



# Community Digital Sound Programme (C-DSP) licence)

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## Application form – Part A (public)

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

SOUNDZ RADIO CIC

Proposed service name:

SOUNDZ 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)

SOUTH LONDON

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

SOUNDZ RADIO CIC, 1a Highfield Rd, Dartford DA1 2JH

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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](mailto: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

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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

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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](mailto: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

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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

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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):

SOUNDZ RADIO CIC

2.2 Company registration number stated on Companies House:

17099431

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:

1a Highfield Rd, Dartford DA1 2JH

- 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 | Jake Smith                        |
| Job title | Director                          |
| Address   | 1a Highfield Rd, Dartford DA1 2JH |
| Telephone | 7423400720                        |
| Mobile    |                                   |
| Email     | mpxaudio@gmail.com                |

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

soundz.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.

Funding for initial setup and launch will be provided by the directorship.  
Funding for the day to day running and operation will be provided by sponsorship and membership fees with additional funding via fundraising events, donations and grants from community funding sources such as Community Chest, The Arts Council and National Lottery.

## 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 <sup>1</sup>  | Country of residence | Other officerships held (and nature of the business concerned)                                                       | Other employment                                                                                         |
|---------------------------|--------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Jake Smith                | 1a Highfield Rd,<br>Dartford DA1 2JH | England              | Director, STS Broadcast Limited (Broadcast Engineering Services)<br><br>Director, Soundz FM LTD (Radio Broadcasting) | Technical Director (operational role; not a company director), Select Radio Limited (Radio Broadcasting) |
| Craig David Warren        | 1a Highfield Rd,<br>Dartford DA1 2JH | England              | Director, Soundz FM LTD (Radio Broadcasting)                                                                         | Carpenter                                                                                                |
| Lee Daniel Macdonald      | 1a Highfield Rd,<br>Dartford DA1 2JH | England              | Director, Soundz FM LTD (Radio Broadcasting)                                                                         | Engineering Manager                                                                                      |
| Matthew Pitcairn Paterson | 1a Highfield Rd,<br>Dartford DA1 2JH | England              | Director, Soundz FM LTD (Radio Broadcasting)                                                                         | Headteacher                                                                                              |
| Michael Richard Stanton   | 1a Highfield Rd,<br>Dartford DA1 2JH | England              | Director, Soundz FM LTD (Radio Broadcasting)                                                                         | TV & Radio Engineer                                                                                      |
| Geoffrey Hazell           | 1a Highfield Rd,<br>Dartford DA1 2JH | England              | Director, Soundz FM LTD (Radio Broadcasting)                                                                         | Engineer                                                                                                 |

- 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

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

the applicant (“participants”). If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

| Full name of >5% participant (existing and pro-posed)             | Number of shares | Total investment (£s) | Total investment (%) | % of voting rights |
|-------------------------------------------------------------------|------------------|-----------------------|----------------------|--------------------|
| N/A                                                               |                  |                       |                      |                    |
|                                                                   |                  |                       |                      |                    |
|                                                                   |                  |                       |                      |                    |
| Comments                                                          |                  |                       |                      |                    |
| There are no beneficial owners. Company not having share capital. |                  |                       |                      |                    |

- 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; <sup>2</sup>                                                                                              | 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       |                                                                                                                                  |

<sup>2</sup> 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 |
|----------------|-------------------|
| N/A            |                   |
|                |                   |
|                |                   |

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 |
|----------------|------------------------------|
| N/A            |                              |
|                |                              |
|                |                              |

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 |
|------------------------------------------------|---------------------------|------------------------------|
| November 2021 - Present                        | CR102883BA/2              | Select Radio (Analogue FM)   |
| October 2025 - Present                         | CDP105815BA/1             | Select Radio (C-DSP)         |
| April 2022 - Present                           | DP104518BA/1              | Select Radio (DSP)           |

Note: Jake Smith was a director of Select Radio Limited until 28 February 2026 and remains involved with the above licensed services in his role as Technical Director.

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 |
|----------------|------------------------------|
| N/A            |                              |
|                |                              |
|                |                              |

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 |
|----------------|------------------------------|
| N/A            |                              |
|                |                              |
|                |                              |

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 |
|----------------|------------------------------|
| N/A            |                              |
|                |                              |
|                |                              |

- 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 |
|--------------------------------|------------------------------|------------------------------|
| N/A                            |                              |                              |
|                                |                              |                              |
|                                |                              |                              |

- 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 |
|--------------------------------|------------------------------|----------------------|------------------|-----------------------|
| N/A                            |                              |                      |                  |                       |
|                                |                              |                      |                  |                       |
|                                |                              |                      |                  |                       |

- 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 |
|-----------|--------------------------------------|---------|
| N/A       |                                      |         |
|           |                                      |         |
|           |                                      |         |

- 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?

SOUNDZ 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.

SOUTH LONDON

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).<sup>3</sup>

Orpington BR6

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<sup>3</sup> 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.

