

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):

Hotdigital Community CIC

Proposed service name:

Hotdigital Radio

Radio multiplex service(s) on which the proposed C-DSP service is to be provided (note this must be a small-scale multiplex area either previously advertised or currently being advertised by Ofcom as shown in the multiplex licence advertisement)

North London Small-Scale DAB Multiplex

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

Hotdigital Community CIC
62 Leytonstone Road, Stratford, London E15 1SQ
Tel: 07931406630

Email: Vandyck72@yahoo.co.uk

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1. Overview

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

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

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

The purpose of this form

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

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

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

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

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

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

Provision of information

Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body 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):

Hotdigital Community CIC

2.2 Company registration number stated on Companies House:

16290510

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:

62 Leytonstone Road, Stratford, London, E15 1SQ

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

*Yes No

If no, please submit the up to date document and indicate you have done so in the checklist in Section 4 of Part B.

2.5 Contact details of the individual duly authorised by the applicant for the purposes of making this application. This individual should be the company secretary, a director or (if an LLP) designated member.

(If you are an agent completing the form on behalf of the applicant please do not enter your details here – see paragraph 2.25 of the [guidance notes](#)).

Full name	Mr Vandyck Appiah Kubi
Job title	Director
Address	62 Leytonstone Road, Stratford, London, E15 1SQ
Telephone	
Mobile	07931 406630
Email	Vandyck72@yahoo.co.uk

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

www.hotdigitalonline.com

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.

The service will be financed through a mix of community fundraising, small-scale advertising and sponsorship within Ofcom rules, grants to the CIC, and contributions from partner organisations for specific outreach projects (e.g. health awareness campaigns). All income is reinvested in the service's operations, including studio costs, transmission fees, training, community projects, and content development. No profits are distributed; any surplus is used to improve facilities, extend training and increase social gain.

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
Mr Vandyck Appiah Kubi	62 Leytonstone Road, Stratford, London, E15 1SQ	UK	None	Media/broadcasting and community engagement work
Ms Lisa Vandyck	62 Leytonstone Road, Stratford, London, E15 1SQ	UK	None	Community support and administrative roles
Ms Gina Bonsu	62 Leytonstone Road, Stratford, London, E15 1SQ	UK	None	Community services and voluntary sector work

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

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

Comments

Not applicable – Hotdigital Community CIC is a company limited by guarantee with no share capital and therefore no shareholders. Control rests with the board of directors in line with the CIC's governing documents.

- 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				
Not applicable – the CIC does not control, nor is it controlled by, any other corporate body, and has no affiliated undertakings.				

Involvement of the applicant in specified activities

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

Activity/involvement	Yes / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
a) A local authority	No	
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	NO	
c) A body whose objects are wholly or mainly of a religious nature; ²	No	
d) An individual who is an officer of a body falling within (b) or (c);	NO	
e) A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	No	
f) An advertising agency or an associate of an advertising agency	No	

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

Details of applications, licences and sanctions

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

Yes * No

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

Licence number	Name of multiplex

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

Yes * No

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

Licence number	Name of service or multiplex

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

Yes * No

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex

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

Yes * No

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

Licence number	Name of service or multiplex

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

Yes * No

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

Licence number	Name of service or multiplex

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

Yes * No

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

Licence number	Name of service or multiplex

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

Yes * No

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

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

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

Yes * No

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

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

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

*Yes No

If yes, please provide the following details:

Full name	Date of conviction/action (dd/mm/yy)	Penalty
Vandyck Appiah Kubi	2005	Community Service (unlicensed broadcasting)

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".

One director was convicted in 2005 of unlicensed broadcasting, resulting in a community service order. This conviction is now long spent under the Rehabilitation of Offenders Act 1974. For the past 19 years, the individual has operated entirely within the law and has been continuously involved in lawful community broadcasting and media work. There have been no further investigations, sanctions, or compliance issues. Hotdigital Community CIC operates under a complete compliance framework to ensure strict adherence to all Ofcom regulations.

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?

Hotdigital Radio

3.2 On which radio multiplex service do you intend to broadcast? If the relevant radio multiplex licence has not yet been awarded, please state the name of the area that the multiplex service is intended to cover, as defined in the multiplex licence advertisement.

North London Small-Scale DAB Multiplex

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

Oris Studios, 26 Grosvenor Way, Unit 17, Clapton, London, E5 9ND (within the advertised coverage area).

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.

The service is not currently licensed by Ofcom and is not a simulcast of an existing community radio licence. It is an online service applying to add DAB carriage.

