

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):

BFBS Colchester Ltd

Proposed service name:

BFBS Colchester

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)

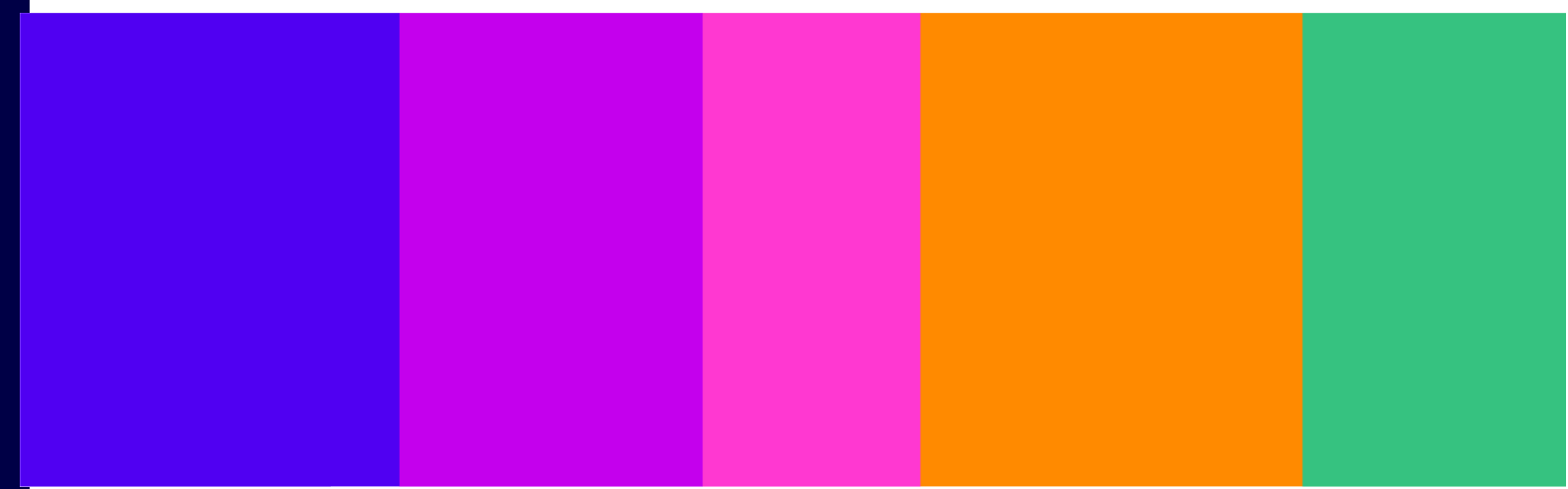
Colchester and Clacton

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

Sam Bailey BFBS, Chalfont Grove, Narcot Lane, Gerrards Cross, Bucks SL9 8TN,



07874 627960



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About this section

In this section we are asking you for details about the applicant company. This must be a body corporate which is not profit distributing.

In the first part of this section, we are asking for basic details about the applicant. These include company registration number and contact information.

In the second part of this section we are asking for details of the applicant's officers (directors or, in the case of LLPs, designated members), its shareholders and participants. Where applicable, we are also asking for details of the officers of the applicant's parent and associated companies or LLPs etc.

If any of the individuals named in your responses are known by more than one name/version of their name, all names must be provided.

Certain persons are disqualified from holding a C-DSP licence. This section asks the questions which enable us to consider this for those types of disqualification which apply specifically to bodies corporate. It also asks questions which are relevant to our assessment of the applicant's fitness and propriety to hold a C-DSP licence.

Before completing this section of the form, you should read [Ofcom's guidance on the definition of 'control' of media companies](#). Throughout this section, "control" has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

The response boxes and tables should be expanded or repeated where necessary, or provided in a separate annex.

'Officerships' in this section refers to: directorships of bodies corporate, designated memberships of LLPs, or membership of a governing body of an unincorporated association (including partnerships).

Applicant information and contact details

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

BFBS Colchester Ltd

1.2 Company registration number stated on Companies House:

08440742

1.3 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:

1.4 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.

1.5 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	Howard Alexander Lambert
Job title	Company Secretary
Address	Chalfont Grove, Narcot Lane, Gerrards Cross, SL9 8TN
Telephone	0203 750 4361
Mobile	
Email	Howard.lambert@bfbs.com

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

BFBS.com

1.7 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.

