitted to the Charity Commission and published on their website.

News stories about our activities are published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment to health and wellbeing programming and to our social gain commitments.

4.9 What language(s) does the applicant intend to broadcast in?

English

4.10 For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules.

**Please do not give names of individual members of staff.**

All presenters are fluent in English

## 5. Declaration

### About this section

This form must be submitted by the applicant named in response to question 2.2. An agent may not sign **the form**.

The person authorised to make the declaration on behalf of the applicant must print their name and must be one of the following :

- A director of the company or the company secretary where the applicant is a company.
- A designated member where the applicant is a Limited Liability Partnership.

The declaration must also be dated.

- 5.1 I hereby apply to Ofcom for the grant of a licence for the community digital sound programme service described above and declare that the information given in this application form is, to the best of my knowledge and belief, correct.
- 5.2 I further declare and warrant:
- a) that I am not a disqualified person within the meaning of that expression as defined in Part II 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 a 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; and
  - 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 applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.
- 5.3 I understand that Ofcom reserves the right to revoke the licence (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 sections 144 and 145 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. I further certify that, to the best of my knowledge, any matters which might influ-

ence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

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

DAVID LAURENCE NICHOLSON OBE

**Date of application:**

26<sup>th</sup> February 2022

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

~~Company secretary / company director / designated member (in the case of a Limited Liability Partnership) – Charity Trustee / Chair~~

**You also need to complete the [confidential section \(Part B\) of the application form](#)**