
Community Digital Sound Programme (C-DSP) licence

Application form – Part A (public)

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

FIRST OX DIGITAL

Proposed service name:

FOX DIGITAL

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)

OXFORD

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

First Ox Digital Ltd Blanket House, Windrush Park Road, Witney, Oxon OX29 7DX 01993 555 999
mail@fox.radio

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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.

The purpose of this form

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

Provision of information

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

Publication of information about applications and licensed services

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

Data protection

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

Keeping up to date with broadcasting matters

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

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

First Ox Digital Ltd

2.2 Company registration number stated on Companies House:

14023735

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

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

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

Yes (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	Barry Clack
Job title	Managing Director
Address	Blanket House, Windrush Park Road, Witney, Oxon OX29 7DX
Telephone	01993 555999
Mobile phone	07770 129 179
Email	barry@fox.radio

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

www.fox.radio

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.

The directors have already funded the necessary equipment to enable broadcasting from the already installed studio located within the broadcast area of the SSDAB mux. There is sufficient interest in obtaining support through grants and local advertising for the service to run independently. Grants will be obtained through donations who support the organisations aims and objectives. Local grants will be applied for when the services begins as well as funding from further afield. Services and activities will be offered to local organisations and individuals.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

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

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Barry Clack	Blanket House, Windrush Park Road, Witney, Oxon OX29 7DX	England	Witney Radio / Community Radio service – Director Wittas Wireless / Community Radio service – Director UKCRN / Sector Representative organisation - Director OXDAB / SSDAB Applicant for Oxford – Community Radio	Photographer & Presenter

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

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			First Ox Digital / Community Radio - Director	
Martin Steers	99 High Street, Bedford, MK43 7EA	England	Director Community Radio Awards – National Awards Director UK Community Radio Network – Support and sector representative organisation Director OxDab – SSDAB applicant for Oxford Director First Ox Digital – Community Radio Station Director Home Counties Community Media CIC – Community Radio station Director – Bedford DAB	Station Manager

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				

- 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
Oxdab	Blanket House, Windrush Park Road, Witney, Oxon Ox29 7DX

- 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
Oxdab	Blanket House, Windrush Park Road, Witney, Oxon Ox29 7DX	15%

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
Barry Clack	Blanket House, Windrush Park Road, Witney, Oxon Ox29 7DX	
Martin Steers	Blanket House, Windrush Park Road, Witney, Oxon Ox29 7DX	

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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
Barry Clack	Witney Radio / Community Radio service – Director Wittas Wireless / Community Radio service – Director UKCRN / Sector Representative organisation - Director OXDAB / SSDAB Applicant for Oxford – Community Radio First Ox Digital / Community Radio - Director	
Martin Steers	Director Community Radio Awards – National Awards Director UK Community Radio Network – Support and sector representative organisation Director OxDab – SSDAB applicant for Oxford Director First Ox Digital – Community Radio Station Director Home Counties Community Media CIC – Community Radio station Director – Bedford DAB	

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

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

Full name of body corporate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled
N/A		

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

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

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

Involvement of the applicant in specified activities

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

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement

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

Details of applications, licences and sanctions

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

No (delete as appropriate).

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

Licence number	Name of multiplex

² 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.

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

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
2019 – CURRENT	CR100783BA	NLIVE RADIO
2021 – CURRENT	LC10/WTA1	SCOUT RADIO
2009 – CURRENT	VARIOUS	VARIOUS RSL SCOUT RADIO / JAM FM
2018 – 2019	UNKNOWN	BBC OXFORD
2012 – 2013	AL000081BA	EAGLE RADIO
2011 – 2012	CR000089BA	DIVERSE FM
2006 – 2009	UNKNOWN	CUR1350
2017 – CURRENT	CR101261/BA2	WITNEY RADIO

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

No (delete as appropriate).

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

C-DSP licence: Application form (Part A)

Licence number	Name of service or multiplex

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

No (delete as appropriate).

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

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

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

No (delete as appropriate).

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

C-DSP licence: Application form (Part A)

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

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

No (delete as appropriate).

