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# Community Digital Sound Programme (C-DSP) licence

## Application form – Part A (public)

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

ROQ Raw Radio Limited

Proposed service name:

ROQ Raw Radio

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

MK Digital Media

140 East Parade, Bradford, BD1 5, United Kingdom

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

Publication date: 1 June 2021

# Contents

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## Section

1. Overview	3
2. Applicant's details	6
3. The proposed service	16
4. Compliance of the service	23
5. Declaration	28

# 1. Overview

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

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

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

## The purpose of this form

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

## Provision of information

- 1.7 Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body applying for a licence are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.
- 1.8 It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

## Publication of information about applications and licensed services

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

## Data protection

- 1.13 We require the information requested in this form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see Ofcom's [General Privacy Statement](#) for further information about how Ofcom handles your personal information and your corresponding rights.

## Keeping up to date with broadcasting matters

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

## 2. Applicant's details

### About this section

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

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

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

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

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

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

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

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

### Applicant information and contact details

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

ROQ RAW RADIO Limited

2.2 Company registration number stated on Companies House:

14428964

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

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

12 Dean Forest Way  
 Broughton  
 MK10 7AB

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

Yes (delete as appropriate)

**If no, please submit the up to date document and indicate you have done so in the checklist in Section 4 of Part B.**

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

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

Full name	Narinder Memon
Job title	Director
Address	12 Dean Forest Way Milton Keynes Mk10 7AB
Telephone	
Mobile phone	07738757333
Email	studio@roqrawradio.co.uk

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

www.roqrawradio.co.uk

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

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

ROQ Raw Radio funding will be sourced from a combination of donations, on-air advertising, sponsorship, and fundraising through Community events.

We will not need to apply for any additional funding at this stage and anticipate that our regular sources of income will cover any additional costs of the service.

Funding will be based on sale of advertisements-sponsorship (limited to fixed revenue allowance as per the threshold laid down by Ofcom) grants, donations from listeners and general public. No funding will be accepted from any political party or a religious body.

The service is a voluntary led and receives in-kind service from the volunteers which saves expenditure on wages.

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

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

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

Full name of individual	Correspondence address <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Muzafar Memon	12 Dean Forest Way. Broughton Village, Milton Keynes MK10 7AB	UK	Director TruVerify UK (Software Development) Zaph Consulting Fans Inc (Technology Services)	Self Employed
Narinder Memon	12 Dean Forest Way, Broughton Village, Milton	UK	None	None

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



	Keynes, MK10 7AB			

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

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				

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

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

Full name of the entity	Address
n/a	

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

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

Full name of entity	Address	Affiliates

n/a		

### Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
n/a		

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

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

Full name of individual	Name of body in which officership held	Affiliates of that body
n/a		

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

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

Full name of body corporate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled

n/a		

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

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

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

### Involvement of the applicant in specified activities

2.16 Please state below whether the applicant, or any of the directors, shareholders or other individuals named above, including their associates (i.e. directors of their associates and other group companies), is, or is involved in, any of the below, and the extent of that interest.

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority	No	
A body whose objects are wholly or mainly of a political	No	

nature, or which is affiliated to such a body		
A body whose objects are wholly or mainly of a religious nature; <sup>2</sup>	No	
An individual who is an officer of a body falling within (b) or (c);	No	
A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	No	
An advertising agency or an associate of an advertising agency	No	

## Details of applications, licences and sanctions

2.17 Is the applicant (i.e. the body corporate that will hold the licence) a current licensee of Ofcom?

**No** (delete as appropriate).

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

Licence number	Name of multiplex

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

**No** (delete as appropriate).

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

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

Licence number	Name of service or multiplex

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

**No** (delete as appropriate).

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex

2.20 Does the applicant (i.e. the body corporate that will hold the licence) control an existing Ofcom licensee?

**No** (delete as appropriate).

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

Licence number	Name of service or multiplex

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

**No** (delete as appropriate).

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

Licence number	Name of service or multiplex

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

**No** (delete as appropriate).

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

Licence number	Name of service or multiplex

2.23 Is the applicant – or any person(s) controlling the applicant - subject to any current or pending investigation by any statutory regulatory or government body in the United Kingdom or abroad in respect of any broadcast-related matter?

