



Community radio licence application form

Version 4

Radio Cabin

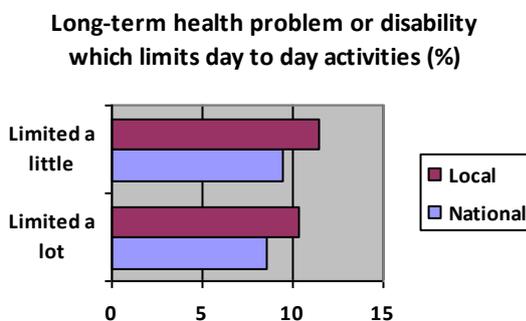
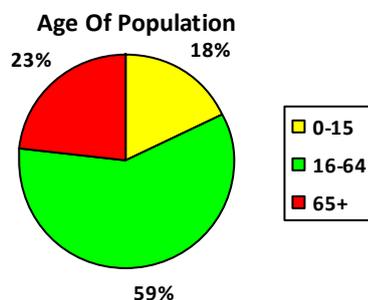
1. Station Name	Guidance Notes
What is the proposed station name?	<i>This is the name you expect to use to identify the station on air.</i>
Radio Cabin	

2. Community to be served	Guidance Notes
<p>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.</p> <p>(Please tell us the sources of the information you provide.)</p>	<p><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.</i></p> <p><i>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></p>

Answer in fewer than 300 words:

The main area we propose to cover is the seaside town of Herne Bay, which consists of 5 wards with a total population of 38,563. We would also cover parts of surrounding wards including Marshside, Sturry North and Chestfield & Swalecliffe. The total population of all these areas together is 53,067. In addition, there is a high influx of tourists at specific times of the year, particularly the summer when a large number of the local events take place.

The age range of the population is shown in the pie chart below. The area has a higher (than national average) percentage of people over the age of 65, many of whom live alone (23%). It also has a higher than average number of people with a long-term health problem or disability that limits their activities in some way, as can be seen in the bar chart.



There are also a greater number of people locally deemed to be in bad or very bad health compared to the national average.

The number of people who may struggle to access the many events that take place in the area, access the local news and information services and access other local services, highlights one of the reasons that local broadcast content is so important in the area.

All information taken from the 2011 Census

3. Proposed area	Guidance Notes
What is the area you propose to serve?	<p><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'.</i></p> <p>http://stakeholders.ofcom.org.uk/binaries/broadcast/radio-ops/coverage/analogue-coverage-policy.pdf</p>

The proposed transmission area centres on Herne Bay, which is a coastal town in North East Kent, and reaches to cover the surrounding wards within a 5km radius. It incorporates the main town, surrounding villages as well as areas of rural farmland in this geographically diverse area.

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 describe your programme service.</p> <p>Question B relates to how your output will serve the tastes and interests of your target community.</p> <p>Question C is about how your service will broaden the range of local (non-BBC) services 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) cater for the tastes and interests of members of its target community or communities (or for any particular tastes and interests in those communities); (ii) broaden the range of programmes available on non-BBC local services (commercial and community stations) to members of the relevant community or communities; (iii) broaden the overall range of such non-BBC local services provided in the area concerned; and (iv) have a distinct nature, or provide distinct content, from any non-BBC local services with which it would overlap. <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>
4. Programming output	Guidance Notes
<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>	

- 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?

Answer in fewer than 1,000 words:

Radio Cabin is a group of likeminded local people with a passion for community radio. As a full-time community station, Radio Cabin will continue to serve the community of Herne Bay. We will continue to sustain our online radio service throughout and also continue to provide our local edition of the Kent talking newspaper for the blind and partially sighted residents of Herne Bay.

Our programmes will appeal musically to a wide cross-section of the community. We will continue to provide the specialist music shows that we currently produce locally at our studios and all non-specialist music shows will be entirely presenter choice and requests from the listeners.

One of the key areas, currently under represented by the local commercial stations, is that we will provide very local news and events information. As well as this, we will provide the opportunity to air views and local issues, both for station guests representing businesses or groups, and to listeners by telephone calls, e-mail, text and social media. We will continue to include features such as 'On The Herne Bay Beat' a local news programme and 'Sport On Cabin' which provides coverage of Herne Bay's local football team and other local sports coverage. In terms of the many local events which take place, radio is the perfect way to provide social inclusion to those who find it difficult (or can't) attend them, or who may not be able to experience them effectively due to illness or disability. An example of this would be the Herne Bay Carnival, which is one of the oldest and most successful in Kent. For a person unable to leave their home or suffering with sight impairment, an audio description of the event and the floats forming the procession could help prevent a feeling of exclusion.

