

# Community Digital Sound Programme (C-DSP) licence

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## Application form – Part A (public)

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

WEST WILTSHIRE RADIO LTD

Proposed service name:

WEST WILTS RADIO

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

WEST WILTSHIRE DIGITAL RADIO CIC, Warminster, Devizes & Trowbridge

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

	Timothy Stephen Quick, Station Manager and Director
	5 Kingston Rd, Bradford on Avon, Wilts ba15 1ab
	07809 702 664
	Tim.quick666@gmail.com

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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

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You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.

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.

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.

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.

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).

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

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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.

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

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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.

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)).

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.

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

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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

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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.

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):

2.2 Company registration number stated on Companies House:

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

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

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

Yes  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	Timothy Stephen Quick
Job title	Station Manager and Director
Address	5 Kingston Rd Bradford on Avon wilts ba15 1ab
Telephone	n/a
Mobile	07809 702 664
Email	Tim.quick666@gmail.com

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

WWW.WESTWILTSRADIO.COM

2.7 How will the service be financed? If the applicant is receiving, or is likely to receive, any form of funding and/or financial assistance to establish and maintain the service, please provide details of who is providing that funding/financial assistance and the extent of it.

If you are receiving funding from, or on behalf of, a source that could be considered a political organisation or a religious body, you must set out the nature of that organisation here.

We are a small station and need £5k finance a year. In our five years of broadcasting on the internet to date, we secured half of our funding from local business sponsors, one quarter from voluntary subscriptions from presenters and one quarter from fundraising events. In the past we have also received local authority and national lottery grants.

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

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

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

Full name of individual	Correspondence address <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Timothy Stephen Quick	Office 1, The Warehouse, Anchor Quay, Penryn, Cornwall, United Kingdom, TR10 8GZ	UK	n/a	none
Simon Laird McNeill-Ritchie	Office 1, The Warehouse, Anchor Quay, Penryn, Cornwall, United Kingdom, TR10 8GZ	UK	Radio Bath Ltd, community radio	none
Stephen Derrick John Fountain	12, Market Street, Bradford on Avon, Wiltshire BA15 1LL	UK	Radio Bath Ltd, community radio	none

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

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 pro-posed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
n/a				
Comments				
We are a not-for-profit company limited by guarantee – we cannot issue share				

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
None	

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 the entity	Address	Affiliates
None		

### Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
n/a		

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

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

Full name of individual	Name of body in which officership held	Affiliates of that body
n/a		

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

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

Full name of body corporate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled
n/a		

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

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

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

## Involvement of the applicant in specified activities

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

Activity/involvement	Yes / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
a) A local authority	no	
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	no	
c) A body whose objects are wholly or mainly of a religious nature; <sup>2</sup>	no	
d) An individual who is an officer of a body falling within (b) or (c);	no	
e) 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	
f) An advertising agency or an associate of an advertising agency	no	

<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.

### 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  No X

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

Licence number	Name of multiplex

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

Yes Y  No

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

Licence number	Name of service or multiplex
87.70 SRSL	We were granted a temporary fm licence under the Temporary Covid-19 Short Term Restricted Service Licence scheme 27 April 20 – 25 July 20

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 y  No

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex
Since 5 Nov 2020	DP103639BA/1	RADIO BATH, Arqiva West Wilts & Bath
Steve Fountain and Simon McNeill-Ritchie have been officers (and presenters) at Radio Bath since its inception. Steve spent his entire career in broadcasting at various commercial radio stations.		

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

Yes  No X

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

Licence number	Name of service or multiplex

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

Yes  No X

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

Licence number	Name of service or multiplex

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

Yes  No x

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

Licence number	Name of service or multiplex

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

Yes  No X

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

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

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

Yes  No X

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

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

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

Yes  No X

If yes, please provide the following details:

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

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

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

n/a

## 3. The proposed service

### About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a simul-cast 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?

West Wilts 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.

West Wiltshire Digital Radio CIC, Warminster, Devizes and Trowbridge

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 3.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).<sup>3</sup>

Bradford-on-Avon

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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.

