



Community radio licence application form

Version 4

BFBS Portsmouth

Publication date:

1 April 2011
Revised May 2011;
March 2012; June 2015

1. Station Name	Guidance Notes
What is the proposed station name?	<i>This is the name you expect to use to identify the station on air.</i>
BFBS Portsmouth	

2. Community to be served	Guidance Notes
Define the community or communities you are proposing to serve. Drawing from various sources of data (e.g. from the Office of Population, Census and Survey) and in relation to your proposed coverage area, please determine the size of the population concerned and the make-up of the population as a whole, along with any relevant socio-economic information that would support your application. (Please tell us the sources of the information you provide.)	<i>It is a legislative requirement that a service is intended primarily to serve one or more communities (whether or not it also serves other members of the public) and we need to understand who comprises that community or communities. The target community will also be specified in the licence, if this application is successful. The legislation defines a 'community' as: people who live or work or undergo education or training in a particular area or locality, or people who have one or more interests or characteristics in common.</i>
Answer in fewer than 300 words:	
BFBS Portsmouth will be aimed at military service personnel, their families and the wider local civilian community supporting Royal Navy activity in Portsmouth.	
The radio station will serve approximately 7900 personnel, including regular serving personnel, reservists and MOD civilians plus dependants (figures published by MOD Quarterly Location Statistic WEF July 2015). The local civilian community benefits directly or indirectly from the presence of the military bases through employment and other activities such as social events or generated income for businesses from the forces population.	
BFBS Portsmouth will provide essential connectivity between the MOD, service personnel, families and the wider civilian communities.	

3. Proposed area	Guidance Notes
What is the area you propose to serve?	<i>It is Ofcom policy that community radio stations usually serve an area of up to a 5 kilometre radius from the transmission site. See 'Coverage and planning policy for analogue radio broadcasting services'. http://stakeholders.ofcom.org.uk/binaries/broadcast/radio-ops/coverage/analogue-coverage-policy.pdf</i>
BFBS Portsmouth will serve the community within a 5km radius of the transmission site.	

Programmes and programme output:

Definitions:

Studio location: The studio from which the service will be broadcast should be located within the licensed area. (In some instances, and by prior written agreement from Ofcom, it may be acceptable for the primary studio to be located outside the licensed area.)

Locally-produced: it is anticipated that most stations will produce the bulk of their output themselves, in the locality. However, for some target communities it may be appropriate for fairly high levels of output to originate from outside the licensed area.

Live output: is that which is produced by a presenter in the studio at the time of broadcast. The amount of live output may vary between different services depending on the needs or expectations of the target community.

Original output: All output specifically produced for this service (but excluding repeats and automated material).

Peak time: it may be helpful to state what material will be broadcast in 'peak time'. If you do, please say what you consider peak time to be for your target community (this may vary from station to station).

Automated output/voice-tracked material: most stations will carry automated output at some time. The amount of automated or voice-tracked material does not need to be specified in the key commitments.

Sustaining service/third party produced material: if you intend to broadcast material produced by a different organisation please state what it is and how much (per day or week as appropriate).

4. Programming output	Guidance Notes
<p>Please fill-in all three questions below</p> <p>Question A asks you to <u>describe your programme service.</u></p> <p>Question B relates to how your output will serve the <u>tastes and interests</u> of your target community.</p> <p>Question C is about how your service will <u>broaden the range of local</u> (non-BBC) <u>services</u> available in your area.</p> <p>Later in this form you will be asked to draft your own 'key commitments'. This will form the basis of your licence and is what Ofcom will judge you against. It should include a summary of your proposed programme output as set out below and reflect your commitment to cater for relevant tastes and interests, to broaden the range of relevant programmes and services and to provide a service with a distinct nature and content as set out in the Guidance Notes in the column opposite.</p>	<p><i>The law requires applicants to state their proposals for providing a service that would:</i></p> <ul style="list-style-type: none"> <i>(i) cater for the tastes and interests of members of its target community or communities (or for any particular tastes and interests in those communities);</i> <i>(ii) broaden the range of programmes available on non-BBC local services (commercial and community stations) to members of the relevant community or communities;</i> <i>(iii) broaden the overall range of such non-BBC local services provided in the area concerned; and</i> <i>(iv) have a distinct nature, or provide distinct content, from any non-BBC local services with which it would overlap.</i> <p><i>Ofcom is required to consider the extent to which an applicant's proposals will cater for the tastes and interests of members of its target community or communities.</i></p> <p><i>Ofcom is also required to consider the extent to which proposals for a community radio station would broaden the range of programmes available by way of non-BBC local services (both commercial and community stations) in the area concerned (especially, the extent to which a proposed service would have a distinct nature or provide distinct content from any overlapping non-BBC local services).</i></p> <p><i>The information given here should be more detailed than what you set out in your draft key commitments (later in this form), and will help us gain a fuller understanding of how you will serve your target community and what the station will sound like.</i></p>
<p>4. Programming output</p>	
<p>A: Please tell us about your programme service. The following questions may help you describe your programme service (but should only be used as a guide):</p> <ul style="list-style-type: none"> • What will the service sound like? • What music will you play? • What are the main speech elements of the service and how will the social gain/community benefits you propose be reflected on-air? • What is the likely music to speech ratio? • Will this vary at different times of the day or week (or year)? • Do you intend to broadcast live output? If so when and how much do you propose to do? • Will you broadcast in languages other than English (what languages and how much)? • Will your output be original i.e. specifically produced for your service? • Will it be locally produced? • Do you intend to repeat material? 	
<p>Answer in fewer than 1,000 words:</p> <p>BFBS Portsmouth will broadcast, in English, 24 hours per day 7 days per week offering an attractive mix of programming aimed at the British Forces and the wider community. This will include speech, forces-specific news and messaging, local military and community news, national and international news, music and entertainment.</p> <p>Music will be wide ranging with particular emphasis on AC/CHR with a ratio of 70% music to 30% speech. There will be hourly bespoke 3-min news bulletins plus 3 extended 10 minute bulletins each weekday. News is produced and presented by the British Forces News team based at BFBS HQ in Buckinghamshire. News will cover national headlines and topics of particular interest to members of HM Forces. There will be a twice weekly speech-led programme dedicated to forces sports events and results as well as a weekly defence analysis programme, Sitrep.</p>	

As a minimum, programming will include a locally produced live weekday breakfast show presented from the Portsmouth studio by a full-time paid BFBS Radio presenter. Once volunteers have been adequately trained further live shows from Portsmouth will also be included in the schedule.

