



Community radio licence application form

Version 4

BEXHILL FM

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>
BEXHILL FM	

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>
<p>Answer in fewer than 300 words:</p> <p>Bexhill FM's aim to serve the community of Bexhill and the surrounding areas. Bexhill is a scenic seaside town sitting between Hastings and Eastbourne and near neighbouring villages of Ninfield and Catsfield.</p> <p>Bexhill has a population of 43,531 (2010). Between 2001 and 2010 24.7% of all new residents were between 45-64 but more recently the town has experienced an additional growth of residents between 15-29.</p> <p>Bexhill FM aims to provide this broadcast and training service primarily to the locality of Bexhill, who crucially need a local service run by local people.</p>	

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>
<p>Answer:</p> <p>The area is centred in the town of Bexhill on Sea, East Sussex, where the transmitter will be based. It will serve a 5km radius encompassing towns such as Hastings, villages such as Catsfield and Ninfield and stretching out towards Eastbourne.</p>	

Programmes and programme output:

Definitions:

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

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

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

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

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

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

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

4. Programming output	Guidance Notes
<p>Please fill-in all three questions below</p> <p>Question A asks you to <u>describe your programme service.</u></p> <p>Question B relates to how your output will serve the <u>tastes and interests</u> of your target community.</p> <p>Question C is about how your service will <u>broaden the range of local</u> (non-BBC) <u>services</u> available in your area.</p> <p>Later in this form you will be asked to draft your own 'key commitments'. This will form the basis of your licence and is what Ofcom will judge you against. It should include a summary of your proposed programme output as set out below and reflect your commitment to cater for relevant tastes and interests, to broaden the range of relevant programmes and services and to provide a service with a distinct nature and content as set out in the Guidance Notes in the column opposite.</p>	<p><i>The law requires applicants to state their proposals for providing a service that would:</i></p> <ul style="list-style-type: none"> <i>(i) cater for the tastes and interests of members of its target community or communities (or for any particular tastes and interests in those communities);</i> <i>(ii) broaden the range of programmes available on non-BBC local services (commercial and community stations) to members of the relevant community or communities;</i> <i>(iii) broaden the overall range of such non-BBC local services provided in the area concerned; and</i> <i>(iv) have a distinct nature, or provide distinct content, from any non-BBC local services with which it would overlap.</i> <p><i>Ofcom is required to consider the extent to which an applicant's proposals will cater for the tastes and interests of members of its target community or communities.</i></p> <p><i>Ofcom is also required to consider the extent to which proposals for a community radio station would broaden the range of programmes available by way of non-BBC local services (both commercial and community stations) in the area concerned (especially, the extent to which a proposed service would have a distinct nature or provide distinct content from any overlapping non-BBC local services).</i></p> <p><i>The information given here should be more detailed than what you set out in your draft key commitments (later in this form), and will help us gain a fuller understanding of how you will serve your target community and what the station will sound like.</i></p>

4. Programming output

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):

- 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:

Bexhill FM has successfully been broadcasting since 2002, when the first RSL Licence was applied. Our listenership, although not able to be officially measured because we are not able to become members of RAJAR, has increased in most recent years to become a much loved fixture in the

calendar every year. Our aim is for our proposed FM service to remain just as loved, with the same characteristics of our RSL broadcasts, which have happened consistently every year, but with the ability to stretch the local service out towards the local areas.

We are committed to broadening our reach and we intend to not just cover events and issues in Bexhill but also in the complete broadcast reach, to ensure that the service becomes embedded, and to ensure that information which is broadcast is relevant to our listenership. We will not just be a platform for the DJs but a platform for the local community – ensuring programmes are able to be produced by anyone who wants to be involved.

At the moment, when we do our broadcasts (2 weeks per year) between 7am and 9pm we have live programmes, and between 9pm and 7am recorded programmes and music is played out. We would look to increase service from 6am to midnight daily. All shows are locally produced and are at the heart of the community.

We have a mixture of music, local news and current-affairs type programmes. One feature loved about Bexhill FM is we will play **absolutely anything** – one minute you can be hearing Pop Music and the next minute you can be hearing progressive rock! We ensure the music is catered for the local community and Bexhill FM really is a testament to the kind of presenters we have and the ability to have a wide scope for music programming. We also support local talent – every day we always have an hour where unsigned artists come in for interview, play pre-recorded tracks or even play live on the radio. This achieves a wide following and, is very much based in the local community.

Our current affairs and news programmes cover subjects which are relevant and of local interest. We regularly include interviews from local men/women – anyone who wants to get involved. We have had interviews from local dignitaries, business owners, and even Eddie Izzard has paid us a visit. We broadcast news every hour we are live, and a current affairs/news programme is broadcast for two hours each day (morning and evening) to provide a local news information service. We aim to widen this, should we be successful in obtaining our community licence.

All of our broadcasters have been trained in house, and range in age from 11 right up to 50+. Our policy will be to allow any member of the community to broadcast on Bexhill FM (regardless of age) and will provide them with the training to do so.