- 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.**

Hotdigital Community Radio is intended to serve African, Caribbean and wider Black and minority ethnic communities across the North London area, particularly within the London Boroughs of Hackney, Haringey and Waltham Forest, which fall within the coverage area of the North London Small-Scale DAB Multiplex.

The service will focus on communities with shared cultural heritage, interests in music, arts, health awareness, education, faith, entrepreneurship and civic participation.

While the broadcast coverage is centred on North London, the service undertakes outreach, partnerships and community engagement activities in boroughs such as Newham, reflecting the geographic spread of the target audience and established community links.

Programming will be designed to meet the needs of these communities by providing culturally relevant content, information, discussion, education and opportunities for participation, thereby supporting social cohesion and community development.

- 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.**

Hotdigital Community CIC is incorporated as a Community Interest Company (CIC limited by guarantee) and is therefore legally required to operate on a not-for-profit basis. The organisation's governing documents, filed at Companies House,

include an asset lock which ensures that all income and resources are used only to further the community purposes of the CIC.

The service will be funded through a combination of modest sponsorship, grants, community support, donations, and service partnerships. All income generated will be reinvested solely in: improving the quality and sustainability of the radio service; delivering community training, outreach, and educational projects; maintaining equipment, studios, and broadcast costs; supporting volunteer development; and enhancing social gain activities for the target community.

The CIC operates under a Board of Directors that provides financial oversight, approves budgets, and ensures full compliance with CIC regulations and Ofcom requirements. Financial accounts are prepared annually, lodged with Companies House, and transparently managed through a dedicated CIC bank account. No director, officer, or member receives profit distributions, and any surplus is strictly reinvested in community benefits. Internal controls are in place to ensure: robust financial record-keeping; regular board review of expenditure and income; transparent reporting to funders and partners; alignment of all spending with the organisation's social-gain objectives.

These measures ensure that Hotdigital Community CIC operates exclusively for community benefit, with all funds reinvested to strengthen the service, expand community participation, and support the ongoing delivery of social-gain outcomes.

Social gain

- 3.7 What community benefits will your service bring to your target community(s) 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 will deliver a range of social gain outcomes, including:

- Health awareness: Hotdigital has already organised health awareness days in Newham in partnership with Public Health Newham, Ghana Nurses Association UK and Ghana Doctors & Dentists Association UK, focusing on cancer, cardiovascular health, mental health and preventative care. These themes are reinforced on air through interviews, phone ins and health segments in accessible language.
- Cultural identity and heritage: Regular programmes showcase African and Ghanaian music, culture, history, festivals and traditions, including a weekly culture show. This helps younger listeners connect with their roots and promotes pride and confidence.
- Civic and diaspora information: Through collaboration with the Ghana High Commission and other institutions, the station provides updates on services, events and opportunities relevant to the diaspora, helping people engage constructively with both UK civic life and Ghanaian institutions.
- Skills and employability: Training in radio production, presenting, digital media and communication skills is offered to volunteers, including young people and

those who are unemployed or underemployed. These skills are transferable to other sectors.

- Community cohesion: Talk shows, debates and community features encourage dialogue between different generations, genders, backgrounds and faiths, and provide a platform for community organisations in Newham and surrounding areas to share information and promote positive initiatives.

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

The service will provide a range of programmes designed to encourage open discussion, community dialogue and the expression of diverse viewpoints. Regular talk shows, interviews, panel discussions and magazine-style programmes will give local residents, community groups, youth voices and partner organisations the opportunity to contribute to conversations on issues affecting the African, Afro-Caribbean and wider multicultural communities in Newham and surrounding areas.

Listeners will be able to participate through call-ins, WhatsApp messages, studio interviews, social media engagement and community forums. Programmes will cover topics such as health, education, culture, local events, employment, housing, small business, diaspora affairs, and local authority initiatives, ensuring that a broad spectrum of perspectives is represented.

The station will maintain a fair, balanced and respectful environment where differing opinions can be shared responsibly, in line with Ofcom's Broadcasting Code. By offering structured opportunities for debate, signposting trusted information, and including voices from across the community, the service will act as an accessible platform for meaningful discussion, civic participation and public expression.

- 3.9 How will you ensure that members of your target community(s) 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.**

Hotdigital Community CIC is committed to ensuring that members of the target community have meaningful access to the station's facilities and the opportunity to develop broadcasting, media and communication skills. Access will be provided through a combination of practical, formal and informal pathways.

The station's studio facilities in Stratford will be open for use by trained volunteers, community contributors, youth groups, and partner organisations by arrangement. Community members will be invited to participate through open days, outreach events, partnerships with local cultural and community groups, and direct engagement via our programming teams.