The studio is and will remain open and accessible to all corners of the community. We will build on the success of our internet and RSL broadcasts, offering more training to volunteers and work experience places to schools, as well as encouraging local programme makers to use the facilities.

During peak time slots, we will employ a 25% speech 75% music policy. Peak time slots will be as follows – 7am-10am, 10am-1pm, 1pm-4pm, 4pm-7pm on weekdays. Weekdays will see a minimum of 12 hours live broadcasting. During the weekend daytime we will employ a 35% speech 65% music policy and will typically broadcast live for at least 8 hours each day. At other times, this will be via an automation play out system with interviews and a look back at the day.

We will primarily be playing music from 60's – present day and music will be presenter's choice but will generally need to be approved by the station manager/assistant 24hrs before broadcast, except for listener requests. A strong influence on local events will feature throughout all live programming. The vast majority of output will be locally produced from our studios.

During the day, we will be attending local events and providing a live link back to the studio (either full OB's or short reports as appropriate). These could include local fun days, local festivals and even the Herne Bay air show. We will have live updates from all the local football teams home games and, where possible, away games too.

We will have local news bulletins throughout peak times, both weekdays and weekends, as well as national news bulletins provided by a national supplier. Local weather and tide times will follow all hourly news bulletins. In order to facilitate a good local news service, we are currently in the process of working with the local newspaper (Herne Bay Times) in order to be provided with local news content as and when it comes in.

Regular travel and traffic updates will be broadcast throughout the day, as and when required. Guest interviews will be conducted in the studio, and also recorded out on site when required. These will feature local people from all parts of the community (businesses, charities, groups, individual interests

etc) and will feature particularly on weekday morning, lunch and afternoon shows as and when available. Other guests will appear on an ad-hoc basis. Interviews and 'vox pops' at outside events – either pre-planned with organisers of events or on an ad-hoc basis as the opportunity arises.

Whilst the majority of the output will be original material, individual items of specific importance and interest for the local community may be repeated, and where the demand is present, some specialist programmes may get a second airing to ensure accessibility to all.

As the majority of the local population speak English as a first language, we currently have no plan to broadcast any output in any other language, however, if in the future the demand arises, then we would look to make arrangements to meet this demand.

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:

Radio Cabin plan to provide the community with information and content that is not widely available, due to the fact that commercial stations cover the whole of Kent and not solely Herne Bay. Local events do not normally get coverage, and if they do it is very limited, whereas we would provide extensive coverage of these and tailor this to meet the demands of the community.

Programmes will feature local people of all ages and from all aspects of local life, giving a wider platform to share local community information, announcements and home grown entertainment that is presently unavailable. The provision of information, both locally and nationally, will be the key to the service Radio Cabin provides for the community.

Music will be played from across seven decades, although most mainstream shows during the day will cover chart-based hits from the 1960s to the best of today. Evening/night time and weekend shows will be more specialised covering a wider variety of music including folk, country, dance, rock, soul and any other genre that feedback dictates is required locally. We currently broadcast three specialist music shows online and these will continue and be added to as demand requires to meet the niche tastes of various sections of the local community.

It is envisaged that with its ability to pass on immediate information, news, events, traffic information, local interest stories and showcase local history to visiting tourists and residents alike, together with its accessibility by members of the public and local businesses, the provision of a community radio station will have a major enhancement on the local area. Radio Cabin will work closely with other established community groups that exist, to further enhance the community of Herne Bay.

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:

Herne Bay is currently covered by two commercial stations, both of which are networked and cover the county of Kent as a whole. For this reason, Herne Bay does not get events covered by these stations, has very limited local news coverage and they provide little or no local information.

With Radio Cabin being based within the community it broadcast from, it will mean that all local events, however big or small, will get radio coverage. This will not only enhance the events, but also providing social inclusion to all corners of the community who may not be adequately provided for currently. It will also give the many community groups the chance to reach the wider local population via our broadcasts.

Radio Cabin will be locally focused, our aim being to give these individual communities a voice. We will cover smaller events, focus on rural towns and villages and work closely with locally based organisations. This will facilitate the ability to dedicate more broadcast output to local, special events and to feature local news, weather and community reports filling the needs that networked stations are not in the practical position to meet.

Social gain

5. Social gain

Guidance Notes

Community radio is required to be for the public good and to bring community benefits, or social gains, to

Broadcasting legislation specifies a number of 'characteristics of community radio services'. Licence

listeners and participants. The requirement for 'social gain,' is one of the key factors that makes community radio stations different from other radio services.

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.

Your draft 'key commitments' (later in this form) should include a summary of your proposed social gain set out below.

holders need to ensure their services conform to these characteristics, including in this case the delivery of social gain.