Locally produced shows will consist of live and pre-recorded interviews and packages with a broad range of guests from the military, dependant and local civilian communities. In addition, the station will carry regular presenter read 'what's ons' and each programme hour will carry two promotion breaks. These breaks will be made up from two separate promotions, one welfare and one MOD/Command information being either specific to the RN/RM or the wider military audience i.e. MOD pay and conditions, welfare services, recruitment for regular and reservists, training etc. All promotion material will be professionally produced by the already established network facility at BFBS HQ.

The remaining schedule for BFBS Portsmouth will include a mix of live, pre-recorded or voice tracked sequences presented by experienced BFBS presenters from our BFBS UK network service or other BFBS locations overseas, if it's considered appropriate.

Airtime will be available to support and promote the many military welfare groups, local military command, charitable organisations and individual charity events, local civilian groups and community services (e.g. Police, Council etc.). There will also be regular programmes specifically designed to keep military personnel in touch with their families during periods of deployment on exercise or operations.

There are no plans to relay third party programmes or stations; all content and output will be original i.e. specifically produced for or by BFBS.

There are no plans to repeat output with the exception of speech material which will be aired at least twice during different times of the day.

An example schedule is attached.

B: Based on what you have said above, how will your proposed radio service cater for the tastes and interests of your target community/communities?

Answer in fewer than 400 words:

BFBS has a long established relationship with the Armed Forces with access to service personnel of all ranks at unit level and to the MOD in Whitehall, and understands the transient nature of service life and the impact on families and the community as a whole. This depth of military knowledge will be used when planning programme schedules and will be reflected in speech, music, features and interviews resulting in dedicated forces content which no other radio station in the UK can deliver. Other broadcasters may report the headline, but only BFBS will delve deeper and explore what it means to the serving person and their family.

Forces sport is a hugely important part of the military lifestyle. Only BFBS provides information on the latest unit and inter-service sports events taking place locally and worldwide.

Audience research is taken at regular intervals and the positive feedback already received shows that BFBS successfully caters for the tastes of the target audience.

Listeners will be invited and encouraged to interact with radio presenters via social media, phone, text and email and share information and stories which will be included in a variety of way such as 'what's on', 'your stories', shout outs and requests.

BFBS Portsmouth will also offer:

- Connectivity with RN ships at sea (who will receive this station too);
- Participation in non-broadcast community events;
- Point of contact for community members seeking signposts to welfare information;
- Programming focused on the needs and wants of the target community;
- Opportunities for volunteer broadcasters and reporters.

BFBS Portsmouth will deliver all of this in a fun, entertaining and professional manner, packaged with great music, competitions and other features.

There will be an 'open door' policy so that members of the local community will be encouraged to visit the Radio station for a chat or to comment on local events or station activities in order to have their say.

C: How will your proposed community radio service add to the range of programmes available on non-

BBC local services (commercial and community stations) to members of the relevant community or communities, add to the overall range of such services in the area concerned and be different and distinct from them? Please tell us which non-BBC local services your station will overlap with.

Answer in fewer than 400 words:

BFBS is an integral part of the forces life providing a link with home for families and friends separated due to postings, exercises or operational deployments. Only BFBS is able to broadcast live output from/to military locations overseas which it has been doing for over 70 years. MOD and Commanding Officers utilise this connectivity for key messaging across the forces world whilst servicemen/women and their families enjoy the dedications, shout outs and information sharing.

The subjects regularly broadcast which would not be covered by any other broadcaster include:

- Welfare information for single and married service personnel.
- Command information for the above.
- Promotion and regular on air (and web based) info from help and advice organisations focused on the military community.
- Advice and news on issues affecting military communities and personnel.
- Advice and support on military housing, medical facilities, local military policies etc.
- A 'Link With Home' for deployed troops and those on RN ships at sea.
- Access to educational facilities both on the base and in the wider community.
- RN/RM and unit deployment news and updates.
- Forces news and sport (both local and global).
- Health initiatives as directed by the military command and local civilian services.
- News of youth services provision on and off base.
- Information about social and other events on base to which the wider public are not admitted and which therefore would not be mentioned by other broadcasters.

Neither BBC nor non BBC provide this amount or detail of dedicated Forces content.

Social gain

5. Social gain	Guidance Notes
<p>Community radio is required to be for the public good and to bring community benefits, or social gains, to listeners and participants. The requirement for 'social gain,' is one of the key factors that makes community radio stations different from other radio services.</p> <p>Please tell us what community benefits your service will bring to your target community(ies) and/or the general public. Please include summaries of evidence to support your answer.</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed social gain set out below.</p>	<p><i>Broadcasting legislation specifies a number of 'characteristics of community radio services'. Licence holders need to ensure their services conform to these characteristics, including in this case the delivery of social gain.</i></p> <p><i>The legislation sets out social gains that stations must provide. These are the achievement, in respect of individuals or groups of individuals in the target community, or in respect of other members of the public, of the following objectives –</i></p> <p><i>(a) the provision of a radio service to individuals who are otherwise underserved by such services,</i></p> <p><i>(b) the facilitation of discussion and the expression of opinion,</i></p> <p><i>(c) the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the station, and</i></p> <p><i>(d) the better understanding of the particular community and the strengthening of links within it.</i></p> <p><i>Social gain may also include the achievement of other objectives of a social nature.¹</i></p>

¹ See Article 2(3) of the Community Radio Order 2004 and Ofcom's Notes of guidance for community radio applicants and licensees.

	<p><i>Applicants are required to provide evidence that their service will result in significant social gain to the public or the target community(ies). Copies of letters or research reports etc. should not be submitted, but brief relevant extracts from them, which represent an accurate and comprehensive summary, may be included. If we wish to see the source material, we will ask for it.</i></p> <p><i>Ofcom is required to have regard to the extent to which your proposed service would result in the delivery of social gain to the public or target community.</i></p>
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Answer in fewer than 1,500 words:

The needs of the target community will be served by broadcasting relevant forces led content that is not provided on other radio services, specifically:

- Military welfare and information services.
- Military policy information for service personnel and their families.
- An interface between military families in Portsmouth and their loved ones during periods of overseas deployment.
- Access to education and learning for the military community
- Information on ship and unit deployments, unit developments etc.

Through social media, text and phone-ins, listeners will be able to submit requests, personal messages and dedications for themselves, their friends and families, which will provide a link for the military community, both locally and around the forces world.

The service will raise awareness of the routes to education and training opportunities through promotions, interviews and features on various MOD training initiatives including:

- The Education Centre will be offered the opportunity to use BFBS staff and expertise to enhance their own media training courses in addition to implementing their own resettlement courses involving radio.
- The service will encourage members of the target audience to participate in radio training and work experience programmes and will endeavour to meet these demands within its resources.

The service will build on established links with the target community, specifically:

- BFBS Staff will visit and interact with the various units and sections of the community and attend family and welfare events whenever possible.
- The radio station will be easily accessible to the target audience, who will be welcome to visit during office opening hours.
- Promotion of local charitable and fund-raising events.