In our RSL's we have especially worked in partnership with three agencies. Bexhill Academy is where the project originally started, and we will work with the school in devising a programme if we were successful, building on the success of the RSL's, to ensure we provide adequate training. The Chili Tree, a local restaurant owned by Dr Saleh Uddin is a support to us – providing us with Business Expertise, Marketing Opportunities, and Training. Also Hastings Direct – where we have very close and fond ties with the Communications and Marketing department. We would extend these partnerships if we were successful in our full time licence.

We would aim to provide a news service live from an internal news team between 7-7 each day. In between these times, even overnight where programming may be pre-recorded or automated, we would aim to use IRN/SKY Radio News Service to ensure that we had a daily news service.

When putting together our schedule, content will vary on a day to day basis to include as much community based involvement as possible. The Speech-Music percentage will be 30% speech and 70% music during the day. We broadcast all programmes in English as the communities local to us are majority English Speaking. However, we will not be averse to producing language based programming where the need is appropriate.

All of our output is produced by people who have lived or worked locally in Bexhill with a wide varied interest. Some programmes may be used overnight which may be of interest to our listeners, but 95% of our programming will be based and run locally.

In putting together and writing this application, it is clear that we will differ from local Commercial, and BBC sound and be able to provide a specialist service for the community.

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:

Bexhill FM will have something for everyone, on a daily basis, in the local area. We already have a strong team of volunteers that provide new ideas and local content for the station.

Any elements which constitute speech will be of relevance to Bexhill and the local area. There is no

local platform for the people of Bexhill to really have a presence to speak out on: such as the Bexhill-Hastings Link Road, Energy, Climate Change, and Regeneration of Bexhill Town. We will allow our listenership to hear about this on Bexhill FM, and we will play our part to help broadcast and publish the issues close to Bexhill's heart – like we have been doing for 2 weeks since 2002.

We will have the support of local political figures to do this; who are keen for Bexhill to have their own full time radio station and are eager to get their voice heard on something which is truly local.

We will also produce and broadcast key music programmes which will encourage our community to realise we are meeting their needs. We will be incredibly proactive in encouraging participation from local people, groups, businesses, and organisations to give them a chance to develop a truly local radio station for Bexhill. We have good relationships with local groups such as the Lions, Rotary and Eddie Izzard and will build on these to achieve our goal. Our website will become an "idea shop" for Bexhill FM, focusing on what Bexhill want's from their truly local radio station.

There is no "age limit" on who will be able to take a part in this project as we want to be able to serve everyone.

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:

Bexhill FM sits in the region of:

- Arrow FM
- Heart FM
- Sovereign FM

These stations are very much music led and commercial led radio stations. These stations have narrow music formats which have little local produced output (none of them have true studios in their own hometown and content is shared with many other radio stations)

We offer a mix of music, chat, news, current affairs which are aimed at and produced by people who live in the local area. People want to hear local from local people.

We want Bexhill FM to have a massive appeal to all types of people – all ages should be able to listen to our programmes! We would not aim for certain members of our community to listen for a long time but to pick programmes which are of interest to them. We would be advertising and collecting feedback through our very present Twitter, Facebook, website and through the local press.

We would extend speech programmes which are not heard by local people in the area at the moment and would give people the platform they desire: for instance interviews with local business owners, concerts from local venues.

Also, we will on a daily basis, produce an unsigned music programme with bands from the local area either live or pre-recorded given new talent a platform without needing to pass producers. We also will provide other artists – poets, for example – a platform to air their work.

Bexhill FM will not impact on local radio in our area. We will be distinctive, and will produce a source of local information.

Social gain

5. Social gain	Guidance Notes
<p>Community radio is required to be for the public good and to bring community benefits, or social gains, to listeners and participants. The requirement for 'social gain,' is one of the key factors that makes community radio stations different from other radio services.</p> <p>Please tell us what community benefits your service will bring to your target community(ies) and/or the general public. Please include summaries of evidence to support your answer.</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed social</p>	<p><i>Broadcasting legislation specifies a number of 'characteristics of community radio services'. Licence holders need to ensure their services conform to these characteristics, including in this case the delivery of social gain.</i></p> <p><i>The legislation sets out social gains that stations must provide. These are the achievement, in respect of individuals or groups of individuals in the target community, or in respect of other members of the public, of the following objectives –</i></p> <p><i>(a) the provision of a radio service to individuals who</i></p>

<p>gain set out below.</p>	<p>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.</p> <p>Social gain may also include the achievement of other objectives of a social nature.¹</p> <p>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.</p> <p>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.</p>
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Answer in fewer than 1,500 words:

The South of England, particularly Bexhill and the surrounding areas, are recently becoming an “arts” hub and are constantly developing – but that it is only due to projects such as Bexhill FM providing individuals a chance and a platform to demonstrate themselves. Bexhill FM will broadcast to various areas – from the rural parts of Bexhill and to the underdeveloped and urban parts of Bexhill.