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 –

- (a) the provision of a radio service to individuals who are otherwise underserved by such services,*
- (b) the facilitation of discussion and the expression of opinion,*
- (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*
- (d) the better understanding of the particular community and the strengthening of links within it.*

Social gain may also include the achievement of other objectives of a social nature.¹

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.

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.

Answer in fewer than 1,500 words:

We will be a locally based service delivered by the community to the community, promoting social cohesion by involving the local population in a multitude of ways. Radio Cabin has already been in the community for over 40 years and our presence is always welcomed at local events. We have a strong working relationship with the Herne Bay Town Centre Manager, Herne Bay Carnival Association, the Town Crier and The Bay Promo Team for which we will keep and expand upon.

We aim to build stronger links with the local schools to be able to provide information such as school closures, summer fairs, Christmas fairs and other fund raising events and important information that can otherwise be hard to get broadcast in the public domain. We also plan to be able to offer work experience to secondary school pupils with an interest in Media. Furthermore, Radio Cabin will provide an in-house training facility for members of the community who wish to become involved, even if they have no experience of broadcast, content creation or production. Radio Cabin has been the starting place for many presenters and some have gone on to work on commercial radio.

There will be interviews with local residents about their opinions on Herne Bay and local issues. Discussion programmes will encourage debate on these and act as a platform for residents to air their views. Local groups will be encouraged to contact us with events they are planning for inclusion in our What's On in Herne Bay guide which will be expanded and be included as standard in all our programming.

Radio Cabin produces Herne Bay's edition of 'The Kent Talking Newspaper' an audio news service for the blind and partially sighted residents. This is a weekly service that we have provided for over 25 years and we will continue to do so.

We will provide an outside broadcast service for local events making them more accessible to the whole community. In 2015, Herne Bay hosted its first air show for which we obtained an RSL to broadcast live from the event. We provided regular travel updates to visitors and interacted with

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

members of the public on the day, so they could share the experience. This is an event that is being planned again and we would work closely with the organisers to provide a bigger and better local radio presence.

We will want to be actively involved with local clubs and organisations. It is important that we should also support local businesses and employers. We have been praised in the past for our active role in providing services for festivals, fetes and other events and this year led the local carnival procession with the Radio Cabin car, provided the P.A service for the Herne Bay Air show and Herne Bay festival, and have upcoming events for Zombie Crawl and fireworks displays in the town.

We will hold regular open days, allowing members of the community to see what is happening at their station. On these open days we will record messages and take requests to be broadcasted throughout the days programming. Community members will be able to express an interest in becoming members, which will be followed up with regular training sessions. We will continue to work with Herne Bay's local newspaper to promote the station and invite the community to upcoming events. Radio Cabin will form a relationship with local papers to provide an hourly local news service between 7am and 7pm as well as national news.

We intend to set up a steering group, which will include members of the local community and council, so that we can remain locally focused and ensure that all the needs of the area are met. Members of the community will be able to attend steering group meetings, held every four months, so we can get current and reflective views of our community and make Radio Cabin truly locally focused.

We will promote employment opportunities in the area with a regular job vacancies feature. This will promote available jobs, what qualifications are needed, and how to apply. We plan to build a relationship with the local job centre and recruitment agencies to provide this information in an accurate and timely manner.

We will regularly broadcast features, bulletins and appeals to inspire people to get more involved in our local community improving the quality of life in the area.

We aim to live to our slogan "Everything Herne Bay, In Herne Bay"

Access and participation:

6. Participation in the service	Guidance Notes
<p>How do you propose to ensure that members of your 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>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 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>

Answer in fewer than 400 words:

Radio Cabin is always looking for new members to join regardless of previous experience. We have had people join who had little or no experience within the radio industry but have gone on to flourish and develop skills that not only help with broadcast, but with life in general. We have a training programme that, once completed, enables members the chance to broadcast and gain the required experience to move on to bigger and better careers, should they wish to do so.

Radio Cabin is open for anybody to join. We have a membership fee structure that is means tested so if a person wishes to join but is currently unemployed, we will reduce the membership fee accordingly to ensure that no person is excluded. Currently we have around 30 members and we anticipate this to increase with membership drives and press releases. Our most recent membership drive so far looks to have produced 5 new members and these are all in the process of undergoing training to broadcast. Our volunteer roles range from presenters, news readers, sales assistants, public address service staff, technical staff and studio assistants.

For those members of the community who don't wish to be directly involved as members, we will of course encourage participation by way of input on discussions etc, either live by telephone or via e-mail and social media, so that anyone can have their say on the local issues.

