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# Community Digital Sound Programme (C-DSP) licence

## Application form – Part A (public)

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

Oldham Community Broadcasting Ltd

**Proposed service name:**

Oldham Community Radio

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

Oldham and Rochdale

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

The Station Manager. Oldham Community Radio, PO Box 997, Oldham OL1 9EB  
0161 682 5599, studio@oldhamcommunityradio.com

**Publication date:** 1 June 2021

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# 1. Overview

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

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

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

## The purpose of this form

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

## Provision of information

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

## Publication of information about applications and licensed services

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

## Data protection

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

## Keeping up to date with broadcasting matters

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

## 2. Applicant's details

### About this section

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

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

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

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

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

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

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

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

### Applicant information and contact details

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

Oldham Community Broadcasting Ltd

2.2 Company registration number stated on Companies House:

03340733

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:

40 Saffron Drive, Oldham OL4 2PU

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

**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	Phil Edmonds
Job title	Technical Director / Technical Development and Sustainability Manager
Address	PO Box 997 Oldham OL1 9EB
Telephone	0161 682 5599
Mobile phone	07946 501 101
Email	p.edmonds@oldhamcommunityradio.com

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

www.oldhamcommunityradio.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.

As a simulcast of our existing Community Radio service the service will be funded as an extension of our current operations, with a mixed funding model:

Advertising and Sponsorship – traditional spot advertising and sponsorship of programmes.

Grant funding – from bodies such as National Lottery, Ofcom Community Radio Fund, local grant giving bodies such as Action Together.

Fundraising activities - including our “300 Club” small society lottery and listener donations, particularly via annual ‘Radiothon’ fundraising week.

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

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

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

Full name of individual	Correspondence address <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Philip Edmonds	20 Blakelock Street, Shaw, Oldham, England, OL2 7SE	UK	CIO Trustee – Radio Cavell (Oldham Hospital Radio)	Part time non-management employee of The Manchester College.  Employee/contractor to All Arts and Media Ltd (holder of CR000028 Ofcom licence), Wythenshawe Community Media (holder of CR000024 Ofcom licence)

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



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				and North Manchester FM CIC (holder of CR000165 Ofcom licence) and freelance broadcast engineer contractor to other Ofcom licensed services on an ad-hoc basis.
David McGealy	40 Saffron Drive, Moorside, Oldham, Lancashire, OL4 2PU	UK	Director - Radio Regen (Community Media development / training charity)  CIO Trustee – Radio Cavell (Oldham Hospital Radio)	none
Ian Wolstenholme	40 Saffron Drive, Moorside, Oldham, Lancashire, OL4 2PU	UK	CIO Trustee – Radio Cavell (Oldham Hospital Radio)	none
Michael Gill	40 Saffron Drive, Moorside, Oldham, Lancashire, OL4 2PU	UK	none	none
Radio Cavell	The Studios, The Royal Oldham Hospital, Rochdale Road, Oldham, England, OL1 2JH	N/A	none	N/A

- 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
Comments				
N/A – No Shareholding – Company Limited by guarantee.				

- 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
East Manchester DAB Limited	Sarah Moor Studios, Henshaw Street, Oldham, United Kingdom, OL1 3EN

- 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
East Manchester DAB Limited	Sarah Moor Studios, Henshaw Street, Oldham, United Kingdom, OL1 3EN	Oldham FM Ltd Infocus Digital Media Ltd Crescent Community Radio Ltd


## 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
Philip Edmonds	c/o Oldham Community Radio, PO Box 997, Oldham OL1 9EB	Radio Cavell
David McGealy	c/o Oldham Community Radio, PO Box 997, Oldham OL1 9EB	Radio Regen Radio Cavell
Ian Wolstenholme	c/o Oldham Community Radio, PO Box 997, Oldham OL1 9EB	Radio Cavell
Michael Gill	c/o Oldham Community Radio, PO Box 997, Oldham OL1 9EB	None
Radio Cavell	The Studios, The Royal Oldham Hospital, Rochdale Road, Oldham, England, OL1 2JH	none

- 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
Philip Edmonds	Radio Cavell	N/A
David McGealy	Radio Regen Radio Cavell	N/A N/A

Ian Wolstenholme	Radio Cavell	N/A
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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	N/A	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
Comments				
N/A				

## 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; <sup>2</sup>	NO	
An individual who is an officer of a body falling within (b) or (c);	NO	
A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	NO	
An advertising agency or an associate of an advertising agency	NO	

## Details of applications, licences and sanctions

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

**Yes** (delete as appropriate).

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

Licence number	Name of multiplex
CR000032	Oldham Community Radio (Community Radio Licence)

