

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):

Dover Community Radio Community Interest Company

Proposed service name:

DCRFM

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)

Margate, Dover and Folkestone

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

Matt Curtis, Station Manager, DCRFM Studios, St Radigunds community Centre, Poulton Close, Dover, Kent CT17 0HL Matt@dcrfm.co.uk

Contents

Section

1. Overview	3
2. Applicant's details	5
3. The proposed service	15
4. Compliance of the service	21
5. Declaration	24

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):

Dover Community Radio Community Interest Company

2.2 Company registration number stated on Companies House:

07729770

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:

DCRFM Studios, St Radigunds Community Centre
Poulton Close
Dover
Kent
CT17 OHL

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

Yes

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	Roger Field
Job title	Director
Address	DCRFM Studios, St Radigunds Community Centre, Poulton Close, Dover, CT170HL
Telephone	
Mobile	07486 685811
Email	finance@dcrfm.co.uk

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

www.dcrfm.co.uk

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

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

DCRFM is funded by;

- Sponsorship
- Advertising
- Membership subscription
- Supporter's Group membership
- Fundraising events
- PA Service/s
- Public donation

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
Roger Field (Chair and Company Director)	As above	UK	N/A	Employed
Antony Wingfield (Company Director)	As above	UK	N/A	Company Director of own business.
Matt Curtis Station Manager	As Above	UK	N/A	Company Director of own business.

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

Full name of >5% participant (existing and pro-posed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				

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

N/A as a CIC

- 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
N/A	

- 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	No	
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	
c) A body whose objects are wholly or mainly of a religious nature; ²	No	
d) An individual who is an officer of a body falling within (b) or (c);	No	
e) A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	No	
f) An advertising agency or an associate of an advertising agency	No	

² Please refer to Sections 3 to 5 of [Ofcom's religious guidance note](#) for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences.

Details of applications, licences and sanctions

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

Yes

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

Licence number	Name of multiplex
CR102885	Dover Community Radio CIC (known as DCRFM)

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

No

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

Licence number	Name of service or multiplex

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

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

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

Yes

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

Licence number	Name of service or multiplex
CR102885	Dover Community Radio CIC (known as DCRFM)

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

No

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

Licence number	Name of service or multiplex

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)?

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?

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?

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?

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?

Dover Community Radio (known as DCRFM)

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.

Kent Coast

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

DCRFM Studios, St Radigunds Community Centre, Poulton Close, Dover, CT17 0HL

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.

CR102885	Dover Community Radio (known as DCRFM)
----------	--

- 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.**

Dover, East Kent and Kent Coast (South) and surrounding villages.

Currently identified as that Local Authority administrative area known as 'Dover District Council', incorporating coastal towns of Dover, Deal, Sandwich and those local villages. Servicing those Local communities.

Our primary audience is the community within the Local Authority area of Dover District Council, encompassing the coastal towns of Dover, Deal and Sandwich, and those surrounding villages commonly identified as East Kent and the South Kent Coast. While this is our core focus, our programming remains relevant to a wider listenership across the designated multiplex area, as many residents travel throughout the district for work, leisure and daily activities.

Our audience spans a broad age range, predominantly between 18 and 70, although our music policy and general output are tailored primarily to listeners aged 35 to 75.

Dover Community Radio CIC is a registered company as a Community Interest Company. As such all profits are retained and used to provide the service to the community and develop resources and that work run entirely by unpaid volunteers, serving a district that includes areas ranked within the lowest 10 percentile on the Government's Index of Multiple Deprivation.

Dover District is home to a significant number of charities and not-for-profit organisations addressing a wide range of social needs, and our programming reflects a strong commitment to both supporting and amplifying their work.

This support includes providing presenters and technical services for local events, promoting campaigns with social benefit, and offering opportunities for individuals and community groups to develop skills and confidence in a safe, inclusive and encouraging environment.

We are confident that the introduction of the radio multiplex service will further strengthen and expand the positive impact we have already achieved in partnership with stakeholders across the district.

- 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.**

The Licensee is registered with Companies house as a 'Community Interest Company' - DOVER COMMUNITY RADIO COMMUNITY INTEREST COMPANY (company number 07729770) as a not-for-profit operating organisation, bound to its articles of association and company law as a Community Interest Company. There are no shareholders, any profit is retained as reserves and used to secure and improve the service.

It is operated entirely by unpaid volunteers, none of whom claim expenses of any kind.

All annual membership fees are paid as donations. The licensee submits its accounts as a micro-entity each year to Companies House and its accounts reflect its financial management as a not-for-profit company.

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.

The service delivers a range of community social-gain benefits, both on-air and off-air, achieving the following:

Facilitating discussion and expression of opinion, As outlined in section 3.8, the service provides regular opportunities for open dialogue on issues relevant to the community.

Providing education and training.

The station encourages participation and offers training especially to those disadvantaged and provide opportunity for growth and improvement in self-esteem with practical one-on-one training. Participants contribute to our output with production and through music shows, interviews, talks and on-location recordings, creating idents, jingles and messages that are later broadcast.

Strengthening community understanding and connections.