We are currently in discussions with the local high school to provide their media studies students the chance to train with us. This would eventually lead to students being able to become presenters with their own show and

develop their media studies with some practical application, whilst also enhancing their community involvement and helping to link the school in with the wider community.

In order to ensure that we meet the needs of all sections of the community, we will have a steering group, which will be made up of members of the public and representatives from the local council, local businesses and local charities. They will be able to influence the stations output and content through regular feedback meetings and the board will be obliged to respond accordingly to any feedback or recommendations. Opportunities for listeners to provide feedback and comments will be actively encouraged both on air and through our website and social media platforms.

7. Access to facilities and training

Guidance Notes

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.

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.

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.

Answer in fewer than 400 words:

Radio Cabin has an open door policy; anyone with an interest in any area of broadcasting is welcome to join. Their involvement could be from presenting a show or working behind the scenes through to attending local events with our PA hire service.

We already have in place a training team and, if successful in our application, will appoint a training coordinator to ensure we continue to provide a professional and enjoyable listening experience for our community. Training is available across a wide range of time schedules in order to allow greater access by individuals and groups to the station's equipment and other resources. Within the group we have proficient trainers and a number of members with a large amount of experience within a broadcast environment. Currently training is provided in programme content and structure, voice coaching and also news gathering and reporting which we hope to expand upon by working with the local newspaper. We are lucky in that we have two fully functional studios so training can take place at any time of the day, thus enabling us to provide training at a quicker pace. This ensures that volunteers are ready to deliver a programme of an acceptable standard once they are in a live broadcast environment.

We have approached the local high school with a view to offer a local training session to pupils undertaking media studies. Because of this, we will have, as a minimum, all of the management committee, along with anyone involved in the training Enhanced DRB checked to comply with our policy on safeguarding young people.

Both our studios are fully accessible to wheelchair users and people with limited mobility to ensure all members of the community have access to the facilities and are able to broadcast.

Ensuring accountability:

8. Accountability

Guidance Notes

Please set out your proposed community accountability mechanisms. These should cover matters such as:

How will members of your target community:

- make contact with your service, and
- influence the operation of the service?

How will suggestions or criticisms from members of your target community (or communities) be considered and acted upon?

Your draft 'key commitments' (later in this form) should include a summary of your proposed accountability measures as set out below.

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.

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 communities).

Answer in fewer than 500 words:

As an internet broadcaster, we interact with our community via social media platforms such as Facebook and Twitter, which we will continue to do if we are successful in our application for a community licence. We also operate the more traditional methods of communication such as phone ins and will start a new SMS service to make ourselves even more accessible.

We actively seek community groups to contact us with news and details of local events they are planning, so we can feature them via all available platforms. We have a dedicated website which gives members of the community their chance to e-mail in views or song requests and dedications to us at any time for inclusion in our programmes.

We will continue to be in contact with local groups within the community to receive feedback on our services. If successful in our application, we will set up a steering group who will meet regularly with members of the public so we can improve our service and make sure it targets the whole community of Herne Bay. Key members of the community, such as local councillors, members of Bay Promo Team and local residents, will be asked to join the steering group. This will ensure that we keep to the station focused on the community's needs. A quarterly listener survey will be carried out and feedback provided on our website, along with the way we plan to address any issues raised.

Community groups and key figures will be invited into the studio regularly to give interviews about events that have an impact on the town. We will encourage local artists/bands to send in their material to us or to come into the studio and will include a dedicated slot purely for local music. We welcome members of the community to drop in to us for a chat, find out about the stations history and, if interested, become a member.

A full complaints policy has been put together and is published on our website, with details of how and who to complain to. We also detail how complaints will be handled.

Regular monthly meetings are held with the station's members where suggestions are welcomed to the management committee on the running of the station. An annual general meeting is held in September where officers and committee members are elected. If successful in obtaining a licence, it is planned to open these meetings to the public.

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

Station name [As in section 1 of this application]	Radio Cabin
Community to be served [In no more than 30 words describe the community or communities you will serve. This should be a summary of section 2.]	The whole community of the seaside town of Herne Bay and surrounding areas (including Herne, Broomfield, Reculver and Beltinge) within a 5km radius.
Proposed area [State the proposed coverage area as set out in section 3.]	Herne Bay and the surrounding area up to a 5km radius of the transmitter site
Programming output [This should be a summary of the answer you have given in section 4, in no more than 200 words]	

Radio Cabin's programming will be produced locally from our studios in Herne Bay.

There will be live broadcasting at least 12 hours every weekday employing a 25% speech 75% music policy. During the weekend, we will employ a 35% speech 65% music policy with typically 8 hours live broadcasting each day. At other times there will be automated payout with local content scheduled in.

