
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):

University of York Students' Union

Proposed service name:

University Radio York

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)

York

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

University of York Students' Union, The Student Centre, James College, University of York, York, YO10 5DD, reception@yusu.org, 01904323724

Publication date: 1 June 2021

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1. Overview

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

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

If you encounter any issues using these forms, please contact broadcast.licensing@ofcom.org.uk.

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 properness 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):

University of York Students' Union

2.2 Company registration number stated on Companies House:

N/A

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:

University of York Students' Union
 The Student Centre
 James College
 Newton Way
 York
 North Yorkshire
 YO10 5DD

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

No

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	Ben Vulliamy
Job title	CEO
Address	University of York Students' Union The Student Centre James College Newton Way York YO10 5DD
Telephone	01904323724
Mobile phone	N/A
Email	b.vulliamy@yusu.org

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

www.ury.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.

URY is provided annual grants from YUSU to cover all licensing costs, and membership fees that cover equipment maintenance.

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
Ben Vulliamy	University of York Students' Union The Student Centre James College Newton Way York YO10 5DD	UK	Director, CEO, YUSU Commercial Services Limited; provides retail services for the University of York Students' Union. Director, Charity Executive Officer, York Centre for Voluntary Service; supports voluntary groups in York.	Director, CEO, YUSU Commercial Services Limited; provides retail services for the University of York Students' Union. Director, Charity Executive Officer, York Centre for Voluntary

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

				Service; supports voluntary groups in York.

2.9 Complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the applicant (“participants”). If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
University of York’s Student Union is a registered charity and thus has no shareholders				

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
YUSU Commercial Services Limited	YUSU, JAMES COLLEGE, The Student Centre, The University Of York, York, North Yorkshire, YO10 5DD

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
YUSU Commercial Services Limited	YUSU, JAMES COLLEGE, The Student Centre, The University Of York, York, North Yorkshire, YO10 5DD	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

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

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

Details of applications, licences and sanctions

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

Yes

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

Licence number	Name of multiplex
LRSL104725BA/1	University Radio York

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.

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LRSL104725WT/1	University Radio York

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

Yes

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

Licence number	Name of service or multiplex
LRSL104725BA/1	University Radio York

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

Yes

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
Sept 2022 - Present	LRSL104725BA/1	University Radio York
Unknown – June 2023	LRSL000066BA/1	University Radio York (LPAM)

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

Yes

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

Licence number	Name of service or multiplex
LRSL104725BA/1	University Radio York

LRSL104725WT/1	

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
N/A	

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)?

Yes

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

Licence number	Name of service or multiplex
LRSL000066BA/1	University Radio York (LPAM license surrendered June 2023)
LRSL000066WT/2	University Radio York (LPAM license surrendered June 2023)

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
N/A		

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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
N/A				

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
N/A		

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?

University Radio York

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.

York

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.

University Radio York
Vanbrugh College
University of York
York
YO10 5DD

- 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.

LRSL104725BA/1

- 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 University of York undergraduate and graduate student body, living around the city of York.

- 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.**

Our service has run on a not-for-profit basis for 55 years. We don't sell advertisements or sponsorship, and our funding is received directly from the students' union.

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.**

With over 20,000 students, the University of York has a diverse student population, who live on campus and around York. Student media is one of the few ways in which all these students can share a common experience, and University Radio York is proud of its record of reflecting student life in York and informing the student population about relevant news and information.

In recent years, we have worked with the University of York Students' Union to provide in-depth coverage of annual elections, we have weekly shows in which student societies are invited to talk about their activities, and every year, we provide full 3 days coverage of the York vs Lancaster Roses sports fixtures. All of our content is produced by students, for students, and our aim is to reflect the diversity of student life in York.

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

Our weekly news programme, Newshour, covers student political and social life in York, and regularly features interviews across the range of opinion. Members are also encouraged to create their own radio shows, in which they discuss a variety of topics and issues.