Bexhill FM is already considered an asset to Bexhill for the opportunities it provides to students who need that additional opportunity

“Every year, staff, pupils and former pupils of Bexhill Academy (previously High School) come together and work tirelessly, with endless enthusiasm, to arrange licensing, sponsorship and advertising...and then produce a fortnight of music, information, interviews and their own unique brand of fun.

This should be allowed and encouraged to continue in a permanent way - something “of the people, by the people, for the people” of Bexhill. Increased air-time would attract more potential technicians, more budding presenters, more would-be photographers/bloggers/artists...and surely, this is what the people need? Something bright, challenging and innovative to listen to... be a part of...be inspired by”
 Mrs L Miller

Bexhill FM **will** give a voice to those who are not usually heard as we are the Voice of Bexhill. It gives an opportunity for people to speak themselves about what really matters to them – something which they don’t always have the chance to do at the moment. We are truly committed to being community focused and that that is the aim of our radio station. We are not just here to “spin” tunes, but to be the voice of Bexhill.

Our studios will encompass Recording Studio’s for the local musicians to make community recordings to be played out on Bexhill FM and to make their own EP, to make themselves heard.

We have been, since 2002, community driven and will continue to be even if we are not successful in this licence. We have a vibrant area of people with different interests and Community Radio is a clear platform to get their interests out there very quickly and easily.

Several students, for instance, who are not even in mainstream education, have gained training to succeed in Radio and to be part of our radio stations. Some of them have completely turned around their lives due to the education that is provided to them through Bexhill FM.

Students are our future, and they are taking big management Roles within Bexhill FM and their role’s/time with Bexhill FM has helped them progress academically

“Being part of Bexhill FM has helped me in so many ways whether it’s learning how a radio station is run to helping my confidence and public speaking skills. Being part of the production team means I

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

can work closely with professionals and managers who have a great deal of experience and who have been working with the team for several years. It also means that I can learn how a radio station is run and how to operate professional equipment safely. Bexhill FM has not only helped me with working as part of a radio broadcast but it has boosted my skills in speaking confidently to large amounts of people. Because I speak on air throughout the two weeks I know what it is like to be speaking publically. This has helped boost my English grade in GCSE lessons and my target for English is now an A." O. Scantelbury

However, all of Bexhill is our current, and we aim to support them. We will ensure we have visited most groups in the area – giving them weekly, monthly, daily slots on our radio station – whether that is free-to-air advertising or show production to get their message out!

Business is also important to us. We will provide affordable advertising to ensure small, local businesses get the opportunity to air their business on the radio and increase our, and their revenue stream. We produce all of the adverts in our “community radio studio”. We also have big support from local big businesses – such as Hastings Direct (which, at the time of writing, has just launched on the London stock exchange)

We will hold debates on air that mean something to Bexhill – with the ability to phone and “Skype” into the Studio. We will broadcast the audio on our FM station and also mix video into our website to provide a real media rich presence to the local community. We have a website ready and we heavily use Social Media – such as Twitter and Facebook.

We have such a variety of music that is truly at the heart of our radio station along with the community – we have a daily show which invites unsigned musicians into the station to play music live on the air. They also work with our community recording studio to produce their EP’s which also get aired live on the radio!

PARTICIPATION is our **big** aim! We love participation. Whether that is our team of 20+ team members, our Outside Broadcasts (renowned!) which attract big interest and a chance to be part of the radio station (we obtained an exclusive interview with Eddie Izzard when he ran with the Olympic torch!), through our phone ins. This is the people’s radio station and something which is our no.1 aim. Many people who have not spoken before on air, have produced a radio show now have the confidence to do so. We have so many people who have gone to University to study Radio and it is all to do with Bexhill FM. They want to fulfil a full time broadcasting career – and that is a very proud achievement of ours.

We hope Bexhill FM will be a real social gain for Bexhill and, if awarded this licence, we would be proud to start changing lives in Bexhill.

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:

In the last 12 years, every year we have built up a team of around 20 volunteers who run the station on a daily basis and this grows with interest. These include presenters who present speech and music based programmes, interviewers, production staff, technical engineers and more. All the volunteers, including Managers, are unpaid. The station is overseen by a management team who have varying amount of experience in running Bexhill FM.

Bexhill FM will endeavour that as much content as possible is produced by local people. We will of course broadcast items such as national news, but the aim of the services is, as much as possible, to produce locally based news and content.

We are committed to ensuring the station is run locally. One of the positions is a management position

which concentrates on community participation – inviting new members of the community to take on roles within the radio station to produce content and shows. We have a continuous training arm run by the head of production. Eddie Izzard is our “ambassador” and continually promotes Bexhill FM. We advertise ourselves asking for people in the community to come forward to help run the radio station. All training is given to our volunteers – including on Broadcast Law to ensure we comply with Ofcoms Broadcasting Code.

