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# Community Digital Sound Programme (C-DSP) licence

## Application form – Part A (public)

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

Helping Hands for the Blind

**Proposed service name:**

Helping Hands Community Radio

**Radio multiplex service(s) on which the proposed C-DSP service is to be provided:**

Basingstoke

**Public contact details:**

David Chatten-Smith

[info@helpinghandsfortheblind.org.uk](mailto:info@helpinghandsfortheblind.org.uk)

**Publication date:** 1 September 2020

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# 1. Overview

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

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

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

## The purpose of this form

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

## Provision of information

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

## Publication of information about applications and licensed services

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

Helping Hands for the Blind

2.2 Company registration number stated on Companies House:

1153159

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:

Helping Hands for the Blind  
 The Roger Morris Centre  
 Eastrop way  
 Basingstoke  
 Hampshire  
 RG21 4QE

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

**Yes/No** (delete as appropriate)

**If no, please submit the up to date document and indicate you have done so in the checklist in Section 4 of Part B.**

2.5 Contact details of the individual duly authorised by the applicant for the purposes of making this application. This individual should be the company secretary, a director or (if an LLP) designated member.

(If you are an agent completing the form on behalf of the applicant please do not enter your details here – see paragraph 2.25 of the [guidance notes](#)).

Full name	David Chatten-Smith
Job title	Chairperson
Address	2 Benham road, Basingstoke, Hampshire, RG24 9TJ
Telephone	07709 567487
Mobile phone	07709 567487
Email	info@hhcr.org.uk

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

info@hhcr.org.uk

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.

HHCR, Basingstoke community radio works closely with the local community of Basingstoke, gives a voice to the many great not for profit groups and charities that also complement the towns great community.

We support local retailers that support the local community to raise income through a range of fundraising activities.

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

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

2.8 Please provide the following details for each director or designated member of the applicant:

Full name of individual	Correspondence address <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
David Chatten-Smith	2 Benham Road, Orchard Grove, Basingstoke, RG24 9TJ	UK	N/A	N/A
Debbie Soto	41 Chaucer Close, Basingstoke, RG24 9DW	UK	N/A	N/A
Alejandro Soto Jr	41 Chaucer Close, Basingstoke, RG24 9DW	UK	N/A	N/A

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

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Nicholas Scott Burnett	5 Copnor, Church Road, Woolton Hill, Newbury, RG20 9XH	UK	N/A	N/A
Chirstine Rowley	11 Cransfield, Sherborne St John, Basingstoke, RG24 9LN	UK	N/A	N/A

2.9 Please identify any entities with which the applicant is affiliated:

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

Full name of the entity	Address
N/A	

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

Full name of entity	Address	Affiliates
N/A		

2.11 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:

Full name of individual or body	Address	Affiliates
N/A		

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2.12 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 2.11, and any affiliates of those bodies:

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

2.13 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 2.11, and their affiliates:

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

2.14 In relation to each body corporate identified in response to question 2.11, 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 (“participants”). You may, but are not required to, exclude from this table any bodies listed in response to question 2.11. 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.

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

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

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

## Details of applications, licences and sanctions

- 2.16 Is the applicant a current licensee of Ofcom?

**No** (delete as appropriate).

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

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

Licence number	Name of multiplex

2.17 Has the applicant held an Ofcom broadcasting licence before?

**No** (delete as appropriate).

Licence number	Name of service or multiplex

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

**No** (delete as appropriate).

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

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

2.19 Does the applicant 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


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

**No** (delete as appropriate).

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

Licence number	Name of service or multiplex

2.21 Has 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

2.22 Is 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

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

**No** (delete as appropriate).

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

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

2.24 In relation to any of the directors, shareholders or other individuals named in this application, please provide any information which you think may be a relevant consideration for Ofcom in determining whether or not the applicant is fit and proper to hold a Broadcasting Act 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
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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



## 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. 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.

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?