The service will act as a bridge to specific areas of the local civilian community, including, as examples, national and local government, education and training services, health and employment.

Volunteers will be trained in all aspects of on/off air radio administration, presentation and production with opportunities to present regular live shows as part of the schedule.

The service will be accountable through a series of reporting initiatives including:

- Reports prepared for MOD and the Board of Trustees/Directors detailing BFBS activities (approx. 3-4 times a year).
- Listeners will be invited to take part in on-line audience research surveys.
- Listeners will be invited to attend the AGM to provide feedback on the overall service and to influence the station output.

Free, professionally produced messaging campaign service, enabling key MOD/garrison personnel and forces organisations to publicise events and initiatives widely.

Access and participation:

6. Participation in the service	Guidance Notes
How do you propose to ensure that members of your	<i>Legislation specifies a number of 'characteristics of</i>

<p>target community (or communities) are given opportunities to participate in the operation and management of the service?</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed participation objectives as set out below.</p>	<p><i>community radio services'. Licence holders need to ensure their services conform to these characteristics, including in this case providing opportunities to participate in the operation and management of the service. Ofcom requires information as to how this would be achieved.</i></p> <p><i>What will be the involvement of members of the target community in the radio station? How many volunteers do you anticipate will be involved in your service per year?</i></p>
<p>Answer in fewer than 400 words:</p> <p>BFBS Portsmouth will offer volunteer training opportunities both on air and off air. Volunteer opportunities will be advertised on air, in military notices on bases, on-line and social media and in local press.</p> <p>Once volunteers make contact, the full time experienced staff at the station will arrange for an initial visit to talk through what the volunteer wants to achieve and the opportunities available. If studio training is in order, a training programme will be agreed (allowing for other staff duties and studio availability). BFBS already operates a successful volunteer training programme, (copy available if required).</p> <p>If the potential volunteer expresses a desire for an admin or general support role then discussions on how best to make this happen will take place ahead of a suitable training schedule.</p> <p>Volunteer opportunities will be available as soon as the studios are open with a view to on air volunteers having their own programmes in the schedule as soon as they are trained and display adequate levels competence. Ability will be assessed by the Manager BFBS UK Bases.</p>	

7. Access to facilities and training	Guidance Notes
<p>Set out the practical (formal and informal) mechanisms which you will use to ensure that members of your target community can gain access to your facilities that would be used for the provision of your service and to receive training in their use.</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed access and objectives for training people in the use of the facilities as set out below.</p>	<p><i>Ofcom is required by the legislation to have regard to the provision each applicant proposes to make to allow for access by members of the target community to the facilities to be used for the provision of the service and for their training in the use of those facilities.</i></p>
<p>Answer in fewer than 400 words:</p> <p>BFBS Portsmouth facilities will be easily accessible to all members of the target audience. Office opening hours will be publicised.</p> <p>Volunteers expressing an interest will be invited to an informal interview with the Manager BFBS UK Bases. Once suitability has been assessed training will be delivered 'on-the-job' by an experienced radio presenter. Training for on air roles covers all aspects of the studio, the desk, speech and playout system. Training programmes for off air volunteers vary and will be agreed in advance according to the role.</p>	

Ensuring accountability:

8. Accountability	Guidance Notes
<p>Please set out your proposed community accountability mechanisms. These should cover matters such as:</p> <p>How will members of your target community:</p> <ul style="list-style-type: none"> • make contact with your service, and • influence the operation of the service? <p>How will suggestions or criticisms from members of your target community (or communities) be</p>	<p><i>Broadcasting legislation specifies a number of 'characteristics of community radio services'. Licence holders need to ensure their services conform to these characteristics. One is that, in respect of the provision of the service, the provider makes itself accountable to the community (or communities) the service is intended to serve.</i></p> <p><i>Ofcom is required to have regard to the provision each applicant proposes to make in order to ensure its accountability to the relevant community (or</i></p>

<p>considered and acted upon?</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed accountability measures as set out below.</p>	<p><i>communities).</i></p>
<p>Answer in fewer than 500 words:</p> <p>Members of the target audience will be invited to take part in the audience research, which is publicised on air and online.</p> <p>The station telephone number will be publicised on air should anyone wish to telephone the radio station to comment or offer feedback regarding the output or service in general. Likewise listeners will be encouraged to text, email or interact via social media. All feedback will be listened to and wherever possible used to improve the overall output. Specific complaints will be investigated and dealt with promptly by the Manager BFBS UK Bases or Controller Radio.</p> <p>BFBS Portsmouth would make extensive use of its 'open door' policy and day-to-day interaction with members of the audience to garner feedback on its output and community responsibilities.</p> <p>Close liaison with the Navy Families Federation will also ensure the needs of the community are being met.</p> <p>Regular meetings held with the listener community, military welfare providers, local Command and the MOD will create an opportunity to gather feedback.</p> <p>There will be an annual meeting inviting all interested parties to attend and discuss the overall BFBS Portsmouth service with an opportunity to raise issues independently (anonymously if necessary) via the station Director(s).</p>	

Guidance notes: station's draft key commitments

Please draft the Key Commitments for your proposed service. There is a blank key commitments document overleaf. If your organisation is awarded a licence, the key commitments you draft here will form the basis of what we put in the licence. (Please note: this would be subject to Ofcom's agreement, and we may require it to be amended, including, for example, to properly reflect legislative requirements).

Your draft Key Commitments should be consistent with, and summarise the answers you have already given in sections 1-8 of this application form.

It is important that you draft your own commitments, rather than just copying what may have been done by others. You should keep in mind that it will be a condition of any licence to meet the Key Commitments: something you must do at all times and for breach of which you could face sanctions including revocation of the licence. So, you should think carefully about what you will be committing to.

We would expect key commitments to be brief, and no more than two pages long.

KEY COMMITMENTS: to be completed by the applicant

<p>Station name</p> <p>[As in section 1 of this application]</p>	<p>BFBS Portsmouth</p>
<p>Community to be served</p> <p>[In no more than 30 words describe the community or communities you will serve. This should be a summary of section 2.]</p>	<p>Service personnel, MOD civilian employees and their families who make up the military community.</p>
<p>Proposed area</p> <p>[State the proposed coverage area as set out in section 3.]</p>	<p>BFBS Portsmouth is aimed at the military and MOD civilian community of the Naval Base and RN Ships in Portsmouth, (up to a 5km radius of the transmission site).</p>
<p>Character of service</p> <p>BFBS Portsmouth will provide an entertaining and informative welfare and communications package to the target community to make listeners aware of current Armed Forces, MOD, RN and local community information. It will raise awareness of support, facilities and opportunities available to the intended audience.</p> <p>Programming output</p> <p>BFBS Portsmouth will be on air 24/7, in English although some occasional specialist programming in other languages is permitted if appropriate. It will typically broadcast locally originated output for at</p>	

least 17.5 hours per week (apart from periods of unit leave, during an obituary, or a catastrophic event). At all other times programming from BFBS UK service and our other stations around the world will be broadcast.