We hope with our participation with the local groups within our community we will be able to divide our schedule up so these groups have relevant access to slots on our schedule.

7. Access to facilities and training	Guidance Notes
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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:

Our RSL service provides training to all of our volunteers when they join the Bexhill FM team and we will ensure that this continues if we were to be awarded a full time licence.

Overseen by our Head of Production, who is an experienced Manager with 6 years of experience with Bexhill FM, the team are trained in our secondary studio in Presentation, Production, Engineering (operating their own desk), Broadcast Law and Discipline when on-air. We are also going to construct an online course for our team to refer back to out of hours so they can ensure they feel they are suitably prepared to broadcast on Bexhill FM.

All presenters have a producer in the studio when they are live to ensure show accountability, quality, and to ensure terms of our licence are met.

We have a fully constructed management team who then recruit others into their teams who have experience in specialist areas to help train in various areas required for running the radio station.

The studio will be accessible 24/7 and there will be a management team on call system to ensure Management accountability for the broadcast.

We are hoping to make these training courses publicly available for sign up through our website or Facebook.

Ensuring accountability:

8. Accountability	Guidance Notes
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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:

Bexhill FM, first and foremost, will keep very much mindful of all responsibilities bestowed upon them and be mindful of the communities that it serves with this licence.

We will be constantly asking our community for feedback. On our website, we will have a dedicated feedback section. We will have a clear and defined complaints section on our website detailing a procedure for how to handle a complaint. Bexhill FM takes all complaints against its service very seriously.

We will aim to deal with all complaints against our service in a timely manner. The duty manager for the day will endeavour to respond to all complaints within 24 hours and try and deal with the complaint there and then. The complaint will then, if a resolution cannot be found, be escalated to the Station Manager who will make a decision on the complaint. If the complainant is not happy with the resolution then it can be referred to a Director (who must not have handled the original complaint or be the Station Manager) who can deal with it at an end point.

Rother Media, a limited company by guarantee, will build up directorships over the next months after this licence application is submitted. We will then hold bi-monthly meetings where we will minute the meetings and publish them on the Rother Media website. The directors will include members of the RSL project who have been involved for some time and are committed to ensure that the project goes full time. They will be available on email 24/7.

Any meeting of the directors will include an additional agenda item of "Feedback & Complaints" which will be a review of all correspondence.

Management Team will meet on a weekly basis to review correspondence, and to set agendas for the week.

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]	BEXHILL FM
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.]	Bexhill FM = to serve the community of Bexhill and the surrounding areas. Bexhill is a scenic seaside town sitting between Hastings and Eastbourne and near neighbouring villages of Ninfield and Catsfield.
Proposed area [State the proposed coverage area as set out in section 3.]	5km Radius around Bexhill
Programming output [This should be a summary of the answer you have given in section 4, in no more than 200 words] Bexhill FM will have a 70% Music and 30% Speech ratio during the day; mostly in English. Live shows, presented from our studios in London Road Bexhill, will satisfy music lovers of Pop Music right through to Progressive Rock! Speech Programmes produced will include news shows, arts shows and local shows promoting local business in Bexhill. Local Charities and Voluntary Organisations, and Schools will be invited to have set slots where they can promote their work or present programmes. Almost all programming will be locally produced, including news. Out of hours, an IRN news service	

will take control of news and either automated music or automated programming will be in play.
The Station Service will be 24 hours a day, 365 days a year, 7 days a week.

Social gain

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

- We will give a voice to Bexhill; we are *the Voice of Bexhill*
- We will provide airtime to the local community, and make Bexhill FM a “true community feature”
- We will give confidence to community members who may have never had the confidence to do something like this before.
- We will offer full radio training to individuals and offer airtime to local community groups, charities and Schools to give them an opportunity to broadcast on air in full. We will give them the opportunity to work with our producers to carefully craft their message so it is most noticed.
- We will reach out to the community to produce programmes that are wanted and interesting for the community of Bexhill
- We will promote businesses and Bexhill’s local economy
- We will train volunteers into being trainee managers, gaining management skills
- We will provide an outlet for New Music in the community of Bexhill.

Participation in the service

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

- Team of 20+ Volunteers but always and very happy to have that grow
- We will give talks to local schools, community groups, council to ensure participation grows
- We will encourage local interest groups to run, produce and present their own programmes.
- We will provide an upload link for audio inserts from the public to be inserted into shows. Also design an app for phones to do this
- We will allow for feedback and complaints
- We will encourage all to take on areas of responsibility.

Access to facilities and training

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

- All of our volunteers will receive training in Presentation, Production, Engineering (operating their own desk), Broadcast Law and Discipline
- Experienced members of our team, along with Managers, are encouraged and directed to share their knowledge with new members.
- Access to Studios and Equipment are available once they are signed up to become a volunteer.