We will provide structured introductory training programmes covering broadcasting basics, studio operation, compliance awareness, interview skills, editing, and programme development. These sessions will be delivered regularly by experienced trainers and volunteers, with tailored support for individuals who may have language, confidence or accessibility needs.

Alongside this, we will offer informal mentoring, where new participants shadow experienced presenters and gradually build confidence before contributing independently. Volunteers will be supported through ongoing feedback, practice sessions and access to training materials.

The service will also collaborate with local organisations—including cultural associations, youth groups, health partners and diaspora organisations—to deliver themed workshops, media-skills sessions and community production projects. These activities will encourage wider participation from residents who may not initially see themselves as broadcasters.

All access and training processes will be transparent and inclusive. Opportunities will be publicised through on-air announcements, social media, community networks, and outreach events. Participation will be open to people of all backgrounds within the target community, with no requirement for previous experience.

Through these measures, Hotdigital Community CIC will ensure that community members can access broadcast facilities, develop valuable media skills, and take an active role in shaping the service's output.

- 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.**

The service will strengthen understanding of the target community by providing programming that reflects its cultural identity, lived experiences and shared interests. Through regular features on local events, heritage, traditions, language, music and the arts, the station will highlight the diversity and richness of the African and Afro-Caribbean communities in Newham and surrounding areas.

By offering a platform for local organisations, community leaders, cultural groups, health partners and service providers to share information and engage with residents, the station will help build stronger connections between different sections of the community. Programmes focusing on health awareness, education, civic participation, diaspora engagement and local achievements will promote social cohesion and collective pride.

The service will also encourage dialogue between generations—supporting young people, elders and new migrants to share perspectives and learn from one another. By representing a wide range of voices and enabling open discussion on issues that affect daily life, the station will enhance mutual understanding and contribute to a more informed, connected and resilient community.

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.**

Hotdigital Community CIC and its members have extensive experience delivering community-focused initiatives, outreach and public-benefit activities across Newham and neighbouring boroughs. The organisation has coordinated multiple health awareness programmes, including events delivered in partnership with the Ghana High Commission, the Ghana Nurses Association UK, the Ghana Doctors and Dentists Association UK, and local health bodies such as Public Health Newham. These programmes have provided vital information on cancer prevention, mental health, community wellbeing and health inequalities.

Members of the CIC have longstanding involvement in community organising, cultural development, youth engagement and event coordination, supporting diaspora groups and multicultural organisations to deliver local projects. The team also has experience mentoring volunteers, supporting young people into creative media roles, and facilitating safe spaces for public discussion.

The station has produced regular community information segments, cultural programming and public-service content, demonstrating strong capability in delivering social-gain outcomes through media. Collectively, the group brings over two decades of community engagement, cultural advocacy and grassroots service to the target community.

Participation

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

Hotdigital Community CIC will ensure that members of the target community are fully involved in both the operation and management of the service. The station will be community-led, with structured opportunities for residents of Newham and the wider multiplex area to participate at every level.

Operational Participation

Community members will be encouraged to take part as presenters, contributors, producers, researchers and technical assistants. Participation will be promoted through open calls for volunteers, outreach activities, on-air announcements and partnerships with local cultural, youth and community organisations. Clear progression routes will allow individuals to develop from listener to contributor to regular presenter or producer, supported by training and mentoring.

Volunteers will also have opportunities to support outreach events, research, social media engagement, and content planning, giving them practical experience across the organisation.

Editorial Participation

Listeners and community groups will be invited to contribute programme ideas, submit topics, join interviews and participate in panel discussions. Regular feedback via WhatsApp, email, community forums and public engagement events will directly influence scheduling and content priorities. Representatives from different community groups and age cohorts will be invited to advisory meetings and listener forums where they can influence programming decisions and station policies.

Management Participation

To support formal community involvement in governance, the CIC will establish a Community Advisory Panel, with representatives from different parts of the target community. This panel will meet regularly to provide feedback, review the station's social-gain delivery, and ensure community voices shape strategic direction. In due course, we intend to formalise community representation within advisory subcommittees supporting the Board, ensuring long-term accountability and shared ownership.

Ongoing Engagement

The station will hold open days, consultation events and stakeholder workshops, strengthening community links and encouraging more residents to take an active role in the service. These processes ensure that Hotdigital Radio remains inclusive, transparent, community-driven and responsive to the needs of its audience.

Accountability

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

Members of the target community will be able to contact the service through multiple accessible channels and will have clear opportunities to influence programming, operations and strategic direction.

The station will maintain open communication channels including email, WhatsApp, social media platforms, telephone, and an online contact form on the Hotdigital website. These channels will be promoted regularly on air to ensure all listeners are aware of how to reach the team.

