

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):

ROCH VALLEY RADIO CIC

Proposed service name:

ROCH VALLEY 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)

BOLTON & BURY

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

David Murphy, Roch Valley Radio, Fairfield General Hospital, Rochdale Old Road, BURY BL9 7TD

info@rochvalleyradio.com

0161 764 9200

Contents

Section

| | |
|------------------------------|-----------|
| 1. Overview | <u>3</u> |
| 2. Applicant's details | <u>6</u> |
| 3. The proposed service | <u>16</u> |
| 4. Compliance of the service | <u>23</u> |
| 5. Declaration | <u>28</u> |

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):

Roch Valley Radio CIC

2.2 Company registration number stated on Companies House:

15106063

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:

Bluepits Mill Suite 3, 2nd Floor, Queensway, Rochdale, England, OL11 2YW

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

Yes

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 | David Murphy |
| Job title | DIRECTOR |
| Address | Roch Valley Radio, Fairfield General Hospital, Rochdale Old Road, BURY BL9 7TD |
| Telephone | 0161 764 9200 |
| Mobile phone | 0770 207 0641 |
| Email | david.murphy@rochvalleyradio.com |

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

<https://www.rochvalleyradio.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.

Funding for the station will come from grant funding, crowd funding, donations from the public and from fees related to radio and broadcast training. We will also hire out studio/recording facilities to podcasters/voice artists.

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 |
|-------------------------|--|----------------------|--|------------------|
| David Murphy | Blue Pit Mill 2nd Floor, Suite 3, Queensway, Rochdale, England, OL11 2YW | ENGLAND | No Fuss IT Ltd – Technical Services | Company Director |
| Adam Clark | Blue Pit Mill 2nd Floor, Suite 3, Queensway, Rochdale, England, OL11 2YW | ENGLAND | N/A | Student |
| Diane Clarkson-Wright | 11 Retiro Street, Oldham, England, OL1 1SA | ENGLAND | DCW Accounting Limited – Accountancy Services | Company Director |

- 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

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

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 |
|--|------------------|-----------------------|----------------------|--------------------|
| David Murphy | | | | 33.3 |
| Diane Clarkson-Wright | | | | 33.3 |
| Adam Clark | | | | 33.3 |
| | | | | |
| | | | | |
| 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 |
|-------------------------|---------|
| N/A | |
| | |
| | |

- 2.11 Complete the following table, expanding it if necessary, to list any bodies corporate which are controlled by the applicant, and their affiliates:

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

| Full name of entity | Address | Affiliates |
|---------------------|---------|------------|
| N/A | | |
| | | |
| | | |

Details of persons who control the applicant

- 2.12 Complete the following table, expanding it if necessary, to list all persons who control the applicant, together with their affiliates. If any persons or bodies control the applicant jointly because they act together in concert (e.g. because of a shareholder’s agreement), each such person must be identified here:

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

| Full name of individual or body | Address | Affiliates |
|---------------------------------|---------|------------|
| N/A | | |
| | | |
| | | |

2.13 Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those bodies. An “officership” refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

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

| Full name of individual | Name of body in which officership held | Affiliates of that body |
|-------------------------|--|-------------------------|
| N/A | | |
| | | |

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

| Activity/involvement | Yes or No | Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement |
|--|-----------|--|
| A local authority | NO | |
| A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body | NO | |
| A body whose objects are wholly or mainly of a religious nature; ² | NO | |
| An individual who is an officer of a body falling within (b) or (c); | NO | |
| A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c); | NO | |

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.

| | | |
|--|----|--|
| 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

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

| Licence number | Name of multiplex |
|----------------|-------------------|
| | |
| | |
| | |

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

No

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

| Licence number | Name of service or multiplex |
|----------------|------------------------------|
| | |
| | |
| | |

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

No

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

| Dates licence was held or dates of involvement | Licence number (if known) | Name of service or multiplex |
|--|---------------------------|------------------------------|
| | | |
| | | |
| | | |

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

No

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

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

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

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

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

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?

Roch Valley 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.

Bolton & Bury DAB Radio Limited

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.

