

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):

Advance Learning Partnership

Proposed service name:

ALP 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)

Durham Digital Ltd.

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

Advance Learning Partnership
Whitworth Lane, Spennymoor
Durham, DL16 7LN
0300 373 8600
alpadmin@alplearning.org.uk

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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

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

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

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).

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

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

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	Brett Sterling
Job title	Senior Network Manager
Address	Advance Learning Partnership, Whitworth Lane, Spennymoor, Durham, DL16 7LN
Telephone	0300 373 8600
Mobile	07304048436
Email	b.sterling@alplearning.org.uk

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

<https://alpradio.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.

Internally funded from innovation fund

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
Claire Oates	Advance Learning Partnership, Whitworth Lane, Spennymoor, Durham, England, DL16 7LN	United Kingdom	NA	NA
Kelvin Simpson	Advance Learning Partnership, Whitworth Lane, Spennymoor, Durham, England, DL16 7LN	United Kingdom	NA	NA

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-proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights

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

NA				
Comments				

2.10 Complete the following table, expanding if necessary, to identify any entities with which the applicant is affiliated. By affiliated, we mean companies that are related through ownership, either with one company being a minority shareholder in the other, or through multiple companies being owned by a third party.

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

Full name of the entity	Address
NA	

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
NA		

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
NA		

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
NA		

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
NA		

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
NA				
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; ²	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	

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.

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

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

Licence number	Name of multiplex
NA	

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

Yes No

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

Licence number	Name of service or multiplex
NA	

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 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
NA		

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

Yes No

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

Licence number	Name of service or multiplex
NA	

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

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

Licence number	Name of service or multiplex
NA	

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

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

Licence number	Name of service or multiplex
NA	

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

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
NA		

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

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
NA				

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

Yes No

If yes, please provide the following details:

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

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".

NA

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?

ALP 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.

County Durham

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).³

Advance Learning Partnership, Whitworth Lane, Spennymoor, Durham, England, DL16 7LN

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.

- 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.

NA

- 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.**

The target community for ALP Radio consists of students, staff, and families associated with the schools within the ALP Trust, as well as the wider local communities in which these schools are based. Our primary audience includes young people in education, particularly secondary school and sixth form students, alongside school staff and parents who have a vested interest in student engagement, enrichment, and development.

Geographically, ALP Radio aims to serve communities within the areas where ALP Trust schools are located, which include Durham, Darlington, and surrounding areas in the Northeast of England. Our coverage will be aligned with the radio multiplex service in these regions, ensuring accessibility for students and families both in-school and at home.

Beyond geographical location, our target audience is defined by shared interests in education, student voice, and creative media. ALP Radio is designed to provide a platform for young people to express themselves, develop media skills, and engage with issues relevant to their education and future careers. The station will also foster stronger community connections by including contributions from school staff, local businesses, and organisations that support youth development. Our programming will reflect the interests of our audience, featuring student-led shows, educational content, music, and discussions on topics such as mental health, career opportunities, and local events. Through this, ALP Radio will act as a hub for student engagement and community cohesion, offering a voice to young people while ensuring local relevance to the wider community.

ALP Radio is more than just a station; it's a lifeline for students from some of the most deprived areas in our communities. Many of our young people face significant socio-economic challenges, limiting their access to opportunities that could shape their futures. ALP Radio serves as a platform for inspiration and aspiration, giving students hands-on experience in broadcasting, media production, and communication—skills that are highly valued in the creative industries.

By providing a voice to those who often go unheard, ALP Radio empowers students with confidence, creativity, and a sense of belonging. Through real-world experience, engagement with industry professionals, and the chance to develop their own content, we open doors to career pathways that might otherwise seem out of reach. This is not just about radio; it's about transforming futures and showing our young people that their voices matter.

- 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.**

ALP Radio will be operated on a not-for-profit basis, with all income and resources dedicated to sustaining and enhancing the service. The station will be managed as a community-driven initiative under the governance of ALP Trust, ensuring financial and operational accountability.