N/A

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

The Target community for SOUNDZ FM will be people aged primarily 18-50 residing in South London, particularly Bromley/Bexley and surrounding areas within the multiplex coverage area who share a strong interest in dance and electronic music and its associated culture. The station will cater for a broad range of dance and electronic music tastes, rather than focusing solely on house music or any single subgenre. The service may also include occasional specialist programming featuring complementary music genres.

The audience is currently under-served by mainstream commercial radio, which typically prioritises more commercially driven mainstream music formats.

The radio station "SOUNDZ FM" will create opportunities for participation, volunteering and skills development, ensuring broad community benefit.

Broadcasting on DAB will enable the service to modernise its delivery and significantly extend its reach, improving accessibility and better serving this community. Geographically, the service will cover the South London area via the relevant SSDAB multiplex, encompassing a diverse range of neighbourhoods characterised by vibrant creative networks and a well-established history of electronic music innovation. While locally focused, the service will also reflect and connect with the wider electronic music culture present across the region.

The target audience is defined not only by age and location but also by shared cultural engagement. Electronic music forms a central part of this community's identity, whether through participation in club culture, live events, independent record shops, or local labels. A significant proportion of listeners are also active contributors to the scene as DJs, producers, and event organisers. The service will provide a dedicated platform to showcase this talent, supporting grass-roots creativity and offering exposure that is often unavailable through mainstream outlets.

The service will also promote inclusivity and diversity, reflecting the broad

cultural and social backgrounds represented within South London and surrounding areas. Programming will extend beyond music to include interviews, discussions, and features that provide a platform for a wide range of voices and perspectives within the electronic music community.

By combining a clearly defined geographic focus with a distinct cultural identity, the service will deliver meaningful public value to its target community. DAB transmission will enhance accessibility, reliability, and long-term sustainability, ensuring that electronic music audiences across South London benefit from a dedicated platform that supports creativity, fosters engagement, and strengthens community cohesion.

- 3.6 How will you ensure that your proposed C-DSP service is run on a not-for-profit basis? Please give details of specific measures or arrangements in place to ensure this, and how any profit will be wholly and exclusively used for securing or improving the future provision of the service, or for the delivery of social gain. **Answer in fewer than 400 words.**

As the licensee, SOUNDZ RADIO CIC has an asset lock in place so that all assets and profit generated by the community radio station remain within the community interest company and its associated service(s) in order to maintain the radio service and assist in the social gain element.

The proposed C-DSP service will operate on a strictly not-for-profit basis. The organisation is incorporated as a Community Interest Company limited by guarantee, meaning that it has no shareholders and cannot distribute profits for private gain.

Any financial surplus generated will be fully reinvested into the operation and development of the service, including the maintenance and improvement of broadcast infrastructure, equipment upgrades, expansion of training opportunities, and the delivery of wider social gain activities.

Oversight will be provided by a Board of Directors, ensuring transparency, accountability, and compliance with regulatory requirements. Annual budgets will be prepared and approved by the Board, clearly setting out projected income and expenditure.

Independent financial accounts will be produced on an annual basis, submitted to Companies House, and made publicly available. All expenditure will be authorised in accordance with established financial controls designed to prevent private benefit.

Any surplus funds will be allocated exclusively towards sustaining and enhancing the service, including investment in broadcasting facilities, volunteer training and development, delivery of off-air social gain initiatives, and maintaining long-term

financial resilience.

These arrangements ensure that the service operates solely for community benefit, with all resources directed towards delivering a high-quality and socially valuable radio service.

## 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.

SOUNDZ FM will operate for the benefit of the local community by providing an accessible and inclusive platform, primarily for people aged 18-50 that are residents of South London, particularly Bromley/Bexley and surrounding areas within the multiplex coverage, particularly those who may be digitally excluded or under-represented in mainstream media. The radio station "SOUNDZ FM" will create opportunities for participation, volunteering and skills development, ensuring broad community benefit.

- Local schools and colleges (such as our partners in London South East Colleges) will gain a vocational partner for media curriculum support. The wider community and local authorities will benefit from a reduction in youth-related anti-social behaviour and the creation of a more cohesive and digitally-literate community.
- NEET Youth (Not in Education, Employment, or Training): Those in South London facing the current 15.9% youth unemployment rate who need non traditional pathways to work.
- NHS & Mental Health Services like Oxleas NHS Foundation Trust benefit from a direct communication channel to a "hard-to-reach" demographic for health campaigns.
- Met Police will benefit from the radio station providing "diversionary activities" that reduce anti-social behaviour and street-based risks in Bromley and Eltham town centres.
- Small business and start ups for young entrepreneurs in the area will have a platform to promote their ventures, boosting the local micro-economy.
- Local councils, such as Bromley Council – working collaboratively to support and promote local initiatives, community safety and anti-social behaviour campaigns, youth engagement, public health and wellbeing messages, local events and opportunities for residents. SOUNDZ FM can provide a platform for council services, community organisations and local representatives to communicate directly with residents, promote positive activities and volunteering opportunities, raise awareness of support available, and encourage greater participation in community life.

