
Community Digital Sound Programme (C-DSP) licence

Application form – Part A (public)

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

Countywide Radio Ltd

Proposed service name:

Countywide Radio Ltd

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)

Wigan & St Helens

Public contact details:

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Publication date: 30.09.2021

Contents

Section

1. Overview	3
2. Applicant's details	6
3. The proposed service	16
4. Compliance of the service	29
5. Declaration	36

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.

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).
- 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):

Countywide Radio Ltd

2.2 Company registration number stated on Companies House:

13650321

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:

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

Yes/No (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	Anthony Rhodes
Job title	Editor
Address	29 beechwood crescent, orrell, wigan WN58nl
Telephone	7753286017
Mobile phone	above
Email	wiganfm@aol.com

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

Countywideradio.com

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.

We have been operating online since 2009 and so funded will continue on an ongoing basis through the sale of advertising and sponsorships on the service

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 ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Anthony rhodes	As above	England	none	none

- 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				

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

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 nature, or which is affiliated to such a body	no	
A body whose objects are wholly or mainly of a religious nature; ²	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	

² 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.

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

Yes / No (delete as appropriate).

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

Licence number	Name of multiplex
N/a	

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).

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:

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".

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?

Countywide 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.

Wigan & St Helens

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).³

³ 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.

The studio is located at 29 Beechwood Crescent, Orrell, Wigan WN5 8NL

- 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.

- 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.**

We at Countywide Radio will serve the people of Wigan & St Helens, which includes the large towns of Skelmersdale, Hindley, Leigh, Tyldesley, Rainhill and villages such as Appley Bridge, Standish, Billinge, Haydock, Eccleston and Parbold.

Small-scale DAB is an amazing opportunity to ensure that our local radio is inclusive, diverse and reflects the wants and needs of local people. Particularly during the Covid-19 pandemic, we have seen just how important radio is to keeping people in touch, informed and feeling part of their community. At the same time, we've seen local organisations and community groups struggle against rising economic pressures that limit their potential to reach new audiences and increase their social impact.

Today, there are over 300 licensed community radio stations in the UK. Yet, in the area outlined for Wigan SSDAB, there are none

Wigan & St Helens are two localities that are closely located and associated – sharing a rich industrial history, affinity to sport and a rich sense of humour. The vast majority of our proposed coverage area are amongst some of the most deprived areas of the UK. Our service is aimed at improving aspirations and self esteem of our Listeners and Volunteers.

Already as an internet only station we have a close association with Wigan & Leigh Colleges and several of their students have worked with us and indeed become Presenters of live shows, we are now looking at a similar arrangement with St Helens College.

Countywide Radio will also be working closely with the Old Courts project who have recently acquired the Royal Court Theatre.

- 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.**

We are a not for profit community group with a constitution (already sent) as an established internet only radio station since 2009 we already have financial support in the form of sponsorship and donations from some of our volunteers. Any surplus profit has been used to update equipment and also we have donated money as and when possible to Wigan & Leigh Hospice.

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.**

Education We have a close association with Wigan & Leigh College and now with our new broadcast area of St Helens we also have St Helens College. We are here to support the education staff with digital media training. It has already been mentioned that a member of the staff at Countywide radio would be asked to give an informal talk to interested parties at the college with regard to educational training. This has been very successful in the past and several of the students have gone on to broadcast live shows and have made quite a name for themselves. We will, along with our friends at the college, strive to keep this going, We have an excellent working relationship

Empower & Engage We encourage the people of Wigan & St Helens to tell us what is happening in their area whether it be good or bad, we can create forums and discussion groups and can allow some of these to be heard on air. A prominent local councillor of many years standing has offered to help us with this and is prepared to host a question and answers programme to be created in the near future.

If our local listeners have an axe to grind about something which is happening in our area and we feel it is justified we can take on the mantle and help them to fight their cause.

Inform. As a local radio station it is our duty to inform the people of Wigan & St Helens about what is going on in their area and to publicise events and entertainment and we intend to get out to some of those events For those who have done it before, the thrill of an outside broadcast is unbelievable and to feel the adrenaline rush when things go slightly wrong sometimes too

Entertainment After all the education and information we must not forget we are here to entertain! Since we started broadcasting via the internet in 2009 we have been known as “the happy station” The “Listener! Needs to feel part of the countywide Radio family. Many listeners rarely leave their own homes and rely on stations like ours to educate, inform and entertain them. Radio is their best friend and maybe the only one who visits them on a daily basis When they switch the radio on they expect their best friend to be there, and we always are.

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

We at Countywide radio promote ourselves via every medium and very strongly with social media. We invite comments and suggestions and give each and every contributor the chance to inter-act with us. Many of their ideas have benefited us in some way. We find by doing this the public begin to trust us and our standing in the community is greatly enhanced.

One long standing and prominent Council leader has already pledged to take part in discussion shows if we win a licence to broadcast on DAB, and we fully intend to approach our local MP's too

We will engage the community at every level to achieve this.

- 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**.

We at Countywide radio already advertise for Volunteers via our website and constantly via social media. We are all volunteers ourselves and Countywide Radio would not be in existence if it were not for our dedication and love for what we do. Some of our people would never have dreamed that one day they would be presenting a radio show. We encourage applications for all walks of life. We have several disabled people who hardly ever went out of their own homes and who had very few or no friends, but now through the "Family" at Countywide they are trained by our volunteers to use the equipment, compile play lists, and scripts and to interact with our Listeners. Much of this is done via Zoom or Facebook video chats, or for equipment training we often use Team Viewer.

If any problems occur whilst preparing or indeed during a show, they know where help can be had immediately.

We have deliberately applied for our licence early in order to give us time to recruit more Volunteers should our application be successful.

- 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.**

Local broadcasting for local people. We aim to get out in the community with outside broadcasts, and interviews with local people and businesses. We are not only local, we are right on your doorstep and cater for the small businesses, charities and fund raisers as well as the bigger companies. Being on the internet has limits on what we can achieve but DAB will give us a massive boost as this area has not been served before by a Community Radio Station.

- 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.**

We have been broadcasting since 2009 on the internet only and have gained a wealth of experience within the local communities. One of our training team was already a qualified tutor with the BBC for many years. We were then WiganFM but with the area being offered as Wigan & St Helens we decided to change our name to Countywide Radio. Its a well known fact that the people of St Helens often criticise the authorities for always giving facilities to “big wigan”. We will give every area within our boundaries the same opportunities. We have always had a close working relationship with Wigan & Leigh College and many of their students have gone on to Present shows live. This will continue but now we are seeking the same opportunity with St Helens College. Being only on the internet which has a reach of only 12.5% is somewhat limiting compared to DAB with 41%, and we have enquired about DAB before but the cost was far too high for us. We now have the opportunity to fulfil our ambitions and we are raring to go!

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.**

Community involvement is vital and will involve skills such as improving our website, seeking ways to advertise our station and help out with outside broadcasts and education. We do not require applicants to have any qualifications, and welcome enquiries from all walks of life. Our aim is to get out and about as much as possible but this will involve volunteers who will with experience get the opportunity to try their hand at Presenting/Producing shows and ultimately having a chance of taking on a more important role as a member of our management committee.

We also use the full extent of social media to let people know who we are and the things we do and to invite applications for Voluntary posts. Applications or any enquiry can also be made via our website.

We continue to have a close relationship with Wigan & Leigh college and over the years many of the students have shown a lot of interest in what we do and indeed several of them have become Presenters themselves. We are also in contact with St Helens college now that our coverage has been extended to that area.

Applications from residents living within our broadcasting boundaries are given priority, and we intend to have monthly meetings of our management committee to discuss how the public can get the most benefit from Countywide Radio and each year we will invite members of the public to come and see for themselves how we are run.

Accountability

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

We actively encourage the Listener to let us know about the things they like or indeed don't like hearing on Countywide Radio. This can be done by visiting our website, Countywiderradio.com, or by email, and soon via a text message. We are also planning an annual open day for people to come and see where we broadcast from. We also ask during our shows for comments and suggestions to be sent to us, and we will receive lots of comments when we provide outside broadcasts or attend events.

- 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.**

All suggestions and criticisms will be discussed and acted upon by our management committee and also at our monthly meetings. We will also respond to the suggestions thus ensuring the Listener doesn't think we are just reading and ignoring them.

We are currently compiling a complaints policy and this will be placed on our website as soon as available.

Requesting and dealing with suggestions and ideas is great for us and empowers the Listener as at the end of the day it is they who make sure we are getting the best out of our Presenters and facilities.

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
Countywide Radio	<p><i>Countywide radio is a radio service intended to serve the people of Wigan & St. Helens</i></p> <p><i>It aims to develop a positive sense of community and increase active involvement in community life. The station's programmes concentrate on the needs of the local communities and provide topical and relevant programming.</i></p> <p><i>The service broadcasts: - Music. The main types of music broadcast over the course of each week are: pop music, dance, RnB, urban, rock and indie. - speech. The main</i></p>	<p>Monday – Sunday 24 hours per day</p>	<p>Wigan & St. Helens</p>

	<p><i>types of speech output broadcast over the course of each week are: national, local and community news, local service information, what's on information, discussions, sport, and arts and event reviews. - The service provides original output for a minimum of six hours per day. - The service provides locally-produced output for a minimum of 13 hours per day/</i></p> <p>To inform, educate and entertain the public.</p> <p><i>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).</i></p> <p><i>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:</i></p> <ul style="list-style-type: none"> • <i>the facilitation of discussion and the expression of opinion,</i> • <i>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</i> • <i>the better understanding of the particular community and the strengthening of links within it.</i> 		
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C-DSP licence: Application form (Part A)

	<p><i>Members of the target community shall contribute to the operation and management of the service.</i></p> <p><i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i></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-DSP 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 Station Editor is responsible for compliance and was trained in 2009 when the original station, WiganFM was launched. He has kept abreast of changes made during that time. The Station Editor has maintained this knowledge on a yearly basis during refresher training

- 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.

The Station Editor holds the responsibility for compliance and has done since the original station, Wiganfm was formed in 2009 and has since been re-named Countywide Radio. During this time he has presided over an unblemished period of compliance. In addition the Station Editor has compiled and created an Ofcom test which all of our Volunteers have to complete before they are able to broadcast or take any part in activities on behalf of the station. Our management committee have received a more extensive training programme, thus ensuring everyone is up to date with any changes as and when they are announced.

- 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.

Compliance Manager - Station Editor

The station Editor is ultimately the compliance manager for the station. They will deal with all complaints about compliance issues or any items raised to them by the compliance monitors. They are the first point-of-contact for Ofcom or the public in relation to content compliance or complaints.

Compliance Monitors -

The station has a number of compliance monitors who listen to the station at specific points in time and report back any potential compliance issues. Our Chairman, Secretary and Recruitment Manager are involved with this,

- 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.

All volunteers, members, and staff at Countywide radio are required to complete mandatory training prior to the initiation of their volunteering at the station. This training consists of both Health & Safety training and Ofcom compliance training. Our Ofcom compliance training consists of multiple choice questions, based on information contained within the broadcasting code. All volunteers are asked to read the codes and then use that information to answer the questions. Volunteers cannot proceed to complete the induction pack without correctly completing the test. These questions are based on scenarios which make the Volunteers think about the circumstances which may come along from time to time. A newly trained volunteer will be listened to and scrutinised for a while to make sure they are complying fully with the regulations.

- 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.

The training described above is mandatory for all volunteers before they are able to contribute to our broadcasts. Everyone is treated equally.

- 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.

During training, Countywide Radio makes it clear to all presenters that they are ultimately responsible for ensuring that the content provided by themselves and their guests is compliant with the code. We make clear to volunteers the importance to the station of compliance and ensure that presenters understand that. What we mean by compliance, how to maintain it, and what to do if things go wrong, are all covered in our training. While presenters understand the importance of ensuring compliance is maintained, they also are aware of the steps to take should compliance failures occur on air. Our studios have a range of printed and documented procedures for presenters to refer to should they need to. In all instances, presenters/volunteers are asked to report incidences of non-compliance to the Compliance Manager who will decide on further action.

- 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 risk involved with established contributors is very small however, we will still check their recordings from time to time prior to transmission, just in case they have misunderstood the codes or they simply have forgotten to edit out any offending material.

In the case of new contributors, we will listen back fully to their content prior to airing them live on Countywide radio, to eliminate any possibility of anything slipping through which may be against the codes. As time goes by if no problems are heard we will reduce the frequency we monitor the recordings.

- 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.

The station manager is responsible for ensuring that the station meets its key commitments;

This will be monitored thoroughly by the Committee, and we are certain that the high standards of OFCOM will be maintained and adhered to by our station and presenters

- 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.

The station editor is responsible for ensuring that the station meets its key commitments. . Our off-air social gain activities relate largely to training, education, and community empowerment. We will monitor all volunteers/members of the station to ensure we are delivering on the training commitments, as well as ensuring we provide training opportunities to those who are not currently volunteers at the station (i.e. the community at large). We will monitor our compliance with our off-air activities and it will be published in our annual report.

- 4.9

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

English. No material will broadcast in a language other than English without prior external translation to ensure compliance.

- 4.11 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 of the compliance team (1 manager, 3 monitors) are fluent in English

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 influence 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:

Anthony Rhodes

Date of application:

26/10/2021

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

company director

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