Community members will be encouraged to submit programme ideas, suggest topics, comment on content, raise issues and provide feedback. Messages received through these channels will be reviewed by the programming team and escalated where necessary to the management team for consideration. Constructive feedback will directly inform programme planning, community features, and priority-setting for outreach activities.

We will also host periodic listener forums—both online and in-person—where residents can discuss their views, share concerns and help shape future output. These forums will be open to all members of the target community, with particular encouragement for representation across different age groups, cultural backgrounds and community organisations.

The Community Advisory Panel, consisting of representatives from local groups and stakeholders, will provide a structured mechanism for community influence. The panel will review station performance, highlight community needs and recommendations, and feed into board discussions.

By providing open communication routes, transparent processes and formal structures for involvement, the service will ensure that the target community has a meaningful and ongoing role in influencing the operation of Hotdigital Radio.

- 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.**

All suggestions, comments and criticisms from members of the target community will be handled through a structured and transparent process to ensure that feedback directly informs improvements to the service.

Community feedback will be received through email, WhatsApp, social media, phone calls, in-person events and online forms. All messages will be logged by the programming team and reviewed weekly. Feedback relating to specific programmes will be discussed with the relevant presenters or producers, who will be supported to make adjustments where appropriate.

More serious concerns or recurring issues will be escalated to the Head of Compliance and the management team for formal review. Where feedback relates to compliance, fairness, accuracy or community representation, corrective actions will be taken immediately in line with Ofcom's Broadcasting Code.

Regular listener forums and the Community Advisory Panel will provide further opportunities for residents to raise concerns directly. Feedback gathered from these meetings will be documented and presented to the Board for consideration at scheduled management meetings. Agreed actions may include amending programming, improving training, revising editorial guidelines or developing new community initiatives.

Responses to community suggestions and criticisms will be communicated through follow-up messages, on-air announcements where appropriate, and updates published on our website or social channels, ensuring transparency.

Through open communication, prompt review processes and genuine community involvement in decision-making, the service will ensure that all feedback is valued, acted upon and used to strengthen the quality, relevance and accountability of Hotdigital Radio.

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	Hotdigital Radio
Service Description	<p>Hotdigital Radio is a radio service intended to serve the Ghanaian and wider African diaspora community in Newham and neighbouring areas.</p> <p><ENTER DESCRIPTION OF TARGET AUDIENCE></p> <p>People of Ghanaian and wider African heritage of all ages, including long-established residents, young people, families, new arrivals, and others with cultural, social, or community ties to the African diaspora.</p> <p><ENTER A DESCRIPTION OF THE LOCALITY>by</p> <p>The London Borough of Newham and the surrounding areas within the coverage of the North London Small-Scale DAB Multiplex (“the target community”).</p> <p><ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES</p> <p>To provide culturally relevant music, news, discussion, health information, community updates, and educational programming that reflects the lived experience of the African and Ghanaian diaspora, promotes community participation, strengthens cultural identity, and supports social and economic wellbeing.</p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> • the facilitation of discussion and the expression of opinion,

	<ul style="list-style-type: none"> • the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and • the better understanding of the particular community and the strengthening of links within it. <p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>
Transmission Schedule	
Multiplex	<p><Multiplex: North London Small-Scale DAB Multiplex (as per the licence advert):</p>

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).

The individual with overall responsibility for compliance will undertake formal training on the Ofcom Broadcasting Code, the BCAP Code, and relevant Ofcom guidance. He already has substantial practical experience managing content on the existing online service. Formal Ofcom compliance training will be completed by March 2026, with annual refreshers thereafter.

- 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.

The core team has many years' experience of running an online radio service aimed at the same community, including managing live phone ins, sensitive topics and religious and cultural content. This experience will inform the approach to compliance on the DAB service.

- 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.

Compliance Lead: overall responsibility for ensuring adherence to Ofcom's codes, approving policies and dealing with any complaints.

- Programme Controller: checks schedules and new programme ideas against the character of service and social gain objectives.

- Duty Producer / Studio Supervisor: oversees live output, briefs presenters and monitors compliance during broadcasts.

- 4.4 How does the applicant intend to formally train staff in compliance procedures? Please include details of the compliance training that will be given to those responsible for live programming, including compliance staff, presenters and producers.

All presenters, producers and volunteers with on air roles will receive mandatory training on the Ofcom Broadcasting Code, with particular emphasis on harm and offence, protection of under 18s, due accuracy, due impartiality where relevant, and rules around religion and elections. Refresher training will be provided at least annually, and new volunteers will not go live on air until they have been trained and shadowed.