If yes, please provide the following details:

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

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

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

Barry Clack initially created Witney TV which was held up by then culture secretary Jeremy Hunt MP as the model for Community Television in the UK. Witney Radio has created in 2012 and has run as a volunteer organisation from conception. The station has expanded from the local town to the whole of the constituency with a need for local radio programming. Despite commercial offers of work away from the community sector, Barry has remained as a volunteer director of the station. In addition, he is also a Co-Founder and Director of the UK Community Radio Network CIC, and thus holds a position of responsibility for a sector based organisation.

Martin Steers has been involved in radio since he was involved in studio radio in 2006, he was station manager of his student radio station CUR1350, whilst there he wrote their successful CR application which they now broadcast as Cam FM.

Since then he has worked for the BBC (BBC Oxford), commercial radio (Eagle Radio) and within the community radio sector (Diverse FM), currently holding the position of Station Manager of NLive Radio since September 2019

He has also held numerous RSL licenses for Scout Radio broadcasting at Jamborees and Scout events as either Scout Radio or Jam FM. During all this time he has an exemplary track record in compliance, training and in some cases the operation and management of broadcast radio stations.

In addition, he is also a Co-Founder and Director of the UK Community Radio Network CIC, and thus holds a position of responsibility for a sector based organisation.

Also, of note he is the Founder, Chair and Director of the Community Radio Awards, an organisation that champions and promotes best practice within the sector.

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?

Fox Digital

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.

Oxford

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

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

46 Back Lane, Eynsham OX29 4QW. Studio facilities / infrastructure already installed.

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

N/A

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

The output will be directed for those living with the Oxford city communities with core audience being aged between 20 – 40 also include those living, working, studying and visiting the city of Oxford.

The aim is to help support local communities by highlighting issues in rural and urban areas, through programming around farming, supporting businesses, wildlife and agricultural shows. Oxford city is surrounded by rural landscape which includes many local farms. The hope is to highlight significant events and times of the year and promote them across the wider community.

There is a large proportion of the community who are involved in the Arts, Entertainment and Recreation sector. Supporting local events and also local musicians provides this section of the community with something that captures their interest.

Arts activities will be highlighted and live broadcasting from specific entertainment or arts based events also takes place. The intention is to increase the number of arts based activities as the opportunities arise.

Output will also be focused on those visiting the area as well as those working within the community.

The stations output will also be bridging the gap between “town and gown” recognising that the city is the home of the one of the best universities in the world and will assist students, academic and staff in reaching the local community of Oxford city and ensure that they feel more connected.

- 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.**

The organisation is formed from existing community radio individuals who see that all funding received goes back into the organisation and any surplus is invested to develop projects within the community with new and existing projects.

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.**

Fox Digital will be a broadcaster for the communities of Oxford to join and collaborate their communities and interest, to help promote social inclusion and strengthening of links between the different communities and organisations across the area. The broadcaster will work with community organisations to produce content that they wish to listen to and help raise understanding.

Through an inclusive policy, the station will facilitate discussions, impact and how problems can be tackled, including how organisations, individuals and the communities are working on issues. We will bring people together to help make Oxford a better inclusive community.

Training in radio broadcasting and associated skills will be offered to members of the community. Educational projects will be offered to local schools and colleges which has been the blue print of offering education in the past associated to both directors and their relative projects. We also hope to work with Schools and other youth organisations.

Fox Digital will offer and highlight independent businesses. This can be through advertising and also specific shows which will highlight the good work of these essential traders. This will help promote the economic development of the city and recovery of our small businesses.

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

Fox Digital will provide, through its presenters, will engage its audience with topics that are of interest to the community. We will encourage discussions on subjects not normally covered by existing stations broadcasting in the area. Not only will the station encourage discussions on these matters but also look to provide outcomes from these important issues. We will hold those in public office and elected positions to account. We will invite local MPs and elected bodies onto the station to discuss matters which matter to our audience.

- 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.**

Training will be offered to all parties interested in offering an insight matters which make a difference to them. With both online and in person training, these skills will be transferable to both activities within the station and outside in the community. It is accepted that some volunteers will want to initially make contact and undertake training from home. We will not be excluding those who wish to undertake volunteering duties remotely and will encourage online workshops, meetings and support. Developing individuals skills is paramount for the station. Volunteers will be supported in radio presentation, journalistic compliance, technical training and best practice in every aspect of station tasks.