Roch Valley Radio, Fairfield General Hospital, Rochdale Old Road, BURY BL9 7TD

- 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.**

Our target community is people who live within the licenced area covered by Bolton & Bury DAB Limited without limitations, including the various cultures, age groups, and levels of social and economic advantage/disadvantage within the community.

Through our existing online activity we have deep and wide connections with local community groups and the local hospital radio station.

The area is diverse and we plan to reflect the interests of the population with a balanced approach using the latest available ONS and Census information as a guide.

- 3.6 How will you ensure that your proposed C-DSP service is run on a not-for-profit basis? Please give details of specific measures or arrangements in place to ensure this, and how any profit will be wholly and exclusively used for securing or improving the future provision of the service, or for the delivery of social gain. **Answer in fewer than 400 words.**

We plan to run a regular schedule of our own events across the year to support various community projects. We aim to further provide support for community events organised by other groups at rates that are lower than any comparative commercial level. Whilst finances will need to be carefully managed the emphasis will be very much focused on a not for profit basis. Should any surplus be generated this will be used to further our efforts in supporting future community initiatives. We are fortunate to have expert financial assistance on our management team from Diane Clarkson-Wright. The overall financial position of the service will be monitored by Diane who will also provide useful insights on a project level basis which we envisage will help in strategic planning.

Examples of events include Bury Pride where we provide PA facilities and event management. We often provide host presenters, promotion for the event as well as general support with planning and execution, our aim is to provide all services affordably rather than focusing on profit. We have assisted MELA to deliver Asian community events. We are regularly asked to assist with Bury Agricultural Show in a similar way. With a higher profile as a DAB service we would hope to expand on this by adding further events across the area.

The majority of funding will come from donations, grants and sponsorship and could be supplemented by hiring out studio use to third parties. As above any excess funds generated will be used to invest in resources to further support our community. All non-routine expenditure, such as purchase of additional equipment will be subject to the approval of the Directors, strictly measured against its value to further strengthening our service.

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.**

Our existing engagements within the area have led to strong links with many organisations.

We have already a strong connection with the hospital radio service and groups such as those mentioned above.

We plan to extend our network of volunteers as resources allow giving access to individuals and groups who have legitimate community interests. All of this will be closely overseen by the management team.

There are key dates across the year that relate to events across the various community groups we are connected with. Again with appropriate supervision we envisage opportunities will arise for specialist programming and features. We plan to promote the availability to access our resources to relevant groups.

Community benefits (by way of experience) though centred around broadcasting and production will extend beyond this to include planning, managing events, computer and software skills. Currently we have circa 36 volunteers at any one time and we hope to extend this moving forward.

We already support additional community organisations to those already mentioned, some of these are:

Bury Blind Society

Bury Hospice

Skills for Growth

Age UK

Bury Samaritans

Bury Voluntary Community and Faith Alliance

As a key part of our own evaluation of success we aim to add to this list at every opportunity.

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

We plan to build on our existing 3 hour 'Community Corner' programmes. Aiming to make these a regular feature on our schedule. These programmes provide local organisations, charities and community groups with an opportunity to promote their work. Generally Roch Valley Radio will aim to facilitate discussion and the expression of opinion through pre-produced music programmes, local heritage segments, discussion topics as relevant to the area and its communities at the time as well as live broadcasts where practical - all aimed at reflecting opinion from the wider community and various groups with whom we are involved.

Using social media and other means of communication we will give people further opportunity to feedback and get involved in discussions.

- 3.9 How will you ensure that members of your target community(ies) can gain access to the facilities used to provide your service, and receive training in using these? In particular, please set out how this will be done practically, formally and/or informally. **Answer in fewer than 400 words.**

We already encourage people to become actively involved in the running of the station or participating in shows, which often include practical training in the disciplines above.

