

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):

Colne Radio Community Interest Company

Proposed service name:

Colne 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)

Essex DAB Ltd

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

Matthew Young. Colne Radio CIC, 40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP. 07790460030. Matthew.young@colneradio.net

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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 ap-

plying 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):

Colne Radio Community Interest Company

2.2 Company registration number stated on Companies House:

07877272

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	Rodney Roger Appleyard
Job title	Company Secretary
Address	Colne Radio CIC, 40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP.
Telephone	
Mobile	07784425268
Email	rodney.appleyard@colneradio.net

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

colneradio.net

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

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

We finance the service via regular membership fees, advertising, grants, donations, sponsorship and fundraising events.

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
Rodney Roger Appleyard	40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP	UK	Trustee of the Mercury Theatre – regional theatre. Trustee of the Tuskar Trust – work experience for young people. Chair of the Mayor's Charity Committee – raising money for local charities.	Development Manager for Colchester Catalyst Charity. Communications and Stakeholder Manager for the UK Data Service. Communications Strategist for Anglian Community Trust.
Wendy Anne Bixby	40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP	UK	N/A	Director – Binnacle Ltd
Justin Sean Fairweather	40 Wivenhoe Business Centre, Brook Street, Wivenhoe,	UK	N/A	Systems and Support Team Leader for Business

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

	Colchester, Essex CO7 9DP			Improvement, Neighbourhood Services, Colchester City Council.
Alan Goggin	40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP	UK	Conservative Member for Brightlingsea Division since 2014. Inc. St Osyth, Great Bentley, Alresford, Thorrington, Point Clear and Brightlingsea. Current Chairman:- Place Services and Economic Growth Policy & Scrutiny Committee. Current Member:- Tendring Local Highway Panel. Kent & Essex Inshore Fisheries Conservation Authority. ECC Pension Strategy Board. ECC Pension Advisory Board and Building Task Force.	Financial Advisor
Anastasia Grabov	40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP	UK	Director of Orlestone Ltd (68100 - Buying and selling of own real estate)	Income Generation Lead, Headway Essex
Peter Martin Hill	40 Wivenhoe Business Centre, Brook Street,	UK	Chairman, Legacy East Almshouse Partnership (Reg	Retired.

	Wivenhoe, Colchester, Essex CO7 9DP		charity no. 1155672) LEAP manages around 80 almshouses around Essex and in Suffolk Chairman, Wivenhoe Housing Trust, (Reg charity no. 1157022). This charity manages 13 almshouses in Wivenhoe. President, Royal British Legion Branch in Wivenhoe. Chairman, Wivenhoe History Group, We organise lectures and maintain the Wivenhoe History website Chairman, Wivenhoe St Mary's Music Society, we organise concerts in St Mary's Church to fundraise for the upkeep of St Mary's Church Chairman, Wivenhoe Open Gardens Organising team. We run an annual Open Gardens weekend event here in Wivenhoe Chairman, Mary Dains Charity, (Charity No.	
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			1197401) We own a Chapel and some land in Trimley St Mary, Suffolk. Vice-Chairman, The Wivenhoe Society - Wivenhoe's civic society Vice-Chairman & Treasurer, Cockaynes Wood Trust. We manage a local community nature reserve.	
Susan Scutt	40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP	UK	N/A	N/A
Matthew Paul Young	40 Wivenhoe Business Centre, Brook Street, Wivenhoe, Colchester, Essex CO7 9DP	UK	N/A	N/A

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

Full name of >5% participant (existing and pro-posed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
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N/A				
Comments				
N/A – no shares				

- 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
Essex DAB Ltd	Unit 4, Fleet House, 1 Armstrong Road, Benfleet, Essex, SS74FH.