**No** (delete as appropriate).

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

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

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

**No** (delete as appropriate).

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

C-DSP licence: Application form (Part A)

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

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

**No** (delete as appropriate).

If yes, please provide the following details:

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

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

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

n/a

## 3. The proposed service

### About this section

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

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

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

### Your proposed service and target community

3.1 What is the proposed service name?

ROQ Raw Radio

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

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

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



Milton Keynes  
12 Dean Forest Way  
Broughton Village  
Milton Keynes  
MK10 7AB

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

n/a

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

ROQ Raw Radio will target the Asian communities of Milton Keynes and surrounding areas shown within the multiplex coverage area application.

Milton Keynes has a diverse and growing population, with nearly 20% of people over 16 years old belonging to an ethnic minority, as compared to 14% across England as a whole. The figures are higher for school age children which stands at nearer 37%, over the next 5-10-years Milton Keynes will celebrate a much more culturally and diversely rich community.

The lack of community cohesion within Asian communities in Milton Keynes means that there is a lack of awareness of what services are available in relation to local businesses, health, jobs and community event.

There is currently no Asian radio station, broadcasting within the surrounding area of Milton Keynes targeting Asian communities (Panjabi, Hindu, Bangladeshi, Pakistani and UK Asian born communities).

Asian Communities in Milton Keynes has grown to over the last few years with residents moving within the UK and overseas. Asian radio connection in these communities is not provided yet. ROQ Raw Radio will give Asian communities a sense of belonging in Milton Keynes.

We will play a mixture of Bollywood music throughout the week with a variety of specialist music shows on the weekend. There will be a variety of speech and music-based programmes highlighting needs in Milton Keynes, with a view on varied social, cultural, musical, sport, youth, disability and minority activities and interests of the community and its residents.

Local business and community organisations are encouraged to sponsor or advertise.

Our Programmes will be broadcast mainly in English allowing the wider Milton Keynes communities to access the radio. All presenters are volunteers with an interest in a variety of subjects and topics and play a role within the local community.

Although the service is targeted to Milton Keynes Asian communities it will encourage the inclusion of other communities living in Milton Keynes with an interest in Asian music and culture.

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

ROQ Raw Radio is a company limited by guarantee, a not-for-profit distributing organisation. If there will be any surplus, it will be re-invested in the organisation for improvement and sustainability of the service.

ROQ Raw Radio aims to generate income by sale of airtime for advertisements by businesses in and around the locality, receipt of donations from listeners, sponsorships, grants, time given by the volunteers in-kind.

Any funds generated will be used to cover the overhead costs of running the radio service which includes rent of premises, utility bills, telephone charges, insurance cover for public liability and building contents, various annual license fees, purchase of capital equipment and various other expenses.

If a profit is made, it will be used to improve the service by upgrading equipment and put back into the community.

Asian communities in Milton Keynes are not proportionately catered for. There are currently no local radios that broadcast content relevant to local Asian communities. Our locally produced content will reflect their own community sound and voice.

We will broadcast informative localised programming as well providing the community easy access to the service by allowing the community access to volunteering. We also aim to engage Milton Keynes residents and businesses to showcase different cultures from our diverse communities. Most of our shows are in English which will appeal to the community at large too. We believe education and knowledge growth within communities promotes social cohesion providing a social benefit

## Social gain

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

Milton Keynes has a large and growing Asian community. As previously mentioned, families and businesses do not have any overarching platform that reflect their own community sound and voice. To be able to listen a radio station that covers Asian music and speech programmes related to their own cultures will encourage social participation and an understanding of other communities within Milton Keynes

My personal research has shown that businesses and services in Milton Keynes are finding it difficult to engage with Milton Keynes Asian communities; as they are not aware of type of businesses and services; where they are located and what they provide

Local health and public services are struggling to find volunteers within the local community who have who are from the Asian community or have knowledge of Asian or ethnic cultural background. The radio will be able to provide a platform to support these services by providing an outlet to reach these communities directly via the means of radio. It will also provide diversity knowledge to organisations trying to engage with local Asian communities.

ROQ Raw Radio will work with various health care professions (i.e. cancer & elderly support services) to make sure that issues are being discussed within Asian communities and sharing knowledge and information back into the wider community in Milton Keynes so that there is a gradual build-up of connection with organisations that the community would not normally go to.

ROQ Raw Radio will bring together community professionals to work with the local Asian community to make sure services accommodate their needs either on air or via a variety of events and workshops.

Currently local Asian community event do not have a platform to share. The radio will provide an outlet for groups and businesses. Religious establishment tend to be segregated and sometimes isolated within Milton Keynes. The radio will address these issues by providing an overarching voice to all Asian communities in one place without prejudice.