Accountability

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

- Feedback and Complaints taken from the public and reviewed by Managers and Directors.
- Bi-monthly directorship meetings, minuted. Management team meet weekly. There will be meetings of all volunteers every two weeks.
- Complaints Procedure and Public File will be released via our website, Facebook and Twitter pages
- We will be reviewing our constitutional arrangements to make sure they marry with our commitment to social gain

[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: Rother Media</p> <p>Date of registration: 16/10/2015</p> <p>Company registration number: 9827095</p> <p>Type of company (or other body corporate): Private 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:</p>	

10. Ownership	Guidance Notes
<p>Please provide details of who controls and who owns the body corporate (e.g. company) applying for this licence, and on what basis this control and ownership is achieved. (If this will be different once the station starts broadcasting please say so (a licence is not issued until broadcasting starts.)</p> <p>The information provided must include:</p> <ul style="list-style-type: none"> all the subscribers, members, shareholders, or whatever is appropriate for the applicant company (or body corporate), and state the extent of their interest (e.g. % shareholding) (if the company will be controlled by members, but the members are not yet recruited, please say so). (You will also be asked about the board of directors in 11 & 12 below.) details of any individual, company or other body that may exert control over the applicant. 	<p><i>Ofcom needs to know about the ownership of the company (or other body corporate) applying for this licence, and any issues regarding its control. We will also consider how the company (or body corporate) will be run (this will usually be specified in the Articles of Association of the company).</i></p> <p><i>In relation to exerting control over the applicant, the information provided should include the name and address of any individuals or corporate bodies in accordance with whose wishes the applicant's affairs are or will be conducted in most cases or in significant respects.</i></p>
<p>The company is limited by guarantee without share capital.</p> <p>The guarantors are also directors</p> <p>Richard Harris</p> <p>Christopher Thompson</p> <p>In the event of us gaining a licence, we may open up the company to allow members to become directors</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>Board of Directors: Richard Harris, Christopher Thompson, 2x Community Directors Management Team: Richard Harris (Station Manager), Christopher Thompson (Technical Manager and Community Recording Studio Manager), Jasmine Smith (Deputy Station Manager), Aaron Pape (Deputy Station Manager), Louis Walker (Deputy Station Manager), 3x Assistant Station Managers</p> <p><u>New Additions to whole team</u></p> <p>When new additions to the Bexhill FM team are welcomed on board, they are met by a director AND our Deputy in charge of training. A tailored training programme – including broadcast law and studio operation, is put together. This is after the particular individual's needs are assessed. All presenters must see a presenter "in action" for a minimum of two shows before they are allowed to present on Bexhill FM.</p> <p>All new programmes are evaluated by Bexhill FM's Station Manager to ensure they fit into Bexhill FM's key commitments.</p> <p><u>Studio Management</u></p> <p>Studio Management is overseen by the Deputy in charge of Production and Content with assistance from the rest of the management team and the assistant station managers.</p> <p>The Board of Directors are keen to increase the number of managers as the station grows to ensure "new blood" have experience of management. As the station starts, we will look for a Station Co-Ordinator who will be managing the day to day admin and be a driving force for new revenue streams to ensure that the community project keeps going.</p> <p>All roles apart from the Station Co-ordinator will be unpaid. Hours per week will not be determinate, and may vary. Training can sometimes happen at weekends to ensure flexibility in broadcast. A low estimation has been put in the in kind contribution from volunteers as, indeed, it may be higher than specified.</p>	

12. Management and operations	Guidance Notes
<p>Please provide information regarding each director as set out below (some or all of which may be regarded as confidential).</p> <p>In addition if any individuals have been identified for management roles at the proposed station, please give further information in this section.</p>	<p><i>Ofcom needs to know about the proposed directors and chair of the applicant. Some or all of the information given in this section will usually be removed from the publicly available copy of this application form. (All community radio applications forms will be made available on our website.) If you request that any information be removed, please indicate which (and why) by email to community.radio@ofcom.org.uk.</i></p>
<p>Answer (for each director):</p> <p>Richard Harris Employment IT Consultant</p>	

Other directorships None

Relevant experience or qualifications
 15 Years of RSL and Internet Broadcasting. IT Consultancy

Christopher Thompson

Employment Performing Arts Technician

Other directorships None

Relevant experience or qualifications
 17 Years of Musical Experience. 5 Years of RSL Experience

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.

Managers

Christopher Thompson (Co-Project Manager, Technical and Community Studio Manager) at the present runs a Music/Media department with recording studio, 2 Apple Mac suites and a Theatre within an Academy school with young people between 11-18 years. He has experience in many aspects off creative arts in an education setting. With skills including Music and Media technology, Music composition, Technical theatre and radio broadcasting. He has also have overseen and advised on many aspects of Music in an educational setting including staff training. Chris brings superb Technical Skills to Bexhill FM and will work alongside the Station Manager in running the radio station – specifically helping out with the Technical Aspects and co-project manager.