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

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

**Yes** (delete as appropriate).

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

Licence number	Name of service or multiplex
CR000032	Oldham Community Radio (Community Radio Licence)

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

**Yes** (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
2007 onwards	CR000032	Oldham Community Radio
1999 onwards	LRSL000059	Radio Cavell
2002 onwards	CR000028 CR000024 CR000165	Phil Edmonds: employee/contractor: All FM, Wythenshawe FM, North Manchester FM

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

**Yes** (delete as appropriate).

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

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Licence number	Name of service or multiplex
CR000032	Oldham Community Radio

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 imposed	Date sanction imposed

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

**No** (delete as appropriate).

If yes, please provide the following details:

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

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

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



N/A

## 3. The proposed service

### About this section

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

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

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

### Your proposed service and target community

3.1 What is the proposed service name?

Oldham Community 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.

Oldham and Rochdale

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

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

Units 6-8,  
Albion Street,  
Oldham  
OL1 3BG

- 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.

Oldham Community Radio CR000032

- 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.**

The service is a simulcast of our existing community radio licence, as such the target audience is the same, namely people who live or work within the Oldham Metropolitan Borough. Through the use of a variety of programming strands we will serve the interests of the diverse communities in the coverage area. We support community cohesion by promoting knowledge and understanding of these communities through the use of specific programme strands to serve the interests and needs of the various communities within the local area. We feel that our programme schedule, of broadcasting a regular series of distinct Programme Strands that target distinct demographic groups within our area, has benefited by being able to meet the needs and interests of so many different listeners. By targeting a number of different niche audiences the grand total number of listeners is significantly greater than would be achieved with a more traditional uniform approach to broadcast scheduling.

- 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.**

Oldham Community Broadcasting Ltd is a not-for-profit company limited by guarantee and as per its governing documents the company is prevented from distributing any surpluses. All funds, including any surplus, can only be applied towards the objects of the company which specify the provision of a community centred radio service to the local area.

## 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.**

This service, as a simulcast of our existing community radio licence, will reflect the social gain objectives of our existing service.

We facilitate discussion and expression of opinion via our various speech output, in particular our 'Oldham Today' strand features information, guests both in the studio and down the line across the whole spectrum of the local community from individuals with "an interesting story", through representatives of local community groups such as local drama groups and community centres, right through to senior local figures such as the leader and Chief Executive of Oldham Council and police chiefs.

A key area of focus is health and wellbeing amongst the local community, we will continue to facilitate partnership projects, such as the "Radio Active" armchair exercise feature we produced with Oldham Community Leisure and Age UK Oldham.

Another area we feel provides a vital public service is in support of local democracy, we will continue to broadcast Oldham Council meetings live and cover local council and parliamentary elections. We are politically neutral and view our role as aiding local residents in engaging in the political process.

We will focus on the various mandatory elements of social gain, in expression of opinion, provision of training and strengthening community links. Details on how this is achieved are outlined in the following sections.

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

As a simulcast of our existing community radio service, we will continue to broadcast varied speech content via programme strands such as our 'Oldham Today' and 'Sport' strands. We will continue to feature relevant local information within all programmes (i.e. guest interviews, gig guides in specialist music programmes, support group information in our over 60's 'Wireless Programme' etc.)

We will continue to facilitate discussions with broadcasts featuring debate and discussion programmes on a variety of specific issues. We broadcast regular in-depth interviews and discussions in our 'Oldham Today' programme strand and within other programmes such as our 'A Chance to Meet' programmes. We have promoted many thousands of local events over the years on-air both in our 'Oldham Today' programme strand and as appropriate in other programme strands. We also attend various local community events with reporters and outside broadcasts.

- 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.**

As an extension of our existing community radio service, we will offer our robust volunteering and training schemes.

Through or bi-annual studio open days, followed by a structured scheme of training and mentoring we ensure that members of our target community can access the facilities. Formal training includes coverage of policies, both Ofcom Broadcasting Code and local operational policies.

We will continue to offer work placement opportunities to local people. We receive a large number of requests for 'work experience', due to limited resources we are unable to accommodate all of these. We tend to focus on placements from sixth form or local university students.

We will continue to offer training to volunteers and community groups on an occasional basis, often linked to grant funded activities and we will continue to offer occasional structured training to other groups.

- 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.**

As a simulcast of our existing community radio service, we already have a long history of programming specifically aimed at increasing understanding and strengthening links in the community.

Through interviews and discussions both on our daily 'Oldham Today' magazine programme and through outside broadcasts and special programmes we highlight the various diverse local communities. By targeting a number of different niche audiences through our Programme Strands there has been many instances of "cross fertilisation" of the various strands as listeners have been exposed to a variety of programmes that they would not deliberately sample thus forging a better understanding of the different communities and strengthening links within them.