- 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
N/A		

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

- 2.13 Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those

bodies. An “officership” refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

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

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

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

Activity/involvement	Yes / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
a) A local authority	Yes	Councillor. Alan Goggin (Essex County Councillor)
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	Yes	Alan Goggin (Conservative Party Member). Peter Hill (Conservative Party Member).
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	

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

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
CR100776	Colne Radio

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
N/A		

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

X ☐ Yes

☐ No

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

Licence number	Name of service or multiplex
CR100776	Colne Radio FM 106.6

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

x ☐ No

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

Licence number	Name of service or multiplex

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

☐ Yes

x ☐ No

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

Licence number	Name of service or multiplex

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

☐ Yes ☒ No

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

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

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

☐ Yes ☒ No

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

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

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

☐ Yes ☒ No

If yes, please provide the following details:

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

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

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

N/A

3. The proposed service

About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a simul-cast on the proposed C-DSP service can replicate the existing analogue key commitments as it is our expectation that the key commitments for simulcast services are to be in keeping with one another. If a licence is granted, the information you provide in this section will be used to form the basis of the annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence.

In this section, you will also need to set out how your service will provide social gain, community participation and how you will be accountable to the target community. This is in line with statutory requirements for the granting of C-DSP licences. **The information provided in this section is also the basis on which decisions are made.**

If you hold, or intend to hold, multiple C-DSP licences, the answers given in this section and the intended delivery of your Key Commitments must apply to the locality in which your proposed service will broadcast (as set out in the Draft Key Commitments in this application form).

Your proposed service and target community

3.1 What is the proposed service name?

Colne 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.

Essex DAB Ltd

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

Wivenhoe, Essex

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.

CR100776BA

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

We target local residents in the community and community groups within the city of Colchester, as the local surrounding areas. This target community is within the proposed multiplex of Essex DAB Ltd.

As a service we are currently working with a number of different education establishments, local interest groups, charities, cultural institutions and businesses. We also focus our dedicated programming time to local unsigned acts and bands, as well as other creative artists in the local area.

Our aim is to enhance these relationships to reach even more people in the community, which this licence will enable us to do.

We broadcast a wide range of content (generalist and specialised), but also a strange range of local interest stories, as well as contributing significant outputs towards projects that support vulnerable and unheard voices in the Borough. Through our "Finding Your Voice" project, funded by the Community Lottery Fund, we have provided training course that has booted the confidence of local people, enabling them to access a public platform to be heard, via Colne Radio.

We are also integral to the local arts scene, through the coverage we provide of a wide range of arts events in the area. Colne Radio's location also provides renewed opportunities to support the area's artistic and business communities and feels that radio remains a powerful, stable and trusted medium to creatively reach the area's listenership and businesses.

Our local area is currently experiencing many positive cultural developments to it. This includes our notable historical identity. It is also becoming a highly sought-after location for both film and television. Furthermore, it is expanding to become a very popular Eastern venue for top music acts.

This all links in well with many of our community-based activities, via our “Finding Your Voice” project, as we are very keen to embrace the historical references of Britain’s first capital city, plus explore its history with children and their families.

- 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.**

As a community interest company, we operate as a not-for-profit organisation. We operate Colne Radio without any income and subsequent profit received is put back into the service to enhance our social gain through outside broadcasts, bringing the community into our operation and promoting good Corporate Social Responsibility.

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.

Colne Radio has a proven track record in delivering projects to support marginalised groups. Following successful delivery of a partnership project funded by the Government’s ‘UK Shared Prosperity Fund’, we were identified as ‘the most successful partner’ by Community Voluntary Services Tending (CVST), due to us delivering the most impactful outcomes. After that, we managed to expand this success through successfully applying Lottery funding to deliver our: “Finding Your Voice” project.

This project involves training up various groups, to teach them how produce their own podcasts and radio programmes. The aim to give under-represented people a chance to have their voices heard.

Through this work, Colne Radio has provided many training workshops in 'making radio and developing communication skills', to help develop new skills for people that can be transferred into a workplace, education setting or into a voluntary role.

Via this project, we have been able to show that participation experience strong outcomes to improve their lives, such as: Improved employment opportunities; inspiration to learn more and progress into Further Education; and for those who had been in long-term unemployment, progression into voluntary roles and/or training with other local providers.

We supported a number of people on the course with learning disabilities and they were able to develop their new skills further and now make programmes in their spare time, which they find therapeutic. This experience has provided many of them with a new zest for life and has enabled them to access new friendship groups.