HHCR, Basingstoke Community Radio

3.2 On which radio multiplex service do you intend to broadcast? If the relevant radio multiplex licence has not yet been awarded, please state the name of the area that the multiplex service is intended to cover, as defined in the multiplex licence advertisement.

Basingstoke

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

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

Helping Hands Community Radio  
The Roger Morris Centre  
Eastrop way  
Basingstoke  
Hampshire  
RG21 4QE

- 3.4 If the proposed service is a simulcast 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 target group for HHCR, Basingstoke Community Radio to broadcast its service to is the local community people living in the Basingstoke and surrounding areas.

With an entirely community sound, feel and appeal to the area, HHCR, Basingstoke Community Radio will be unashamedly local.

We intend to focus on local content delivery to ensure the radio station is providing a continuous stream of useable information for the town's residents.

HHCR, Basingstoke Community radio will deliver content and music focusing on target audience of 15-30 year olds.

During the main daytime the station will play songs from the 1970s to present day.

In the evenings and weekend there will be several special music shows, such as; a decade's related show, an urban music show, and specialist dance music shows. We will also have a several shows dedicated to local music producers, bands and DJ's.

Given the cultural make up of the town, we intend that all our programmes will be broadcast in English.

Local information such as travel, weather, gig guides and event information will be a key part of the station, as well as in-studio and in-town interviews and short form content relating to charitable and volunteer organisations.

A core part of our strategy will be for the radio station to be out of the studio and in the area it serves as frequently and as regularly as possible. This will enable us to have a constant one-to-one connection with the community.

HHCR, Basingstoke Community Radio has received enthusiastic responses from local event organisers to provide live broadcast from some of the town's events.

We propose to broadcast live peak time programmes during the day.

Other programmes may be live or voice tracked, making use of the available technology. We do not intend to run any content-less automation or non-stop music programmes. It is intended that all programming will be original and locally produced; however, given the growing amount of quality content being generated from other community stations, we wish to reserve the opportunity to broadcast some non-locally generated programming in case such programmes might be of interest to our audience.

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.**

HHCR, Basingstoke Community Radio was launched in June 2019, under the umbrella charity Helping hands for the blind, a registered C. I. O since 2012, Registered charity number:1153159.

The main charity has always had the community at the forefront of its services and commitments.

The charity has no owners and no individual, company or other body which may exert control over it, and it operates for solely charitable purposes. It is governed by a board of Trustees.

All of the funds that have been raised already for the community station have been used with the purchase of professional studio radio equipment and is also used to ensure the smooth running of the station and to maintain the service and the intention going forward is unchanged, with all monies used to support the service and running of the radio station.

Any future funding will support the provision of the necessary technical equipment and infrastructure for our broadcast services to the community.

Our main sources of income vary from donations or grants via the charity.

Various grants including:

The National Lottery Community Fund,

Basingstoke roundtable,

Sun Life of Canada.

The Covid-19 pandemic has impacted the charity sector during 2020 - 2021 and this has made us look at more innovative ways of fundraising and public awareness.

During this time we have held:

Online music quiz,

Cooking classes,

Learn to juggle

We have always been proud of our station and on Wednesday 15th July we won the Arts and Entertainments section in the Basingstoke Place to be proud of awards.

The Awards always celebrate those people, projects and organizations that make Basingstoke special.

## 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.**

We believe that our services will be immediately distinctive from any other service due to

: -Volume and exclusivity of local created content

-Continual encouragement of participation by local people and organisations

-Studio location and accessibility.

HHCR, Basingstoke Community Radio will be accessible by local people of all ages and abilities. This means that our broadcast facilities will not only be physically accessible by all, but our training courses will actively seek inclusion from members of all sectors of the community.

We will work with existing and future local groups to further identify communities of benefit.

The editorial construction of the speech content of the station will provide a sense of social cohesion, built on the premise of enabling a variety of social gain benefits to listeners.