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

n/a

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

We are happy to broadcast throughout the area covered by the WW Digital Radio licence but will mainly target Melksham, Trowbridge and Bradford-on-Avon and surrounding villages – a population of around 100,000. Rather than focusing on any specific group or groups, we will continue to broadcast a broad range of music with some magazine type and special interest shows so as to appeal to a wide range of people although most of our listeners are naturally from the 45 years plus age group.

- 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.**

Being a not-for-profit company, limited guarantee, it is illegal for us to distribute profits. We have no intention of changing our status.

## 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.

Community radio is known to be a major combatant of loneliness and isolation which are among the largest social problems facing older people and older people make up the majority of our audience.

We make a positive impact to this issue by providing entertainment 24 x7 - we broadcast a wide range of music shows. In addition we are a platform for local people, groups, news and events.

We've been broadcasting over the internet for the past 5 years which has enabled us to secure substantial local community engagement. This is demonstrated by the number of local guests appearing on our various shows which has totalled well over 100 in the past year and is probably nearer to 200. We also now receive more

requests than we can satisfy to participate in local outside events including outside broadcasts.

Our shows include regular slots for various local bodies/institutions such as the town mayor, the community police, the family hub organisation, the local music centre/concert hall, a local community arts facility, local drama groups etc. We publicise that the community platform we represent is available to any group which is open to the public or which provides a public service.

In addition to the groups we feature regularly, we have ad hoc contributions from all sorts of local community groups ranging from a youth club who share our premises (Power Girls) to U3A and everything in between.

Individual guests have ranged from an internationally famous, locally based opera singer to a local chimney sweep.

Two of our shows focus on local music groups, often with live performances and/or interviews. One of our shows concentrates purely on local venues and shows. This represents a public service which we know is appreciated by many.

All contributors are asked to keep us updated with their news.

We are happy to promote any public event happening in our area. We take a similar approach with local news. Publicity may involve broadcasting live from the event, or live interviews from the studio with the event organiser, or we may ourselves give details of up and coming events during appropriate shows. We have publicised everything from a local pancake race to water saving tips from the local water company.

We have noticed and had confirmation of many benefits being realised from the platform we offer – the most tangible being that events we publicise and support typically will be well attended and ticketed events will usually sell out. Event organisers usually give us feedback that our support helped their event.

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

Most of our shows expressly invite comments/suggestions from listeners. To make things as easy as possible we explain that contributions can be in any format including email or voicemail. Listeners can also come into the studio and appear on a live show. As an alternative we can meet people face-to-face, or via Zoom and pre-record chats for subsequent broadcast.

As mentioned previously, our magazine and some other shows always have local guests who present their topic in whichever way they choose. We avoid a formal interview format.

We exercise no editorial control over what our guests say. So far we have never edited any opinions expressed on any of our broadcasts. We would only do so if an opinion would cause offence or otherwise be contrary to regulations or guidelines from Ofcom and other authoritative bodies.

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

We interact with our local community at our outside broadcasts and at other local events which we attend.

We publish our details so that people can contact us by phone or text, email or social media.

There are no formal processes that the community needs to follow to engage with us. Informal face to face conversations or simple emails are perfectly acceptable, we are entirely flexible for members of the community to contact us in whichever way they prefer.

We are keen to develop a programming format where local groups can take full responsibility for their own content with our regular presenters on hand to guide them on compliance and the use of the equipment and systems. At the time of this application we are about to launch a pilot scheme with a local youth group.

We always give new presenters full training and an experienced presenter will sit in on their first few shows until they have gained confidence to go it alone. We have produced a decent set of user documentation which sets out how to operate all equipment and systems necessary to produce and broadcast a show. We have an active WhatsApp group which is used all the time to share ideas, knowledge and experience and resolve snags in real time.

Where a third party has presented details of their activity/service/event on one of our shows, we will typically publish relevant details on Facebook and of course, if any listener contacts the station for more details of any such third party offering, we would promptly put them in touch with the right party.