With a higher profile broadcasting on DAB we believe we can enhance our offer in terms of practical training and engagement. Inviting interested parties to come into the studio before a session to be shown relevant pieces of equipment and get a basic understanding of each piece of equipment's functions. They would then be invited to sit in on recording and/or editing sessions to gain an understanding of the core concepts involved and to see them in a practical setting. After this further group and one to one sessions will be provided if deemed necessary. The process would continue until all volunteers felt comfortable with their new skills. The aim beyond this being to offer supervised production or live sessions. Eventually where a group of individual wishes to go 'solo' we would consider whilst applying a sensible degree of 'quality control'.

Trainees would also be sent third party instructional material to learn and hone their skills at home where this is possible.

We would also welcome any volunteers who wish to help run and/or facilitate the operation of the station, after appropriate training. This offer would also be extended to schools, colleges and universities with the aim of enriching the learning experience for students studying relevant disciplines.

- 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.**

Our station aims to reflect our community as a whole, the station will work alongside established organisations, charities and where possible help establish new ones. Our existing networks have given us the scope to work collaboratively within the community. With a higher profile and a C-DSP service we aim to strengthen our presence overall.

We intend to have a physical presence at as many public events as possible to highlight all organisations seeking to provide social gain.

- 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.**

David Murphy has experience in event management and in particular in technical support for lighting and sound systems. David also offers considerable expertise in IT systems management and people management using day to day skills built up over many years running his own technical support business. David also has considerable experience helping to establish and run local youth groups.

Diane Clarkson-Wright is a professional accountant with her own practice and also has experience in theatre technology. Diane is an active participant in community work including youth groups, Church groups and is involved with a Parent Teacher's Association.

Adam Clark is a student at The University of Salford studying Radio & Journalism. Adam often assists with student volunteer recruitment and onboarding. Adam has a particular flair for training the volunteers and also looks after sports commentary covering many events at Bury FC, Rams FC, Radcliffe FC, Roch Hornets Rugby Club, Sedgley Park etc.

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.**

Our operation as a C-DSP service will build on the existing operational strategy which has proudly always offered such opportunities. Transition to a broadcast service is a logical and natural progression for Roch Valley Radio and we plan to expand our volunteer team members ensuring mutual benefits are enjoyed by all parties.

Accountability

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

Our target community will be able to contact us directly via social media, email our website and telephone. We will also seek out feedback from our own volunteers and the wider community. Interaction will also be encouraged by way of regular meetings with associated community groups, sports organisations and the like. Social events will also run for volunteers and associates. We also plan to conduct exit interviews seeking feedback in the event of a volunteer moving on, for example a student volunteer returning home on completion of studies.

All comments, ideas and suggestions will be noted and discussed in regular management meetings.

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

All comments, ideas and suggestions will be considered by the management and any action considered appropriate will be taken. All comments will be welcome both critical and complimentary.

Suggestions and criticism regarding the broadcast position of the station, such as the mood/genre/era of music or style of presenting etc, will first be discussed amongst the board of directors and the station/programme managers to implement any necessary changes.

Any issues regarding compliance will be dealt with by the management team.

Any significant criticisms or negative feedback will be discussed at management level with the necessary changes being considered and implemented accordingly.

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 |
|---|---|-----------------------|---|
| Roch Valley Radio (the on-air name of the programme service as in question 3.1 of this application)> | <p>Roch Valley Radio <i>is a radio service intended to serve</i></p> <p>NOTE: The next 3 headings below are the components of the ‘character of service’.</p> <p>The communities of Bolton & Bury <i>in</i></p> <p>The Bolton & Bury DAB Radio Limited DAB polygon> NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column> (<i>“the target community”</i>) <i>by</i></p> | | <p><Bolton & Bury Polygon (as per the licence advert): as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to</p> |

| | | | |
|--|--|--|-------------------------|
| | <p><We will produce and broadcast music and spoken word content that reflects the interests of groups within our community.</p> <p><i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</i></p> <p><i>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</i></p> <ul style="list-style-type: none"> ● <i>the facilitation of discussion and the expression of opinion,</i> ● <i>the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</i> ● <i>the better understanding of the particular community and the strengthening of links within it.</i> <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> | | <p>broadcast on></p> |
|--|--|--|-------------------------|

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).