To maintain its not-for-profit status, the following measures will be in place:

1. Governance and Oversight:

ALP Radio will be overseen by a dedicated management team within the ALP Trust, ensuring compliance with financial regulations and transparency in all income and expenditure. The station will operate within the framework of the Trust's charitable status, meaning that any revenue generated must be reinvested into the service.

2. Funding and Revenue Streams:

The station will be funded through a combination of grants, sponsorships, donations, and educational funding, rather than commercial advertising or profit-driven activities. Any sponsorship or partnership agreements will align with the station's educational and community objectives, with strict policies ensuring no commercial influence over programming.

3. Reinvestment of Funds:

Any surplus funds generated through sponsorship, fundraising activities, or grants will be reinvested directly into ALP Radio to enhance programming, improve equipment and facilities, and support training opportunities for students and community volunteers. Financial reports will be maintained to document how funds are allocated to benefit the service and its listeners.

4. Community and Educational Focus:

ALP Radio's primary purpose is to serve as an educational platform, providing students with hands-on experience in broadcasting, journalism, and media production. The station will actively promote social gain by encouraging student participation, supporting community-led projects, and delivering content that benefits listeners through information, education, and engagement.

5. Non-commercial Approach:

ALP Radio will not operate for commercial gain and will not distribute profits to individuals. Instead, it will function as a community-focused station, aligning with the core values of public service broadcasting. The station's programming and initiatives will be structured around community benefit rather than financial return. Through these measures, ALP Radio will ensure that its operations remain fully compliant with the requirements of a Community Digital Sound Programme (C-DSP) service, maintaining its commitment to reinvesting all resources into the station for the continued provision and development of high-quality community broadcasting.

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.

ALP Radio will provide significant community benefits by enhancing student engagement, fostering creativity, and strengthening connections between schools and their wider communities. The station will serve as a platform for young people to develop valuable skills, promote social inclusion, and provide a voice for students and staff across ALP Trust schools and beyond.

1. Educational and Skill Development Opportunities

ALP Radio will provide students with hands-on experience in broadcasting, journalism, media production, and communication. Through involvement in live and pre-recorded programming, students will develop transferable skills such as:

- Public speaking and confidence-building
- Digital literacy and technical skills in radio production
- Research, scripting, and interview techniques
- Teamwork and project management

By embedding media education into the station's operation, ALP Radio will complement existing curricula, particularly in subjects such as English, Performing Arts, Music Technology, and IT. Schools will be able to integrate radio-based projects into their teaching to enhance student learning.

2. Encouraging Student Voice and Wellbeing

A core purpose of ALP Radio is to provide a platform for young people to express them-selves and share their perspectives on topics relevant to their lives. Programming will include:

- Student-led discussions on mental health, wellbeing, and social issues
- Opportunities to showcase student achievements, including music, poetry, and drama.

Informative segments on career pathways, apprenticeships, and higher education Research has shown that providing young people with a space to express their views contributes to increased confidence, motivation, and emotional resilience. ALP Radio will play a key role in student wellbeing by fostering a supportive and inclusive environment.

3. Community Engagement and Social Gain

The station will actively connect students, staff, and the wider community by broadcasting content that reflects local interests. This will include:
Interviews and features with local businesses, charities, and organisations supporting young people.

Coverage of school and community events, promoting local culture and initiatives
Opportunities for parents and staff to contribute to discussions and programming
ALP Radio will strengthen community ties by encouraging collaboration between students and external organisations, ensuring that content remains relevant and beneficial to listeners.

4. Collaboration with Partner Organisations

To maximise its impact, ALP Radio will work with a variety of organisations, including:

Local educational institutions to support student projects and media training
Community groups and charities to raise awareness of youth-focused initiatives and social causes.

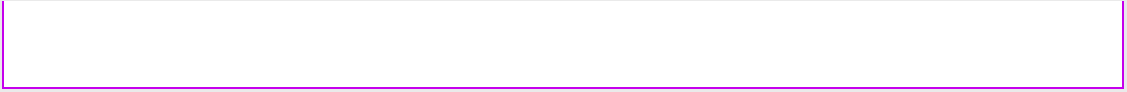
Employers and apprenticeship providers to inform students about career opportunities and work experience placements
Health and wellbeing organisations to promote positive mental health messages and support services for young people.