Many of the cohorts involved with this training have told us that taking part 'was the most rewarding thing they had ever done' and that they felt 'accepted by the whole group' they trained with. Some individuals went on to make radio programmes for us, plus their stories and recordings were broadcast on a Colne Radio show.

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

We regularly interview local artists for a wide range of shows, including musicians, theatre experts, filmmakers, artists, charity leaders and other community champions in the area.

As part of our Lottery funded “Finding Your Voice” project, we work with charities to produce podcasts or radio programmes, which involves interviewing them and asking their opinions on how our community could be improved.

Throughout this work, we focus on connecting with underrepresented voices, so they opinions can be heard within our local community around important local causes. We provide a space for this wide range of views to be expressed widely across the area.

- 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.**

Through our Lottery funded “Finding Your Voice” project, we regularly work with a wide range of local charities to train up their members with the skills they need to learn how to produce podcasts and radio programmes.

This includes the following:

- Learning how to present.
- Learning how record interviews.
- Learning how to edit.
- Learning how to produce a full programme.
- Learning how to add music to a programme.

We have a mobile studio that we take to the charities within the local community and we provide highly skilled trainers to help run the workshops with them.

- 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.**

With our experience and constantly evolving understanding of the ever-changing local community, we have adapted our music policy and programming to reflect shifting trends. Our varied volunteer base of all ages, backgrounds and capabilities are our ears on the ground. This feedback has been invaluable for enabling us to keep the service relevant, interesting and informative.

The feedback we receive via social media platforms and our outside broadcasts are also equally as valuable and ensures that we really are listening to the community.

Our support for the local community is not only via our air broadcasts, but also through our off-air activities. Our station links diverse communities and finds ways in which support can be given where required. Our activities encourage people to lift barriers that may exclude them, making full use of local resources by offering training with broadcasting skills.

By encouraging representatives of community groups to come on to our programmes to discuss the work they do to eradicate problems from their communities, we support stronger communities. We offer regularly transmitted advice and information, interviews and pre-recorded public service announcements that can be aired 24 hours a day.

- 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.**

Many of our Directors and volunteer presenters bring a wealth of experience from local initiatives that help people more connected and supported.

Between us all, we have worked for a wide range of charities and arts organisations within the local area, which a strong focus on improving people's lives.

Here are some examples of what our Directors and volunteers have achieved:

- Setting up and running of the Colchester Youth Awards for 15 years.
- Company Secretary for Theatre Arts Action Trust for nine years.
- Trustee of the Mercury Theatre
- Trustee of the Tuskar Trust, which helps find opportunities for young people in the media industry.
- Columnist for the Gazette, covering local issues.
- Development Manager for a local charity that awards funds to local organisations.
- Helping to organise a local carnival.

This hands-on experience in everything from events to digital outreach means the trustees understand what brings people together—and we use that knowledge to guide Colne Radio’s mission to support and reflect the community.

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.**

Through our “Finding Your Voice” Lottery funded project, specialist programmes are scheduled to serve local groups who express an interest in developing material for broadcasting.

Opportunities for requested shows are assessed and provided, with the support of our very experienced trainers. The station’s intention is to provide a professional environment in which people can develop their individual skills, while making full use of local resources to instil pride not only in themselves but in their community.

Community representatives are invited to discuss local issues and community groups are given an opportunity to develop programmes that reflect their community. Community organisations and voluntary groups are also invited to discuss their work and, as in the past, this can lead to their own programmes being produced, which involves them managing their own output.

We are open for emails and other posts via other social media channels to be sent to us about programmes people have listened to, or suggestions for new programmes. Plus, the content can be added into any live discussions on the radio.

We will continue to build on our existing links and seek to enhance the socio-economic development of our local area through various training projects. Colne Radio will strive to ensure that training opportunities are open to those who have been discouraged by poor educational attainment; a disadvantaged home background; the lack of money; the lack of social connections; constraints of work or others who are social excluded in some way.

Our “Finding Your Voice” project provides meaningful experiences to people who would not normally have the opportunity to work in any form of media. The training for volunteers is open to learners of all ages, abilities, as well as cultural backgrounds, who are able to either volunteer their services as presenters, community reporters, or in the production arena.