We will attend local events and broadcast content from them tailored to meet the demands of the community to ensure accessibility to all. We will also provide live coverage of Herne Bay Football Club games where possible.

Generally, there will be hourly local and national news, weather and travel as required. The national news will be provided externally with most other items produced locally. Music will be primarily from the 60's to the present day, of varied genres and will be presenter choice and requests.

Local residents, community groups, artists, charities, businesses and key figures will be encouraged to take part in broadcasts and use the station as a platform to promote discussion on local issues and the services available to the community.

Social gain

[Summarise the answers you have given in section 5.]

- We will be a locally based service delivered by the community, to the community and promote social cohesion by involving those in the area in a multitude of ways
- We will continue to produce Herne Bay's weekly edition of 'The Kent Talking Newspaper' - an audio news service for the blind and partially sighted residents.
- We will offer and encourage participation in the service in the forms of phone ins, volunteering and presenting to allow the wider views of the community to be heard and discussed.
- We will offer work experience opportunities, gaining of life skills and training for all persons who wish to develop themselves in this way.
- We will promote local communication, not only on-air, but through attendance at local events.
- We will take part in local activities and festivals, strengthening links with the local community.
- We will seek to improve the quality of life and availability of information for those who are affected by illness or disability.
- We will help to promote small local businesses and will provide advertising opportunities that may currently be unobtainable.
- We will promote employment opportunities in the area, helping both employers and those seeking work.

Participation in the service

[Summarise the answer you have given in section 6.]

- To be accessible to all members of our local community on an equal basis (regardless of Age/Race/Gender/Ability etc).
- To provide a communication platform for our local population, community groups, local charities and local businesses to promote themselves, as well as events happening in and around Herne Bay.
- To maintain a visible outside broadcast presence at local events and involve attendees in the broadcasts.
- To actively encourage members of the community to participate in the service, either externally (phone ins etc) or as volunteers.
- To hold public steering group meetings so community members can guide the direction of the service to meet their needs.

Access to facilities and training

[Summarise the answer you have given in section 7.]

- To maintain and promote our open door policy.
- To actively seek new volunteers and provide training to give them all the skills required to work independently.
- To encourage local schools, organisations and community groups to participate in the services we offer.
- To ensure access to the facilities for anybody within the community that wishes to participate.

Accountability

[Summarise the answer you have given in section 8.]

- Contact with Radio Cabin will always be available via telephone, text and social media such as Facebook and Twitter.
- Surveys will be carried out quarterly, with results published on our website, along with an action plan of how these will be achieved.
- A steering group will be created made up of community members and there will be regular public meetings in order to ensure that all community needs are voiced and acted upon.
- A formal complaints procedure will be available on our website.
- An annual general meeting will take place every September, which will be open to all members of the public and the station to attend.

[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: Herne Bay's Radio Cabin</p> <p>Date of registration: 30th September 2015</p> <p>Company registration number: 9801161</p> <p>Type of company (or other body corporate): Company 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</p>	<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</i></p>

<p>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>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>Herne Bay's Radio Cabin Limited is a private company limited by guarantee without share capital. It has been set up by the Herne Bay Community Radio Association, which is the owner of all assets and equipment. If we are successful in obtaining a community licence, all assets and equipment will be transferred to Herne Bay's Radio Cabin Limited. The Herne Bay Community Radio Association has been established for 45 years and we plan to carry on broadcasting with the name Radio Cabin as this is well known around the town.</p> <p>The current directors are Peter Jell, Dennis Brandrick and Anthony Fox, all of whom are current officers or committee members of the Herne Bay Community Radio Association.</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>Directors (all director roles are unpaid):</p> <p>Peter Jell (Chair)</p> <p>Dennis Brandrick (Secretary)</p> <p>Anthony Fox</p> <p>Radio Cabin is currently overseen by a management committee, who are nominated and elected by members each year at the annual general meeting, in accordance with the current constitution. This would continue upon transfer to the company with the directors replacing the management committee (the remaining committee members will be made directors of the company if the application is successful). The number of directors and process of election would remain the same as the present committee. All key decisions would be made and upheld by the board of directors, with any casting vote required being given by the chairperson.</p> <p><u>Station Manager</u></p> <p>The day to day running of the station will rest with the station manager, which will be a part time paid role for year one but will become a full time paid position from year two. Responsibilities will include programme control, scheduling and securing presenter cover for all scheduled live broadcasts. It will also be the role of the station manager to ensure that the service provided by Radio Cabin meets the needs of the community and that all sections of the community are able to be involved, either directly</p>	

or indirectly. The station manager will be directly answerable to the board of directors.