These partnerships will provide real-world opportunities for students to engage with their wider community and gain insights into different career paths.

5. Accessibility and Inclusion

ALP Radio will ensure accessibility for all students, including those with additional needs, by offering a variety of ways to contribute, such as on-air presenting, content creation, and technical roles. The station will promote diversity and inclusion by featuring content that represents different cultural backgrounds, experiences, and perspectives within the school community.

ALP Radio will provide long-term benefits to students, staff, and the wider community by fostering creativity, supporting education, and enhancing social cohesion. By equipping young people with media and communication skills, encouraging student voice, and building community partnerships, ALP Radio will create a lasting, positive impact on its target audience and beyond.



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

ALP Radio will serve as a platform for open discussion and the expression of opinion, particularly for students and staff across ALP Trust schools. The station will provide a safe and supportive environment for young people to share their views on topics that matter to them, including education, mental health, social issues, and local community matters.

Student-led talk shows, panel discussions, and interviews will encourage debate and critical thinking while allowing diverse perspectives to be heard. Regular feedback sessions and interactive segments, such as live call-ins and social media engagement, will ensure that listeners can participate in discussions and contribute their opinions.

The station will also collaborate with school leadership, teachers, and external organisations to facilitate balanced and informative conversations on key issues. Through structured programming, ALP Radio will promote respectful dialogue, encourage active citizenship, and empower students to engage in meaningful discussions, helping them develop confidence in articulating their views. By fostering a culture of open communication, ALP Radio will strengthen student voice and provide a platform for the wider school community to engage in constructive conversation.

- 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.**

ALP Radio is committed to ensuring that students, staff, and members of the wider school community have access to our broadcasting facilities and receive the necessary training to participate effectively. We will achieve this through a combination of structured training programmes, informal learning opportunities, and open access policies.

1. Practical Access to Facilities

ALP Radio will be based within ALP Trust schools, ensuring that students and staff have regular access to the studio and equipment.

A timetable will be established to allow different schools within the Trust to schedule re-cording and live broadcasting sessions.

Remote contribution options will be available, enabling students and staff to submit pre-recorded content if they are unable to attend in person.

Partnerships with IT and media departments will ensure technical support is available when needed.

2. Formal Training Programmes

Student Radio Training: Schools will integrate ALP Radio into their enrichment programmes, offering structured training in broadcasting, production, and media skills.

Workshops and Inductions: Regular training workshops will be provided for students, staff, and volunteers covering radio presenting, scripting, interview techniques, and technical skills such as audio editing and mixing.

Mentorship and Peer Learning: More experienced students will mentor new participants, fostering a collaborative learning environment.

Collaboration with Curriculum Areas: The station will work with departments such as English, Music, and IT to incorporate media training into subject-specific projects.

3. Informal Learning and Engagement

ALP Radio will operate an open-door policy where students can drop in to explore radio production and receive hands-on guidance.

Online tutorials and guides will be made available to allow individuals to develop their skills at their own pace.

Guest workshops with industry professionals will be organised to provide real-world in-sights into media and broadcasting careers.

Students and staff will be encouraged to experiment with content creation, with feedback provided to help them improve and build confidence.

4. Ensuring Inclusivity

ALP Radio will actively promote participation from students of all backgrounds, including those with additional learning needs.

Flexible training options will accommodate different learning styles and accessibility requirements.

A student radio committee will be established to oversee inclusivity and encourage engagement from a wide range of contributors.

By offering a mix of structured training, informal learning opportunities, and accessible facilities, ALP Radio will ensure that all members of our target community can develop broadcasting skills, contribute content, and fully engage with the station. This approach will foster creativity, build confidence, and enhance student voice across the ALP Trust.

- 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.**

ALP Radio will strengthen community links by providing a platform for students, staff, and families to share experiences, celebrate achievements, and discuss issues relevant to their education and local communities. The station will foster a sense of identity by reflecting the voices, interests, and concerns of its listeners.