We will hold discussion programmes on air to engage the community and to raise awareness of services provided by local authorities as well as other organisations in and around Milton Keynes and surrounding areas

We will have trained volunteers to operate the radio service. They all will have a variety of knowledge of how a radio station works and will play a large role in its growth.

We aim to invite and encourage guest speakers from different services and businesses to go live on-air providing support to our listeners. Our listeners will be able to approach us with any topics that they would like to discuss.

ROQ Raw Radio will provide a platform to discuss local issues and express opinion; this will be key in highlighting similarities and differences between groups to develop better understanding of each other allowing unity within communities.

The station plays a key role in providing culturally diverse broadcast service. We currently have 5 volunteers (inclusive of Sales and Marketing, Operations, Administration, Presenters and station development)

Due to the newness of the station, we are continually reaching out to local business and community groups as listed below.

Asian Parents Club

Als Pals

India Day MK

MK Council

Maya Care

MK Mums

Panjabi Community

Bollywood Social Club

Local businesses (Shayona, Rshan Pani, Blueberry café; and a variety of local restaurants and community and cultural organisations)

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

ROQ Raw Radio will facilitate and encourage listeners to express their opinions through live interviews, discussion and debate programmes which are focussed on ongoing community issues. We also encourage social media usage to air views and discussions and information programmes will allow them to email questions and speak to us directly

ROQ Raw Radio is offering on air and off the air opportunities to the community, who will be able to approach us directly with views and opinions.

We are also open to the wider community in Milton Keynes. We will be developing links and partnerships with local groups, organisations, services and businesses, by involving them within the delivery of the station.

We are accessible for the listener's feedback through various means such as by phone, email, website, Twitter, Facebook Instagram and other platforms.

All reports or updates about our achievements will be made public via our website ([www.roqrawradio.co.uk](http://www.roqrawradio.co.uk)) and our social media site. Information will be shared to all our stakeholders and volunteers via email and through community events. Other local media streams will also be contacted as we feel that there needs to be cohesion with our radios and media outlets who would not normally share information relating to the Asian Community in Milton Keynes.

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

ROQ Raw Radio will offer media training opportunities to enable local people to take ownership of programming and presenting their shows.

All our volunteers are new to the radio field, and I will be training them to undertake a variety of training from Sales, Presenting, Editing and team building skills. Our volunteers have very little knowledge/experience of using our equipment. There will be opportunities to receive training and guidance from the radio station Programme Director.

A training programme is being developed based on a variety of information and personal skills. This training programme will develop with the station so that volunteers also have an input in the growth of the station. The skills that they will gain will allow them to promote the station within their own community groups.

One on one training will be provided to allow understanding of the programme system, learn how to be a presenter and training on Ofcom compliance.

As the station will be run remotely volunteers will have the freedom to work from home.

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

We are and will hold regular consultations with our volunteers and invite local community members to take part to determine their needs and wants.

We will communicate with people and work closely with the community in Milton Keynes and other service providers outside the broadcast field to gain further experience and knowledge.

We will keep the involvement of younger people by training and offering broadcasting skills and space. We will be able to have a clear understanding of how to strengthen the links within the target community by providing discussion shows on local needs and wants, airing people s' views and concerns, promoting job and training opportunities and local events.

We will look at holding regular community-based events where we will not only promote the radio station but also provide access to the radio itself so that individuals play an active part in the station through various avenues these will be via one off radio shows, sharing of stories and past and present cultural aspects and events.

Through our content and participation by the community we will work closely with our community to build relationships. We will engage with stakeholders, our community, and third-party organisations to develop links and encourage better understanding.

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



All the group members are local to Milton Keynes or have knowledge of their specialist field ranging from health, consultancy, technical, and parenting to name a few.

They have built up community links within Milton Keynes and play a large part in community leadership.

The station will look, discuss and air a variety of issues -Health, social, community, mental health, entertainment and business issues and will inform the Asian community who may not have or know of ways access to these services.

As the majority of the presents will be new to the field of radio; involvement will encourage growth in their confidence and creativity and a reinforcing sense of belonging.

We will look at discussions within all the programmes to highlight any issues currently being faced, by bring in professions with their subject knowledge on to the radio. This will not be limited to just those residing in Milton Keynes or the UK.