Treasurer

The treasurer will be a voluntary position, filled by election at the AGM, and will be responsible for overseeing the financial affairs of the station and exploring methods of raising additional funding through commercial revenue, grants and fund raising events etc. Assistance will be given to the treasurer by other station members to ensure that all funding streams are explored. The treasurer will be a member of the board of directors and will report directly to the remaining board at the monthly meeting.

Training Co-ordinator

This will be a part time position, voluntary for year one adopted by a current member with a view of creating a paid position for year two for a suitably qualified and experienced broadcast professional. Their role will be to create and maintain suitable training plans and provide broadcast training to members of the community and local educational establishments who wish to benefit from the facilities and experience provided by their local community radio station. They will report directly to the station manager.

Sales Coordinator

This will be a part time paid position and their role will be to introduce revenue through the sale of advertising and sponsorship, both on-air and through the website and elsewhere where the potential arises. They will report directly to the station manager.

All other tasks will be completed by members on a volunteer basis.

Although the board of directors have ultimate responsibility for the running of the station, they will be answerable to the steering group which will be formed from a diverse section of the local community.

12. Management and operations	Guidance Notes
-------------------------------	----------------

Please provide information regarding each director as set out below (some or all of which may be regarded as confidential).

In addition if any individuals have been identified for management roles at the proposed station, please give further information in this section.

*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.*

Answer (for each director):

Name: Peter Jell

Employment: Nurse

Other directorships: None

Relevant experience or qualifications: 20 years served in total with Radio Cabin. Chairman for the last 7 out of 9 years. Organiser of Radio Cabin's last 3 RSLs. Radio Presenter and Entertainments Manager at various holidays parks and Hotels though out the UK

Name: Dennis Brandrick

Employment: Performing Arts and Media Technical Engineer

Other directorships: None

Relevant experience or qualifications: Current company Secretary of Radio Cabin, member for 16 years with both broadcast and technical experience. Technical experience from my employment. Also involved in initial setup of already successful Community Radio Station Calon FM

Name: Gavin Blunt

Employment: Travel Money Advisor

Other directorships: None

Relevant experience or qualifications: Current treasurer and a committee member and a member of Radio Cabin for the last 12 years. Also presents a weekly show on the station as well as being half of one of two teams who record the Herne Bay edition of the Kent Talking Newspaper for the Blind on

a fortnightly basis. Also assists with the technical side of the station. Holds an OCN qualification in DJ Technology and also has experience on other community radio stations primarily as a presenter.

Name: Damon Oldacre

Employment: Owner of RKDO Sound & Light (event production services company) & firefighter

Other directorships: RKDO Ltd (dormant)

Relevant experience or qualifications: Current committee member and member of Radio Cabin for 18 years with experience in both the broadcasting, management and technical aspects of radio through that period as well as business and technical experience through RKDO Sound & Light.

Name: Glen Baldock

Employment: Retired Lorry Driver

Other directorships: None

Relevant experience or qualifications: Current committee member and past chairman of Herne Bay Community Radio Association. Member of the public address team.

Name: Anthony Fox

Employment: Lorry Driver

Other directorships: None

Relevant experience or qualifications: Current committee member. Member of Radio Cabin since 1980 broadcasting and P.A operator. Studio Director for past 20 years and licence holder for all of Radio Cabin's past RSL's with the most recent being August 2015.

Name: Jacqueline Homewood

Employment: Retired from Finance Industry

Other directorships: None

Relevant experience or qualifications: A member of Radio Cabin since December 2014 and has recently joined the Committee. Secretary and Presenter on Canterbury Hospital Radio. Previously a fully committed Presenter/Committee Member/Secretary of Kingston Hospital Radio 2009 - 2014 only leaving as moved to Herne Bay.

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.

13. Staffing structure

Guidance Notes

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.

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.

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

Board of Directors: All directors are voluntary part-time to suit the needs of the role

Treasurer: The treasurer is a voluntary part-time role.

Station Manager: This will be a part-time paid role for year one, moving to a full time (40 hours per week) paid role from year two.

Training Coordinator: This will be a part time volunteer role for year one, becoming a part time (expected 8 hours per week) paid role from year two.