We support and work collaboratively with Dover, Deal and Sandwich Town councils and the wider Local Authority of Dover District Council. We work closely and support local community groups, local charitable groups, local initiatives, and local community centre activities to promote local and wider social benefit. Areas of the district is identified nationally as being in the bottom 10 percentile of deprivation.

We help support charities for example, Bemix CIC (Dover), a charity we help provide equipment and training support for young adults with Autism and Learning difficulties, using music as a common interest to create and produce in their own voice a radio show we then air live weekly. We help support local community centres with promotion of activities, events and PA services for those events, and provide group discussion and training opportunities.

Support, training and engagement for local individuals to self-improve through the medium of a common interest in music and radio presentation. Provide an outlet for local music production. Providing local news and events, helping to enrich those local communities. Presenters also record interviews with local professionals, business owners, and both local and nationally recognised creatives.

Community involvement and accountability.

Membership is open to all, and the service is entirely volunteer-run. We maintain accountability through multiple feedback channels—email, phone, WhatsApp, Instagram—and through active participation in local liaison and networking groups.

Future partnerships

We are working hard to develop new collaborations constantly, to help sponsor and support our work in community projects.

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

The station offers regular opportunities for discussion and the expression of opinion on a wide range of local topics, including community events, local issues and the work of voluntary groups. This has previously included coverage of sensitive subjects such as County Council highways decisions, changes to public facilities and the adequacy of public consultation.

We also actively seek opportunities to facilitate debate through our network of liaison groups and community contacts. Radio Station members involved in local organisations—such as amateur dramatics, music and comedy groups, community trusts and charities—highlight potential topics for coverage, enabling the station to respond quickly and appropriately.

Our proactive approach includes an open invitation for local residents and groups to request live or recorded interviews and discussions. We also monitor incoming emails and messages seeking support for causes or events and assess whether coverage is appropriate within our licence obligations, including the requirement for due impartiality.

- 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.**

The Licensee operates an open and transparent policy encouraging community membership and participation. All current volunteers live within the service area. We regularly promote volunteer opportunities on air and via our website, and our involvement in local charity events—providing MC, PA and outside broadcast support—helps raise awareness and encourages new members to get involved.

Interested applicants follow our established application and monitoring procedures, including safety protocols and DBS checks. Once approved, volunteers receive appropriate training and coaching for on-air or supporting roles.

We maintain a designated Safeguarding Lead on the management committee and uphold a Safeguarding Policy, Code of Conduct and broadcasting Style Guide, all reviewed and updated regularly.

We also offer broadcasting workshops to community groups to promote wider participation and understanding of how the station operates.

- 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.**

We work closely with a wide range of community groups and respond to requests from other organisations to better understand local needs and strengthen community links.

Our presenters actively encourage groups to share details of upcoming events and invite them on air to promote their work. We also run competitions and provide PA, music and outside-broadcast support, which charities and organisations consistently tell us greatly enhances their events.

- 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.**

Dover Community Radio has existed since founding in 2011.

DCRFM is always looking for ways in which to strengthen links within the community, either via local community centres and or groups, charities or town councils. Our membership brings together a wide range of skills and experience that directly support our social-gain objectives and reflect strong understanding and empathy for the community we serve.

This includes:

- Experienced local volunteers from multiple agencies.
- Public relations and communications professionals from the civil service, charities, Public Sector and private industry.
- Public Sector academics with expertise across the visual arts, marketing, design, film, fashion, philosophy and theology.
- Local businessmen.

- Students studying subjects such Media Studies and Radio Journalism.
- Members with backgrounds in public-sector team management, therapy and counselling, training and personal development, engineering project management, compliance, graphic design and performing arts.

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.**

Please refer to 3.9.

We regularly invite interested parties via public events and social media to visit the studios and become more involved and/ or volunteer as participants.

Dover Community Radio is solely supported by volunteers.

Dover Community Radio embraces; Diversity, Equity, and Inclusion (DEI).

Accountability

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

Interested community groups in the area influence our operation by working in partnership with us, recognising such partnerships are mutually beneficial.

For example, Whitfield Community Centre has worked with us for the last three years on developing our coverage to include live on-air outside broadcasts of their annual Fete. Working closely with Dover Rotary Club supporting public events with PA and music backing.

We carry live interviews recorded at such events so promoting those participating organisations representing at these public events. Participants' voices are regularly heard on air, providing a truly local feel to our station idents, and we offer each a group a free community promotion which we produce and include in our normal advertising schedule. We are continually seeking ways to extend this type of community involvement in our output.

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

Suggestions, complaints, or criticisms, written or otherwise are monitored and picked up by the Station Manager and, when necessary, taken to the Directors for discussion and response. We then make sure that appropriate action is taken and that the member of the community is informed of the result of their communication.

Draft Key Commitments

Below is an example of the licence annex where the Key Commitments appear. Should a licence be awarded, the entries you provide below will form the Key Commitments section of your licence. Holders of a community radio analogue licence that is to be simulcast, or a corresponding service, are expected to provide key commitments that are in line with their existing service(s). As such, applicants may refer to the existing key commitments of the relevant simulcast or corresponding service(s) to ensure that the draft below is in line with those of the existing service(s).