The service will offer an attractive mix of bespoke programming aimed at the military community of Portsmouth. Speech output will include:

- Forces-specific local and national news;
- Forces sport;
- Military support and welfare agencies;
- MOD/Command information;
- Relevant community information from civilian groups and support services;
- Latest information regarding MOD initiatives impacting on the military and local civilian communities;
- Programmes specifically designed to keep military personnel in touch with their families during periods of deployment, exercises or operations.

Music will be a mix of Contemporary Hit Radio (CHR), Adult Contemporary (AC) and instantly recognisable UK Airplay hits along with forces favourites from the last 4 decades.

Speech will form approximately 30% of the output which will include hourly News bulletins and an extended bulletin each weekday, provided by BFBS Radio News. There will also be speech led programmes covering forces sports events and results as well as a weekly defence analysis programme. There may be occasions when the speech/music ratio and speech led programmes vary e.g. over bank holidays, during an obituary period or a catastrophic event when it is necessary or appropriate to amend output according to the circumstances.

Locally produced shows will consist of live and pre-recorded interviews and packages with a broad range of guests from the military, dependant and local civilian communities, as well as messaging in the form of pre-produced promotions and presenter read 'what's on' information.

Social gain

The needs of the target community will be served by broadcasting relevant forces led content that is not provided on other radio services, specifically:

Military welfare and information services.

- Military policy information for service personnel and their families.
- An interface between military families in Portsmouth and their loved ones during periods of overseas deployment/time at sea.
- Access to education and learning for the military community
- Information on Ship and unit deployments, Command information and developments etc.

Through social media, text and phone-ins, listeners will be able to submit requests, personal messages and dedications for themselves, their friends and families, which will provide a link for the military community, both locally, for those at sea and around the forces world.

The service will raise awareness of the routes to education and training opportunities through promotions, interviews and features on various MOD training initiatives including:

- The Education Centre will be offered the opportunity to use BFBS staff and expertise to enhance their own media training courses in addition to implementing their own resettlement courses involving radio.
- The service will encourage members of the target audience to participate in radio training and work experience programmes and will endeavour to meet these demands within its resources.

The service will build on established links with the target community, specifically:

- BFBS staff will visit and interact with the various units and sections of the community and attend family and welfare events whenever possible.
- The radio station will be easily accessible to the target audience, who will be welcome to visit during office opening hours.
- Promotion of local charitable and fund-raising events.

The service will act as a bridge to specific areas of the local civilian community, including, as examples, national and local government, education and training services, health and employment. Volunteers will be trained in all aspects of on/off air radio administration, presentation and production with opportunities to present regular live shows as part of the schedule.

The service will be accountable through a series of reporting initiatives including:

Reports prepared for MOD and the Board of Trustees/Directors detailing BFBS activities (approx. 3-4 times a year).

Listeners will be invited to take part in on-line audience research surveys.

Listeners will be invited to attend the AGM to provide feedback on the overall service and to influence the station output.

Free, professionally produced messaging campaign service, enabling key MOD/garrison personnel and forces organisations to publicise events and initiatives widely.

Participation in the service

BFBS Portsmouth will offer volunteer training opportunities both on air and off air. Volunteer opportunities will be advertised on air, in military notices on bases, on-line and social media and in local press.

Once volunteers make contact, the full time experienced staff at the station will arrange for an initial visit to talk through what the volunteer wants to achieve and the opportunities available. If studio training is in order, a training programme will be agreed (allowing for other staff duties and studio availability). BFBS already operates a successful volunteer training programme, (copy available if required).

If the potential volunteer expresses a desire for an admin or general support role then discussions on how best to make this happen will take place ahead of a suitable training schedule.

Volunteer opportunities will be available as soon as the studios are open with a view to on air volunteers having their own programmes in the schedule as soon as they are trained and display adequate levels competence. Ability will be assessed by the Manager BFBS UK Bases.

Access to facilities and training

BFBS Portsmouth facilities will be easily accessible to all members of the target audience. Office opening hours will be publicised.

Volunteers expressing an interest will be invited to an informal interview with the Manager BFBS UK Bases. Once suitability has been assessed training will be delivered 'on-the-job' by an experienced radio presenter. Training for on air roles covers all aspects of the studio, the desk, speech and playout system. Training programmes for off air volunteers vary and will be agreed in advance according to the role.

Accountability

Members of the target audience will be invited to take part in the audience research, which is publicised on air and online.

The station telephone number will be publicised on air should anyone wish to telephone the radio station to comment or offer feedback regarding the output or service in general. Likewise listeners will be encouraged to text, email or interact via social media. All feedback will be listened to and wherever possible used to improve the overall output. Specific complaints will be investigated and dealt with promptly by the Manager BFBS UK Bases or Controller Radio.

BFBS Portsmouth would make extensive use of its 'open door' policy and day-to-day interaction with members of the audience to garner feedback on its output and community responsibilities.

Regular meetings held with the listener community, military welfare providers, local Command and the MOD will create an opportunity to gather feedback.

There will be an annual meeting inviting all interested parties to attend and discuss the overall BFBS Portsmouth service with an opportunity to raise issues independently (anonymously if necessary) via the station Director(s).

[Please note: If awarded a licence, the commitments the applicant makes in this section will, subject to Ofcom's agreement, form the basis of the 'key commitments' part of its community radio licence. The headings above are for applicants' guidance and will be removed from the final version.]

