

Ref: 614905

Julia Snape
Information.requests@ofcom.org.uk

19 September 2018

Request for information

Thank you for your request for information dated 10 September which has been passed to me in the Information Requests team to consider under the Freedom of Information Act 2000.

You asked:

How often has Ofcom allowed a change or changed an application once it has been officially submitted?

We have taken your request to be referring to the latest round of community radio licensing which commenced in April 2017.

Our [invitation to apply for a community radio licence](#) includes the following statement about changes to applications once the deadline for submission has passed:

“No material amendments to the application may be made by the applicant after the closing date without the agreement of Ofcom. If any amendments need to be made by any applicant through circumstances outside its control, then Ofcom should be informed immediately. Ofcom will not agree to any such amendment which it considers would be unfair to any other applicant applying for a community radio licence in that round.” (paragraph 5.6).

Turning to your request, we received 80 applications for the current round. There were three cases where we were asked to consider a change to an application after the closing date. These were as follows:

- A person named as a director of an applicant company had resigned from the group a few days after the application was submitted. He asked that his name was removed from the application;
- An organisation contacted us to say it had been named as a supporter of an applicant and this was not the case. It asked that the name of the organisation be removed;
- An individual contacted us to say he had been listed as a supporter of the applicant and this was not the case. He asked that his name and a quote from him was removed from the application.

Requests to make changes are considered on a case by case basis, and with reference to paragraph 5.6 from the invitation, quoted above.

In each case of the three cases above we accepted the requested change.

Separately, as stated in the invitation to apply, we may seek clarification and or/amplification of proposals from an applicant, but do not allow changes to be made to an application as a result of this correspondence.

If you have any queries, then please contact information.requests@ofcom.org.uk. Please remember to quote the reference number above in any future communications.

Kind regards

Julia Snape

If you are unhappy with the response or level of service you have received in relation to your request from Ofcom, you may ask for an internal review. If you ask us for an internal review of our decision, it will be treated as a formal complaint and will be subject to an independent review within Ofcom. We will acknowledge the complaint and inform you of the date by which you might expect to be told the outcome.

The following outcomes are possible:

- the original decision is upheld; or
- the original decision is reversed or modified.

Timing

If you wish to exercise your right to an internal review **you should contact us within two months of the date of this letter**. There is no statutory deadline for undertaking internal reviews and it will depend upon the complexity of the case. However, we aim to conclude all such reviews within 20 working days, and up to 40 working days in exceptional cases. We will keep you informed of the progress of any such review. If you wish to request an internal review, you should contact:

Jacqui Gregory

The Secretary to the Corporation

Ofcom

Riverside House

2a Southwark Bridge Road

London SE1 9HA

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF