

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

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. (Please tell us the sources of the information you provide.)</p> <p>Answer in fewer than 300 words:</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>Radio Tyneside will primarily target the over 50 age group in the combined Newcastle and Gateshead area, in particular those who have developed, or are at risk of developing, a condition that requires medical treatment or similar intervention.</p> <p>The population of Newcastle in 2015 is estimated at 292,900, of which 89,500 (31%) are estimated as being over 50 years old [1]. The population is ageing: the Office for National Statistics (ONS) population projections for Newcastle indicate an increase in over 65s by 44.2% (18,800 people), from 42,500 in 2016 to 61,300 in 2039.</p> <p>The latest estimated resident population of Gateshead is 201,600, of which 77,900 (39%) are over 50. This is calculated by the ONS for mid-2016 [2]. The total population is projected to increase by 5.5% to around 211,500 in 2039. ONS projections indicate that by 2039 there will be an additional 14,400 people aged 65 or older, an increase of 38%.</p> <p>Census 2011 figures suggest that 18.7% of people living in Newcastle have a long-term health problem or disability that limits their day-to-day activity to some degree. This figure increases to 44.5% in the over 50s.</p> <p>POPPI (Projecting Older People Population Information System) provides information on the number of people aged 65 and over predicted to have a limiting long-term illness (LLTI). In 2014, 22,995 people in Newcastle were predicted to have a LLTI, increasing to 25,077 by 2020 and to 31,077 by 2030 – an increase of over 8,000 people aged 65 or over.</p> <p>References:</p> <p>[1] Newcastle's Joint Strategic Needs Assessment https://www.wellbeingforlife.org.uk/newcastle-future-needs-assessment and: Know Newcastle http://www.knownewcastle.org.uk/ accessed on 15th September 2017</p> <p>[2] Gateshead Joint Strategic Needs Assessment http://www.gateshead.gov.uk/Health-and-Social-Care/JSNA/home.aspx accessed on 15th September 2017</p>	

3. Proposed area	Guidance Notes
What is the area you propose to serve?	<p><i>Although we believe it is helpful to set guidance that frequency availability may often limit transmission powers to around 25 watts and the coverage radius to around 5km, we are adopting a more flexible approach and will consider applications for wider areas where applicants can demonstrate that the proposed coverage area will better serve the target community, and where it is technically</i></p>

	possible. https://www.ofcom.org.uk/data/assets/pdf_file/0020/101459/community-radio-future-licensing-technical-policy-statement.pdf
<p>The City of Newcastle upon Tyne and the Metropolitan Borough of Gateshead.</p> <p>Specifically, the areas covered by the Newcastle Gateshead Clinical Commissioning Group, including the Newcastle Hospitals NHS Foundation Trust and the Gateshead Health NHS Foundation Trust.</p>	

Programmes and programme output:

Definitions:

Studio location: The studio from which the service will be broadcast should be located within the licensed area.

Locally-produced: Locally-produced output is output made and broadcast from within the service's licensed coverage area. (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: output that is first produced for and transmitted by the service, and excludes output that was transmitted elsewhere before. Original output can be live or voice-tracked. Repeat broadcasts of original output do not count towards the minimum requirement.

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>The law requires applicants to state their proposals for providing a service that would:</p> <ul style="list-style-type: none"> (i) cater for the tastes and interests of members of its target community or communities (or for any particular tastes and interests in those communities); (ii) broaden the range of programmes available on non-BBC local services (commercial and community stations) to members of the relevant community or communities; (iii) broaden the overall range of such non-BBC local services provided in the area concerned; and (iv) have a distinct nature, or provide distinct content, from any non-BBC local services with which it would overlap. <p>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.</p> <p>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).</p> <p>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</p>

how you will serve your target community and what the station will sound like.

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:

Radio Tyneside will primarily target the over 50 age group in Newcastle and Gateshead. Our social objectives are to help our audience to stay healthy, be independent, socially engaged and made to feel that they are valued members of society. We also want them listen to a great selection of music chosen from the past six decades as well as becoming involved in our speech content.

Our advice on health, wellbeing and lifestyle issues will be produced and presented in an accessible and engaging way and in a subtle manner, encouraging listeners into living a healthier and fulfilling life.

Many people choose a radio station primarily to listen to music and as a result we plan to include our social action content in music led programmes.

We will feature people from the local community talking about subjects that interest them. We will also work closely with the many NHS and social care organisations within our target area. It is intended that we will promote specific health and wellbeing initiatives throughout the year and focus interviews and features around these. We will also work with third sector organisations and our local volunteer centres along with local social enterprise and cultural sectors to signpost their activities and sources of further information and support.

We will showcase the work of various health/care services and broadcast live from local charity and cultural events.

We will encourage listeners to contact us to talk about events that they are involved in.

We intend to produce a weekly sports programme with a specific aim to encourage listener participation, which will focus on our local sports teams, including, but not exclusively, Newcastle United FC, Gateshead FC and Newcastle Falcons rugby team. We will also cover other sports such as basketball, cycling and some minority sports

We will broadcast hourly national/international news bulletins from Sky News Radio. We also plan a weekly local news programme looking at events over the past 7 days in our transmission area.

All our daytime general music programmes will include topical event guide information.

We will also broadcast a weekly 30 minute religious programme.

There is a huge amount of local talent in our area and we will showcase this in a weekly "Geordie Hour" show.

During the day, from 7.00am until 10.00pm our music output will consist of a wide variety of easy listening music from the 50's to today.

All our presenters will encourage listeners to contact us with their music requests and dedications. As a hospital radio station we have over 60 years of experience providing a service aimed at this audience and have over 5,000 tracks in our music database.

After 10.00pm and through the night the station will broadcast a softer style of music.

It is appreciated that it is impossible to appeal to all of the people all of the time and we are aware that there is a large difference in musical tastes between those aged 50 to those over 80. We will, therefore, broadcast specialist music programmes ranging from classical, nostalgia, country, swing and jazz at weekends with repeats during the weekdays.

We will broadcast 24 hours a day in English, from our studio based in Newcastle City Centre close to the Royal Victoria Infirmary hospital. During the day, from 7.00am until 10.00pm our music to speech ratio will be 75:25, on average. Speech will be less between 10.00pm and 7.00am, and considerably more during some specialist programmes.

To enable us to offer a good quality, reliable service, whilst using an entirely volunteer staff, we will focus on local and original, rather than live programming. We envisage that 80% of our output will be locally produced by or specifically for us and over 50% will be original, first broadcast programming. We will use a mix of voice tracking, pre-recording and modern technology allowing us to remotely upload and insert material into our schedule when the studios are unattended. We aim to provide around 42 hours of live programming across the week.

We intend to repeat a number of our recorded features in order to ensure they reach the widest possible audience in different parts of the day.

B. What is the address of the proposed studio (if known)?

3 North Terrace, Spital Tongues, Newcastle Upon Tyne, NE2 4AD

C: 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:

Our varied programme schedule will allow us to serve the needs of our community at different times of the day. By providing an 'easy listening' mix of music we expect to attract an audience of mainly over 50s. This is based on our experience with an existing hospital audience. Also we believe that asking our listeners to request specific pieces of music will ensure that we are serving the tastes of our community and will help us adjust the balance of music in the rest of our programme schedule.

Providing local news plus our event guide information will give the community the information that will keep them up to date. We will also broadcast information on recreational activities in the area which hopefully encourage people to attend and participate. We have discussed our proposals with a wide range of local organisations and many are very keen to support our programming and participate, either on-air or in an advisory way.

Our research has also shown that an increasing number of our target audience are now using online services including social networks, such as Facebook and Twitter, so we see online and social media as important channels for us to promote our service and to signpost the work of the organisations and people that we are promoting.

We also intend to visit and where possible broadcast live from fetes and public events with the dual purpose of both promoting ourselves and the events in question.

We will also continue, as now in hospital radio, with our award winning coverage of the annual Great North Run which starts directly outside our studios.

D: 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:

The Newcastle and Gateshead area is currently served by commercial radio stations Metro, Capital, Heart and Smooth, and by two community radio stations, Spice FM and NE1FM.

While the commercial stations are all based in Newcastle they each cover a much larger area including North and South Tyneside, Sunderland, Northumberland, Durham and the Tees Valley. They provide little truly local event information and much of their programming is shared with stations elsewhere in the country. Smooth is the only station playing some music similar to our proposals, but the station provides only local breakfast and drive time programmes, along with six hours at

weekends, the rest of its hours originate from London. They do not provide specialised music programmes, have limited local event information and do not have a remit to promote health and wellbeing.

We will be very local, featuring material relevant to the Newcastle/Gateshead audience including advice and support on many issues which will be of interest to the older audience in our proposed area. We see our specialised programmes attracting an audience not already catered for.

The existing well-established community radio services serve different audiences. Spice FM is for the local South Asian, BME and refugee communities of Newcastle upon Tyne. The main types of music broadcast over the course of each week are: Bollywood, Punjabi and Bhangra, Hindi and Pakistani Pop, Indian Classical, Ghazal and Qawali. NE1 FM has a broader remit to promote community learning, cohesion, regeneration, celebration and empowerment, its output tends towards a younger age profile and does not have our commitment to health and wellbeing.

We have monitored both stations' current output and have not identified any material that would be similar to our proposed programming.

Social gain

5. Social gain	Guidance Notes
<p>Community radio is required to be for the public good and to bring community benefits, or social gains, to listeners and participants. The requirement for 'social gain,' is one of the key factors that makes community radio stations different from other radio services.</p> <p>Please tell us what community benefits your service will bring to your target community(ies) and/or the general public. Please include summaries of evidence to support your answer.</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed social gain set out below.</p> <p>Answer in fewer than 1,500 words:</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> <ul style="list-style-type: none"> <i>(a) the provision of a radio service to individuals who are otherwise underserved by such services,</i> <i>(b) the facilitation of discussion and the expression of opinion,</i> <i>(c) the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the station, and</i> <i>(d) the better understanding of the particular community and the strengthening of links within it.</i> <p><i>Social gain may also include the achievement of other objectives of a social nature.¹</i></p> <p><i>Applicants are required to provide evidence that their service will result in significant social gain to the public or the target community(ies). Copies of letters or research reports etc. should not be submitted, but brief relevant extracts from them, which represent an accurate and comprehensive summary, may be included. If we wish to see the source material, we will ask for it.</i></p> <p><i>Ofcom is required to have regard to the extent to which your proposed service would result in the delivery of social gain to the public or target community.</i></p>
<p>The Health and Social Care Act 2012 sets out specific obligations for the health system and its relationship with care and support services. It gives a duty to NHS England, clinical commissioning groups (CCGs) and health and wellbeing boards to make it easier for health and social care services to work together. The intention of the Act is to improve the quality of services and people's</p>	

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

experiences of them. In delivering the service, more emphasis has been put on promoting wellbeing and a healthy lifestyle to prevent people from falling ill, and on treating those with long-term health conditions at home or in the community.

Radio Tyneside's community radio application supports this strategy at a local level (as set out in the Newcastle Upon Tyne and Gateshead Joint Strategic Needs Assessments). As the emphasis of the NHS moves from traditional hospital stays into greater levels of health support in the community we propose to extend the service we provide, beyond the existing hospital radio remit, to deliver public benefit to the local population by promoting the benefits of a healthy lifestyle and encouraging people to take an active interest in their own health and well-being and to participate in their local community.

Radio Tyneside is a registered charity. One of the charitable objects is:

“the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Newcastle and Gateshead.”

The charity's Trustees intend to meet this charitable objective through delivering the radio programme content and related promotional activities described elsewhere in this application. Whilst our focus will be on improving the health and wellbeing of the over 50 population of Newcastle and Gateshead, we anticipate that benefit will accrue to the population generally. We will encourage lifestyle improvements, signpost services and sources of information and support the people and organisations that provide these services. We will provide direct, on-air access to individuals and organisations to promote their messages and to encourage community involvement.

In drawing up this proposal, we have identified a number of areas where there is great scope for improving the health and wellbeing of listeners; some examples include:

Within Newcastle & Gateshead CCG, there is a higher estimated rate than the England average for depression among people aged 18 years or over, depression and anxiety, long-term mental health problems, and mental health problems more generally. Treatment and early intervention can help to minimise the impact of mental illness and therefore reduce the rate of hospital admissions.

In Newcastle during 2013/14, there were 1,673 cases of recorded dementia (source: QOF). In 2015, it is estimated that, among people aged 65 or over in the city, 3,127 have dementia which corresponds to a diagnosis rate of approximately 54%.

In 2014, overall smoking prevalence in Newcastle was estimated at 19.6% of the adult population, which remains higher than the England average (18.0%).

In Newcastle in 2014, 27.8% of adults over 16 years reported doing less than 30 minutes of moderate or equivalent physical activity per week.

The proportion of adults considered overweight or obese in Newcastle was 60.3%.

Gateshead's hospital admissions rate attributable to smoking of 2,784 per 100,000 was significantly higher than the national rate of 1,726 per 100,000. The gap between England and Gateshead for smoking attributable deaths from stroke has been widening in recent years. Gateshead is now significantly worse than the England average, at 14.8 deaths compared with 9.3 per 100,000 (DSR) in England

69.4% of adults in Gateshead have excess weight according to survey data. This is significantly worse than the England average of 64.8%. Of those who were overweight or obese (based on the measurements they provided), 92% realised they were in that weight zone. In addition, 92% said they would like to lose weight.

Research published by Cancer Research UK in December 2011 estimated that 40% of cancers in women and 45% of cancers in men could be prevented by a healthier lifestyle: drinking less alcohol, smoking less tobacco, and losing weight. Of these, the largest risk factor by far is smoking, which causes 23% of cancers in men and 15.6% of cancers in women.

Through careful targeting of messages and the provision of advice and information through our popular and widely-accessible programmes, we intend to encourage our listeners to take steps to reduce the risk factors that cause illness and poor health. Not only will this improve the lives of local

residents, but may deliver financial benefit to the public purse through preventing more serious illness that might require more expensive treatment.

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>Answer in fewer than 400 words:</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>
<p>Volunteering will continue to be open to all individuals aged 18 or over, subject to satisfactory completion of standard volunteer recruitment checks, induction processes and appropriate training.</p> <p>All those volunteering more than a <i>de minimis</i> number of hours per month will become members of the charity, enabling participation in formal general meetings of the charity and to stand for election as a Trustee, subject to current restrictions under charity, tax and broadcasting law.</p> <p>It is anticipated that, at least initially, Radio Tyneside will be 100% volunteer-operated. As such, there will be a large variety of roles open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, membership management, administration, finance, and promotion.</p> <p>Radio Tyneside already benefits from the experience and knowledge of our existing 40 unpaid volunteers and we expect that this number will increase should a community radio licence be granted.</p> <p>Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication. Our hospital radio experience shows that volunteers appreciate the variety of opportunities available, often joining to undertake one role and then becoming more interested and involved in others. We appreciate, however, that a long-term, regular commitment isn't suitable for everyone, and will offer less 'time-demanding' and project-based opportunities.</p> <p>Volunteer opportunities will be promoted on-air, on our website and through social media. We also have existing relationships with the Newcastle Volunteer Centre and local universities and colleges through which a number of our volunteers have joined us.</p> <p>We are currently developing an arrangement with the Percy Hedley Foundation, a local charity that supports the needs of disabled people with cerebral palsy, communication impairments, sensory impairments and complex learning, social care and therapeutic needs. This initiative is expected to deliver the support network to allow disabled people to volunteer with Radio Tyneside.</p>	

7. Access to facilities and training	Guidance Notes
<p>Set out the practical (formal and informal) mechanisms which you will use to ensure that members of your target community can gain access to your facilities that would be used for the provision of your service and to receive training in their use.</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed access and objectives for training people in the use of the facilities as set out below.</p> <p>Answer in fewer than 400 words:</p>	<p><i>Ofcom is required by the legislation to have regard to the provision each applicant proposes to make to allow for access by members of the target community to the facilities to be used for the provision of the service and for their training in the use of those facilities.</i></p>
<p>Radio Tyneside has existed as a hospital radio service since 1951-a charity operated entirely by volunteers. Our existing volunteers are drawn from all backgrounds and walks of life, including</p>	

medical professionals, local business people, students and the unwaged with ages ranging from 18 years to over 70. Should a community radio licence be granted, we expect that this arrangement will continue; indeed there is likely to be a greater variety of roles open to the community, particularly with regard to the development and communication of health messages and community engagement. We will welcome contributions from all members of the community.

All of our volunteers will be provided with induction training and all the necessary training for the relevant roles within our organisation.

For those roles that are related to on-air work, volunteers will be trained in the operation of our studio equipment, general presentation and interviewing skills. All on-air presenters will be made aware of their legal responsibilities. This training will be led by a training officer and also by those experienced volunteers currently involved in hospital radio. We will also take advantage of the training opportunities provided by the Hospital Broadcasting Association and any local healthcare providers.

Vacancies and other opportunities will be publicised mainly, but not exclusively, through our website, on social media, promotions on air and through the Newcastle Volunteer Centre.

We have links with Newcastle and Northumbria Universities and Newcastle and Gateshead Colleges and it is hoped that their students will volunteer to work with us to enhance and develop their educational progression further.

We have more than 60 years experience in providing effective broadcast training. Within the legal restrictions on charity trading, and to the extent that our volunteer workload permits, we will provide a service to individuals and organisations across our community as a cost effective way of supporting their broadcast needs including using our facilities as a recording studio, editing or providing training and interview skills.

Ensuring accountability:

8. Accountability	Guidance Notes
<p>Please set out your proposed community accountability mechanisms. These should cover matters such as:</p> <p>How will members of your target community:</p> <ul style="list-style-type: none"> • make contact with your service, and • influence the operation of the service? <p>How will suggestions or criticisms from members of your target community (or communities) be considered and acted upon?</p> <p>Your draft 'key commitments' (later in this form) should include a summary of your proposed accountability measures as set out below.</p> <p>Answer in fewer than 500 words:</p>	<p><i>Broadcasting legislation specifies a number of 'characteristics of community radio services'. Licence holders need to ensure their services conform to these characteristics. One is that, in respect of the provision of the service, the provider makes itself accountable to the community (or communities) the service is intended to serve.</i></p> <p><i>Ofcom is required to have regard to the provision each applicant proposes to make in order to ensure its accountability to the relevant community (or communities).</i></p>
<p>Accountability to listeners</p> <p>We will encourage feedback and interaction from our listeners and their representatives via our website and social networking services, as well as by email, telephone and letter, and will promote this regularly on-air. Our attendance at local and community events, such as fetes, civic events, community gatherings and sports events will provide additional opportunities for face-to-face feedback.</p> <p>We will produce a quarterly newsletter, containing news about developments at the station and inviting involvement, contributions, and feedback. This will be sent to all registered supporters and community partners (see below) by email, and promoted via social media and on-air.</p> <p>All volunteers will be trained on the procedure for handling and recording feedback, and dealing with complaints.</p> <p>Accountability to members</p>	

Everyone who volunteers with Radio Tyneside in any capacity for more than a *de minimis* amount per month is eligible for free voting membership of the charity, entitling them to actively participate in formal general meetings and to elect Trustees, in accordance with the charity's governing constitution.

We encourage feedback from all members at any time, both formal (through regular members' meetings) and informal (e.g. during conversations with individuals, or by email).

Accountability to the wider community

We intend to set up an advisory committee that will be chaired by one of our trustees. We will invite representation from relevant local statutory, charitable and community organisations including Newcastle and Gateshead Healthwatch (the consumer champion for social care and the health service) and from the Newcastle and Gateshead Health and Wellbeing Boards, to provide a mechanism for feedback from the local health community.

Oversight by Trustees

As Radio Tyneside is a registered charity, the Trustees are legally obliged to ensure that the charity is operated in accordance with charitable law. Oversight is provided by the Charity Commissioners to whom any member of the public can make a complaint if they believe that the charity is not meeting its charitable objectives or acting in accordance with the relevant legislation.

Guidance notes: station's draft key commitments

Please draft the Key Commitments for your proposed service. There is a blank key commitments template overleaf. If your organisation is awarded a licence, the key commitments you draft here will be included in your licence. (Please note: Ofcom may require amendments if, for example, we feel changes are required to better reflect your application proposals).

Your draft Key Commitments should be consistent with, and, where appropriate, summarise the answers you have already given in 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 one page long.

KEY COMMITMENTS: to be completed by the applicant *[Guidance is given in italics.]*

Station name <i>[As in section 1 of this application]</i>	Radio Tyneside
Licence area <i>[State the proposed coverage area asset out in section 3 of this form.]</i>	The City of Newcastle upon Tyne and the Metropolitan Borough of Gateshead.
Description of character of service <i>[Describe in no more than 80 words in total]:</i>	
<ul style="list-style-type: none"> - the target community/communities <i>[describe the community or communities you will serve; this should be a summary of your answer in section 2 of this form]:</i> Radio Tyneside will primarily target listeners over 50 in the Newcastle and Gateshead area, particularly those who have developed, or are at risk of developing, a condition that requires medical treatment or similar intervention. - the main purpose of the service To improve the health and wellbeing of the population of Newcastle and Gateshead - the station's primary functions or activities Encouraging lifestyle improvements amongst listeners and supporting the people and organisations that provide relevant services. 	
The service broadcasts: <i>[these bullet points should be a summary of the answers you have given in section 4 of this form]:</i>	

- Music. The main types of music² broadcast over the course of each week are *easy listening music from the 50s to the present day, plus 'specialist' music designed to appeal mainly to the over 50s.*
- Speech. The main types of speech output³ broadcast over the course of each week are: *news, information, features and advice presented in a friendly, engaging way, including content designed to encourage and promote good health and wellbeing.*
- Over the course of each week programming is broadcast in *English only.*
- The service provides original output⁴ for a minimum of *12 hours per day.*
- The service provides locally-produced output⁵ for a minimum of *19 hours per day.*
- *[The text below is included in the Key Commitments in all community radio licences, and does not need to be amended or augmented. 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]*

The studio is located within the licensed coverage area.

The service provides a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air, and in doing so, achieves the following objectives:

- the facilitation of discussion and the expression of opinion,
- 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
- the better understanding of the particular community and the strengthening of links within it.

Members of the target community contribute to the operation and management of the service.

The service has mechanisms in place to ensure it is accountable to its target community.

[Please note: If awarded a licence, the key commitments you draft here will be included in your licence. (However, Ofcom may require amendments if, for example, we feel changes are required to better reflect your application proposals).]

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</i></p>

²e.g. mainstream pop, urban etc.

³e.g. local news, what's on etc.

⁴ Original output is output that is first produced for and transmitted by the service, and excludes output that was transmitted elsewhere before. Original output can be live or voice-tracked. Repeat broadcasts of original output do not count towards the minimum requirement.

⁵ Locally-produced output is output made and broadcast from within the service's licensed coverage area.

	<i>successful the licence will be awarded to the body corporate (e.g. company) submitting this application.</i>
Company (or other body corporate) name:	Radio Tyneside
Date of registration:	25 th September 2017
Company registration number:	Registered Charity Number 1174808
Type of company (or other body corporate):	Charitable Incorporated Organisation (CIO)
Where your body is not a company, please explain how it meets the requirement to be a body corporate:	A CIO is an incorporated form of charity, registered and regulated by the Charity Commission. For more details see: https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure

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>Answer:</p>	<p><i>Ofcom needs to know about the ownership of the company (or other body corporate) applying for this licence, and any issues regarding its control. We will also consider how the company (or body corporate) will be run (this will usually be specified in the Articles of 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>Radio Tyneside is constituted as an association form of Charitable Incorporated Organisation (CIO). As such, it has no owners, no individual, company or other body may exert control over it, and it operates for solely charitable purposes, including:</p> <p style="text-align: center;"><i>“the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Newcastle and Gateshead.”</i></p> <p>(A second charitable objective is to provide a hospital radio service.)</p> <p>It is governed by a board of Trustees, the majority of which must be elected by the wider membership. Members of a CIO are legally required to vote in the best interests of the charity.</p> <p>There is also the option for the Trustees to appoint additional Trustees with particular skills or knowledge beneficial to the charity. There are currently 4 elected Trustees and no appointed Trustees; if awarded a licence, we envisage that additional Trustees would be appointed, subject to the limit on numbers set out in the governing constitution.</p> <p>The current hospital radio service is provided by an unincorporated charity – Radio Tyneside – The Tyneside Hospitals Broadcasting Service (Registered Charity 500451). It is intended to transfer the assets and membership from the existing (non-incorporated) charity to the new CIO prior to the commencement of the licence. The Trustees of both charities have agreed to this in principle, however, it is subject to agreement by the wider membership.</p>	

Ability to maintain the service:

11. Management and operations	Guidance Notes								
<p>With regard to the applicant please provide:</p> <ul style="list-style-type: none"> • A list of directors, indicating who is the managing director and/or chair (please see question 12 regarding directors' details). • An indication of management structure (e.g. management committee or equivalent, if applicable), and/or • Information about who would be responsible for the day to day management and running of the station (there is a separate question regarding other staff below). Explain the role(s) in the station, job titles, and indicate whether paid or voluntary, full or part-time (and the number of hours). 	<p><i>In addition to the notes above on ownership, Ofcom is also required to evaluate the human resources involved in the running of a community radio station. Answers should demonstrate how those who have relevant experience will work for the station. In addition, a diagram or organisation chart may help paint a clearer picture.</i></p>								
<p>The following people will be the Trustees of Radio Tyneside</p> <table border="0" data-bbox="311 757 957 929"> <tr> <td>David Nicholson MBE</td> <td>Chairman</td> </tr> <tr> <td>Richard Finch</td> <td>Treasurer / Station Director</td> </tr> <tr> <td>Dr. Chris Eggett</td> <td>Secretary</td> </tr> <tr> <td>Geoff Lisle</td> <td>Programme Organiser</td> </tr> </table> <p>As explained in the answer to Q.10, additional Trustee appointments are anticipated when we are awarded this licence. All Trustees work in a voluntary capacity, and are collectively ultimately responsible for the operation of Radio Tyneside.</p> <p>If awarded a licence, we envisage a management team taking responsibility for the day-to-day operations (see answer to Q.13) leaving the Trustees to focus on the governance and strategic direction of the charity. As currently for the hospital radio service, some of the Trustees are expected to take up management roles in addition to their trustee role.</p>		David Nicholson MBE	Chairman	Richard Finch	Treasurer / Station Director	Dr. Chris Eggett	Secretary	Geoff Lisle	Programme Organiser
David Nicholson MBE	Chairman								
Richard Finch	Treasurer / Station Director								
Dr. Chris Eggett	Secretary								
Geoff Lisle	Programme Organiser								

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>Answer (for each director):</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>David Nicholson MBE</p> <p>Employment: Retired</p> <p>Other directorships: None</p> <p>Relevant experience or qualifications:</p> <p>44 years as a volunteer with Radio Tyneside. 18 months as Chairman (previously 11 years as Station Director).</p> <p>Member of the North East Branch of the Radio Academy.</p> <p>Member of the National Hospital Broadcasting Association (previously 6 years as their Vice President). Holds role of 'Liaison Officer', with specific responsibility for relationship with Radio Academy, IRN/Sky and Ofcom.</p> <p>Recipient of both the John Whitney Award presented by the HBA and Lifetime Achievement Award from the Radio Academy.</p>	

Recipient of an MBE for Services to the Voluntary Sector.
 Recipient of the Lord Mayor 800 Award from Newcastle City Council.
 Worked [...] with the Civil Service then [...] as a Tutor of Media Studies for Newcastle College.
 Currently [...] Senior Exams Coordinator for Northumbria University.

Richard Finch

Employment: Company Director
 Other directorships: Warbeck Consulting Services
 Relevant experience or qualifications:
 35 years as a volunteer with Radio Tyneside; 10 years as Trustee.
 Station Director/Manager since 2014.
 Managing Director of own business providing business consultancy to the banking industry.

Dr. Christopher Eggett

Employment: Senior Lecturer in Clinical Physiology Medical School, Newcastle University.
 Deputy Dean of Postgraduate Taught Programme Medical School
 Honorary Cardiac Physiologist Newcastle Hospitals NHS Trust
 Relevant experience or qualifications:
 Member of Radio Tyneside since 1997.
 Technical Operator BBC Radio Sheffield Religious Programme Team 1991-96
 Presenter Forge FM – Sheffield University Student Radio 1993
 Technical Operator Religious Programme Team Radio Tees/TFM 1986-1991
 Member of South Cleveland Hospital Radio 1986-1991

Geoff Lisle

Employment: Retired
 Relevant experience or qualifications:
 Member of Radio Tyneside since 1993
 President of Ponteland Lions
 Member of Church Council - Ponteland Methodist Church. Property Steward and AV/IT Specialist.

If any individuals (not necessarily directors) have been identified for management roles please state what experience identified individuals have to undertake the role in question.

13. Staffing structure

Guidance Notes

What is the staffing structure of your proposed radio service? Provide a job title for each position and indicate whether the individual will be paid or will work in a voluntary capacity, will be full or part-time (indicate the number of hours for part-time posts). This may be provided as a diagram or organisation chart.

The legislation requires that Ofcom has regard to the applicant's ability to maintain the proposed service (as well as to ensure the applicant is fit and proper to hold the licence). As well as its ownership, management and operations, the proposed staffing of the station is relevant to these considerations.

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

It is intended that Radio Tyneside will continue to be run by volunteers. Our hospital radio experience has demonstrated that this has been a successful modus operandi for over 60 years and this will also enable us to keep our running costs to a minimum.

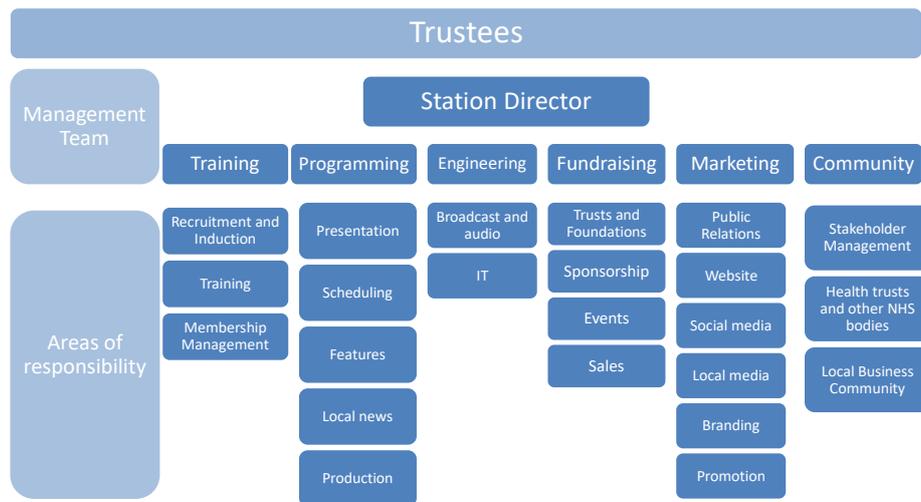
The organisation chart below shows how the service will be managed. The Management Team supports the board of Trustees, whose role is to govern the charity and take overall responsibility for its operations. The Management Team structure is based on the model that is already in place for the existing charity, where equivalent roles are currently undertaken by existing members. It is expected that these management roles will continue to be filled by suitably skilled volunteers with appropriate experience and time availability, however, we also expect to provide further opportunities to recruit and develop volunteers for some of the roles, which will be enhanced to reflect the additional responsibilities and obligations of running a Community Radio service.

The Station Director is responsible for the overall day-to-day management of the service and this role is currently held by one of the charity's trustees. It is envisaged that the holder of this key role will continue to be a Trustee of the charity.

The Programming Manager will take the lead in ensuring compliance with the Broadcasting Code, and the Fundraising Manager will take responsibility for ensuring that the community radio funding rules are adhered to.

The Management Team roles (Training, Programming, Engineering, Fundraising, Marketing and Community Relations) will each manage a team of individuals, where necessary, but will retain overall responsibility for the quality of the work of the team and compliance with relevant rules and regulations.

Radio Tyneside Structure Chart



14. Applicant's experience

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.

Guidance Notes

Ofcom is required to consider whether an applicant has the ability to run a community radio station for the licence period (up to five years). To aid our consideration we want to know about any relevant experience the applicant group as a whole, or the individuals involved, may have.

A. Please provide a brief history of your group.

Answer in fewer than 300 words:

Radio Tyneside began life as a hospital football commentary service in October 1951. The service

moved forward in the late fifties to include a twice-weekly record request programme.

In the early sixties it acquired a studio in the centre of Newcastle, then in 1967 moved into a new studio within the Newcastle General Hospital where it remained until 2009. Since 2009 we have been sited in a Newcastle Upon Tyne NHS Hospitals Foundation Trust property in Newcastle city centre, adjoining the Royal Victoria Hospital.

In 1973 Radio Tyneside recruited additional volunteers that allowed the station to increase its broadcasting hours. By 1975 it was on air seven days a week every evening and all day at weekends. Over the next ten years Radio Tyneside went from strength to strength increasing the number of volunteers and the hours of broadcasting.

In 1997 the station was selected by the Radio Authority to participate in an experiment of broadcasting hospital radio to the patients and staff via a low powered AM transmitter. After 12 months the Radio Authority judged the experiment had been a success and offered Radio Tyneside an initial five year licence to continue the AM broadcasts. 1997 was also the start of 24 hour broadcasting by the organisation, made possible by purchasing computer technology called Myriad. We were the first station to purchase this equipment.

Over the years we have expanded and now provide a 24 hour service to the patients and staff in three hospitals in Newcastle and Gateshead and currently have 40 volunteers.

The station has won many awards at the annual National Hospital Radio Awards and earlier this year won National Hospital Radio Station of the Year.

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

Answer in fewer than 150 words:

Radio Tyneside has been in existence as a wired hospital radio service for 66 years.

In 1991 it acquired a 28 day Restricted Service Licence (FM) to celebrate 40 years of broadcasting.

In 1996 we were selected by the Radio Authority to be one of two hospital radio stations to run an experiment to broadcast via a low power transmitter which after 12 months was said to have been a success and were offered a further 5 year LPAM licence which has been renewed twice, the current licence term expiring in October 2018.

In 2009 Radio Tyneside commenced broadcasting online. Listeners can also download the dedicated Radio Tyneside App from the Apple Store or Google Play. We are also available on TuneIn Radio and Radioplayer.

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

Answer in fewer than 150 words:

Radio Tyneside's trustees and membership are drawn from many walks of life and age groups. Members have a wealth of business experience, including small business owners, healthcare professionals, teachers and a retired vicar.

Radio Tyneside has been in operation for 66 years, run entirely by volunteers and has always been financially self-sufficient. It is the opinion of the Trustees in making this application that the charity has the breadth of experience and knowledge to undertake all of the tasks required to meet the obligations of a successful community radio service.

D. Please summarise the radio broadcasting experience of key individuals in the applicant group (only if not already described above).

Answer in fewer than 150 words:

See above

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>Answer in fewer than 1,000 words:</p>	<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>In developing our proposals, Radio Tyneside has consulted with a broad range of organisations and individuals with a responsibility for delivering health and wellbeing services to the people of Newcastle and Gateshead. We have received expressions of support from many of these organisations and individuals.</p> <p>NHS England leads the National Health Service in England. They set the priorities and direction of the NHS and encourage and inform national, regional and local debate to improve health and care. C Charlton, Senior Communications and Engagement Manager NHS England, Cumbria and the North East said: <i>"Radio Tyneside is a highly respected and successful station. It is excellent that the station is proposing to encourage people to focus more on and take control of their health and wellbeing. This is something we would be keen to support and help them do".</i></p> <p>C Kavanagh, Programme Manager for the Newcastle and Gateshead Clinical Commissioning Group 'Enhanced Health in Care Homes' programme wrote: <i>"...there are many opportunities that could be mutually beneficial to both organisations in the future and if the community radio proposal is successful the potential reach to a greater number of older people will be enhanced".</i></p> <p>L Robson, acting Chief Executive of the Newcastle Upon Tyne Hospitals NHS Foundation Trust said: <i>"I am happy to endorse the proposals you have developed to extend this valuable service to local people and to use this as a key vehicle to promote the benefits of a healthy lifestyle and increase community participation".</i></p> <p>R Wigham MCIPR, Head of Communication and Marketing at Gateshead Health NHS Foundation Trust told us that: <i>"...Gateshead Health NHS Foundation Trust fully supports the application by Radio Tyneside for a community licence as a way of promoting health and wellbeing for the local population". "With the changing nature of the NHS the idea of [Radio Tyneside] continuing their service through a community route fits closely around national thinking about how we deliver treatment, but also has an important role to play in the prevention agenda. As a community health provider as well as an acute hospital trust we see this proposal of great benefit to the population of Gateshead in helping them to think about a healthy lifestyle and encourage them to take an interest in their own health and wellbeing"</i></p> <p>Professor E Milne, Director of Public Health at Newcastle City Council offers his 'full support' for our application. He comments: <i>"We are increasingly looking to integrate health and social care across the</i></p>	

acute and community sectors. In doing this we also envisage an increased focus on prevention and resilience. The potential of a trusted radio station brand with its strong ties to the health service would be of great value in this context”.

S Edusel, Chief Executive of Healthwatch Newcastle and Healthwatch Gateshead wrote: *“We consider Radio Tyneside’s proposal to widen its remit will greatly benefit the population of Newcastle and Gateshead..... We also believe that a community licence would allow better communication and interaction between communities and all health, social care and wellbeing services. Promoting the benefits of a healthy lifestyle will lead to better health and wellbeing outcomes for our citizens and we are pleased that Radio Tyneside will actively build strong links with the voluntary and community sector to help achieve their aims”.*

We have also spoken to people and organisations from the voluntary sector:.

K Watson is the Volunteer Centre Officer who works with organisations and volunteers to support and encourage volunteering in Newcastle: *“Radio Tyneside reaches a regular section of the community that might not otherwise be aware of our services; due to financial restrictions we are limited in how many leaflets or events we can attend. Radio Tyneside offers effective direct information sharing to the community who will respond to a trusted presenter”.*

G McNaughton, Hospital Broadcasting Association (HBA) Chairman wrote: *“The proposal, and indeed the ambition, to deliver a community focused health and wellbeing information service through the medium of radio fits with the vision of the HBA. The proposal to deliver a health promoting information service using the resources available and to develop new and engaging material... will benefit the demographic audience targeted.... The HBA fully support’s Radio Tyneside’s proposed application for community radio”.*

Support has also been forthcoming from local universities, specifically, Professor S Cholerton, Pro-Vice-Chancellor, Learning and Teaching at Newcastle University says: *“Many of our students over the years have volunteered for Radio Tyneside, which has strengthened their skills and employability prospects and a fair number have used this as a springboard for careers in broadcast and print media. We are delighted that Radio Tyneside will continue and seek to enhance this involvement if they are awarded a community radio licence and we look forward to continuing to work with them in this regard”.* Professor Cholerton also notes that: *“Newcastle is the pre-eminent location in the UK for translational research into healthy aging. Working with colleagues in the local NHS Trusts, our clinicians, scientists and social scientists seek practical solutions to the health and wellbeing challenges presented by an aging population”.* *“We can see very significant value in Radio Tyneside’s plans.....both as a worthy objective in its own right but also to support the great work being done in the area by the University, the NHS Trusts and local authorities”.*

Dr D Baines, Senior Lecturer in Journalism at Newcastle University adds: *“We are working..... to establish a ‘North East Civic Journalism Lab’ to promote and sustain high quality local and regional journalism..... Radio Tyneside, as a community radio station with a focus on health and wellbeing, would be an ideal partner and participant”.*

Finally we have received a letter of support from Lord Kirkhope of Harrogate: *“As a long time supporter of the work of Radio Tyneside and it’s patron between 1980 and 2003, I write to give my strong backing to the application for the organisation to be granted a community radio licence”*

Further details are available to Ofcom on request.

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

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.