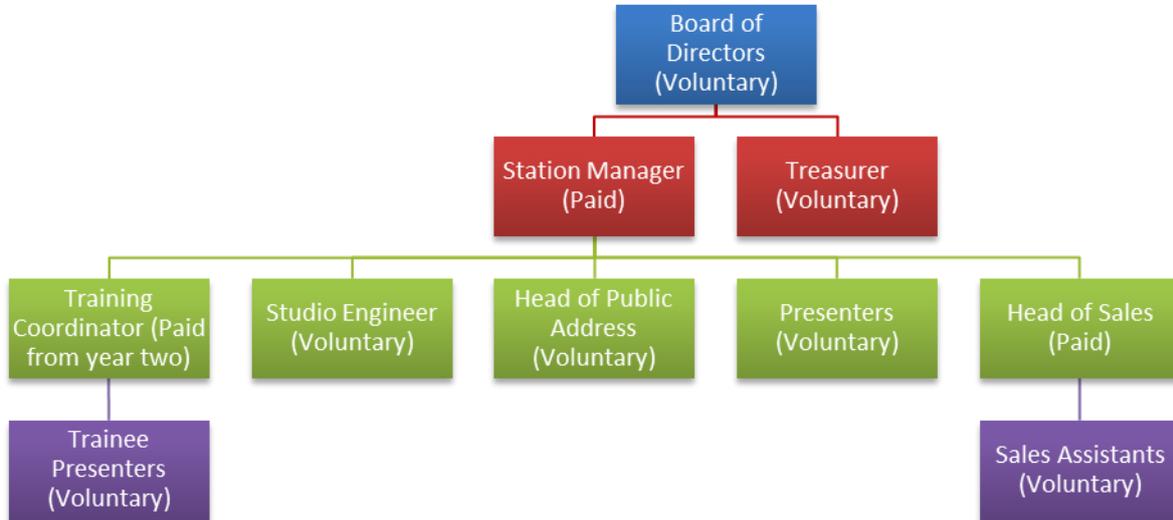
Studio Engineer: This will be a part time volunteer role carried out on an ad-hoc basis as and when required plus allowed time for regular maintenance.

Head of Public Address: This will be a part time volunteer role carried out as and when required.

Presenters: All presenting staff and content creators will be voluntary unless a specific community need arises that can't be met with existing volunteers or volunteer recruitment.

Head of Sales: This will be a part time paid role (expected 8 hours a week).

Sales Assistants: These will be part time volunteer roles assisting the head of sales as and when required.



14. Applicant's experience

Guidance Notes

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.

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.

A. Please provide a brief history of your group.

Answer in fewer than 300 words:

Radio Cabin has been in existence in Herne Bay for over 45 years and is a registered charity currently run entirely by volunteers. It is reliant upon fundraising and donations.

It started out as a youth interest and developed the traditional package of hospital radio services, serving Strode Park home for the disabled, Queen Victoria Memorial hospital and Campfield residential home.

In recent years the nature of these establishments has changed and we have developed technologically into the age of web sites and internet streaming.

Radio Cabin provides local community broadcasting for the town with a strong emphasis on local news, events and local personalities. We also provide a public address service for many community events – carnival, the town's Remembrance services, school fetes – and our services have enabled thousands of charitable funds to be raised each year as part of the local community network.

We provide the Talking Newspaper services for this area to Kent Association for the Blind, with over 2000 listeners to the magazine edition across Kent.

Our aim is to provide an opportunity for young people to gain experience in the world of media, training and gaining access to formal courses and job opportunities. But integral to our work is giving people something to enjoy and a sense of purpose and role in getting involved and committed to their town.

B. Please summarise the group's broadcasting experience (e.g. internet radio, Restricted Service Licences (RSLs)).

Answer in fewer than 150 words:

Radio Cabin currently broadcasts on the internet all year round. We have also undertaken various RSL's with the most recent one in August 2015. This was set up to cover Herne Bay's biggest event to date, The Herne Bay Air show. Even when broadcasting online, we have always followed the broadcasting code and enforced it as such to ensure that all members conduct themselves appropriately.

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:

The current members of Radio Cabin have a diverse range of experience. Among the current committee, there are three members with business ownership histories who have experience in various sizes and types of business, from start-up stage.

Due to previous RSL's, we also have members who have specific experience in selling radio advertising and sponsorship and due to our charitable status, we have a couple of members who are well versed in finding and successfully applying for grants.

Our current Treasurer has spent his working life in the financial sector and is therefore well suited to the role. Another member is now retired from the financial industry and so can also offer support in this area. One of our members is a serving social worker and has excellent experience at working with young people. We also have a magistrate as a member who is experienced in many fields and able to provide sound advice when it is needed.

Finally, two of our members are experienced sound technicians and able to repair, maintain and improve the technical equipment as and when required.