ROQ Radio is keen to develop local stories this will not only allow others to feel a sense of belonging but also feel connected to the radio and its output not just via listening but also developing an archive of stories

## Participation

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

Our target community has opportunities to participate in the operation and management of the service through regular meeting and discussions over the year as per advisory groups & steering groups.

We encourage individuals within the community to be involved or gain experience of working within the radio field.

We will have an open-door policy. Anyone who expresses an interest in being a part of the station will be given every opportunity to do so and will be offered full training on both operational tasks as well as compliance and briefing on our key commitments.

## Accountability

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

ROQ Raw Radio with its open-door policy will allow the community to contact the station and its volunteers and always discuss involvement.

Input into the station and its output will be key to engaging the community. It will allow members of the community to join the station and have a say in how the station is run. The community will always have access to our team. We have a variety of contact platforms, including all major social media and a website that will make it easy and quick for the community to access us.

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

Feedback to all programmes will be welcomed both internally through volunteers and externally through feedback forms on the website and feedback will be fed back to the management of the station.

Any complaints received are listened to by the Director. Any criticism from listeners is taken on board and investigated. An appropriate response will be given to the person who has engaged us on this matter within a reasonable time.

## Draft Key Commitments

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

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

### ANNEX TO LICENCE

**LICENSED SERVICE NO**            tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
<ENTER THE SERVICE NAME (the on-air name of the programme service as in question 3.1 of this application)>	<p><b>ROQ Raw Radio</b> is a radio service intended to serve</p> <p><i>NOTE: The next 3 headings below are the components of the 'character of service'.</i></p> <p><b>Asian Community</b> in Milton Keynes and surrounding areas</p> <p><b>Milton Keynes</b></p> <p>ROQ Raw Radio broadcasts in English, along with other Asian community languages delivering entertainment, news, health and social information while celebrating all</p>		<b>MK Digital Media</b>

C-DSP licence: Application form (Part A)

	<p>the major cultural festivals through original programming 24 hours a day 7 days per week</p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> <li>• the facilitation of discussion and the expression of opinion,</li> <li>• the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</li> <li>• the better understanding of the particular community, and the strengthening of links within it.</li> </ul> <p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>		
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## 4. Compliance of the service

### About this section

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

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

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

Before completing this section of the form you should read Section 4 of the [C-DS](#)

[guidance notes](#), where you will also find links to the codes and rules listed above.

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

The Directors Jessica Memon has previously undertaken compliance training in 2015 and 2016 while working for 2 separate organisations.

Compliance training will be provided by Decentred Media prior to going live to all volunteers involved with the station at all roles in the form of training presentation, on air and off-air training and opportunity to undertake a course.

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

Compliance training undertaken in the job in 2015 and 2019

We will work with other radio station to makes sure that we are compliant and get advice from professions bodies and individuals.

All presenters will need to confirm that they have grasped the knowledge of broadcasting and advertising codes, rules and regulations by signing the confirmation form on completion of the training

Training will be provided.

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

Jessica Memon – Director  
– Compliance Officer  
– Day to Day running of the Station

Zaph Memon – Director  
- Operations and Business Guidance

Volunteers - TBC

The compliance will be monitored by the Directors.

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

External training will be provided to all volunteers and staff.

The Compliance Officer will get regularly informed of updates from Ofcom on Compliance procedures and has registered to receive emails from Ofcom

The Compliance Officer will work with all staff and volunteers to ensure that the broadcasting and advertising codes are understood and always followed. The training will be based as per Ofcom's guidance.

The Compliance Officer will give updated training to all presenters before they start presenting programmes on air to ensure that the code is understood and always followed.

Workshops will held to make volunteers aware of compliance of broadcasting and advertising codes, rules and regulations. The codes will be constantly refreshed with volunteers on regular basis

Training given to all presenters who are responsible for live programming , include details of the compliance training on the broadcasting code to ensure that all are content that whatever is broadcasted is redeemed legal, in the right context and to the broadcasting code.

Reminders and updates will be sent regularly via group communications to all the presenters / volunteers. All volunteers will have direct access to the compliance officer.

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

Irrelevant of the role or position in the organisation the training module which includes the compliance module is mandatory for all new volunteers and future members of staff.

- 4.6 It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom's codes and rules (e.g. Ofcom's Broadcasting Code, which sets requirements on standards to be observed in programme content for the protection of the public).

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



All presenters and volunteers will be provided with Radio's Key Commitments and will be asked to sign them so that they comply with them regularly.