- 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.**

The previous response shows that we try to maximise our accessibility and this inevitably increases our understanding of the community.

Nearly all of our 25 volunteers live within the community. They have a range of backgrounds, interests and community involvements. We therefore understand the community because we are all very part of it.

We have given regular slots to the three town councils in our area so that they can publicise events of a social nature and news and information of interest to the community. Although the councils have sometimes found it difficult to maintain this type of commitment, we retain good relationships and frequent dialogue with all three which enhances our insights into the community needs and preferences. On our shows we present updates and contributions received from the town councils. Positive results are increasingly realised through these relationships which results in all parties making more commitments to the relationships thus creating a virtuous circle.

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

Our volunteers and presenters include a number of teachers or former teachers. Most of our volunteers have past or current experience involved with a variety of local groups including scout groups, a number of local amateur dramatic societies, several musical groups, managing major local music events/festivals, a choir, several sports clubs, school governorships and volunteer or officer roles at a number of charities

## 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.**

First and foremost we are entirely open-door and not only welcome but we actively seek participation from any member of the community.

All of our six person "management team" (the planning group) live in our community. As mentioned above, almost all our current volunteers, are from the local community. Less than 10% of our broadcasts are "franchised shows" produced outside the community and we plan to gradually reduce this over time, all other content is produced by and within the community. We don't intend to actively seek participation from outside our community. If, nevertheless, an attractive outside candidate emerges, before any indication is given to the candidate, we will refer the matter to our directors to see whether exceptional circumstances apply.

We continually advertise on air and through social media inviting local participation in any type of role. At our outside broadcasts and other local events, we always canvass participation by talking to people face to face and handing out leaflets which invite participation in any role. In this way we have successfully attracted a number of guests and secured several new presenters in the last year alone. So we are happy that the local community very much participate in West Wilts Radio and we'll continue to actively seek and welcome community involvement with all aspects of our activities.

We plan to take advantage of the opportunity presented by moving to DAB to run a major re-launch campaign aimed at attracting new listeners, sponsors and volunteers.

## Accountability

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

During most of our shows we specifically ask for input from listeners and we broadcast trailers to supplement this. We publish our contact details for phone/text, email, messenger and Facebook all of which can be freely used by anyone in the normal way. We get feedback from studio guests and people we talk to at outside events. We welcome ideas and comments and those we receive are circulated to the "management team" and to all presenters where appropriate. Ideas and comments which we receive are reviewed at management meetings which happen approximately monthly. We feel success comes from meeting what the community wants rather than imposing our preferences on them, so we are very receptive to all comments and input from the community.

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.**

We are a small organisation with a very flat structure, making and implementing decisions is straightforward. The management team discuss feedback at regular or ad hoc meetings or by email/messenger/zoom if immediate discussion is appropriate. If we agree with a suggestion or criticism it can be acted on immediately as long as the resources required are not too burdensome. We feel that suggestions and comments are forces for positive change.

## 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	West Wilts Radio
Service Description	<p>West Wilts Radio is a radio service intended to serve</p> <p>The population of West Wiltshire, primarily in the 45 Years + age group in the particular area of Trowbridge, Melksham, Bradford-on-Avon and surrounding villages (<i>“the target community”</i>) by</p> <p>broadcasting a variety of music and special interest shows, which will include local news and information about local events, groups and people and with some magazine type shows covering local matters, and by participating in local outside events.</p> <p>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).</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> <li>• the facilitation of discussion and the expression of opinion,</li> <li>• the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</li> <li>• the better understanding of the particular community and the strengthening of links within it.</li> </ul>

	<p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>
Transmission Schedule	24x7
Multiplex	West Wiltshire Digital Radio CIC, Warminster, Devizes and Trowbridge

# 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 Regulation of Premium Rate Services Order

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).

The station manager (and others) have extensively studied the codes and rules and guidelines found on the internet including those compiled by other c-dsp radio stations. We will continuously look for opportunities to increase our knowledge and to keep up to date and we have subscribed to your own alerts and updates

- 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.