These include, but are not limited to:

-Encouraging and giving feature led coverage for local charities and not-for-profit community groups

-Enabling discussion and conversation about activities, decisions and other such matters that are exclusively peculiar to Basingstoke

- Encouraging volunteering, active citizenship and the promotion of volunteering opportunities

- Local start-ups and smaller businesses to sample the benefits of radio as marketing platform

-Providing an outlet for local sports teams and groups

-To encourage young people to showcase their talents

Many people choose a radio station primarily to listen to music and as a result we plan to include our social action content in music led programmes. We will feature people from the local community talking about local things.

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

HHCR, Basingstoke Community radio has built up close relationships with the Basingstoke and Deane council and the local voluntary services, the station supports the local entities to express the importance of support to the surrounding community.

The station regularly broadcasts interviews and information from all community groups within the local community, including updates and information about health related matters pertaining to current health subjects and news e.g. Covid-19 updates and any other relevant communications in the format of factual bulletins

- 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**.

All volunteering roles with in the station is open to anyone over the age of 18, and we have a range of volunteering roles for the station.

We currently have the following job roles taken up and working:

Volunteer station press officer

what's on guide reader

Volunteer social media officer

Volunteer IT Network

Presenters

studio Training Coordinator

Studio deputy engineer

Station Manager

Programme Manager.

Our volunteers are drawn from all backgrounds and walks of life, as well as presenting shows we have a number of volunteers that go out and report on local stories and engage with the local community groups, this Build strong relationships in and across communities, we can do this with -Commitment to providing and promoting local social cohesion.

A formal application process includes:

Completion of an application form,

An informal interview

full training for the role that they are being recruited for.

To build on our great team of passionate volunteers we plan to hold a recruitment campaign once or twice a year.

The stations training programme varies for each individual member, depending on their personal capabilities and commitment.

The modules covered include;

- Induction
- Computer playout system and software
- Technical training
- Station rules and procedures
- Shadowing other presenters

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.**

Since its Launch in 2019HHCR, Basingstoke Community Radio has become established within the local community and is the go to media partner for many local and community events.

For example with in its first two years we have partnered up with:

Destenation Basingstoke for the Pride of Basingstoke awards,

Basingstoke disability forum for their Disability awareness day,

Basingstoke Music and arts festival

Basingstoke and Dean B love festival

We also support national awareness days like the Macmillan Big Coffee morning and World sight day, with all day specific programming.

3.11 Please summarise the relevant experience of the group or its members in activities related to the provision of social gain or other relevant non-broadcast areas (such as third sector, training or education). **Answer in fewer than 200 words.**

We look for ways to better support the local community groups in our community, to use our networks, knowledge and experience to support ordinary volunteers to create and share content that are positive and solutions-focussed. This does not mean trying to do what the BBC or the commercial media companies do, but finding ways to open up the airwaves in our community to a wider-range of voices, who can share their experience with everyone that is listening. Community radio is regulated by Ofcom, so volunteers still have to follow the rules of broadcasting. We agreed that training more volunteers would be a priority, so that there is a better understanding of issues like fairness, balance and reducing harm in the content that we share and create. We agree to look at ways to develop online training for community radio volunteers so that they can broadcast safely and give their listeners a positive and trusted place to share ideas and thoughts. This doesn't have to be just information; however, we also agreed that there is a lot we can do to encourage creative ways to communicate, and to share the skills that are out in our communities for songs, poetry, literature, drama, art, craft and the many other things that will help people. The advantage of community radio, we agreed, is that we aren't bound by a fixed format, or the need to package stories in small chunks. Community radio can follow things up in much more depth, and by including people who would not normally get a chance to take part.

This is an opportunity for the station to work locally to show what can be done if we collaborate and work together to make a long-lasting and sustainable difference.

## 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 station is provided to the local community and is reliant on volunteers to make it happen.

The station broadcasts 24 hours a day, 7 days a week, is run by local volunteers to keep listeners company, help boost local community pride, share local events and help Basingstoke's charities have a voice "on air". The radio station encourages local artists in to sing, talk, and share their stories, celebrating the diverse communities of Basingstoke on-air and helping volunteers find their voice through the power of community radio!

