

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):

Herne Bay's Radio Cabin Ltd

Proposed service name:

Cabin FM

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)

Canterbury, Kent

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

David Cloake, Secretary, Cabin FM, The Umbrella Centre, 54 William Street, Herne Bay, CT6 5PB. E: Secretary@cabin.fm. T: 07412 541 752.

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1. Overview

You should complete this form if you are applying for a community digital sound programme licence (“C-DSP”). You can find further information about C-DSP services in the [guidance notes for licensees and applicants](#).

This application form is divided into two parts – **Part A** (which we will publish on our website) and **Part B** (which will be kept confidential). This document constitutes Part A; [Part B of the application form](#) is available on our website.

If you encounter any issues using these forms, please contact broadcast.licensing@ofcom.org.uk.

The purpose of this form

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

A digital sound programme service intended for broadcast by means of a local or small-scale radio multiplex service requires either a C-DSP licence or a local DSP licence. Ofcom’s published guidance notes set out some of the key issues that potential applicants need to consider in deciding which type of licence is suitable for them. In summary, C-DSP services are not run for financial gain and are required to provide social gain. C-DSP licences therefore include strict conditions to ensure that happens, and provide less flexibility than a local DSP licence. However, they do provide access to capacity that small-scale radio multiplex service providers are required to reserve solely for C-DSP services.

A C-DSP licence will be required even if the same programme service is also provided on any other platforms (e.g. FM, satellite), as separate licences are required for those.

As noted above, small-scale radio multiplex services will have reserved capacity for C-DSP services. Issue of a C-DSP licence does not, however, guarantee carriage on a small-scale (or local) radio multiplex service. That is a matter for agreement between the C-DSP licensee and the multiplex service provider, and there may be more C-DSP licences issued in a locality than there are reserved slots on the small-scale radio multiplex service. Note that a C-DSP service does not necessarily have to broadcast using reserved capacity. It can use unreserved capacity on a small-scale radio multiplex service or capacity on a local radio multiplex service, again subject to agreement with the multiplex service provider.

An application for a C-DSP licence will be accepted only once Ofcom has advertised the licence for the small-scale radio multiplex service upon which the proposed C-DSP service is intended to be provided. There is no closing-date by which an application for a C-DSP licence must be submitted (i.e. it can be submitted at any time after the licence for the relevant small-scale radio multiplex licence has been advertised).

You can find further information about how to determine if a service requires a C-DSP licence in Section 2 of the [guidance notes for applicants and licensees](#).

Provision of information

Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body applying for a licence are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.

It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

Publication of information about applications and licensed services

Information provided in **Part A** of the application form will typically be published by Ofcom in our Monthly Radio Update publication the month following the submission of your application. This may take longer if the application is received late in the month. Information provided in **Part B** will not be published.

In submitting this application you agree that, should a licence be granted, Ofcom may publish contact details for the licensee (specified in Section 2 of Part B of the application form), which may include personal data, on the Ofcom website and/or in other relevant publications. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).

Ofcom considers issued C-DSP licences to be public documents and copies of licences will be made available to third parties on request albeit, other than the Key Commitments which are tailored to the service, C-DSP licences are standard form documents. A brief description of the licensed service will be published on the Ofcom website, along with the Key Commitments which form part of the licence.

Ofcom publishes a [monthly radio licensing update](#) which lists new services licensed, new applications, licences revoked, licence transfers, and changes to licensed services during the past month.

Data protection

We require the information requested in this form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see Ofcom's [General Privacy Statement](#) for further information about how Ofcom handles your personal information and your corresponding rights.

Keeping up to date with broadcasting matters

We strongly recommend that the appropriate person at the applicant body signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.

To sign up to receive these communications, you must visit the [email updates](#) area of our website and select 'Broadcasting.'

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

Herne Bay's Radio Cabin Ltd

2.2 Company registration number stated on Companies House:

09801161

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:

The Umbrella Centre, 54 William Street, Herne Bay, Kent, England, CT6 5PB

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	David Cloake
Job title	Secretary
Address	The Umbrella Centre, 54 William Street, Herne Bay, Kent, England, CT6 5PB
Telephone	N/A
Mobile	07412 541752
Email	secretary@cabin.fm

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

www.cabin.fm

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.

Grant payments from our Charity (The Herne Bay Community Radio Association).
Advertising revenue.
PA Services.
Advert production.

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
Ms Annie McNamara (Chair and Company Director)	39 Graystone Road, Whitstable CT5 2JX	UK	N/A	Company Director of own business.
Mr Jonathan Webb (Studio Director and Company Director.)	1 Kestrel View, The Lees, Herne Bay CT6 6JL	UK	N/A	Retired
Mr David Cloake (Secretary and Company Director.)	33 Avenue Road, Herne Bay CT6 8TG	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.

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

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

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

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

Full name of the entity	Address
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	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.

a body falling within (b) or (c);		
f) An advertising agency or an associate of an advertising agency	No	

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
CR101264BA/1	Cabin FM
CR101264WT/1	Cabin FM

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
CR101264BA/1	Cabin FM
CR101264WT/1	Cabin FM

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?