Although we are already familiar with the relevant codes and rules we plan to arrange formal compliance training for the full management team (including the nominated compliance officer) prior to commencing broadcasts. This will be provided from an external source such as The CMA, CMN or from localradiosupport.com (LRS).

- 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.

While the compliance officer does not yet have direct experience mandatorily adhering to the Ofcom broadcasting code, the BCAP code and other relevant guides there is considerable experience in delivering our existing operations to the exacting standards required.

Our operation as an online service since 2015 has been delivered under our own policies and ethics, ensuring that our content and operations align with our objectives and principles.

We make every effort to ensure that our content meets the highest ethical and quality standards, which includes using the relevant codes as a reference point. Our decision-making process involves referring to industry standards, even though we do not currently directly fall under Ofcom's regulatory framework.

We maintain a strong focus on delivering content that is respectful, informative, and appropriate for our audience.

- 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.

Job Title: Compliance Officer

Description: The Compliance Officer is responsible for overseeing and ensuring that the radio station's operations, content, and any advertising adhere to the relevant regulatory codes and rules. They develop and implement compliance policies, monitor regulatory changes, provide guidance to different departments, and conduct regular compliance audits.

Job Title: Compliance Committee Member

Description: Members of the Compliance Committee work collaboratively to develop, review, and enforce compliance policies, procedures, and controls. They assess programming, advertising, and content to ensure alignment with regulatory requirements. The committee convenes to discuss compliance concerns, address potential issues, and provide ongoing compliance training and guidance to the wider team.

Job Title: Programme Manager

Description: The Programme Manager oversees the content planning, creation, and scheduling. They work closely with show producers, on-air talent, and compliance personnel to ensure that programming content is in line with regulatory codes. They review scripts, segments, and show content to verify compliance before broadcasting.

Job Title: Show Producer

Description: Show Producers are responsible for developing and producing radio show content. They collaborate with on-air talent, ensuring that discussions, music, and segments comply with broadcasting codes. Show Producers review and edit content to meet regulatory standards and liaise with the Compliance Committee for content approval.

Job Title: On-air Talent Coordinator

Description: The On-air Talent Coordinators work with presenters, DJs, and announcers to provide guidance on content development and presentation. They communicate compliance requirements, review content scripts, and ensure that on-air talent is aware of regulatory guidelines. They facilitate communication between on-air talent and compliance personnel.

Job Title: Audio Engineer

Description: Audio Engineers handle technical aspects of content production. They ensure that audio quality, editing, and effects meet compliance standards. Audio Engineers work closely with Compliance personnel to verify that sound bites, music, and effects comply with broadcast regulations.

Job Title: Marketing Compliance Specialist

Description: The Marketing Compliance Specialist focuses on ensuring that all marketing materials and advertising campaigns meet regulatory requirements. They review advertising content, promotional material, and campaigns to verify that they align with relevant codes. They work with the Compliance Officer to address any compliance concerns.

Job Title: Digital Content Manager

Description: The Digital Content Manager oversees the online presence of the radio station, including websites, social media, and streaming platforms. They ensure that digital content, articles, posts, and streaming comply with relevant codes. They collaborate with compliance personnel to address any online content compliance issues.

- 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.

Our approach to formal training encompasses a combination of initial onboarding, ongoing education, and use of reference materials. Attention will be paid to Ofcom Broadcast Bulletins including 'notes for broadcasters'. We will also note outcomes of any Ofcom compliance investigations into other services and review our operations if necessary.

1. Onboarding and Initial Training:

Upon joining our team, all staff members, including compliance staff, presenters, and producers (volunteers or otherwise) will undergo an onboarding process that will include an overview of our compliance policies and the regulatory landscape. This initial training will introduce them to our objectives, values, and the importance of adhering to industry standards.

2. Ongoing Education:

To ensure that compliance knowledge remains up-to-date, we will provide regular sessions that focus on specific compliance topics. These sessions will cover areas such as content guidelines, decency standards, and ethical considerations. By keeping our staff informed about changes in regulations and best practices, we can adapt our programming to meet any evolving compliance requirements.

3. Compliance Manuals and Resources:

We plan to produce a number of in-house guides. These manuals will include clear instructions, examples, and case studies to help staff members understand compliance expectations.