- 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. Any person involved in creating, editing or presenting content broadcast on the service will be required to complete compliance training and to follow the station's editorial and compliance policies.

- 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.

Live programmes will be prepared using running orders and, where appropriate, scripts or bullet points agreed in advance with producers. Presenters will be briefed on any sensitive content. A short delay system will be used for phone ins and other high risk formats so that potentially non compliant content can be edited out before transmission. The Duty Producer or Studio Supervisor will monitor live output and can intervene immediately if an issue arises.

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- 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 material, whether produced in house or supplied by third parties, will be listened to by a trained member of the team before being added to the playout system, to ensure it complies with Ofcom's rules. Any concerns will be addressed through editing, re recording or rejecting the material.

- 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.

Hotdigital Radio will follow a clear and structured system to ensure that the Key Commitments and character of service are consistently delivered and monitored.

a) How we will monitor delivery of the character of service

We will implement a continuous content-monitoring framework that includes:

Weekly reviews of programme logs and playlists to confirm the required balance of speech, music, cultural programming, and community-focused content.

Monthly sampling of output across different dayparts to ensure social gain objectives (health, culture, diaspora information, training impact) are reflected.

Tracking of volunteer participation and community voices on air.

Verification that shows continue to serve the Ghanaian and wider African community in Newham and surrounding areas as stated in the Key Commitments.

b) Who will be responsible for monitoring

Monitoring responsibilities are assigned to:

The Programme Controller, who reviews programming for alignment with Key Commitments.

The Compliance Lead, who ensures adherence to Ofcom's Code and that content remains within the agreed character of service.

The Station Manager, who oversees reports and ensures corrective action where required.

These roles work collaboratively and escalate findings to the Board.

c) How often monitoring will take place

Weekly: Programme logs and playlists checked.

Monthly: Detailed output samples reviewed against Key Commitments.

Quarterly: Full internal performance review of the character of service by management.

Annually: Board-level assessment and community reporting.

d) How the information will be published

An annual Community Accountability & Key Commitments Report will be produced, summarising:

Monitoring findings

Examples of how commitments were delivered

Community participation levels

Feedback received and actions taken

This report will be accessible and written in plain language for members of the community.

e) Where it will be published / made publicly available

The report will be:

Published on the Hotdigital website under a dedicated "Community Accountability" section

Shared via social media and email lists

Made available on request from community members

Referenced on air at least once a year to ensure awareness

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.

Hotdigital Community CIC will implement a structured monitoring and reporting process to ensure our off-air social gain activities are consistently delivered in line with the Key Commitments.

a) How we will monitor that off-air social gain activities are being delivered

We will monitor all social gain activities through a dedicated Social Gain Delivery Log, which records:

All community training sessions delivered

Volunteer recruitment, progression, and participation

Outreach events (e.g., health awareness days, cultural workshops, youth initiatives)

Partnerships with health organisations, diaspora groups, and community bodies

Measurable outcomes such as attendance, engagement, skills developed, and feedback

Each activity will have clear objectives and evidence collected (photos, reports, attendance sheets, testimonials, etc.), ensuring we can demonstrate delivery.

b) Who will be responsible for monitoring social gain activities

Responsibility will sit with:

The Community Outreach & Social Gain Coordinator (lead)

Supported by the Station Manager and Board of Directors

This ensures oversight at both an operational and governance level.

c) How often monitoring will take place

Monthly: Review of activities logged, including training delivered, volunteer activity, and community engagement.

Quarterly: A full review by the Station Manager and Board evaluating progress against Key Commitments.

Annually: A full annual assessment to summarise outcomes, community impact, challenges, and improvements for the next year.

d) How the information will be published

We will compile an Annual Social Gain Report, which will include:

A summary of all off-air activities

Evidence of delivery (photos, outcomes, descriptions)

Number of volunteers trained and supported

Events delivered and their community impact

Feedback received from participants

Planned improvements and objectives for the next year

This ensures transparency and accountability to the community.

e) Where the information will be published / publicly available

The Annual Social Gain Report will be published and made available via:

The Hotdigital website (dedicated “Social Gain” section)

Direct links shared on social media platforms

Email distribution to partners and community organisations

Available to community members on request

Summary highlights read on air to ensure accessibility for all listeners.

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

Primarily English, with some content in Twi and occasional use of other Ghanaian and African languages where appropriate to the audience.

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.**

The Compliance Lead and other senior team members are fluent in English and Twi and will monitor bilingual content to ensure it complies fully with Ofcom’s codes.

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:

MR VANDYCK APPIAH KUBI Position: Director, Hotdigital Community CIC



Date of application:

13th December 2025

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

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

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