Through student-led discussions, interviews, and community-focused programming, ALP Radio will enhance understanding of the diverse backgrounds, talents, and challenges within the ALP Trust schools. Regular segments will feature school events, student projects, and collaborations with local businesses, charities, and organisations, promoting stronger connections between education and the wider community.

By encouraging dialogue and participation from students, staff, and parents, the station will create an inclusive space where everyone's voice is valued. Interactive elements, such as listener feedback, social media engagement, and call-in segments, will ensure ongoing community involvement.

ALP Radio will act as a unifying force, breaking down barriers between schools, fostering collaboration, and building a stronger sense of community across the Trust and beyond.

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

The ALP Radio team consists of experienced professionals from education, media, and technical backgrounds, ensuring a well-rounded approach to delivering social gain. The station is supported by ALP Trust, which has a strong track record in providing high-quality education and enrichment opportunities for students across multiple schools.

Key members of the team have extensive experience in radio broadcasting, media production, and technical support. This includes individuals who have worked as radio presenters, sound engineers, and content creators, ensuring that students receive expert training in broadcasting and media skills. The team has also been actively involved in organising student-led initiatives, enrichment programmes, and community engagement projects that promote social inclusion and skill development.

In addition, ALP Trust schools have a history of delivering extracurricular activities that support student wellbeing, confidence-building, and career development. ALP Radio will build on these existing initiatives by providing practical media experience, enhancing student voice, and strengthening community links.

By combining expertise from education, media, and technology, ALP Radio is well-equipped to provide a high-quality, community-focused service that delivers lasting social benefits.

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.**

ALP Radio is committed to ensuring that students, staff, and the wider school community have meaningful opportunities to participate in both the operation and management of the station. We will achieve this through a structured approach that encourages engagement at all levels, from content creation to decision-making.

1. Student-Led Programming and Content Creation

Students will take an active role in producing and presenting shows, allowing them to develop media and leadership skills.

Dedicated training will be provided to help students gain confidence in broadcasting, technical production, and content development.

Opportunities will be available for students to contribute across different roles, including presenting, audio editing, scriptwriting, and social media management.

2. Establishing a Student Radio Committee

A Student Radio Committee will be formed to provide leadership and representation from each participating school.

The committee will meet regularly to discuss programming, station improvements, and feedback from listeners.

Committee members will be involved in shaping the direction of the station, ensuring it remains student-focused and relevant to its audience.

3. Staff and Community Involvement

Teachers and school staff will have opportunities to contribute to station management, ensuring alignment with educational goals and student support services.

Parents and local community members will be encouraged to participate in discussions, interviews, and special programming that reflects broader community interests.

Partnerships with external organisations will create opportunities for guest speakers, collaborative projects, and career-related programming.

4. Open Participation and Feedback Channels

ALP Radio will have an open-door policy where students and staff can submit show ideas, content suggestions, or feedback.

Regular listener surveys and engagement through school councils will ensure the station evolves based on community needs.

Social media and digital platforms will allow for real-time interaction, encouraging greater participation in programming decisions.

5. Developing Leadership and Progression Pathways

Students who demonstrate strong commitment and ability will have the opportunity to take on leadership roles, such as senior producers or training mentors for new participants.

Involvement in ALP Radio will be recognised as part of students' personal development, enhancing their skills for future careers or further education.

By embedding student leadership, open participation, and structured management roles, ALP Radio will ensure that the target community plays an active role in shaping the station. This inclusive approach will not only enhance engagement but also empower young people with valuable skills and a platform to make a meaningful impact.

Accountability

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

ALP Radio will ensure that members of its target community can easily contact the station and actively influence its operation through multiple communication channels and engagement initiatives.

1. Multiple Contact Methods

Email & Online Forms:

A dedicated email address and online suggestion form will be available for students, staff, and community members to submit feedback, content ideas, and general inquiries.

Social Media & Website:

ALP Radio will maintain active social media accounts where listeners can engage, provide comments, and participate in polls and discussions.