Our commitment to compliance training is rooted in our desire to maintain the highest ethical and quality standards in our content while respecting the sensitivities of our audience.

By combining comprehensive initial training, ongoing education, accessible resources, and practical exercises, we aim to equip our staff members with the knowledge and tools needed to contribute to the success of our station while upholding our commitment to responsible broadcasting.

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.

As most staff will have need to fully understand the importance of compliance this training will be mandatory for all staff.

- 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 recognise the significance of thorough training for staff responsible for content creation. Many of our programmes will be pre-recorded and subject to compliance checks. Where programming is live all measures will be taken to brief staff involved regarding compliance.

1. Content Creation and Editing Training:

Presenters, producers, and content creators will receive training in content creation and editing. This training will focus on ensuring that the information we provide through general programming and features is accurate, up-to-date, and adheres to industry standards. Emphasis will be placed on sourcing information from reputable sources and verifying the relevance of information before broadcast.

2. Ethical Considerations:

Training will underscore the importance of ethical considerations in our content. This will include the importance of providing unbiased, accurate information.

3. Review and Approval:

All pre-recorded content involving presenters and guests will undergo thorough review and approval by designated compliance staff. This review process ensures that the content aligns with our station's values and ethical considerations.

4. Continuous Education:

We will provide regular updates and information sessions for our staff to ensure that they are aware of changes in compliance regulations, ethical considerations, and best practices.

By focusing on responsible promotion, ethical considerations, and adherence to industry standards, we aim to deliver informative, relevant, and high-quality content that reflects our commitment to providing responsible broadcasting for our community.

- 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 are committed to upholding the highest standards of compliance for all pre-recorded content that will be broadcast. This includes material obtained from third-party sources, streamed content, and content produced internally. Our approach to ensuring compliance encompasses careful content sourcing, thorough editing, and adherence to ethical and regulatory guidelines.

1. Content Selection and Sourcing:

Before including any third-party content or streamed material, our team will review it to ensure it is fully compliant, accurate and has relevance, and alignment with our station's values.

2. Ethical Considerations:

Content obtained from external sources will be reviewed to ensure ethical and compliance considerations are met.

3. Review and Approval:

All content produced by our station, including pre-recorded features, will undergo a comprehensive review and approval process. This process will be in place to verify that the content aligns with industry standards, ethical considerations, and regulatory codes.

4. Compliance Training Integration:

As detailed above, staff will undergo training in content creation, ethics, and compliance. This training will directly inform the process of curating, editing, and producing pre-recorded content.

5. Ongoing Quality Control:

Regular quality control checks will be conducted on all broadcast content. This includes re-evaluation of the accuracy, relevance, and ethical considerations of the content.

6. Response to Regulatory Changes:

In the event of regulatory changes, our content review process will be adjusted accordingly. Our staff will remain informed about regulatory updates and will incorporate any necessary changes to ensure that pre-recorded material remains compliant.

Our approach to ensuring compliance for pre-recorded material is multi-faceted and encompasses rigorous content selection, adherence to ethical standards, and a robust review and approval process. By providing staff training, ensuring ongoing quality control, and responsive adaptations to regulatory changes, we are confident that our pre-recorded content will consistently meet the requirements outlined by Ofcom's codes and rules.

- 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.

Compliance and delivery of our Key Commitments are of course a requirement; beyond this a key focus for the management team is on the quality of output. Programming will be monitored, post broadcast review ('snoop' sessions) will also be employed and become a part of ongoing staff development.

1. Designated Compliance Officer:

We have a designated Compliance Officer responsible for overseeing the adherence to our Key Commitments. This individual has a deep understanding of our station's mission, values, and regulatory obligations.

2. Monitoring Schedule:

Our Compliance Officer conducts regular monitoring of our broadcast content to ensure that it aligns with our Key Commitments. Monitoring will be carried out on an ongoing basis, with a schedule that includes daily spot checks on random segments and periodic comprehensive reviews of representative programming.