The station and its training schemes aim to mobilise local groups, plus address those issues that create exclusion, while emphasising the benefits of integration and inclusion in its many forms. The station not only serves the wider community of our local area ‘on air’, but also the smaller communities with off-air activities, such as offering training to develop skills in members of hard-to-reach-groups. Through this work, we link diverse communities and find ways in which to provide support where required.

Accountability

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

Our operation is very open and is easily contactable. We operate direct studio contact opportunities for people via emails, the telephone, Whatsapp messages and through our website.

We are active on all social media platforms too, where we encourage regular engagement and activities. We find these tools very useful especially for anyone that may not feel comfortable in making direct verbal contact with us.

Our studio is also easily accessible in the local area, should anyone want to make a visit to us in person, and is fully accessible 24/7, 365 days a year.

- 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.**

If the suggestions and/or criticisms from members of our target communities comes through any of our social media channels, they will be assessed by the social media lead and then reviewed by the Station manager, as well as our Directors. However, despite a swing towards social networking and Internet based information, clearly there is a huge percentage of the population who may not have the money or the means to use this technology.

Throughout changes in how information is shared over the last 100 years, radio has proved to be one of the most constant means for communication.

Regular meetings, both within our local area and with external groups, would help to maintain the quality of our delivery through maintaining ongoing recruitment of participants/volunteers.

There is always a risk when creating electronically based information that it remains available on the Internet after it has become redundant. Misinformation from other media can reflect on public perception, but by including direct links to the station, this can be alleviated.

Therefore, meetings with the individuals or groups will be offered to discuss the nature of the suggestions or criticisms and how they can be resolved through suggestions which comply with the station's key outcomes.

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

Licensed Service	Colne Radio
Service Description	Colne Radio. The locality covers residents of Colchester, North East Essex, Clacton, Harwich, Braintree and Mersea island. • Music. The programming of music is broadly from 1960s to current chart music. Specialist music and local music also heavily feature each week night. • Speech. The main types of speech output broadcast are: Community news, information and local news. • Information. The broadcast of information on publicising local events, interviews and discussions. • The service broadcasts original output 24 hours a day, 7 days a week, 365 days a year. • The service broadcasts locally-produced output for a minimum of at least 8 hours per day – sometimes more. The studio is located within the licensed coverage area. The service provides a range of community benefits for the target community, both on-air and off-air, and in doing so, achieves the following objectives: - The facilitation of discussion and the expression of opinion. - The provision (whether by means of programmes included in the service or otherwise) of education or training to anyone not employed by the person providing the service. - The better understanding of the particular community and the strengthening of links within it. Members of the target community contribute to the operation and management of the service.

Transmission Schedule	24 hours a day, 7 days a week and 365 days a week. Details available on www.colneradio.net .
Multiplex	Essex DAB 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).

Justin Fairweather, the Chairman of Colne Radio, is also in charge of compliance at the station.

When any of our volunteers, join us, they receive a full suite of compliance training. This covers the following:

- Presenter obligations.
- Our volunteering policy, including our code of conduct.
- Our presenter agreement, which includes accessing music responsibly.
- Our list of compliance rules.

This has been happening for 10 years. Justin has closely involved in ensuring programme compliance and technical compliance with all relevant codes and rules. He has provided many training sessions for new volunteers, particularly in presenting.

We have planned annual compliance training/refresher sessions for all volunteers.

- 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.

Justin had compliance training for over 10 years and he refreshes his knowledge in this area every year.

His compliance training covers:

- Broadcast Law (OfCOM compliance).
- GDPR rules.
- Sexual harassment.
- Cyber Security.
- Equality and Diversity.
- Anti-bribery and corruption.

All of our members are fully trained and become conversant with the Broadcasting Code, as part of their induction, before we will allow them to broadcast any live content.

Before any of our volunteers are allowed to broadcast on their own, they are fully supervised for at least two sessions.

- 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.

Volunteer co-ordinator – Works with new and existing volunteers at Colne Radio, ensuring that they understand their rights and responsibilities to work to their strengths. This person also gives support and training alongside the training supervisor, ensuring that they have an understanding of the proposed service.