School-Based Communication:

Each participating school will have a designated contact point, such as a staff liaison or student representative, to relay feedback and ideas to the station team.

2. Listener and Community Feedback

Regular Feedback Surveys:

Periodic listener surveys will be conducted to gather insights on content preferences, station improvements, and new programming ideas.
Interactive Live Shows: Shows will feature live call-ins, Q&A segments, and audience-driven topics to ensure real-time engagement.

3. Student and Staff Involvement in Decision-Making

Student Radio Committee:

This group will meet regularly to review feedback, discuss new content proposals, and ensure the station remains aligned with student interests.

Teacher & Staff Engagement: Educators will contribute by advising on content, supporting student projects, and ensuring educational value in programming.

By offering diverse communication channels and structured feedback mechanisms, ALP Radio will ensure that its audience can actively shape the station's direction, making it a truly community-driven platform.

- 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.**

ALP Radio is committed to being a responsive and community-driven service. To ensure that feedback, suggestions, and criticisms from our target audience are valued and acted upon, we will implement a structured approach to gathering and addressing community input.

1. Regular Feedback Collection

Online Feedback Forms & Surveys: A dedicated feedback form will be available on the ALP Radio website and school portals, allowing listeners to submit suggestions at any time.

Social Media & Live Interaction:

Regular polls, comments, and live Q&A sessions on social media will provide real-time audience input.

Direct Contact via School Representatives:

Each ALP Trust school will have a student and staff representative responsible for collecting feedback and ensuring concerns are communicated to the station team.

2. Review and Decision-Making Process

Student Radio Committee Meetings:

Suggestions and concerns will be discussed in monthly student-led committee meetings, where programming adjustments and improvements will be proposed. **Staff Oversight & Guidance:** Teachers and station managers will help assess feedback and implement practical changes while maintaining educational and ethical broadcasting standards.

Listener Response Updates:

Major feedback-driven decisions will be shared via ALP Radio broadcasts and online platforms to keep the community informed.

3. Acting on Feedback

Content Adjustments:

Shows and schedules will be reviewed to reflect audience interests and community needs.

Training & Development:

Constructive criticism on presenting, production quality, or inclusivity will be used to refine training programmes for students.

Ongoing Improvement:

ALP Radio will maintain a culture of continuous improvement, ensuring that all feedback leads to meaningful enhancements.

By actively listening and responding to suggestions and criticisms, ALP Radio will remain a dynamic, inclusive, and community-focused platform, ensuring long-term engagement and relevance.

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	ALP Radio
Service Description	<p>ALP Radio is a radio service intended to serve Students, staff, parents, and the local community. <i>In County Durham</i> by providing information, entertain, and engage students, staff, and the wider school and local community. It provides a platform for student voice, creativity, and collaboration, featuring music, discussions, and educational content while strengthening connections and communication across ALP Trust schools and beyond.</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"> • the facilitation of discussion and the expression of opinion, • the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and • the better understanding of the particular community and the strengthening of links within it. <p>Members of the target community shall contribute to the operation and management of the service.</p>

	The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.
Transmission Schedule	24/7
Multiplex	Durham Digital Ltd

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).

No formal compliance training has been given but Brett Sterling is very familiar with the Broadcasting Code.

- 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.

Brett has been involved with many RSL broadcasting which had to adhere to the Broadcasting Code. These were as far back as 2011. He also has good contacts within the broadcasting industry in the North East including Brian Lister and Jonathan Morrell.

- 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.

Station Manager/Compliance – Day to day running of the station and ensuring all staff/volunteers have the appropriate training needed before being allowed to broadcast.

- 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.

Training will be mandatory for all new volunteers, with additional training provided depending on the role. This training is mandatory for all volunteers who will present on-air, ensuring that all staff and volunteers understand their legal responsibilities and the requirements of the Broadcasting Code. We will also make them sign a copy of the Compliance checklist for radio broadcast Content and give them a copy to ensure they are always familiar with the Broadcast Code.

- 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.

All staff and volunteers.

- 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.