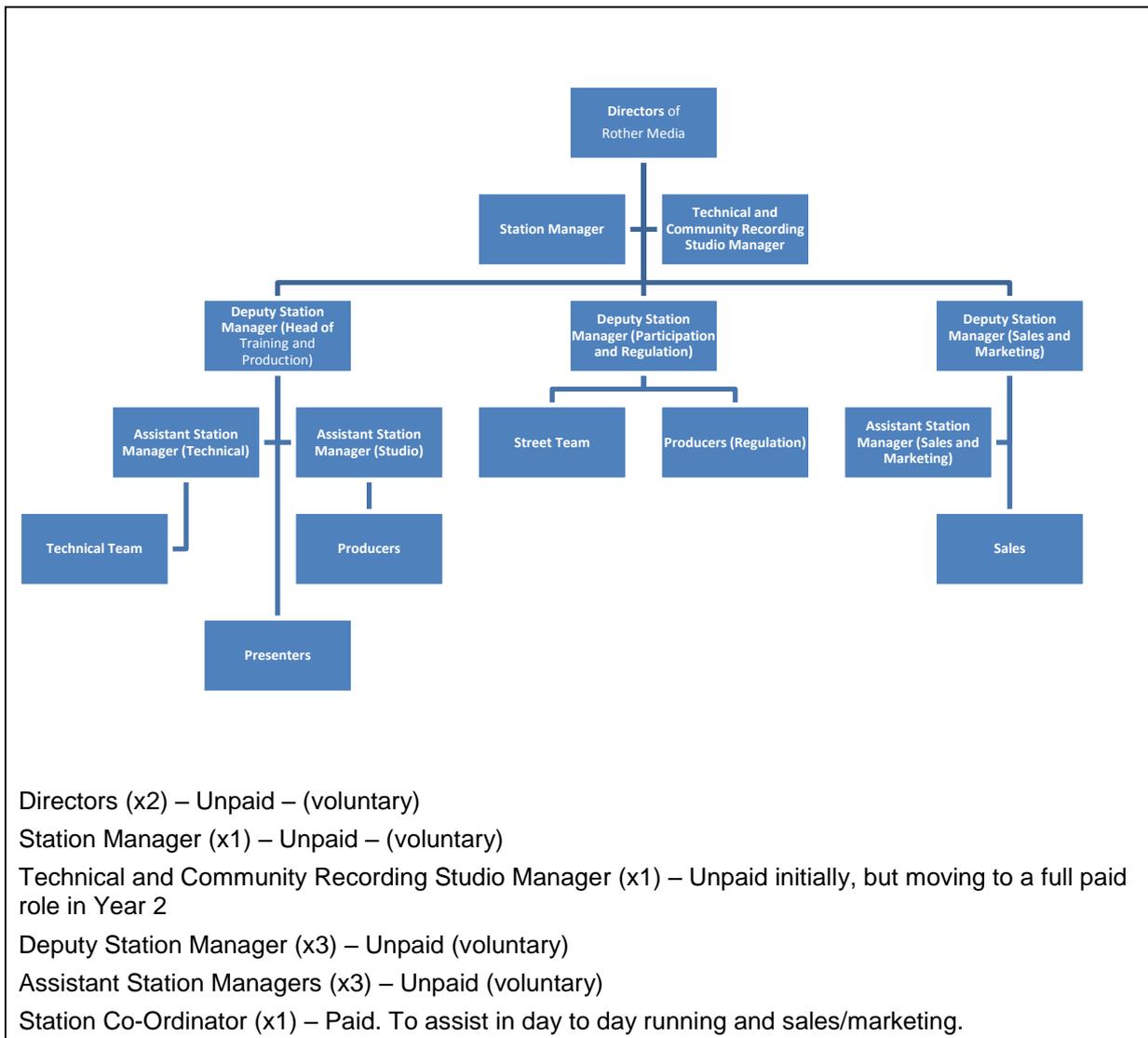
Richard Harris (Co-Project Manager, Station Manager) has been on Bexhill FM since he was in Year 7 and is now 24. He is an experienced IT consultant and has been with Bexhill FM since the very beginning and took up the role of Station Manager in 2005 whilst in Year 9. Richard used to run this on his own, but is now happy with the responsibility that has been divided out to his whole team. He has seen individuals grow with the responsibility that they have been given. It is the individuals around him that make Bexhill FM what it is. Richard manages the whole team and takes an interest in every area.

Jasmine Smith (Deputy Station Manager Head of Training and Production) is a 2:1 English Literature with Creating Writing Graduate from the University of Surrey and has worked on Bexhill FM since 2009. An experienced individual. Students or local people who come to the studio look up to her as an esteemed professional of great intellect who is able to steer, guide and train in Radio professionally. Jasmine runs the studio with her team of producers and two separate assistant managers. She is responsible for ensuring content goes out correctly.