The service is funded under contract with the MOD. Any shortfall would be covered by the BFBS Charity.

Ownership and control of the company which will hold the licence

- 1.8 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
Howard Alexander Lambert	BFBS, Chalfont Grove, Narcot Lane, Gerrards Cross, Bucks, SL9 8TN	UK		
Lt Col Edward Rankin	c/o BFBS, Chalfont Grove, Narcot Lane, Gerrards Cross, Bucks SL9 8TN	UK		Military Officer

- 1.9 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				

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



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

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

Full name of the entity	Address
N/a	

- 1.11 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
N/a		

- 1.12 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		

- 1.13 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 officer-ship held	Affiliates of that body
N/a		

1.14 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		

1.15 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				

1.16 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	N/a	
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	N/a	
c) A body whose objects are wholly or mainly of a religious nature; ²	N/a	
d) An individual who is an officer of a body falling within (b) or (c);	N/a	
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);	N/a	
f) An advertising agency or an associate of an advertising agency	N/a	

1.17 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
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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.

CR000058	BFBS Colchester

1.18 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
CR000058	BFBS Colchester

1.19 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
CR000058	BFBS Colchester	

1.20 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
CR000058	BFBS Colchester

1.21 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

- 1.22 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

- 1.23 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

1.24 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

1.25 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

1.26 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

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

1.27 What is the proposed service name?

BFBS Colchester

1.28 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.

Colchester and NE Essex

1.29 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

BFBS Radio Colchester, Homefield Road, Colchester, Essex CO2 9PF

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.

- 1.30 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.

BFBS Colchester CR000058

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

Military Personnel, their dependents and civilians employed by the MOD who are living and / or working at the military establishment(s) in Colchester

- 1.32 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.**

The service is funded under a fixed contract with the MOD.

Social gain

- 1.33 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.

The service broadcasts information, news and entertainment relevant and specific to the target communities in Colchester.

The studio is located within the licenced coverage area and is open to members of the target community.

Members of the community are actively encouraged to volunteer to be involved in the Radio Station's output and activities on and off air.

Procedures are in place to provide education and training of volunteers and community members who wish to participate in the radio station, as well as opportunities for listeners to contribute to the operation and management of the service.

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

Listeners will be able to engage with Radio presenters online and via social media channels as well as by email / telephone or in person by visiting the station, or contributing to gathered content. They are also to contact the station via the BFBS.com website.

- 1.35 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.**

The Radio Station is located within the military at Colchester defence estate and is accessible to the target audience during normal office hours. Training for volunteers is overseen by BFBS Deputy Director Radio & Live Events and delivered by a combination of on-the-job training, shadowing and online sessions. On air volunteers are encouraged and trained to an adequate standard to present and produce their own voice-tracked shows.

- 1.36 How will your service provide better understanding of your target community and the strengthening of links within it? **Answer in fewer than 200 words.**

BFBS presenters live and work alongside the armed forces and spend time on base, engaging with the Unit executives, members of the community of all ranks, including families and dependents, as well as taking part in community activities and covering military events.

- 1.37 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.**

BFBS Colchester is already delivering a successful radio service on FM, online and via the BFBS app. This application is to allow the target community to access the service via SSDAB. The Radio Presenters are well established within the military community of Colchester and have an excellent rapport with and access to the target audience.

Participation

- 1.38 How do you propose to ensure that members of your target community(ies) are given opportunities to participate in the operation and management of the service? **Answer in fewer than 400 words.**

The BFBS Studio is open to members of the military community for anyone wishing to drop in. The station email address and telephone numbers are communicated on air and are published around the Military Units in Colchester. They can also be found via the BFBS.com website.

The Director of Colchester Ltd is an active member of the military establishment and promotes and endorses BFBS services and interaction at every opportunity, this includes encouraging volunteering and taking part in interviews on air.

There is an annual meeting with the Director(s) where discussion takes place on reflecting how the station has done through the year and provides a further opportunity for the Director to put forward suggestions on any changes or additions they would like seen for the station.

Accountability

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

BFBS invites members of the target community to complete a satisfaction survey and welcome feedback in person, by email or via social media. Contact information is published on our website, on air and posted around the Unit(s) in Colchester.

BFBS Radio is ISO90001 accredited and has a process of continuous review of our procedures, feedback, and any complaints to ensure BFBS is delivering high quality, relevant and engaging programmes and content for our listeners.