We intend to train individuals in creative related skills, especially those with special needs or who have come from a challenging background.

- 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.**

Volunteers will be welcomed from across the community and will be encouraged to talk, debate and discuss our city of Oxford. We will require volunteers to understand and encourage them to seek out communities they may not be familiar with within our community. Our programming will be focused across the wide audience of the whole city, bringing information and education to all those who wish to learn about our communities.

Regular events and engagement will be undertaken to highlight the work of the station and encourage new volunteers who wish to engage with our audience.

- 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.**

The directors and senior volunteers at the station have successfully supported the local community within their existing radio projects. Running projects and outreach to educational establishments, workshops targeting specific communities and introducing new skills to those unconventionally associated with such matters. Providing the provision of media work, communications, website work, video production and associated skills for other voluntary organisations.

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.**

The directors and senior managers are members of the community which are directly associated with the station. Community engagement will be key to the successful running of the station so that the stations and its volunteers understand the community and its issues and how they can be directly addressed. A committee will be made up of volunteers, both associated to and not directly involved with the day to day running of the station to ensure target audience is served.

Accountability

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

Input into the station and its output will be key to engaging the community. This interaction will allow the station to be directed in its outside and on air activities. It will also allow members of the community to join the station and have a say in how the station is run. Contact details for all aspects of the station will be displayed upon the stations website which will offer all forms of communication to all members of the volunteer team.

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

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

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
Fox Digital	<p>Fox Digital <i>is a radio service intended to serve</i></p> <p>Everyone who lives, visits, works, or studies <i>in</i> Oxford, Eynsham, Kidlington, Cowley and the surrounding area.</p> <p>To provide a varied mix of programming and content to tailor to the varied and diverse communities of the area, to help support communities, community groups, local businesses and individuals discuss issues and matters of note to those in the area, and help the facilitation of the development of the area, and strengthen links between the communities of the area.</p>		Oxford

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

About this section

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

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

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

Before completing this section of the form you should read Section 4 of the [C-DSP guidance notes](#), where you will also find links to the codes and rules listed above.

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

2006 – Training as part of CUR1350, presenter, producer and news team training.

2006 – 2010 - Ba (Hons) Communication Studies – Anglia Ruskin University, compliance training as part of broadcast radio modules

2017 – 2019 – MA Multimedia Journalism (BJTC Accredited) – University of Westminster, compliance training as part of broadcast modules, and legal and ethics modules.

June 2018 – October 2019 BBC Work Experience and Induction training prior to work experience and then ongoing training whilst employed.

- 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 over-all responsibility for compliance of the service) has with respect to the relevant codes and rules.

March 2008 – October 2009 – Station Manager CUR1350 (LPAM) Training and management of volunteer and overall responsibility for compliance at the station. (Also wrote the Community Radio license application)

Project Manager Diverse FM (Community Radio) – July 2011 – March 2012, in charge of the on air volunteers and development of the station, with overall responsibility for the compliance of the station.

Associate Lecturer Anglia Ruskin University – September 2013 – June 2019, teaching broadcast radio modules to undergraduates in media studies, including compliance and broadcast code.

Broadcast Assistant BBC Oxford – August 2018 – October 2019, producing radio shows on BBC Oxford making sure content is compliant with BBC standards and broadcast code.

Community Radio freelancer and consultant – Various locations – last 10 years. I've been a director of the Community Media Association, freelancer and consultant for the CMA and other radio stations, and now founding member of the UK Community Radio Network. During that time I've supported and advised stations (and other stakeholders) on the broadcast code.

Manager Scout Radio – August 2009 to present, in charge of all recruitment, training and management of the Scout Radio volunteers for the various RSL's that we've run in the past 10 years. Including being overall in charge of compliance for the majority of those RSLs. In addition to that all of our broadcasting, even when online only is done to Ofcom Broadcast Code standards to protect our audience of young people, parents and leaders within scouting.