- 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.**

Our board of directors have extensive experience of delivery of social gain through the medium of community radio.

As a community radio pioneer, Phil Edmonds brings over 20 years' experience to the organisation. He was involved in the fledgling community radio sector in the UK, having been part of the "access radio" pilots in the early 2000s as part of the Radio Regen team shaping the form that community radio takes today. With extensive hands-on experience of training and community involvement and improving lives through education in roles at The University of Salford and The Manchester College.

David McGealy brings over four decades of experience not only in local broadcasting, but in local community involvement, a retired teacher latterly specialising in the introduction of IT systems in education across the local authority, David has held roles on various local committees and community advisory groups.

Other directors and established volunteers have experience in other community groups, as school governors and grass roots organisations.

As an established community radio service we have an ongoing commitment to non broadcast social gain activities, such as our listener activities such as 'Summer Strolls' and 'Meet and Greet' events.

## 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.**

As a simulcast of our existing community radio service, this service will form part of our current operations.

The station is almost entirely operated by volunteers, with priority to those who reside or have a connection to the Oldham Metropolitan Borough area, or adjacent neighbourhoods. All our directors are Oldham residents.

The primary method of recruiting volunteers to be involved in the service is via bi-annual 'Open Studio' events where interested people can find out more and this is followed by a structured scheme of training and mentoring.

Other methods of the community being involved in the operation is via our "My Music" programme which invites listeners to broadcast a one-off programme of their favourite songs as a guest presenter. From time to time, we expect to receive grant funding to run specific training courses targeted at specific communities.

We hold regular volunteer meetings, both as smaller interest groups and open meetings, which contribute to the operation and management of the service.

We also hold regular 'meet the listener' events, such as 'a coffee and chat' style event, where views of the general public and listeners are sought. Many people from the local community regularly attend station events, such as our 'Summer Strolls', Outside Broadcasts, Meet and Greet events and/or regularly communicate via phone or mail to provide input into our activities. These activities assist us to be responsive and accountable to our target community.

Established volunteers with specific skills are given the opportunity to join the board of directors.

## Accountability

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

Again, as an extension to our current community radio service our current contact methods will be adopted.

We have an open-door policy, welcoming members of the local community to visit us at our highly visible town centre premises.

We actively encourage suggestions, both in writing from our volunteers and visitors to our studio as well as encouraging feedback via e-mail, telephone or social media.

We carry out an annual listener survey, where we ask both for details of where and when people listened but also request comments on the programmes.

- 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.**

Suggestions will be handled as per our current policies regarding our community radio service.

Informal comments are collated and feed back to programme producers in team meetings and as appropriate fed into management meetings and monthly board meetings.

We have a formal complaints policy to allow any complaints to be investigated by staff and/or the management committee and a formal response provided.

We have found that many excellent programming ideas have come from members of the community making suggestions and we will continue to factor this into programming decisions. The station views its role as a facilitator to the needs of the local community, rather than the policy creator.



## 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
<b>Oldham Community Radio</b>	<p>Oldham Community Radio is a radio service intended to serve the diverse communities that live or work within the Oldham Metropolitan Borough</p> <p>It supports community cohesion by promoting knowledge and understanding of these communities. It uses specific programme strands to serve the interests and needs of particular communities, and it actively encourages volunteer participation.</p> <p>The service broadcasts:</p>		<b>East Manchester DAB</b>

C-DSP licence: Application form (Part A)

	<ul style="list-style-type: none"> <li>• Music. The main types of music broadcast over the course of each week are: chart music, easy listening, pre-1960s melodic music, and some music from Pakistan, Kashmir and Bangladesh. Specialist music is also featured.</li> <li>• Speech. The main types of speech output broadcast over the course of each week are: discussion and debate, news bulletins, interviews, sports, local and community news and information.</li> <li>• Over the course of each week, programming is broadcast in English, with some output in Asian languages.</li> <li>• The service provides original output for a minimum of 49 hours per week.</li> <li>• The service provides locally-produced output for a minimum of 13 hours a day.</li> </ul> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service .</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> <li>• the facilitation of discussion and the expression of opinion,</li> <li>• the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</li> <li>• the better understanding of the particular community and the strengthening of links within it.</li> </ul> <p>Members of the target community shall contribute to the operation and management of the service.</p>		
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C-DSP licence: Application form (Part A)

	The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.		
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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).

Our compliance officer has over 25 years management experience in management of short and long term RSL and Community Radio licences.