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

Feedback is reviewed by BFBS radio management and due consideration given to programme/content suggestions. We have acted upon such feedback and included station personnel and subject matter experts in interviews around relevant subjects.

Complaints and criticism of the service is not common but when we do receive such comments, BFBS Management will acknowledge, investigate and respond promptly to the individual(s). Corrective action would be taken if and when it is deemed necessary to do so.

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.

Licensed Service	BFBS Colchester (the on-air name of the programme service as in question 3.1 of this application)>
Service Description	<p>BFBS Colchester is a radio service intended to serve</p> <p>NOTE: The next 3 headings below are the components of the ‘character of service’.</p> <p>NOTE: Key commitments are currently under review</p> <p><ENTER DESCRIPTION OF TARGET AUDIENCE> <i>in</i></p> <p>Military Personnel, their dependents and civilians employed by the MOD who are living and or / working at the military establishment in Colchester</p> <p><ENTER A DESCRIPTION OF THE LOCALITY> NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column> (<i>“the target community”</i>) by</p> <p>Military base and homes of serving personnel in Colchester</p> <p><ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words></p> <p>BFBS Colchester will provide a welfare and communications package to the target community to make it aware of current Army and local issues. It will raise awareness of what facilities and opportunities are available, involve listeners in events and activities in their own community and local environs and provide other relevant information.</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> <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	
Multiplex	<p><ENTER THE RADIO SERVICE MULTIPLEX SERVICE (as per the licence advert): as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on></p> <p>Colchester and NE Essex DAB</p>

About this section

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

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

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

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

- 1.41 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).

Sam Bailey has worked in radio for more than 20 years - working for BBC, The Radio Academy and now BFBS services, in management positions where he has been responsible for licences, legal training and compliance. He has been responsible for ensuring presenter/producer compliance training and uses external suppliers to support the training requirements.

- 1.42 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.

Sam Bailey has worked in radio for more than 20 years - working for BBC, The Radio Academy and now BFBS services, in management positions where he has been responsible for licences, legal training and compliance. He has been responsible for ensuring presenter/producer compliance training and uses external suppliers to support the training requirements.

- 1.43 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.

Deputy Director Radio and Live Events -

- 1.44 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.

Education around the Ofcom Code is an essential part of onboarding of all staff and volunteers and BFBS has its own editorial standards to which on-air staff must comply. Ofcom training is regularly organised, acting as a refresher.

BFBS has a full complaint procedure in place and also give the teams regular legal training. The last session of training for all on and off air staff was in the third quarter to 2024.

Regular reviews take place between managers and presenters to ensure the programmes are of sufficient quality and follow BFBS's own editorial standards.

- 1.45 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, it is a mandatory requirement to attend all training.

- 1.46 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.

BFBS Radio presenters are already broadcasting live shows and news from our studios in Colchester. The content is compliant with Ofcom's codes and rules and, as above, all staff are experienced presenters.

BFBS has a full complaint procedure in place and also arranges regular legal training. The last session for all on-air staff was during 2024.

All presenters receive compliance training, music is scheduled nationally with a detailed compliance process for lyrical content. Difficult topics are discussed with a manager before broadcast. All presenters are also issued with BFBS broadcast standards policy.

- 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 shows whether live or pre-recorded, or taken from a third-party broadcaster are always screened by a BFBS manager to ensure compliance.

- 1.47 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 service and team are monitored and supported by a BFBS manager. Leadership regularly listen to the output. Content Return documents track speech content produced and broadcast by the station, and are reviewed monthly.
- b) UK Bases Manager, and Deputy Director Radio and Live Events
- c) Weekly listening, with monthly tracking documents
- d) All shows are live streamed and made available on-demand for public consumption. An annual report is generated and presented at an AGM of company directors. BFBS complaints/contact process is published on our website
- e) Shows are available via the BFBS website and app.

1.48 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) Volunteering activity will be monitored and supported by a BFBS manager. Activity at local events and military bases will be documented.

b) UK Bases Manager, and Deputy Director Radio and Live Events

c) Fortnightly catchups with the local team, and quarterly tracking documents

d) An annual report is generated and presented at an AGM of company directors. BFBS complaints/contact process is published on our website

e) Information about volunteering isn't routinely published, for confidentiality reasons. Activities of volunteers, and on-the-ground activity amongst the community will be shared on social media channels.

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

English

1.50 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

Howard Alexander Lambert

17th February 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](#).