Please provide entries where specified in **BOLD** below. The information you enter here should reflect your answers to Sections 3 and 4 of the Part A of your completed Application Form. This will form the basis of your Key Commitments alongside the mandatory text in italics. Do not amend the text in italics as every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.

ANNEX TO LICENCE

LICENSED SERVICE NO tbc

Licensed Service	DCRFM
Service Description	<p>DCRFM is a radio service intended to serve a wide demographic audience across the designated multiplex area, covering a broad age-spectrum of primarily 18-70-year-old listeners; however, the music policy and output is generally intended for the 35-75 age-range.</p> <p>The locality of the service is the former general local government administrative area known as ‘Dover District Council’ Kent, also known locally as ‘White Cliffs Country’ encompassing the coastal towns of Dover, Deal and Sandwich and all surrounding villages but will also serve many residents who move across the East Kent district for work, leisure and other activities.</p> <p>The main purpose of the station is to serve and promote the interests of the local community in Dover, East Kent and White Cliffs Country, to provide a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air.</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> <p>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</p>

	<p>service, and the better understanding of the particular community and the strengthening of links within it.</p> <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	24/7/365
Multiplex	Kent Coast

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).

Self-directed learning of the relevant codes and rules undertaken prior to completion of this application.

- 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.

Named individuals are the Chair (Director) and or Station Manager of the Licensee for the past 3 years.

- 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.

Chair – overall responsibility for compliance of the CIC and licensee in all matters including Ofcom requirements.

Station Manager – responsible for all programme output in accordance with License requirements.

Programming Oversight Committee – responsible for the monitoring and reporting to the above.

- 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.

This will be delivered to all members through regular monthly “all members” General meetings. These meetings provide the opportunity to provide spot training and briefing of all aspects of station operation and related issues, including Ofcom requirements.

- 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

- 4.6 It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom’s codes and rules (e.g. Ofcom’s Broadcasting Code, which sets requirements on standards to be observed in programme content for the protection of the public).

- a) Set out in detail below the systems the applicant intends to have in place to ensure it will be able to comply with the codes and rules when the service is broadcasting live content. Your response should include details of what you will do to prepare presenters and guests pre-broadcast and the process for ensuring that any non-complaint content is dealt with swiftly during the broadcast.

All presenters will receive training from our Station Manager or designated nominates on both the technical aspects of quality studio productions and Ofcom’s codes and rules.

The training detailed above will also complement this requirement. All presenters will have access to the Station Manager if any queries arise or if they require clarification. Contact will be made with OfcomM for any detailed queries or issues that require further clarification.

A Recording of Transmission (ROT) system is in place if a review of output is required to check for, and address, non-compliance.

- b) Set out in detail below how the applicant intends to ensure that pre-recorded material will comply with Ofcom’s codes and rules. Pre-recorded content could include, for example, material obtained from, or streamed from, third party sources as well as content produced by the licensee.

All pre-recorded programme output will be initially checked by the Station Manager and / or the Programming Oversight Committee where delegated for appropriateness and compliance.

If the Station Manager feels that both are acceptable and will benefit the station, a decision is taken to the Leadership Team for approval. The Programming Oversight Committee has the right to vote against the recommendation if they feel that appropriateness or compliance is an issue.

- 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 lead for this requirement will be the Station Manager supported by the Programming Oversight Committee, the wider membership and our listeners. Monitoring is continuous with all members regularly listening to output and addressing any issues as they arise.

Review of the ROT may also be instigated where necessary. The wider membership will also contribute to this process and will be encouraged to report issues accordingly. Listeners will be encouraged to feedback any concerns accordingly.

The Directors will ensure that compliance issues are addressed to any issues that are raised, addressed and where applicable, published. Our website will be modified to ensure this information will be available.

4.8

- 4.9 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.

The approach detailed in 4.7 above will be adopted with the Chair acting as the responsible member for delivery and compliance.

A programme of off-air social activities will be regularly planned, discussed and delivered through the work of the Directors with support from the wider membership. Where there are concerns from members and/or our target beneficiaries from our work, there will be methods of freely expressing and registering concerns. Again, publishing will be as per 4.7 above.

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

English

4.11 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:
- a) that I am not a disqualified person within the meaning of that expression as defined in Part II of Schedule 2 to the Broadcasting Act 1990, as amended, or as a result of a disqualification order under Section 145 of the Broadcasting Act 1996;
 - b) that having made all reasonable enquiries neither the applicant nor any person controlling the applicant, as a result of the grant to me of the licence, breach any requirement of Schedule 14 to the Communications Act 2003 with regard to the accumulation of interests in broadcasting services or to the restrictions on cross-media interests; and
 - c) that the applicant is not disqualified by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 in relation to political objects and the provisions of section 144 (3) of the Broadcasting Act 1996 in relation to the provision of false information or through the withholding of information with the intention of misleading Ofcom; and
 - d) that no director or person concerned directly or indirectly in the management of the applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.
- 5.3 I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

Full name (BLOCK CAPITALS) of the applicant or person authorised to make the application of behalf of the applicant:

ROGER FIELD

Date of application:

30.1.26

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](#).