Guest/presenter briefing before shows, producer/station manager on hand in the studio at all times, removal of any content or guest/presenter will be immediate if accidentally broadcast and an on-air apology given. All aired content will be audio logged so we can refer back to shows etc.

- 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 content will be vetted before loaded on to our playout system.

- 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.

ALP Radio is committed to delivering content in line with our Key Commitments, ensuring we serve our target audience effectively. We will implement a robust monitoring process to maintain compliance with the agreed character of service.

a) Monitoring the Character of Service

To ensure compliance, we will:

Conduct regular content reviews, assessing programming against the Key Commitments.

Monitor live and pre-recorded broadcasts to ensure they reflect the intended tone, content, and diversity of programming.

Collect listener feedback via surveys, social media engagement, and direct responses.

Review show logs, playlists, and talk segments to verify they align with our commitments.

b) Responsible Persons for Monitoring

The Station Manager will oversee overall compliance.

The Programming Team, including key producers and show hosts, will contribute to self-monitoring and adherence.

The Compliance Officer (or designated team member) will conduct periodic independent reviews and audits.

c) Frequency of Monitoring

Daily: Show hosts and producers will self-check content to ensure adherence.

Weekly: Internal reviews of select programmes and logs.

Quarterly: A formal compliance review will be conducted, assessing station-wide performance against Key Commitments.

Annually: A full audit and report will be compiled, summarising compliance and any necessary improvements.

d) Publishing Compliance Information

A compliance report will be generated after each quarterly review, summarising findings and actions taken.

Significant compliance-related updates will be included in ALP Radio's annual report.

Key highlights may be shared with stakeholders via newsletters or station meetings.

e) Public Accessibility

Compliance reports and summaries will be published on the ALP Radio website under a dedicated transparency section.

Updates will also be shared through social media and internal communications for station contributors.

The public can request specific details via the station's contact channels, ensuring openness and accessibility.

This structured approach ensures that ALP Radio consistently meets its commitments while maintaining transparency with listeners, regulators, and stakeholders.

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.

ALP Radio is committed to delivering social gain activities as outlined in our Key Commitments. We recognise the importance of our role within the community and will actively monitor and report on our initiatives to ensure ongoing delivery and compliance.

a) Monitoring the Delivery of Off-Air Social Gain Activities

To ensure our off-air social gain activities are effectively delivered, we will:

Maintain records of all community engagement projects, training sessions, and outreach activities.

Gather participant feedback through surveys, testimonials, and attendance records.

Track volunteer involvement and engagement statistics.

Assess the impact of our initiatives against the intended objectives outlined in our commitments.

Regularly review partnerships with schools, charities, and community organisations to ensure sustained collaboration.

b) Responsible Persons for Monitoring

The Community Engagement Coordinator will oversee all social gain activities and their impact.

The Station Manager will ensure that commitments are being met and reported appropriately.

The Board of Trustees (or Advisory Group) will review reports to provide oversight and accountability.

c) Frequency of Monitoring

Ongoing: Each event, workshop, or community activity will be recorded and assessed immediately after completion.

Monthly: Internal meetings will review recent activities and plan for upcoming engagement.

Quarterly: A structured evaluation will be conducted to assess effectiveness and ensure alignment with Key Commitments.

Annually: A formal report summarising all social gain activities, including impact assessments and feedback, will be compiled.

d) Publishing Compliance Information

A quarterly report on social gain activities will be compiled, summarising key activities and their impact.

An annual report will provide a more detailed breakdown, including participant statistics, case studies, and community feedback.

Major activities and successes will be highlighted in newsletters and social media updates.

e) Public Accessibility

Reports will be published on the ALP Radio website under a dedicated community impact section.

Key findings and updates will be shared through social media and newsletters to engage the community.

Copies of reports can be made available on request to community partners, funders, and stakeholders.

This structured approach ensures that ALP Radio consistently delivers meaningful social gain activities while maintaining transparency and accountability to our audience and partners.

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

British 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.**

1 English. No other language is spoken.

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:

Brett Sterling

Date of application:

07/03/2025

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](#).