About your organisation:

9. Company details	Guidance Notes
<p>The legislation requires that:</p> <ul style="list-style-type: none"> Community radio services should not be provided primarily for commercial reasons or for the financial or other material gain of the body providing the service or the individuals involved in it Any profits produced may only be used to either improve the future provision of the service or for the delivery of social gain to members of the public or the target community 	
<p>Provide the name of the body corporate (e.g. company) submitting this application and the type of body corporate.</p> <p>Please provide copies of the company's Memorandum, Articles of Association and Certificate of Incorporation (or, where it is another type of body corporate, its founding documents and those which set out its objectives and rules of operation)</p>	<p><i>Only a body corporate can hold a community radio licence. A body corporate is almost always a (registered) company, although it can also include, for example, some bodies created by statute (an individual or a registered charity on its own is not a body corporate).</i></p> <p><i>Your application must therefore be submitted on behalf of a registered company (or other body corporate). There are different types of company (e.g. a company limited by shares, a community interest company, a company limited by guarantee) and we need to know what kind of company is applying for a licence.</i></p> <p><i>We will not consider a licence award to a company if it has not yet been registered. If the application is successful the licence will be awarded to the body corporate (e.g. company) submitting this application.</i></p>
<p>Company (or other body corporate) name: BFBS Portsmouth Limited</p> <p>Date of registration: 9th October 2015</p> <p>Company registration number: 09818675</p> <p>Type of company (or other body corporate): Private Limited by Guarantee</p> <p>Where your body is not a company, please explain how it meets the requirement to be a body corporate: N/A</p>	

10. Ownership	Guidance Notes
<p>Please provide details of who controls and who owns the body corporate (e.g. company) applying for this licence, and on what basis this control and ownership is achieved. (If this will be different once the station starts broadcasting please say so (a licence is not issued until broadcasting starts.)</p> <p>The information provided must include:</p> <ul style="list-style-type: none"> all the subscribers, members, shareholders, or whatever is appropriate for the applicant company (or body corporate), and state the extent of their interest (e.g. % shareholding) (if the company will be controlled by members, but the members are not yet recruited, please say so). (You will also be asked about the board of directors in 11 & 12 below.) details of any individual, company or other body that may exert control over the applicant. 	<p><i>Ofcom needs to know about the ownership of the company (or other body corporate) applying for this licence, and any issues regarding its control. We will also consider how the company (or body corporate) will be run (this will usually be specified in the Articles of Association of the company).</i></p> <p><i>In relation to exerting control over the applicant, the information provided should include the name and address of any individuals or corporate bodies in accordance with whose wishes the applicant's affairs are or will be conducted in most cases or in significant respects.</i></p>
<p>There are no shareholders for BFBS Portsmouth Ltd:</p> <p>Mrs Anna Wright - Company Director</p> <p>Mrs Carolyn Jones – Company Director</p> <p>Nicky Ness, Controller BFBS Radio, will have overall responsibility for all BFBS Portsmouth activities.</p>	

Ability to maintain the service:

11. Management and operations	Guidance Notes
<p>With regard to the applicant please provide:</p> <ul style="list-style-type: none"> • A list of directors, indicating who is the managing director and/or chair (please see question 12 regarding directors' details). • An indication of management structure (e.g. management committee or equivalent, if applicable), and/or • Information about who would be responsible for the day to day management and running of the station (there is a separate question regarding other staff below). Explain the role(s) in the station, job titles, and indicate whether paid or voluntary, full or part-time (and the number of hours). 	<p><i>In addition to the notes above on ownership, Ofcom is also required to evaluate the human resources involved in the running of a community radio station. Answers should demonstrate how those who have relevant experience will work for the station. In addition, a diagram or organisation chart may help paint a clearer picture.</i></p>
<p>The Managing Editor BFBS UK Bases, reporting to Controller BFBS Radio, will take on the daily management responsibilities for BFBS Portsmouth.</p> <p>The Managing Editor is an experienced radio manager and forces broadcaster with over 30 years in the industry. Station output and staffing requirements have the support of BFBS HQ resources and expertise.</p>	

12. Management and operations	Guidance Notes
<p>Please provide information regarding each director as set out below (some or all of which may be regarded as confidential).</p> <p>In addition if any individuals have been identified for management roles at the proposed station, please give further information in this section.</p>	<p><i>Ofcom needs to know about the proposed directors and chair of the applicant. Some or all of the information given in this section will usually be removed from the publicly available copy of this application form. (All community radio applications forms will be made available on our website.) If you request that any information be removed, please indicate which (and why) by email to community.radio@ofcom.org.uk.</i></p>
<p>Answer (for each director):</p> <p>Mrs Anna Wright Employment Director, Navy Families Federation Other directorships Nil Relevant experience or qualifications</p> <p>Name Mrs Carolyn Jones Employment RN Media & Comms Other directorships Nil Relevant experience or qualifications</p> <p>If any individuals (not necessarily directors) have been identified for management roles please state what experience identified individuals have to undertake the role in question.</p>	

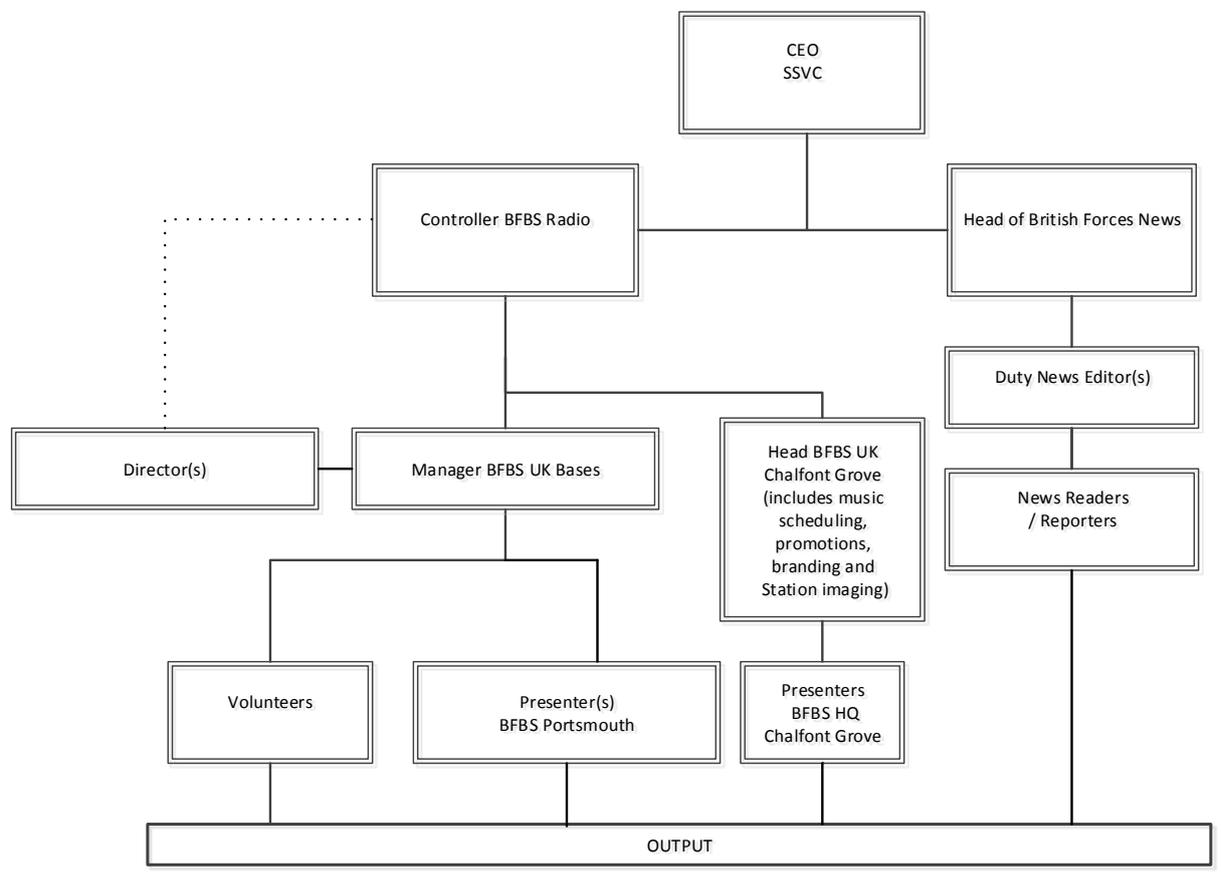
13. Staffing structure	Guidance Notes
<p>What is the staffing structure of your proposed radio service? Provide a job title for each position and indicate whether the individual will be paid or will work in a voluntary capacity, will be full or part-time (indicate the number of hours for part-time posts). This may be provided as a diagram or organisation chart.</p>	<p><i>The legislation requires that Ofcom has regard to the applicant's ability to maintain the proposed service (as well as to ensure the applicant is fit and proper to hold the licence). As well as its ownership, management and operations, the proposed staffing of the station is relevant to these considerations.</i></p>