Holding a degree and post graduate qualification in Television and Radio production (University of Salford 1999/2000). From 2002 to date, he has been involved in the design and delivery of a range of accredited radio and broadcast production courses from entry level through level 6 broadcast production degree courses (Radio Regen / The Manchester College) and continues to advise local community radio broadcasts on a wide range of issues including compliance and regulation.

He has attended a number of compliance workshops run by both The Hospital Broadcasting Association and The Community Media Association.

- 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.

Our compliance officer has been a director of Oldham Community Radio since launch in 2007 regularly dealing with compliance issues and is also currently acting as their compliance officer for our Community Radio service.

He has held management roles, including responsibly for day to compliance at various time periods since 1999 at Radio Cavell. Additionally, he acts as a consultant to several Ofcom licenced radio stations on a number of topics which include general management and compliance issues.

- 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.

Responsibility for the implementation and compliance with all relevant Ofcom and related regulations lies with the Directors of Oldham Community Radio, specifically the Technical Director has responsibility for overseeing Ofcom regulations and changes and reporting the need for change to the rest of the committee.

All broadcasters receive training in broadcast codes as part of their induction training and regular refresher training. Copies of the codes are given to all broadcasters, and they agree to comply with all relevant rules and if unsure to seek guidance from station management.

Any pre-recorded material is vetted by experienced volunteers.

We have a policy of avoiding any controversial topics in broadcast, unless these have been organised via the management committee allowing all relevant regulations to be taken into account.

The Technical Manager is responsible for ensuring that all equipment, including logging and transmission equipment is functioning correctly and it is our policy to engage external engineering professionals for any work outside of our internal skillset.

From time to time our management committee attends formal training sessions organised by the Community Media Association.

Our compliance procedures are reviewed on an annual basis.

- 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 guests and contributors to programmes are briefed by presenter/producer before taking part in the programme.

All volunteers involved in broadcasting must attend our broadcast training programme, which forms part of our induction training.

All broadcasters receive copies of the Ofcom programme code for their reference, and we cover all areas as part of the training, with particular focus on sections of relevance to our broadcasts.

This training programme is based on decades our personnel's experience and operation of both short and long term RSL broadcasts, community radio and accredited broadcasting courses (see also Q4.1)

As noted in Q4.3 we have clear policies for broadcasters to 'refer up' any potential problem material in advance of broadcast.

We additionally encourage wherever possible monitoring and review of broadcasts and continual development of broadcasters.

- 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.

Yes it is mandatory.

- 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.

As outlined in Q4.3 all broadcasters need to attend our broadcast training programme before broadcasting.

The Station Manager is responsible for monitoring and review of the output to identify any further training requirements.

The format outline of all programmes broadcast will be approved by the Station Manager and any deviation from this will only be permitted after management committee approval and all relevant compliance issues have been reviewed.

- 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.

Any in-house pre-recorded programmes will fall under the same operational policies as outlined in Q4.6 for live programmes.

Some programmes that are a shared production with Radio Cavell. As an Ofcom licenced service, we are happy that they have similar compliance measures in place. We have a close working relationship with Radio Cavell, sharing some resources and personnel. Oldham Community Radio's current compliance officer is also acting as Radio Cavell's compliance officer and much of their training programmes are based on the same syllabus.

The news service used for bulletins and other material is a professional service (currently Independent Radio News and their contractor Sky News) with compliance systems in place that we are satisfied will meet requirements. Any future change of news provider will be subject to our satisfaction that they have similar robust compliance systems in place.

- 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.

As we have deliberately requested Key Commitments for the C-DSP service to mirror our existing Community Radio service we already have robust policies and systems in place.

Ultimate responsibility for compliance with the Key Commitments and reporting on such is with the board of directors, with day-to-day monitoring by the Station Manager and operational management team.

A report on any operational concerns over key commitment delivery will be presented to the monthly director's meetings to be dealt with as an item of urgent business.

- 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.

Ultimate responsibility for compliance with the Key Commitments and reporting on such is with the board of directors.

On a day-to-day basis the Station Manager and operational management team that will monitor activities, reporting any issues for the board to discuss at their monthly meetings.

Many grant funded activities will have outcomes linked to social gain activities and as such will require monitoring and reporting, thus we are experienced in this.

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

English.

A minority of broadcasts will be in ethnic minority languages, generally within a 'bi-lingual' presentation style.

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

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

A senior volunteer from the production team of any content in languages other than English will be responsible for compliance and will work closely with our compliance officer.

The number of personnel will vary depending on the quantity of programmes being broadcast at any one time and may vary between one and five senior volunteers.



## 5. Declaration

### About this section

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

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

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

The declaration must also be dated.

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

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

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

Phil Edmonds

**Date of application:**

11<sup>th</sup> August 2023

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

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

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