- 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.**

Members of the Students' Union are able to become a member of URY for a £7 membership fee each year. Current, more experienced members provide training sessions for new members, which cover how to use the studio equipment, and the requirements laid out in the URY Presenters' Contract. Trainers offer time-slots for training sessions to all members, and any are welcomed to book for these. In addition to basic studio training, we offer follow-up more specialist training in various skills, such as music presenting, news producing and podcast production as well as engineering and computing skills.

- 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 service will extend beyond our campus and across York, bringing together students who live off-campus around the city (a significant majority). This increased range beyond our current capacity would foster a sense of community among University students around the city, providing them with content tailored to their needs and wants. Many students living off-campus often feel detached from the University campus life, but the proposed service would extend the 'on campus feeling' around York, allowing students to forge links with new societies, groups and people. URY's output is designed with inclusivity at its heart, and the proposed service would allow for greater inclusion of a wider range of students for URY's output.

- 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.**

Along with operating as a radio-station, University Radio York is also a fully functioning university society. Fundamentally, this means URY's members form a constituent part of the University community, all as full time students, interacting socially with both other students and residents of the City of York. Outside of broadcasting, members of URY are involved in a wide range of groups and societies that work for social gain and education. Many members are active participants in University Sports groups and other societies, who regularly hold charitable events, including recently taking part in the Movember campaign to help raise awareness of prostate cancer and a variety of conditions affecting men. Some members are also participants in non-student groups across York, including local brass bands and orchestras.

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.**

URY is open to any member of the University community, including non-students who can become associate members. As a station, we pride ourselves on our inclusivity and diversity, as such any member is able to stand for election to a vacant position on URY's committee, and weekly committee meetings are open to anybody in the society. We currently have 27 such committee positions held by members of the society. Each year, at the AGM, all committee positions are available for reelection, and the society constitution goes through a review process yearly, also open to all members.

Furthermore, in order to 'get on air' all we ask is that members complete a training slot with one of our committee members, in which we offer training and guidance in using a wide range of broadcast related equipment. From here members can apply for a show with our programme controller, and once approved can broadcast any radio show they wish. We are proud to have limited scheduling rules, meaning participants are free to express themselves and their own creative output. If participants wish to host a specialist music programme, or a radio drama, they can. Moreover, participants are not required to 'pitch' a show idea, resulting in increased creativity and expression, while also offering a less intimidating environment for those unsure. Our support of freedom and creativity is one aspect that continues to ensure URY remains one of the most popular societies on campus.

We also regularly hold 'open stations' and 'open shows' when new prospective members can come and meet the team running the station. Here many new participants get their first interaction with radio, in a stress-free informal environment that is welcoming and open to all.

Accountability

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

Membership of URY is open to any undergraduate or postgraduate student at the university, and any member may attend the weekly station meetings where our strategies and operations are discussed and agreed.

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

Suggestions and criticisms are dealt with either by station management or by committee as appropriate on a case-by-case basis. When committee have differing opinions, we can have votes open to all members present at the meeting.

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
University Radio York	<i>University Radio York is a radio service intended to serve students of the University of York in York, primarily the University campuses and the surrounding area ("the target community") by programming targeted exclusively to the interests and preferences of students at the University of York. It will include interviews with sabbatical officers from the students' union and feature local musicians performing and campus personalities.</i>	URY intends to broadcast 24 hours a day, seven days a week. The amount of live programming will be dependent on term dates and member	York

	<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>commitments.</p> <p>When programming is not live, a locally-generated sustaining service “URY Jukebox” will be on air.</p> <p>During term time, the amount of live content will range from 5 hours a day to 24 hours a day, depending on decisions made by the programming controller and the station’s membership as a whole.</p> <p>The University of York has 32 weeks of term time per year. URY will broadcast 52 weeks a year, with live programming</p>	
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C-DSP licence: Application form (Part A)

		commitments limited to term time.	
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4. Compliance of the service

About this section

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

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

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

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

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

Ronald Young, in charge of compliance, has received URY studio training and signed the URY presenter contract (available here: https://ury.org.uk/wiki/Presenters%27_Contract). This covers relevant parts of the Ofcom Broadcast Code.