Answer in fewer than 400 words, plus organisation chart (optional):

The Manager BFBS UK Bases will take on the daily management responsibilities for BFBS Portsmouth. At least one full-time, paid radio presenter will be recruited for the weekday breakfast/morning show.

Volunteers will be actively recruited and trained with additional locally produced shows being added to the schedule, however station output will not be reliant on volunteers.

See organisation chart below.



14. Applicant's experience	Guidance Notes
<p>Please describe the history of your group, and any relevant experience of the group, or the individuals within the group, by answering the questions below.</p>	<p><i>Ofcom is required to consider whether an applicant has the ability to run a community radio station for the licence period (up to five years). To aid our consideration we want to know about any relevant experience the applicant group as a whole, or the individuals involved, may have.</i></p>
<p>A. Please provide a brief history of your group. Answer in fewer than 300 words:</p>	
<p>BFBS is part of the Services Sound and Vision Corporation and has been broadcasting to service personnel and their families overseas since November 1943 and more recently in the UK since 2008. BFBS broadcasts around the world from its 6 overseas radio stations, 11 stations in UK and NI, the national BFBS service on DAB in the UK, BFBS Radio 2 for the overseas forces audience and also has the bespoke Gurkha Service broadcasting in Nepali from locations in the UK, Brunei and Nepal.</p>	
<p>B. Please summarise the group's broadcasting experience (e.g. internet radio, Restricted Service Licences (RSLs)). Answer in fewer than 150 words:</p>	
<p>BFBS broadcasts in the UK on national DAB, on the Oxfordshire regional DAB mux, and via a number</p>	

of FM and LPAM services licenced by Ofcom. All programme output streams are available online and on the BFBS App.

BFBS has also been awarded a licence to trial SSDAB in the UK operating the BFBS Aldershot mux.

C. Please summarise the relevant experience of the group or its members, in relevant non-broadcast areas (such as third sector, local business, fund-raising, training or education).
Answer in fewer than 150 words:

SSVC Corporate departments provide the necessary expertise for accounts, recruitment, training and development etc.

There are no fund-raising, advertising or other third sector activities within BFBS.

D. Please summarise the radio broadcasting experience of key individuals in the applicant group (only if not already described above).
Answer in fewer than 150 words:

Controller Radio, has worked in radio for over 25 years. In her current post since 2009 she has led BFBS Radio through numerous challenges and changes including broadcasting across the UK on DAB; an MoD contract renewal which saw the addition of 7 UK radio stations to the network; expansion of online services and audience interaction through social media; Operations and drawdown of radio services across Afghanistan.

The Manager UK Bases has over 30 years' experience in the industry and since he joined BFBS in 1992 he has managed BFBS Radio stations in the Falklands, Cyprus, Belize, Kosovo, Iraq, Afghanistan, Bosnia, Germany, Northern Ireland as well as UK. He was responsible for establishing and running BFBS's community FM services in Northern Ireland in 2006 and has been Manager for BFBS UK Bases since April 2013.

Head of News has previously held senior editorial roles working for ITN and BBC News and was Head of News for Defra before joining BFBS in 2010. He is responsible for the news team who gather, package and present the news for BFBS Radio.

Evidence of demand:

15. Demand and/or support	Guidance Notes
<p>Please provide a summary of evidence of demand and/or support for your proposed service.</p> <p>This may include a variety of information, for example:</p> <ul style="list-style-type: none"> • summary of support from statutory or voluntary sector organisations which expect to contribute practically and/or financially to your operations, or which would expect to collaborate with you in joint activities; • evidence of interest generated through radio activity (e.g. RSLs, internet radio), community activity, training, voluntary sector work etc; • results of research; • summary of support from local politicians, councils, educational or religious bodies etc; • summary of support from local business or other sectors; • evidence of support from your proposed target community. 	<p><i>When considering community radio licence applications, Ofcom is required to take into account the extent of local demand for, or support for, the provision of the proposed service.</i></p> <p><i>It is for applicants to decide what evidence of demand or support they wish to submit. However, Ofcom does not believe that generic support for the establishment of a new radio service is as meaningful as evidence of considered support for a specific applicant's proposals. This means that Ofcom does not attach great value to numerous examples of similar generic or form letters of support by your group, or to petitions.</i></p> <p><i>Copies of letters or research reports etc. should not be submitted. However, your response here may include brief relevant extracts from such material and must represent an accurate and comprehensive summary of any such supporting evidence. If we wish to see the source material, we will ask for it.</i></p>
<p>Answer in fewer than 1,000 words:</p> <p>BFBS is the only radio service dedicated to the Armed Forces and an essential means of communication for the MOD. The need for BFBS in the UK has never been greater, particularly as the MOD introduce the New Employment Model, implements changes to housing and welfare entitlements and increases the number of reserve forces on active duties. BFBS is already an integral part of military life and this service will assist both the military and civilian community in Portsmouth on a daily basis.</p>	

BFBS assists in communicating key MoD messages to both regular and reserve service personnel and potential new recruits. There isn't another radio station in the UK providing dedicated service to and for the Armed Forces.

Audience research shows that satisfaction levels are very high and listeners would be disappointed if they couldn't receive the service.

The MOD requires independent audience research every three months in order to measure the success of BFBS Radio services. This research is conducted by an independent organisation in an online environment. The current rolling sample size is approx 1270, with approx half of the panel based in UK garrison/station/base locations.