Aaron Pape (Deputy Station Manager Participation and Regulation) is on course for a 2:1 History Degree from the University of Kent and has worked on Bexhill FM since 2009. An experienced individual, Aaron is very much key in ensuring operations of the whole station go smoothly. Aaron organises all of our events and ensures our community presence is second to none

Louis Walker (Deputy Station Manager Sales and Marketing) has been on Bexhill FM since he was in Year 7 and is now at Sixth Form College. Even though he is young, he grasps situations very quickly and was our biggest fundraiser for the 2015 broadcast. He is responsible for all of our sales and marketing.

13. Staffing structure	Guidance Notes
<p>What is the staffing structure of your proposed radio service? Provide a job title for each position and indicate whether the individual will be paid or will work in a voluntary capacity, will be full or part-time (indicate the number of hours for part-time posts). This may be provided as a diagram or organisation chart.</p>	<p><i>The legislation requires that Ofcom has regard to the applicant's ability to maintain the proposed service (as well as to ensure the applicant is fit and proper to hold the licence). As well as its ownership, management and operations, the proposed staffing of the station is relevant to these considerations.</i></p>
<p>Answer in fewer than 400 words, plus organisation chart (optional):</p>	



14. Applicant's experience	Guidance Notes
<p>Please describe the history of your group, and any relevant experience of the group, or the individuals within the group, by answering the questions below.</p>	<p><i>Ofcom is required to consider whether an applicant has the ability to run a community radio station for the licence period (up to five years). To aid our consideration we want to know about any relevant experience the applicant group as a whole, or the individuals involved, may have.</i></p>
<p>A. Please provide a brief history of your group. Answer in fewer than 300 words:</p>	
<p>Even though Rother Media has been only formed in the month of October 2015, the group has existed for some time as Bexhill FM who have been operating since 2002. It was the brainchild initially of a deputy head of a local secondary school. It has been operated and managed, since 2005, by Richard Harris, Station Manager and applicant of this licence. Bexhill FM has a firm group of volunteers. Some of them have gone onto university, and some have even gone to study Radio and attribute Bexhill FM, the RSLs, the training and the community to their success.</p> <p>Some of the members of our group and management team have 10-15 years experience in local media and technical production which makes us well equipped to run the radio station. We already have the full support of our local community which in turn supports our radio station. The studio space is a contribution in kind from a local business owner.</p>	
<p>B. Please summarise the group's broadcasting experience (e.g. internet radio, Restricted Service Licences (RSLs)).</p>	

<p>Answer in fewer than 150 words:</p> <p>Bexhill FM has been broadcasting RSL's since 2002, initially for 5 days, then 7 days, then since 2011 for two weeks per year.</p> <p>Other members of the group have been involved in internet, community radio and student radio.</p>
<p>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).</p> <p>Answer in fewer than 150 words:</p> <p>The group have experience in the following areas:</p> <ul style="list-style-type: none"> • Our station manager is an esteemed education IT professional who is very experienced in providing exceptional IT Solutions technically and managerially to schools across the UK • Our Technical Manager has extensive music based background – running a local community recording studio which will be encompassed as part of Rother Media. He also builds our studio for our RSL on a yearly basis. • Our Deputy Station Manager in charge of content is very literate- gaining a 2:1 Degree in English Literature with Creative Writing. • Our Assistant Station Manager has great customer service, he will take charge of all Sales within the station. He works at a local insurance broker, negotiating claims. • Several members of our team take charge of local volunteer events, proving to be born key leaders.
<p>D. Please summarise the radio broadcasting experience of key individuals in the applicant group (only if not already described above).</p> <p>Answer in fewer than 150 words:</p> <p>Several of our team have extensive broadcasting experience, broadcasting on local RSLs and Hospital Radio Stations, for a number of years.</p> <p>Our transmission supplier who has been a key part of Bexhill FM for several years has extensive former experience with the BBC.</p>

Evidence of demand:

15. Demand and/or support	Guidance Notes
<p>Please provide a summary of evidence of demand and/or support for your proposed service.</p> <p>This may include a variety of information, for example:</p> <ul style="list-style-type: none"> • summary of support from statutory or voluntary sector organisations which expect to contribute practically and/or financially to your operations, or which would expect to collaborate with you in joint activities; • evidence of interest generated through radio activity (e.g. RSLs, internet radio), community activity, training, voluntary sector work etc; • results of research; • summary of support from local politicians, councils, educational or religious bodies etc; • summary of support from local business or other sectors; • evidence of support from your proposed target community. 	<p><i>When considering community radio licence applications, Ofcom is required to take into account the extent of local demand for, or support for, the provision of the proposed service.</i></p> <p><i>It is for applicants to decide what evidence of demand or support they wish to submit. However, Ofcom does not believe that generic support for the establishment of a new radio service is as meaningful as evidence of considered support for a specific applicant's proposals. This means that Ofcom does not attach great value to numerous examples of similar generic or form letters of support by your group, or to petitions.</i></p> <p><i>Copies of letters or research reports etc. should not be submitted. However, your response here may include brief relevant extracts from such material and must represent an accurate and comprehensive summary of any such supporting evidence. If we wish to see the source material, we will ask for it.</i></p>
<p>Answer in fewer than 1,000 words:</p> <p>Bexhill FM over the past 18 months has successfully built up a team of sector organisations who are happy to contribute to the running of the radio station. These include Hastings Direct, The Chilli Tree, The Heart of Sidley, The De La Warr Pavilion, Bexhill Lions Club, Bexhill Rotary Club and Bexhill born</p>	

comedian Eddie Izzard. All of these businesses and individuals have supported the radio for the past 2 years at least, at events and financially and have visited the working studio during our broadcast period.