We have been broadcasting on the internet for five years. Throughout this period we have been broadly following the codes and rules cited at the start of this section. We therefore feel all presenters have good knowledge of what's expected. This includes the station manager who has diligently implemented the codes and rules, taking corrective action on those few occasions when it became necessary to do so. Our director Steve Fountain has decades of broadcasting experience with community and commercial radio as a presenter and senior manager and so is well versed in compliance requirements and practices.

- 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.

We are a very small station – the Station Manager has all responsibility but others in the team have relevant experience (for example one presenter had a career in senior legal roles, another was a quality auditor) and these people contribute as and when they feel it is necessary to do so as well as when they are specifically approached for help.

- 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.

We have compiled a document set which summarises compliance requirements (and other matters). We'll encourage all personnel to attend classroom training sessions in person. Remote (Zoom) courses will also be available. Training will include test questions. Training will be refreshed and knowledge will be tested periodically. All personnel will be required to complete the training. We will not broadcast any program unless the presenter has completed the training. We will supplement this regular formal training with notices to all personnel if regulations change or if something is reported in the UK which we need to be mindful of.

- 4.5 Will the training described in response to question 4.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

Yes, mandatory for all.

- 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.

To minimise the potential exposure, the first step is to ensure that presenters have good knowledge of Ofcom's requirements - see above, we are confident that this is the case.

All our personnel are also listeners. They are encouraged to bring to the station manager's attention anything which would seem to be non-conforming so that corrective action can be quickly taken.

We will implement a rota so that over a period of time, one member of the management team will critically listen to broadcasts by each presenter.

- 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 of the above applies to pre-recorded material. Training is compulsory for all those who produce pre-recorded material and they will all receive a copy of our guidelines. These shows will be subject to the same checking regime set out above.

- 4.7 Please set out how you will ensure the ongoing delivery/compliance of the **on-air** character of service as set out in the Key Commitments. This should be focused on the content you will broadcast on the station.

In your answer, please ensure you include details on each of the following points:

- a) How you will monitor that the character of service is being delivered;
- b) who will be responsible for monitoring this;
- c) how often will they monitor it;
- d) how you ensure this information is published; and
- e) where the information will be published/made publicly available.

- a) the informal and formal listening measures outlined in 4.6 above will be able to monitor key commitment compliance at the same time as checking for regulatory compliance
- b) the management team will cover compliance with key commitments as well as compliance with regulatory matters
- c) monitoring will be continuous
- d) the management team will ensure that summary information is published at approximately half-yearly intervals
- e) we will publish the information on our website and announce it on Facebook

- 4.8 Please set out how you will ensure the ongoing delivery/compliance of the **off-air** social gain activities as set out in the Key Commitments.

In your answer, please ensure you include details on each of the following points:

- a) How you will monitor that off-air social gain activities are being delivered;
- b) who will be responsible for monitoring this;
- c) how often will they monitor it;
- d) how you ensure this information is published; and
- e) where the information will be published/made publicly available.

a & b) members of the management team are present at all off-air events and so they will be responsible for monitoring the delivery of social gain which they will be able to do physically and in real time. They also interact with members of the public attending the event which will provide further useful feedback

c) what we've described already happens at all off-air events – we are a small station and are talking about between 6-12 events a year, each one attended by about 150 members of the public on average, so it's easy to monitor every off-air event. We hold "lesson learnt" sessions after each off-air events.

d & e) off-air activities will be reported in the same way and at the same time as on-air activities.

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.**

English is the mother tongue of all our personnel

# 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 :

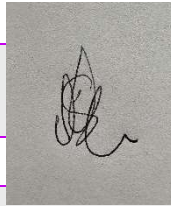
- A director of the company or the company secretary where the applicant is a company.
- A designated member where the applicant is a Limited Liability Partnership.

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:**

TIMOTHY STEPHEN QUICK



**Date of application:**

8th February 2026

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

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

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