Training supervisor – Mainly on the Finding Your Voice project. This trainer develops training sessions to volunteers and presenters on the use of the studios, radio presentations, technical skills and how their output complies with the proposed service including the Ofcom Broadcasting Code, The BCAP Code: the UK Code of Broadcast Advertising and the Regulation of Premium Rate Services Order. The training schemes aim to mobilise local groups, address those issues that create exclusion, while emphasising the benefits of integration and inclusion in its many forms.

Programme manager/Station Manager - This person is responsible for creating an 80% music and 20% speech output in keeping with the station's key commitments whilst ensuring all output is compliant with the proposed service. The broadcast consists of popular music from 1950 to present times and specialist genres ranging from Asian, Rock, Dance, Soul and local music. Speech programming includes interviews with local personalities, information about local events and arts, drama, music, local news items and pre-recorded items reflecting the community.

Social Media Administrator – This person is responsible for the ongoing development of our Social Media output, keeping our channels updated and used as the station's 'shop window'. This person also increases the use of our social network platforms, such as Facebook and Instagram, working alongside presenters and the management to ensure a constant flow of up-to-date information is given to the audience, ensuring compliance of the proposed service.

Marketing/Publicity Officer – This person establishes stronger links with existing local community organisations to encourage co-marketing strategies and seek to enhance the socio-economic development of North East Essex through both on-air and off-air activities to ensure compliance of the proposed service, raising awareness of Colne Radio's USP (Unique Selling Point) within the community.

- 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.

All new joiners are inducted with specific training on regulatory conditions and the correct etiquette to follow.

The induction last for six hours/two sessions. They have to do this before they can produce a radio programme on their own.

Any important changes are communicated via internal meetings and team conversations.

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

Yes, all new volunteers, including trainers involved with our National Lottery Community Fund project - "Finding Your Voice" – have to receive this training.

- 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).

-) 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.

Our training programme not only allows suitably trained and competent people to broadcast, but we are also a 24/7 operation – although we only broadcast live shows between 7am and 11pm in the evening. So through the night, the station is automated and programmed.

We also have a duty manager available so that any issue can be dealt with swiftly and professionally. Should any inappropriate content be broadcast, we would acknowledge this, apologise and move on with the incident recorded should a complaint be made.

Our guests are briefed as to what is and what is not appropriate before they are allowed in the studio. This is to safeguard us during a live broadcast. We also conduct basic background checks, where appropriate, to ensure the credibility and suitability of any guests.

-) 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.

Any pre-recorded material, be it content produced by the licensee or from a third party source, must be checked before going on air to ensure that they are fully aware of the Ofcom Broadcasting Code. They will also be given a copy of the station's rules and regulations.

Any shows that are produced by our volunteers, we will know about. The syndicates, know about the rules too. Our Station Manager, who is also our Compliance Officer, listens to every show before it is broadcast, to make sure they are fully Ofcom compliant.

- 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.

The Station Manager at Colne Radio is responsible for ensuring the delivery and compliance of every show is in keeping with the station's key commitments.

Audits are done bi-monthly and recorded in the minutes of the Directors' meetings.

Due to Social Media platforms being a way that information can be disseminated, albeit in a less formal way, the output will be made available in the future in compliance with GDPR rules.

Community representatives are invited to discuss local issues, programmes and their work during the day, which contain a number of guests from various local charities and voluntary groups.

We also attend events and interview organisers/people of interest, to promote local awareness of various good causes and organisations contributing positively towards the community.

A diary and signing in book is kept as ways of noting how many guests are coming in to the studio.

- 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.

As part of our “Finding Your Voice” project, we conduct regular evaluations on the progress of the project, which includes quantitative data about the numbers of people we have helped in the community, as well as recording testimonials about the changes to their lives.

We have a team dedicated to this project who regularly monitor the outcomes of the project and report back to the Lottery.

Additionally, we commission an independent consultant to compile a detailed report on the progress of this project, along with its huge successes.

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

English.

4.10 For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom’s code and rules. **Please do not give names of individual members of staff.**

All.

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:
-) 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;
 -) 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
 -) 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
 -) 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:

RODNEY ROGER APPLEYARD

Date of application:

18082026

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](#).