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:

Many serving members have several years broadcasting experience through Radio Cabin including via internet stream and through many RSL's. Some of those with broadcasting experience outside Radio Cabin are as follows:

Gavin Blunt – Presenter on CSR (community station), TCR (community station), Reach OnAir (internet station) and Canterbury Hospital Radio

Dennis Brandrick – Involved in the setup of Calon FM (community station)

Jacqueline & Brian Homewood – Presenters on Canterbury Hospital Radio and former presenters on Kingston Hospital 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. 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>

Answer in fewer than 1,000 words:

Radio Cabin has approached many key figures in the town, all of whom have all shown great support for our application. Some of the feedback we've had from them is below:

Sir Roger Gale MP, Thanet North

"I have not the slightest hesitation in supporting Radio Cabin's licence application. Radio cabin has operated over a very long period and has provided a significant valuable service to Herne Bay and the surrounding area. This little station has provided a Kent Talking Newspaper for Herne Bay and has also provided excellent sports coverage of significant local events."

Gideon S, Chairman of Herne Bay Town Partners

"We have worked with Radio Cabin who have provided sound equipment and manpower at our various events and we are always grateful for their assistance. We are also aware that they provide valuable services to the local community. For these reasons, we are delighted to support their application for a community licence to allow them to continue and indeed enhance the provision of valuable services to the Herne Bay community."

Gerald M, Bay Promo Team

"The BayPromoTeam would very much support Radio Cabin in their plans to broadcast. The station would be able to provide valuable information to people attending and travelling to our events, and the events in general would benefit from having a community radio station involved."

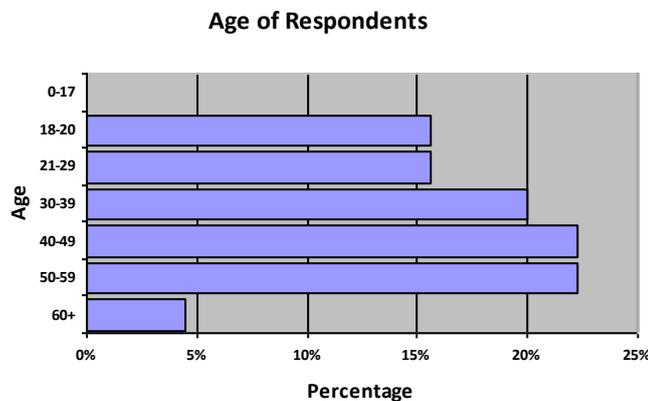
Robert Jones, Councillor for Herne and Broomfield ward & Sheriff of Canterbury

"I fully support your application for the licence which will as you have said give our local people the opportunity to gain experience of radio broadcasting along with the ability to broadcast live events."

Further to these comments of support from key local figures, we have also had excellent feedback from listeners to our past RSL broadcasts. We have also had no problems securing advertisers and sponsorship for them, many of whom have done so for more than one RSL due to the success of their advertising in their core target community.

We recently conducted an online survey, publicised locally, asking various questions relating to the local communities expectations and needs with regard local radio.

The age range of responses is shown in the graph below:



The gender of respondents was fairly even with 51.11% male and 48.89% female.

Among the results received, 97.78% of respondents felt Herne Bay needs its own Community Radio station. In terms of method of listening, we asked a multiple answer question as to how people would choose to listen to our broadcasts. 91.11% of people said FM was one of their chosen methods of listening to the radio, compared with only 20% who may choose to listen to an online stream. The majority of respondents would listen to peak broadcasts, the most popular being breakfast.

One of the most important questions asked was what services people expected from a local radio station. Nearly 3 out of every 4 of respondents would like local news and traffic & travel included. 17 out of every 20 would like information on local events and nearly 7 out of every 10 want local weather. All these are currently under produced on the commercial stations in the area.

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)

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)

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.

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>	Yes
	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:	Winch's Field, Stanley Gardens, Herne Bay, Kent, CT6 5SG
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	TR 179 675
About the site's dimensions:	What is the height of the site, in metres, Above Ordnance Datum (AOD)?	9m
	In metres, what is the total height of the mast / building Above Ground level (AGL)?	12m
	What is the height, in metres, of the transmitting antenna AGL?	10m
	Please supply photographs of the transmitter mast / building and aerial location.	<input checked="" 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?	Site only used by Radio Cabin for previous RSL's
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?	No
	Applicant group owns site?	No
	Other – please specify.	
<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:	Peter Jell	
Phone:	01227 742077	
E-mail:	chairman@radiocabin.co.uk	
Website:	www.radiocabin.co.uk	

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	Gavin Blunt – Presenter on other stations Jacqueline Homewood – Presenter on another station
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)		
None		
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; 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.

None

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.

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:

- Memorandum & Articles of Association
- Certificate of Incorporation
- Application Payment (UK £ 600.00) non-returnable
- 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.

Peter Jell _____ (Name of person)

Chairman _____ (Title or position in the applicant group)

18/10/2015 _____ (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.