We value equality, diversity and inclusion, recognizing diversity as a platform for innovation in social practices and relations. We engage, consult and listen in order to understand community perspectives and identify and respond to their needs and issues.

To provide high quality, cost free education projects including training, in creative media production, basic, social and wider

key skills to the local community. To offer radio training as a route to gaining confidence and improving communications skills for the younger unemployed

people locally. To provide a pathway to success for those considered NEET within the local community through diverse and interactive training.

## Accountability

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

We encourage members of the community to contact our radio station via social media channels e.g. website, Facebook, Twitter or by phone.

Our aim is to continue to work with the hospital trust and the many different organisations affiliated within it. We will harness our existing relationship with the communications team at

Basingstoke and Deane Council and the many great community groups in our area.

These collaborations are key to providing a means of communicating news stories and relevant information of interest to the community.

With the step up to DAB, HHCR, Basingstoke Community Radio will grow relationships and will impact the growth of our already local community networks.

The growth of our station and its partners will enable us to continually search for new opportunities to add to our programming with interviews, special features and news stories to provide a wide range of information and entertainment.

HHCR, Basingstoke Community Radio publicity will be encouraged for any organisations that wish to gain awareness. These can be promoted in a number of channels, e.g. stations fully accessible website, the stations Basingstoke's what's on guide and sponsorship etc.

We could also offer coverage of their event for live or future broadcast.

- 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.**

Radio is a medium that is forever evolving and changes that offer new ideas is quite often always welcomed by our listeners.

We like getting feedback, we offer :

studio call ins,

Text number in,

Email the studio,

All social Media Channels, twitter, face book, Instagram etc.

We also run a " tell us what you want to hear " survey on our website, to enable us to track what our local community want to hear on the radio.

In case of complaints, we have a complaint policy that we all sign up to ensure accountability.

## Draft Key Commitments

**Service name:** *the on-air name of the programme service (as in question 3.1 of this application)*

HHCR, Basingstoke Community Radio

**Proposed radio multiplex service:** *as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on*

**Basingstoke, small scale**

**Description of target audience:**

Residents of Basingstoke and the surrounding area

**Description of locality, which can be all of, or a subset of, the area covered by the radio multiplex service specified above:**

The entire transmission area of the Basingstoke multiplex

**Brief statement of main purpose of the radio service, its functions/activities:** *describe in no more than 50 words*

The Station will broadcast to the local community of Basingstoke and the surrounding areas. HHCR, Basingstoke Community radio is to be for the public good and to bring community benefits, or social gains, to listeners and participants. The requirement for 'social gain,' is one of the key factors that makes community radio stations different from other radio services.

Build strong relationships in and across communities, we can do this with -Commitment to providing and promoting local social cohesion.

Improve the places and spaces that matter to communities

Help more people to reach their potential, by supporting them at the earliest possible stage this is done via Visibility and participation in the local area.

*The text below is included in the Key Commitments in all C-DSP licences, and does not need to be amended or augmented. Every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.*

**The studio 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).**

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:

- the facilitation of discussion and the expression of opinion,
- the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and
- the better understanding of the particular community and the strengthening of links within it.

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

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

## 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 Will the individual named as Compliance Contact in response to question 2.3 in Part B have overall responsibility for compliance for the duration of the licence?

**Yes** (delete as appropriate)

- 4.2 Please give details of all compliance training and compliance experience (including dates) the person named in response to question 2.3 in Part B has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).

The stations Programme Manager has been the main charity Chairperson since he founded it back in 2012.

Over the past 10 years he has gained a wealth of experience and has shown this on the leadership of the charity, the governance of the charity and his commitment to the community.

Training volunteers and staff for the charity and the general technical and compliance knowledge has been a great fit for the requirements of his role. He has structured the training modules for new volunteers to ensure that compliance is within the team members' knowledge and understanding as this a key element of broadcasting.