As well as testing the KPI for satisfaction (see below), we also test a number of statements with regard to BFBS services and would highlight the following:

- of 1270 responses 97% think that BFBS Radio has a service that appeals to everyone in the forces community
- of 1270 responses 97.1% think that BFBS Radio provides trustworthy news and information
- of 1270 responses 95.1% think that BFBS Radio provides good all round entertainment

Of those who already receive BFBS local services in the UK (619 sample size):

- 95.2% would be disappointed if BFBS was no longer available
- 96.8% say that listening to BFBS helps raise morale
- 80.8% of the UK based audience who responded say they listen to BFBS at least weekly

The MOD sets BFBS Radio a KPI target satisfaction score from the forces audience at 60%.

The actual satisfaction rating is at 97.9% worldwide, and 98.8% for those listeners based in the UK.

Rolling data is maintained, reported quarterly and available upon request. Much more detailed information is also available (relating to age, rank, location, length of service etc).

Ability to maintain the service – financial information:

16. Pre-launch financial information

In assessing an applicant's ability to maintain the service we need to know what funds and assets it holds, how much it intends to spend getting the station on-air (pre-launch expenditure), and predicted funding for the pre-launch period. Please note 'in-kind' income is dealt with in 18 below.

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

17. Year 1 financial information – income

Please provide information on the predicted income for your first year of broadcasting. N.B. there is a legislative restriction on income from on-air advertising and sponsorship/commercial references (in summary, each station is allowed a 'fixed revenue allowance' of £15,000 per year from paid-for advertising and sponsorship; some stations may also be allowed up to 50% of their total relevant information per year (i.e. disregarding the fixed revenue allowance). See the 'Invitation of applications for community radio licences' for your region for further information).

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

18. Financial information – in-kind support

Please provide totals that reflect the in-kind support you expect to receive for the pre-launch period, and for year one. You may count some volunteer input as in-kind support – please see our guidance on this

<http://stakeholders.ofcom.org.uk/binaries/broadcast/radio-ops/volunteerinput.pdf>

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

19. Year 1 financial information – outgoings

Please summarise year 1 outgoings – your expected operational expenditure to cover the first 12 months after the service has commenced broadcasting. (Add rows if necessary).

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

20. Year 1 financial information – commercial activities on air

During your first year of broadcasting would your proposed station carry any on-air advertising? (If so, please state the amount of income you anticipate from this source and its anticipated proportion of total income)		<i>The legislation for Community Radio places limits on the amount of income annually from the sale of on-air advertising and sponsorship that can be generated.</i>
If 'No' might your proposed service seek to carry on-air advertising at a later date? (If so, please state the amount of income you estimate from this source and its estimated proportion of total income)		
During your first year of broadcasting would your proposed station carry sponsorship or commercial references in return for payment? (If so, please state the amount of income you anticipate from this source and its anticipated proportion of total income)		
If 'No' might your proposed service seek to carry sponsorship or commercial references in return for payment at a later date? (If so, please state the amount of income you estimate from this source and its estimated proportion of total income)		
<input checked="" type="checkbox"/> Tick this box if you request Ofcom to withhold this information from the public copy of your application.		

21. Pre-launch financial information - contingency

If there is a shortfall between pre-launch predicted income and outgoings, please explain below how you would expect to cover any outstanding costs.

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

22. Year 1 financial information - contingency

If there is a shortfall between Year 1 income and Year 1 outgoings, please explain below how you would expect to cover any outstanding costs (see also 23 and 24 below).

Alternatively if there is a surplus at the end of Year 1, please explain what you intend to do with such additional resources.

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

23. Financial information – loans and other borrowings

If any of your proposed funding (either set-up or operational) is in the form of loans e.g. from directors, individuals or organisations, please provide details as to who the loan is from and the terms of such lending, expected repayment terms, interest rate charged and other associated costs.

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

24. Financial information – alternative funding streams

If there is a shortfall between income and outgoings, what arrangements have you explored and are in place to provide further financial and/or 'in-kind' support for your proposed service?

If you have any proposals for expanding and/or changing the funding model of your proposed service after the first year of operation, please provide details below:

Tick this box if you request Ofcom to withhold this information from the public copy of your application.

Broadcasting engineering:**Engineering notes**

We require preliminary radio frequency (r.f.) engineering information and applicants are advised that this section is not intended to be exhaustive. We are asking for the basic engineering parameters necessary to determine the extent of frequency availability in an applicant's chosen area (after taking account of the requirements of

neighbouring broadcasters); and to determine whether the proposed service area can be adequately served from this site. As a result, applicants should note the importance of identifying a transmission site that is suitable for the area they wish to serve.

While Ofcom would not wish applicants to go to unnecessary expense (we do not guarantee the availability of a suitable frequency and/or our ability to allocate it for broadcasting from the chosen transmission site), we do require precise details about the transmission site chosen. The questions following relate to this.

Applicants should provide evidence of negotiations or agreement with the site owner (e.g. whether a provisional agreement is in place). Any licence award will be based on the coverage area from the site identified in the application. If a licence is offered, Ofcom may not be able to agree to a change from the site put forward in this application (and any request for a change will need to be justified).

Applicants should read and be aware of the relevant part of the Ofcom Site Engineering Code which may be found at: http://stakeholders.ofcom.org.uk/broadcasting/guidance/tech-guidance/eng_code/

Community radio stations typically have a coverage area of up to a 5 kilometre radius. Please see Ofcom's 'Coverage and planning policy for analogue broadcasting services' (including community radio) <http://stakeholders.ofcom.org.uk/binaries/broadcast/radio-ops/coverage/analogue-coverage-policy.pdf>

25. Engineering information

Note: there are fundamental differences between FM (VHF) and AM (MF) transmission systems. These include differences in mast and antenna size, transmitter site requirements, site location, installation cost, audio quality and night-time interference. Before completing this section, applicants may wish to take professional advice to ensure they understand these differences and their implications.