3. Monitoring Criteria:

Our Compliance Officer will use a set of predetermined criteria to assess the alignment of our broadcast content with our Key Commitments. These criteria will be based on Ofcom's codes and regulations, as well as our own station's internal guidelines.

4. Documentation and Reporting:

The Compliance Officer will maintain thorough documentation of monitoring activities, noting instances of compliance and areas for improvement. This documentation will serve as a basis for internal assessments and staff development.

5. Continuous Improvement:

Incorporating feedback from monitoring, our Compliance Officer will collaborate with relevant departments to implement necessary improvements to ensure that our Key Commitments are consistently met.

6. Staff Education:

We will conduct regular training sessions for staff involved in content creation and production to ensure they are fully aware of our Key Commitments and the importance of upholding them.

As a part of the 'snoop sessions' mentioned above constructive criticism will be provided for staff members in a fair and reasonable manner according to policies and guidelines.

- 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.

We are absolutely committed to upholding our Key Commitments in all aspects of our operations. To ensure the consistent delivery of these Key Commitments, we will conduct our monitoring and reporting process as a fundamental part of our ongoing operation.

1. Social Gain:

The management team will be responsible for overseeing the adherence to our Key Commitments related to on and off-air social gain activities.

2. Monitoring and Reporting Framework:

The management team will implement a monitoring and reporting framework tailored to our off-air social gain activities. This framework will encompass regular assessments of our initiatives and their alignment with our Key Commitments.

3. Evaluation Schedule:

Monitoring will be conducted on an ongoing basis, with a schedule that includes regular reviews of our social gain activities. We will conduct regular assessments to evaluate the progress, relevance and effect of our initiatives.

4. Measurable Metrics:

The management team will establish specific measurable metrics that align with our Key Commitments. These metrics will be used as a basis for evaluating the impact and success of our social gain activities.

5. Documentation and Reporting:

The management team will maintain comprehensive documentation of monitoring activities and outcomes. This documentation will include the progress made, lessons learned, and areas for improvement.

6. Public Transparency:

To ensure transparency and accountability we plan to publish an annual report summarising our off-air social gain activities and their alignment with our Key Commitments. This report will be accessible on our station's website and shared with relevant stakeholders. Additionally we regularly publish summaries of events attended on our website. As an example here is a screenshot of a piece from one such event in 2023:

roch valley rad

Home News On Air Local How To Listen Sports Get Contact

Bury East takes to Openshaw Park for Bury Mela 2023

Home News Share from Local News

Sunday, 16 July 2023 16:50

By David Murphy

Credit: David Murphy / Roch Valley Radio

Bury East was buzzing with excitement yesterday as the Bury Mela event finally went ahead at Openshaw Park in Bury, despite initial funding struggles.

The event was organized by Olli Ummana Parag and the SMMG project, who were determined to make it happen for the community. The event was a wonderful success, with people of all ages and backgrounds coming together to celebrate the vibrant culture of the SMMG community in Bury East.

There were delicious food stalls, lively music and dance performances, and plenty of activities for children to enjoy.

Olli Ummana expressed her gratitude to everyone who supported the event, saying, "We are thrilled that the Bury Mela was such a success. It just goes to show what can be achieved when we work together as a community. We hope to make this an annual event, and we look forward to seeing even more people next year."

The Bury Mela was a shining example of the power of community spirit and determination. Despite the odds, Olli Ummana and the SMMG project were able to bring people together in a celebration of diversity and culture. It was a day to remember for everyone involved.

Share

More from Local News

7. Collaboration and Improvement:

We will collaborate with community partners, stakeholders, and internal teams to drive continuous improvement in our off-air social gain activities. Feedback and insights gained through these collaborations will guide our adjustments and enhancements.

8. Staff Involvement:

We will ensure that all staff members are aware of our off-air social gain activities and the associated Key Commitments. Regular communication and training sessions will reinforce the importance of delivering meaningful impact.

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

English

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 compliance team members are fluent in English.

5. Declaration

About this section

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

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

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

The declaration must also be dated.

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

individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

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

DAVID MURPHY

Date of application:

27/01/2024

I am authorised to make this application on behalf of the applicant in my capacity as company director

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