The Director will monitor all presenters to ensure they remember the delivery of the Key Commitments and if in any doubt the respective presenter is marked for refresher training.

Any non-complaint content will be dealt with as soon as it happens. The presenter may be taken off air and music played while the issues is being discussed.

Recorded copies of all shows will be kept for 42 days.

Any non-complaint content will be shared with the rest of the Radio team and the team will be asked to refresh their Compliant training based on the non-complaint issue.

The compliant officer will in return advise the presenter of the process that follows

1 if the content is not intentional then they will be advised

2 if the content is a regular issue this will be regulated, and appropriate action will be taken

3 the presenter will be required to re look at the compliance documentation and will be required to undertake another refresher course

All staff will be required to undertake compliance training in house or external training if becomes available will be provided.

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

The Director will monitor all pre recorded material prior to it being sent out

Only trained presenters will be permitted to undertake live broadcasts by themselves the director will sit with all presenters until they are trained.

A training pack will be produced, and all presenters will be asked to sign this.

Any changes will be shared with the presenters and resigned to make sure they have understood any changes.

The Director will make checks to ensure that the presenter understands the requirements of the Broadcasting Code and understands how to deal with problems that might occur when on-air, including compliance breaches and the actions of guests.

Music and pre-recorded features may only be loaded into our system by the programme manager or by an experienced volunteer, following compliance checks. Only content loaded on the system can be played out on air from the studio. All music on the system has been pre-checked to a high standard in keeping with the Ofcom code, music for general broadcast, playlisted and automation can only be uploaded by a couple of people who have extensive compliance training and experience.

All additional speech, interview and extra content played out via the system can only be uploaded by volunteers who have received compliance training. All those involved in broadcasting and content creation will be required to undergo our training course. This training includes policies and procedures with how to deal with compliance issues that may occur during broadcast, including incident logging and reporting procedures

All volunteers must sign our Volunteer Agreement before their role and involvement the station. By signing the agreement each volunteer consents to abide by the rules and values ROQ Raw Radio, amongst other things, to comply with the Broadcasting Code, other legislation, and station policies.

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

Compliance with these Commitments will be reviewed by directors. News stories about our activities will be published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment to health and wellbeing programming and to our social gain commitments.

The managing director/station manager will be overall responsible for ensuring the ongoing compliance of our key commitments, this will be done in collaboration with the operations group who help manage the station on a day to day basis. An awareness and understanding of our key commitments will be made to all members, and regular monitoring of our activity in regard to our key commitments will be made staff meetings.

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

All Directors are responsible for ensuring that compliance Key Commitments are kept. Compliance with these commitments will be reviewed regularly.

An awareness and understanding of our key commitments will be made to all members of the operations group, and regular monitoring of our activity regarding our key commitments will be reviewed at regular meetings

We will make sure that social media platforms show our compliance to Key Commitments and this will be shared on our website.

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

English will be the main broadcast language

We have volunteers from all backgrounds where we would encourage them to use this skill within heir presenting ( Panjabi, Hindi, Pakistani, Tamil, Urdu)

Music and songs will also be played in a variety of languages as listed above.

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

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

All members are fluent in English.

They all are able to fluently translate the variety of Asian language songs into English providing inclusion to anyone listening.

## 5. Declaration

### About this section

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

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

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

The declaration must also be dated.

- 5.1 I hereby apply to Ofcom for the grant of a licence for the community digital sound programme service described above and declare that the information given in this application form is, to the best of my knowledge and belief, correct.
- 5.2 I further declare and warrant:
- a) that I am not a disqualified person within the meaning of that expression as defined in Part II of Schedule 2 to the Broadcasting Act 1990, as amended, or as a result of a disqualification order under Section 145 of the Broadcasting Act 1996;
  - b) that having made all reasonable enquiries neither the applicant nor any person controlling the applicant, as a result of the grant to me of the licence, breach any requirement of Schedule 14 to the Communications Act 2003 with regard to the accumulation of interests in broadcasting services or to the restrictions on cross-media interests; and
  - c) that the applicant is not disqualified by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 in relation to political objects and the provisions of section 144 (3) of the Broadcasting Act 1996 in relation to the provision of false information or through the withholding of information with the intention of misleading Ofcom; and
  - d) that no director or person concerned directly or indirectly in the management of the applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.
- 5.3 I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influ-

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

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

Narinder Memon

**Date of application:**

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

Company secretary / company director / designated member (in the case of a Limited Liability Partnership)

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