		Answer
Waveband:	Is the application for an FM licence?	YES
	Is the application for an AM licence?	NO
	Should a suitable FM frequency be unavailable, would a frequency on AM be acceptable? <i>If you have answered YES to this last question please complete the questions below separately for both an FM transmission site and an AM transmission site.</i>	NO
	Do you understand the fundamental differences between FM (VHF) and AM (MF) services and have you incorporated these below and in, for example, your start-up and other costs, detailed earlier?	YES
Transmission site address:	What is the postal address and post code:	Semaphore Tower, PP70 HM Naval Base, Portsmouth, PO1 3LT
National Grid Reference (NGR):	The NGR is a reference code comprising two letters and two groups of three numbers (e.g. SW 123 456). It is available from Ordnance Survey. Further information can be found at: http://www.ordnancesurvey.co.uk/oswebsite/index.html	SU 62817 00368
About the site's dimensions:	What is the height of the site, in metres, Above Ordnance Datum (AOD)?	2.1 m
	In metres, what is the total height of the mast / building Above Ground level (AGL)?	30 m
	What is the height, in metres, of the transmitting antenna AGL?	30 m
	Please supply photographs of the transmitter mast / building and aerial location.	<input type="checkbox"/> Tick if enclosed
About the transmission site:	Who owns the site and what are their full contact details?	
	Is this site already used for broadcasting and if so by whom?	NO

Transmission site availability:	Delete as appropriate the yes/no answers which describe your situation regarding proposed site (it may be that you cannot answer all four questions):	
	Site identified?	YES
	Provisional agreement with site owner in place?	YES
	Or under negotiation?	YES
	Applicant group owns site?	NO
	Other – please specify.	N/A
<i>(Note: we cannot consider an application if no site has been identified.)</i>		

How to contact you:

26. Public contact details	Guidance Notes
Provide the name of the person who will deal with enquiries from the press and public and the contact details for them.	<i>Ofcom will publish community radio licence applications, and from time to time statements which may include public contact details, on its website. A point of contact is required to deal with press and other enquiries from interested parties.</i>
Name: Chris Pearson	
Phone: 01494 878734	
E-mail: admin.officer@bfbs.com	
Website: www.bfbs.com	

PLEASE ENSURE YOU ADVISE OFCOM OF ANY CHANGES TO YOUR CONTACT DETAILS

27. Contact details for Ofcom	Guidance Notes
Provide the name of the person who will be Ofcom's primary contact and their contact details:	<i>Ofcom will need to contact your group in relation to this application.</i>

PLEASE ENSURE YOU ADVISE OFCOM OF ANY CHANGES TO YOUR CONTACT DETAILS

Concluding declaration:

28. Declaration		
APPLICANT'S, DIRECTORS' AND OWNERS' OTHER INTERESTS		
1. In relation to the applicant and any body's and/or individuals whose details are given in sections 11, 12 and 13 of this application, please state whether the applicant, any body or individual is (and if so identify that body or individual) involved in any of the activities set out in the table below, and the extent of the involvement or interest. For these purposes, the applicant includes associates of the applicant (i.e. directors and their associates and other group companies): (Note: if none of the following categories in this section apply, this must be clearly indicated by writing "none" in any appropriate box.)		
Activity/involvement	By the applicant and/or a shareholder or member (section 11 of this application form)	By a director (section 12 of this application form)
a) Local authorities	none	none
b) Bodies whose objects are wholly or mainly of a political nature, or which are affiliated to such a body	none	none
c) Bodies whose objects are wholly or mainly of a religious nature	none	none

d) An individual who is an officer of a body falling within (c) above	none	none
e) 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) or a body falling within (b) or (c) above)	none	none
f) An advertising agency or an associate of an advertising agency	none	none
g) Other broadcasting interests (including radio, television, satellite and cable broadcasting and allied activities).	none	none
Other interests		
2. Give details of any other interest or activity of the applicant which is or could be incompatible with the requirements imposed by or under Schedule 2 to the Broadcasting Act 1990 (as modified by the Community Radio Order 2004) and Articles 6 and 7 of the Community Radio Order 2004. Please also give details of any other participant in the applicant whose interest is or could be incompatible with those requirements. (You may need to seek advice about these matters)		
Nil		
Other matters		
3. In pursuance of its duties under Section 86(4) of the Broadcasting Act 1990 (as amended), Ofcom requires that the applicant should notify Ofcom of any matters which might influence Ofcom's judgement as to whether:		
<ul style="list-style-type: none"> (i) the applicant; (ii) any director of the applicant; (iii) any individual, or any director of a company, who will have an interest of 5 per cent or more in the applicant; 		
<p>may not be considered a 'fit and proper person' to participate in a radio licence. Such matters would include, for example, the following (whether they occurred in the UK or any other country): any unspent criminal conviction, any undischarged insolvency and/or bankruptcy orders, any disqualification from being a director of a limited company, and any adverse findings made by Ofcom (or its predecessor broadcast regulators), any other regulatory authority and/or any court or tribunal in respect of any regulatory matters.</p>		
Nil		
Do you confirm, to the best of your knowledge and belief, that:		
4. The applicant is not a disqualified person in relation to the licence by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 (relating to political objects);		
5. The applicant is not otherwise a disqualified person in relation to the licence by virtue of Part II of Schedule 2 to the Broadcasting Act 1990 or any other rule prohibiting its holding the licence;		
6. No director, member or other person involved directly or indirectly in the management of the applicant group is the subject of a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996;		
7. No person (body corporate or individual) involved in the application has been convicted within the past five years of an unauthorised broadcasting offence and that the applicant will do all it can to ensure that no person (body corporate or individual) so convicted will be concerned in the provision of the service, the making of programmes included in it, or the operation of the radio station if the applicant is granted a licence; and		
8. Any matters which might influence Ofcom's judgement as to whether the directors or members of the applicant group are fit and proper persons to participate in a radio licence have been made to Ofcom.		
Applicants should note that Ofcom reserves the right to revoke a licence if at any time any material statement made is found to be false and to have been made by the applicant or any member or officer thereof knowing it to be false, and that in the circumstances of section 144 of the Broadcasting Act 1996, the provision of false information or the withholding of relevant information with the intention of misleading Ofcom could incur a criminal conviction and a disqualification from the holding of a licence.		
<input checked="" type="checkbox"/> Please tick this box to confirm that the applicant agrees with the above statements.		
Please tick the boxes below to indicate which additional documentation is included as part of this application. We are not willing to accept additional information with this application, other than that set out below:		
<input checked="" type="checkbox"/> Memorandum & Articles of Association		

- | |
|--|
| <input checked="" type="checkbox"/> Certificate of Incorporation |
| <input type="checkbox"/> Application Payment (UK £ 600.00) non-returnable <i>Paid by BACS</i> |
| <input type="checkbox"/> Photographs of the transmitter mast / building and aerial location. |

I hereby apply to Ofcom for the grant of a community radio licence and declare that the information given in this application and any additional documentation is, to the best of my knowledge and belief, correct.

Nicky Ness _____ *(Name of person)*

Controller BFBS Radio _____ *(Title or position in the applicant group)*

19 October 2015 _____ *(Date)*

Please return this form and any additional electronic information by e-mail to:
community.radio@ofcom.org.uk

If there is any paper-based material associated with this application, please send it to:

Community Radio Licensing Team, 5th Floor
Ofcom
Riverside House
2A Southwark Bridge Road
London
SE1 9HA

Please make sure you keep a copy of this form for your records.