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

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
CR101264	Cabin FM	In Breach – late provision of community radio finance report (Condition 9(1)).	None	20/11/2023

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

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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?

Cabin FM

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.

Canterbury, Kent

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

The Umbrella Centre. William Street, Herne Bay CT6 5PB

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.

CR101264BA/1	Cabin FM
CR101264WT/1	Cabin FM

- 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 coverage area of the radio multiplex service on which you intend to broadcast. **Answer in fewer than 400 words.**

Our target community is based in Herne Bay but our coverage will still be relevant to a wider audience across the designated multiplex area, as many residents move across the Canterbury district for work, leisure and other activities. It covers a broad age-spectrum of primarily 18-70-year-old listeners; however, the music policy and output is generally intended for the 35-65 age-range.

We are a registered charity wholly run by unpaid volunteers, operating in a deprived area with a population that has fewer people with Level 4 education than the national average, and more with no qualifications. The largest percentage of the population is in the 50-64 year age group with the second largest group being 35-49, and with few opportunities for younger people. A significantly higher percentage than for England as a whole were born in the UK.

Herne Bay has a high number of charity and not-for-profit groups that aim to serve a variety of social needs within our broadcast area, and our output reflects a desire to support their work. Examples include providing presenters and services for a range of local events and the promotion of specific campaigns related to social benefit, with opportunities for groups and individuals to develop skills and confidence in a safe and supportive environment.

Recently we have successfully worked with organisations such as the Herne Bay Festival, the Herne Bay Jazz and Swing Festival, and the Herne Bay Football Club, as well as many other charities and organisations, and are confident that the advent of the radio multiplex service would only improve and enhance the impact of what we have so far managed to achieve with our partners in Herne Bay. <277 words>

- 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 operated as a not-for-profit operating arm of the registered charity, "The Herne Bay Community Radio Association", to which its articles of association are linked. It is operated entirely by unpaid volunteers, none of whom claim

expenses of any kind. All annual membership fees are paid as donations into the charity account, and Gift Aid is claimed on them wherever eligible.

The licensee submits its status as a micro-entity each year to Companies House and its accounts reflect its financial management as a not-for-profit company. Both Licensee and charity accounts are updated, scrutinised and discussed at every six-weekly Management Committee meeting, and presented annually at the AGM for clarification and approval by the membership.

Before any monies can be transferred from the charity bank account to the Licensee account, they have to be approved by a committee member with access to the charity account.

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 provides a range of community benefits (social gain objectives mandated by statute) 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: see 3.8 below.
- the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not associated with the operation of the service: for example, we regularly engage with a wide range of local groups, such as the local Baptist church and its CAMEO (Come And Meet Each Other) sessions, local WI groups, primary schools and the sixth form at Herne Bay High School, and the Girl Guides, to promote the station and to provide training opportunities. This enables them to be involved with our 'on-air' output, through talks and through 'on-the-spot' recording sessions where they can make their own idents, jingles and messages, promote their own services, and can then hear themselves on the air in future broadcasts.
- the better understanding of the particular community and the strengthening of links within it: We continue to work with a range of proactive community groups through personal representation to understand the needs of our community and provide targeted support where we can. These include elderly support charities, hospice charities, the LBGTQ+ community, local arts and events groups, local community trusts and the East Kent branch of a national mental health support charity, which is also our main sponsor.

Presenters also conduct/record a wide range of interviews, including advice sessions with local vets on looking after animals, and they regularly talk to local business people and shop owners, as well as local and nationally known authors, actors, artists and musicians.

Members of the target community contribute to the operation and management of the service. Membership is open to all, and the delivery of its social gain intentions and all activities are undertaken on a voluntary basis.

Our service has mechanisms in place to ensure it is accountable to its target community. This includes open channels of feedback to our service (via email, phone, WhatsApp, Instagram etc, advertised in our broadcasting on a daily basis and on our website) and our participation in a number of liaison, networking and community groups within the Herne Bay area.

Other organisations we intend to work with include the prestigious new David Lloyd sports and leisure club that has just opened in Herne Bay; they are going to sponsor our sports bulletins and are very keen to work with us on community projects. We are also working closely with the Old Church, a new arts, music and community space, from where we recently made a live outside broadcast. <447 words>

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

The station provides regular opportunities for discussion and expression of opinion on a variety of topics, including local events, issues and initiatives, and the work of local community-groups. In the past this has included responding to controversial subjects such as the impact on the town of highways management decision-making by the County Council, the change of use of key public facilities, and the extent and nature of public consultation.

We also proactively engage and seek opportunities through our network of liaison and other groups to facilitate discussion and opinion. Cabin FM members who regularly attend these groups, as well as those who participate in activities such as amateur dramatics, local music and comedy events, as well as local trusts and charities, alert relevant station personnel to these (and other) opportunities, and action is then taken as appropriate.