Answer in fewer than 150 words and/or submit a summary table:

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.

Answer in fewer than 150 words and/or submit a summary table:

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.

Answer in fewer than 150 words and/or submit a summary table:

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:

Answer in fewer than 150 words and/or submit a summary table:

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/

25. Engineering information

Waveband:	This application is for an FM licence	Yes
	Do you understand the requirements for FM (VHF) and have you incorporated these below and in, for example, your start-up and other costs, detailed earlier?	Yes
Transmission site address:	What is the postal address and post code:	Royal Victoria Infirmary, Queen Victoria Road Newcastle upon Tyne NE1 4LP
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.	NZ 243 652
	What is the height of the site, in metres, Above Ordnance Datum (AOD)?	70 metres
	In metres, what is the total height of the mast / building Above Ground level (AGL)?	29 metres
About the site's dimensions:	What is the height, in metres, of the transmitting antenna AGL?	99 metres
	Please supply photographs of the transmitter mast / building and aerial location.	<input checked="" type="checkbox"/> Tick if enclosed
	Is this site already used for broadcasting and if so by whom?	The existing site houses a 48MHz link to Gateshead hospital and the transmitter for our LPAM service (antenna some distance away). Both will be discontinued following this licence coming into service.
About the transmission site:	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

Transmission site availability:	Provisional agreement with site owner in place?	Yes
	Or under negotiation?	N/A
	Applicant group owns site?	No
	Other – please specify.	
	Applicant group owns site?	N/A
(Note: we cannot consider an application if no site has been identified.)		

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:	Dave Nicholson	
Email:	info@radiotyneside.co.uk	
Website:	www.radiotyneside.co.uk	
Postal address:	3 North Terrace, Newcastle Upon Tyne, NE2 4AD	

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 CONTACTDETAILS

Concluding declaration:

28. Declaration		
APPLICANT'S, DIRECTORS' AND OWNERS' OTHER INTERESTS		
<p>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.)</p>		
Activity/involvement	By the applicant and/or a shareholder or member (section 11 of this application form)	By a director (section 12 of this application form)
a) Local authorities	None	None
b) Bodies whose objects are wholly or mainly of a political nature, or which are affiliated to such a body	None	None
c) Bodies whose objects are wholly or mainly of a religious nature	None	Geoff Lisle – council member, Ponteland Methodist Church
d) An individual who is an officer of a body falling within (c) above	None	None
e) A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1a) of Part I of Schedule 2 to the Broadcasting Act 1990) or a body falling within (b) or (c) above	None	None

f) An advertising agency or an associate of an advertising agency	None	None
g) Other broadcasting interests (including radio, television, satellite and cable broadcasting and allied activities).	None	None
Other interests		
2. Give details of any other interest or activity of the applicant which is or could be incompatible with the requirements imposed by or under Schedule 2 to the Broadcasting Act 1990 (as modified by the Community Radio Order 2004) and Articles 6 and 7 of the Community Radio Order 2004. Please also give details of any other participant in the applicant whose interest is or could be incompatible with those requirements. (You may need to seek advice about these matters)		
None		
Other matters		
3. In pursuance of its duties under Section 86(4) of the Broadcasting Act 1990 (as amended), Ofcom requires that the applicant should notify Ofcom of any matters which might influence Ofcom's judgement as to whether: <ul style="list-style-type: none"> (i) the applicant; (ii) any director of the applicant; (iii) any individual, or any director of a company, who will have an interest of 5 per cent or more in the applicant; may not be considered a 'fit and proper person' to participate in a radio licence. Such matters would include, for example, the following (whether they occurred in the UK or any other country): any unspent criminal conviction, any undischarged insolvency and/or bankruptcy orders, any disqualification from being a director of a limited company, and any adverse findings made by Ofcom (or its predecessor broadcast regulators), any other regulatory authority and/or any court or tribunal in respect of any regulatory matters.		
None		
Do you confirm, to the best of your knowledge and belief, that:		
4. The applicant is not a disqualified person in relation to the licence by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 (relating to political objects);		
5. The applicant is not otherwise a disqualified person in relation to the licence by virtue of Part II of Schedule 2 to the Broadcasting Act 1990 or any other rule prohibiting its holding the licence;		
6. No director, member or other person involved directly or indirectly in the management of the applicant group is the subject of a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996;		
7. No person (body corporate or individual) involved in the application has been convicted within the past five years of an unauthorised broadcasting offence and that the applicant will do all it can to ensure that no person (body corporate or individual) so convicted will be concerned in the provision of the service, the making of programmes included in it, or the operation of the radio station if the applicant is granted a licence; and		
8. Any matters which might influence Ofcom's judgement as to whether the directors or members of the applicant group are fit and proper persons to participate in a radio licence have been made to Ofcom.		
Applicants should note that Ofcom reserves the right to revoke a licence if at any time any material statement made is found to be false and to have been made by the applicant or any member or officer thereof knowing it to be false, and that in the circumstances of section 144 of the Broadcasting Act 1996, the provision of false information or the withholding of relevant information with the intention of misleading Ofcom could incur a criminal conviction and a disqualification from the holding of a licence.		
<input checked="" type="checkbox"/> Please tick this box to confirm that the applicant agrees with the above statements.		
Please tick the boxes below to indicate which additional documentation is included as part of this application. We are not willing to accept additional information with this application, other than that set out below:		
<input checked="" type="checkbox"/> Memorandum & Articles of Association		
<input checked="" type="checkbox"/> Certificate of Incorporation		
<input checked="" type="checkbox"/> Application Payment (UK £ 600.00) non-returnable		
<input checked="" type="checkbox"/> Photographs of the transmitter mast / building and aerial location.		

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

David Nicholson MBE
_____ *(Name of person)*

Chair
_____ *(Title or position in the applicant group)*

21st October 2017
_____ *(Date)*

Please return this form and any additional electronic information by email 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.