Due to being a partially led radio station by young people, we receive an influx of new students who are prepared to try radio for the first time. Each one of them brings with them news ideas for show content and help out with fundraising and other activities. One of our youngest presenters, Stephen Beech, has rose up to help run our Technical team, and stated 'I have hugely benefited from Bexhill FM as my confidence in public speaking has improved significantly'. This just shows how important Bexhill FM can be to young adults who develop skills essential for future work.

Each year, the station gains new and hard-working students from Bexhill Academy, who are trained by our team to become self-sufficient presenters, and producers. Bexhill FM functions not only online, but by a word of mouth organisation as well. Outside broadcasts invite the community to come and meet the team, also gigs, talent shows and competitions have been held by the station.

Throughout Bexhill FM's duration on the air, the station has also received support from the local member of parliament for 2 consecutive years, Gregory Barker in 2014 and Huw Merriman in 2015. Both MPs have praised the radio stations' conduct in the community and fully support the idea of Bexhill having a full time radio. The station does not only produce locally sourced, home grown entertain to Bexhill but also dedicates time to educate the young adults of Bexhill High involved with the project on crucial elements key to succeeding in life. These life time skills include organisation, time management and communication in a professional manner essential to work life. The Mayor of Bexhill for the past 4 years have given his fullest support on the idea of Bexhill FM as full time, and deems it essential as Bexhill continues to grow as an up and coming busy town.

For the last 13 years, Bexhill FM has received support from some of the biggest conglomerations in Bexhill and surrounding areas including the De La Warr Pavilion, world renowned theatre famous for its architecture, still attracting thousands of visitors from around the globe and Hastings Direct, instantly recognisable car insurance company. We also develop business relationships with other smaller businesses which we feel is very important. As a community station, we are for Bexhill and deem it indubitably necessary to include these businesses. Previous contacts have included the local taxi firms such as Town Taxis and 24/7 taxis and local restaurants such as the Shiplu and the Chilli Tree. We are also linked to the Heart of Sidley, whom are dedicated to regenerate and up keep the town of Sidley to its once beautiful village status. All these business fully support the idea of Bexhill FM becoming full time as it will not only assist them in the daily business but assist the local populace of Bexhill.

The feedback Bexhill FM receives from the community has continued to grow and prosper ever since it began in 2001. Our presence on social media grows indefinitely every year we broadcast and still continues to attract attention even when we are off the air. Our Facebook presence is better than ever alongside our twitter followers well into the thousands. Every year we receive emails and comments stating that Bexhill FM should be running full time as it provides the community with so much entertainment and divulges into the news around the world. For a project that can currently only run 2 weeks a year due to funding, the feedback we receive is staggering. Demographically we suit all ages, providing entertainment for everyone. Bexhill FM *is* for Bexhill, Bexhill FM *is* for the community and it will continue to be, so as long as we have the support of the Bexhill community.

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 / No
	Is the application for an AM licence?	Yes / 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 / No
	Do you understand the fundamental differences between FM (VHF) and AM (MF) services and have you incorporated these below and in, for example, your start-up and other costs, detailed earlier?	Yes / No
Transmission site address:	What is the postal address and post code:	TN39 4BY

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	TQ 729 090
About the site's dimensions:	What is the height of the site, in metres, Above Ordnance Datum (AOD)?	42.659
	In metres, what is the total height of the mast / building Above Ground level (AGL)?	15m
	What is the height, in metres, of the transmitting antenna AGL?	6m
	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?	Bexhill FM RSL every year.
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 / No
	Provisional agreement with site owner in place?	Yes / No
	Or under negotiation?	Yes / No
	Applicant group owns site?	Yes / 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: Richard Harris Phone: 07595 288 195 E-mail: harrisrichard91@gmail.com Website: http://www.rothermedia.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		
b) Bodies whose objects are wholly or mainly of a political nature, or which are affiliated to such a body		
c) Bodies whose objects are wholly or mainly of a religious nature		
d) An individual who is an officer of a body falling within (c) above		
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		
f) An advertising agency or an associate of an advertising agency		
g) Other broadcasting interests (including radio, television, satellite and cable broadcasting and allied activities).		

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)

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:
- (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.

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.

Richard Harris _____ (Name of person)

Station Manager and Director _____ (Title or position in the applicant group)

20/10/2015 _____ (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.