This proactive approach also includes a permanent invitation for local people and groups to contact the station to secure opportunities for live or recorded interviews and discussion. We also monitor emails and other missives asking for our support for particular causes or events, then decide whether we can provide coverage under the terms of our licence, i.e. observing due impartiality.

<198 words>

- 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 has an open and transparent policy of encouraging membership of and contributions to our service; all our current volunteers either live in Herne Bay or in the district covered by Canterbury City Council.

We regularly advertise for new applicants on air and there is information on our website. We also provide MC, PA and outside broadcast support for many charity and other events in and near the town, which increases our visibility and helps people realise that they too could be part of their community radio station.

When people do express an interest, we have appropriate application/monitoring processes and safety protocols/DBS checks in place; if all our requirements are met, appropriate training and coaching activities is then provided to prepare members for broadcast or for other supporting activities that they may be interested in.

We also have a designated Safeguarding Lead who is a member of the management committee, and a Safeguarding Policy, a Code of Conduct, and a broadcasting Style Guide, all of which are regularly reviewed and updated.

Additionally, workshops on broadcasting are offered more widely to community groups to encourage participation and an understanding of how the radio station operates – see 3.7. <197 words>

- 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 with many community groups, as well as respond to requests from other sources, to better understand our community's needs and to strengthen links where we can.

Our presenters encourage local groups and organisations to contact us with details of upcoming events and invite them on air to promote their work and explain its importance. We also run competitions and offer PA and music/OB services – charities and organisations tell us it makes a huge difference to their events.

We are always looking for ways in which we can strengthen links within the community; for example, the trustees/fundraisers for the local hospital regularly come into the studio to give feedback on the new equipment and services that the money raised through events, raffles, fairs and quizzes, has provided. They say it's incredibly helpful and we have seen the way it feeds back into their other communications, e.g. in print and on-line. <151 words>

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

Our members include those with the following skillsets and experience, which we feel are relevant to the provision of social gain, and knowledge and understanding of, and empathy for, the community we serve:
Seasoned local volunteers in a variety of sectors;

Working and retired public relations and communications specialists with experience in the civil service, charities, education, the NHS, local and international business and industry;

Academics with expertise in teaching, lecturing, research and publication in the visual arts, marketing, design, film, fashion, philosophy, theology;

High-school and university students studying for degrees in law and computer science;

Members with experience of: managing teams in the public sector, such as the NHS and higher education; therapy, counselling, training and personal development; engineering projects management; firefighting; graphic design;

A former local authority senior officer with wide experience of third-sector planning and delivery to the community;

An award-winning audio-description specialist;

A former police officer now working as a Traffic Officer with National Highways;

A singer/songwriter/musician who is also an experienced children's entertainer and magician. <170 words>

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.

Accountability

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

Interested groups in the town influence our operation by working in partnership with us, recognising such partnerships are mutually beneficial. For example, Herne Bay's increasingly significant annual Jazz and Swing Festival has worked with us for the last three years on developing our coverage of the festival to include outside broadcasts of performances and hosting their finale concert. We also now carry our own weekly programme of jazz music.

Herne Bay Pier Trust has asked us to provide music for their new PA system on the pier and to create promotional idents about the pier facilities to be played on it. In return they display promotional posters about the station. We work with the local independent cinema to provide music and promotional idents for their PA system.

Our output is also influenced by the various community groups for whom we have provided radio workshops. 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 ad 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.

<195 words>

- 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 are monitored and picked up by the Station Director and, when necessary, taken to the committee 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. <48 words>

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	Cabin FM
Service Description	<p>Cabin FM is a radio service intended to serve a wide 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 35-65 age-range.</p> <p>The locality of the service will be Herne Bay, Kent but will also serve many residents who move across the Canterbury 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 Herne Bay and 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,</p> <p>the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</p>

	<p>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
Multiplex	Canterbury, Kent.

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 reading of the relevant codes and rules undertaken in November and December 2025 ahead of 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.

Both named individuals are existing Directors 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 charity and licensee in all matters including Ofcom requirements.
Secretary – responsible for ensuring detailed administrative compliance with Ofcom requirements and reporting.

Studio Director – responsible for all programme output in accordance with License requirements.

- 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 our regular “all members” meetings. These meetings provide the opportunity to be briefed 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).

- ☐) 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 Programme Director 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 Programme Director if any queries arise or if they require clarification. Contact will be made with Ofcom for any detailed queries or issues that require further clarification. A Recording of Transmission (ROT) system will also be in place if a review of output is required to check for, and address, non-compliance.

- ☐) 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 Programme Director for appropriateness and compliance. If the PD feels that both are acceptable and will benefit the station, a decision is taken to the management committee for approval. The 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 Programme Director, supported by the management committee, the wider membership and our listeners. Monitoring is continuous with all management committee 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 management committee will ensure that compliance issues are addressed as part of the committee agenda to any issues can be raised, addressed and where applicable, published. Our website will be modified to ensure this information will be available.

- 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.

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 management committee 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.

4.9 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:

David Cloake

Date of application:

5th January 2026

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

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

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