Even though HHCR, Basingstoke Community Radio is not currently an Ofcom licenced station, our training incorporates the core principles behind the Broadcasting Code. Topics include;

Ofcom and how they affect our station

Retention of recordings broadcast for 42 days

Programme content -offensive language, religion, etc. (See section 4.4)

Annual licence fees (PRS & PPL)

Complaint handling

Advertising and Promotion

Election rules for broadcasters

Obituary and major story procedures

Following the completion of their training, each presenter will have an understanding of their parameters of being a broadcaster and would go on to adhere to the rules and regulations at all times.

The Programme Manager will monitor the output of all material broadcast to ensure that standards are maintained and will take the appropriate action if required.

- 4.3 How many staff does the applicant have (or plan to have) in its compliance team? Please provide a brief description of the functions each person will be performing. Please do not give names of individual members of staff.

These functions are, and will be carried out by three Members of the charity Board, our Chairperson, charity Secretary: and at least two current Members.

Functions include a) Checking on-air out

-put for compliance b) Scrutiny of finances income and expenditure c) Full compliance with

H&S procedures d) Personnel developments including equality.

- 4.4 How does the applicant intend to 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 volunteers are drawn from all backgrounds and community's including: Hairdressers, Professional managers, disabled people, university students and more.

Our volunteer programme Help more people to reach their potential, by supporting them at the earliest possible stage this is done via Visibility and participation in the local area.

If we are successful and a SSDAB licence is granted, we would envision a broader cross section of community volunteers

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

Any roles that are related to on-air work, volunteers will be trained in: our studio equipment, general presentation and interviewing skills.

This training will be led by the stations training coordinator and some of the stations more experienced volunteers.

The timescale of training depends on each individual volunteer and their outside commitments, but we expect most new volunteers to complete their training within 3 - 4 weeks.

All volunteers are required to read and agree to the stations rules/ handbook and Procedures Guide, which sets out the rules and procedures they are required to adhere to when broadcasting.

This document is covered during training for new members and the document is available to all presenters via the presenters portal on the station website and is in the studio at all times.

The Broadcast Code is also covered during training and a link to the Ofcom website is available at the stations presenters portal on the stations website.

There is on-going monitoring of shows plus on-going training in-house with a min of 2 presenters refresher sessions each year.

We also have available to download a number of training resources that any of our presenters can download from the presenters portal on the stations website.

For programmes and features produced by outside sources e.g. syndicated shows, the programmes will come from presenters who are fully aware of their responsibilities and the shows will be monitored to make sure of compliance.

- 4.5 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). 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 at all times while the service is broadcasting, in particular when the service is broadcasting live content but also when pre-recorded material<sup>4</sup> is being broadcast.

The stations Programme Manager is responsible for ensuring that programming commitments are being kept to and will keep ongoing records of what the station has done to fulfil its commitments.

The station keeps all show/ programme log sheets in either computer and/ or paper copies are kept for archive purposes.

We keep all recordings of programme interviews that we have broadcast and retained for archive purposes.

- 4.6 Please set out how you will ensure compliance with your Key Commitments, including how you will maintain up-to-date information on how these are being delivered.

Our Programme Manager is responsible for ensuring that programming commitments are being kept to and will ensure that all output from the station is recorded and kept for a period of 42 days from the day of broadcast.

The station Manager and Program Manager have regular programme meetings and monitor the stations output and keep ongoing records of what the station has done to fulfil its commitments.

We keep records of our interviews that we have broadcast and the files are logged for many of these programmes and then retained for archive purposes.

Community interviews will also be published on our website and be retained as part of the website archive to demonstrate how we have fulfilled our commitment.

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

English

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<sup>4</sup> This could include, for example, material obtained from, or streamed from, third-party sources as well as content produced by the licensee.

- 4.8 For each language listed in response to question 4.7, 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.**

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 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:**

DAVID CHATTEN-SMITH

**Date of application:**

21/03/2021

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

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

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