Station Manager – NLive Radio, September 2019 to present, in charge of recruitment, training and management of all the NLive Radio volunteers and staff, overall responsible for all compliance on the radio station. Also supporting student volunteers, work experience students and students on the journalism course at the University of Northampton with radio broadcasting and compliance.

- 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.

Managing Director / Station Manager – Overall responsible for station compliance, oversee operations group and other named / senior roles within the station who have any involvement in training and compliance.

Programme Controller (may be split across content streams or day parts depending on volunteers) – Oversees content production, and making sure presenters and producers are aware of relevant compliance codes, rules and procedures.

Head of training – Oversees the training and making sure the training is relevant, current and appropriate.

- 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 those involved in broadcasting or content creation will be required to undergo our formal training course which includes a wide range of compliance topics. This includes workshops (face to face and virtual), discussions and talks, as well as material provided via our online learning platform. Included in this are practical activities and discussions around examples of compliance issues and how compliance matters are dealt with, working through our policies and procedures, this training course also includes exams/tests and practical assessments.

- 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.

It will be mandatory for all those involved in broadcasting or content creation, and where possible offered up to anyone involved in Fox Digital.

- 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.

We have a computerised playout system, which is restricted to only content loaded on the system can be played out on air from the studio.

All music on the system has been pre-checked to a high standard in keeping with the Ofcom code, music for general broadcast, playlisted and automation can only be uploaded by a couple of people who have extensive compliance training and experience.

All additional speech, interview and extra content played out via the system can only be uploaded by volunteers who have received compliance training.

All those involved in broadcasting and content creation will be required to undergo our training course. This training includes policies and procedures with how to deal with compliance issues that may occur during broadcast, including incident logging and reporting procedures.

- 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.

We have a computerised playout system, which is restricted to only content loaded on the system can be played out on air from the studio.

All music on the system has been pre-checked to a high standard in keeping with the Ofcom code, music for general broadcast, playlisted and automation can only be uploaded by a couple of people who have extensive compliance training and experience.

All additional speech, interview and extra content played out via the system can only be uploaded by volunteers who have received compliance training.

All those involved in broadcasting and content creation will be required to undergo our training course. This training includes policies and procedures with how to deal with compliance issues that may occur during broadcast, including incident logging and reporting procedures.

All those using pre-recorded content within their programming will be required to compliance check or make sure the content is compliance checked prior to it being loaded onto our system and prior to broadcast. Any third party providing content will have satisfy the station that they have their own Ofcom compliant compliance processes and procedures. This could also include providing training to the 3rd party and them agreeing to our compliance policies and procedures, and also screening content prior to broadcast.

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

The managing director/station manager will be overall responsible for ensuring the ongoing compliance of our key commitments, this will be done in collaboration with the operations group who help manage the station on a day to day basis.

An awareness and understanding of our key commitments will be made to all members of the operations group, and regular monitoring of our activity in regard to our key commitments will be made at operations group meeting. We aim to have ongoing measurement of our activities as a station, including in regard to our key commitments.

We aim to produce an annual report for the station that showcases, highlights and records the activity of the station, as part of that we would hope to measure and highlight our achievements with our key commitments.

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

The managing director/station manager will be overall responsible for ensuring the ongoing compliance of our key commitments, this will be done in collaboration with the operations group who help manage the station on a day to day basis.

An awareness and understanding of our key commitments will be made to all members of the operations group, and regular monitoring of our activity in regard to our key commitments will be made at operations group meeting. We aim to have ongoing measurement of our activities as a station, including in regard to our key commitments.

We aim to produce an annual report for the station that showcases, highlights and records the activity of the station, as part of that we would hope to measure and highlight our achievements with our key commitments.

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

Mainly in English, but may have programming in languages that reflect communities within the area.

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

Please do not give names of individual members of staff.

All of our operations group and management are fluent in English, where we have programming in non English language we will make sure there are compliance processes in place to support that programming, including inviting members of the community that are fluent in that language to receive additional compliance training to support the compliance of that programming.

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:

BARRY CLACK

Date of application:

5th May 2022

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

company director (in the case of a Limited Liability Partnership)

You also need to complete the confidential section (Part B) of the application form