Ronald will also attend Media Law training provided by David Banks for the University of York Students' Union at the next available opportunity.

- 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.

Since Ronald became Programme Controller in March 2023, no instances requiring compliance checking have arisen.

- 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.

Programme Controller –

- Be responsible for coordination of all presenters.
- Be responsible for leading scheduling of Programming and ensuring the quality of Programmes.
- Be responsible for ensuring and verifying the logging of all output in coordination with the Head of Computing.
- Be responsible for ensuring the presenter contract and podcasting policy are adhered to and kept up to date.
- Work with the Station Manager to coordinate entries to all relevant awards.
- Ensure all necessary licences are adhered to.

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 studio training and “Presenters’ Contract”, that must be signed by anyone regularly involved with the station, cover all the parts of the Broadcasting code relevant to presenter-led output and general behaviour on air. This includes offensive language, playing call signs, complying with the stipulations of our music licences and impartiality among other things.

Designated ‘studio trainers’ are all volunteer station members with significant broadcasting experience across a variety of genres and are furnished with a legally-reviewed checklist of all relevant points they will need to go over with prospective presenters.

URY’s own Presenters’ Contract is significantly more stringent regarding acceptable content than the Ofcom Broadcasting code, particularly around such things as offensive language, which is not acceptable at any time. A link to the Presenters' Contract is provided for reference:

https://ury.org.uk/mediawiki/index.php?title=Presenters%27_Contract

Presenters of news and current affairs content are also required to attend media law training sessions provided by The University of York Students’ Union, currently run by David Banks. This covers libel, privacy, copyright, ethics, confidentiality and contempt of court.

URY’s playout system tracklists all music played so a record of music broadcast is kept. Any time when a presenter may need clarification during live broadcasting hours they can readily contact the Programme Controller and other trainers via published phone numbers and online communications channels.

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.

Studio training is mandatory for anybody going on an on-air programme, excluding guests on a show less than twice a year. Additional media law training is open to all, but strongly encouraged for those doing news and current-affairs programming.

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.

Presenters and producers are only allowed on air without direct supervision once they have demonstrated understanding of the requirements of the codes (see section 4.4 for details of the training given to all) and are regularly reminded of the standards required from an Ofcom-licensed service. University Radio York has held Ofcom (or equivalent predecessor organisation) licences for over 50 years, and no breaches of the applicable codes have been noted in that time. Trained presenters are fully responsible for their guests, including briefing them about their on-air responsibilities.

- 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.

All pre-recorded material is either sourced from URY's own members, in which case it will be subject to the same compliance checks as live material or, as described above in 4.6, be sourced from other Ofcom licensees and be subject to the same Ofcom codes and rules as content produced in-house.

If, on rare occasions, material is sourced from other parties, it will be checked for compliance with the codes before broadcast by either the Programme Controller (as designated compliance officer) or by a producer under the supervision of the Programme Controller.

- 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.

URY's website publishes our weekly schedule which, as noted in the key commitments section above, is limited to the university's 32-weeks of term time each year. The Programme Controller in conjunction with Station Management monitors output of the Station as a whole to ensure compliance with our Key Commitments. Meetings are held weekly between the Station Management team, when URY's broadcast output is reviewed.

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

The Station Management team ensures that regular communication is maintained with the Student's Union and the wider student body. These such relationships allow URY's members to continue involvement in new and upcoming projects across the campus and City of York. URY's members then continue to regularly participate in charitable, educational and training initiatives.

- 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.**

Our Programme Controller is 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:

BEN VULLIAMY

Date of application:

06/02/2024

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

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