SOUNDZ FM will help increase employability for young people in South London giving them the opportunities and guidance to gain experience in broadcasting,

media, music production and DJing by running workshops. Giving 18-25 year-olds confidence and providing a pathway into the creative industries for demographics that may lack access to expensive media schools.

SOUNDZ FM will work with local charities, providing them a platform to spread awareness and supporting their campaigns.

SOUNDZ FM will provide flexible media based volunteering consisting of one hour radio shows and social media management, providing micro-volunteering opportunities that fit modern lifestyles.

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

Soundz FM will actively promote the exchange of views and engagement with its audience through a range of accessible platforms. Listeners will be encouraged to interact with the station via social media, messaging services, and other digital channels, supporting a two-way dialogue rather than a purely broadcast model.

Feedback will also be gathered from presenters, volunteers, and Board members, ensuring that a broad range of perspectives informs decision-making and helps maintain diverse and representative programming.

To strengthen audience engagement further, the station will develop interactive podcast content, providing opportunities for community members to contribute to discussions. An online contact form will be available via the station's website, enabling listeners to submit feedback easily, including anonymously if preferred.

The station also intends to establish regular listener forums or focus groups, creating structured opportunities for audience input into programming and service development. In addition, partnerships with local community organisations will be explored to facilitate workshops and panel discussions, enabling both in-person and online participation.

Through these measures, Soundz FM will ensure ongoing dialogue with its audience, supporting inclusivity, responsiveness, and continuous improvement of the service.

- 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.**

Soundz FM will provide an open, inclusive, and accessible studio environment for volunteers, DJs, and members of the local community. Facilities will be available at flexible times to accommodate a wide range of participants, including students, those in employment, and individuals with varying personal circumstances.

Where in-person attendance is not possible, remote participation will be supported through online platforms, enabling contributors to take part in workshops or submit content for pre-recorded programming.

**Formal Training:** The station will deliver structured training programmes covering DJing, radio presenting, and music production. These programmes will equip

participants with the technical and practical skills required to operate broadcast equipment and contribute confidently to on-air output.

Training will be delivered by experienced DJs and producers associated with the station, many of whom reflect the communities being served. Additional training will be provided in areas such as content creation, social media management, and event organisation, ensuring participants develop a broad and transferable skill set.

Volunteers will also have opportunities to gain practical experience within the station environment, including exposure to areas such as music promotion, record distribution, digital content production, and event delivery.

**Informal Support:** In addition to formal training, Soundz FM will provide ongoing mentoring and peer support. New volunteers will be paired with experienced team members who will guide them in the use of equipment and production tools within a supportive environment.

Informal drop-in sessions will also be available, allowing participants to ask questions, practice skills, and build confidence at their own pace.

**Ongoing Development:** Access to facilities and training will form part of a continuous development process. The station will offer refresher sessions, advanced workshops, and opportunities for participants to apply their skills through live broadcasting.

Constructive feedback will be provided by senior team members, board representatives, and peers, supporting progression and skills development over time.

Through this combination of accessible facilities, structured training, and ongoing mentoring, Soundz FM will ensure that individuals from its target community are able to participate fully, develop confidence in using broadcast equipment, and benefit from sustained personal and professional development.

- 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.**

Our service will deepen understanding of our target community through consistent, two-way engagement with listeners, local organisations, and industry professionals. We will actively gather insights via on-air discussions, social media interaction, surveys, and in-person events, ensuring community voices directly shape our content and priorities.

By creating regular opportunities for dialogue such as call-ins, interviews, community panels, and live events, we will highlight local issues, celebrate successes, and amplify under-represented voices. Partnering with schools, colleges, charities, and local groups will enable us to reach diverse audiences and better understand their needs.

We will also use feedback data to identify trends and gaps in provision, allowing us to adapt our programming and outreach accordingly. This ongoing engagement will not only improve our understanding but also build trust and a sense of shared ownership.

By bringing people together across multiple platforms - on-air, online, and face-to-face, we will strengthen connections within the community, encourage collaboration, and create a more inclusive and informed local network.

- 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.**

Members of the group have previous experience in music and entertainment in addition to education and social work.

Members of the group have experience delivering informal training and mentoring, including supporting young people and adults to develop practical skills, confidence and pathways into employment or further education. This includes experience working with community centres, youth groups and local voluntary organisations.

Collectively, the group has experience working with diverse communities and understands the importance of providing accessible opportunities for participation, skills development and creative expression. This experience will support the station's aim to deliver social gain through training opportunities, volunteer development and programming that reflects the needs and interests of the local 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.**

The service will operate as an open and community-focused organisation, providing structured opportunities for members of the target community to participate in both the operation and management of the station.

Local residents will be able to volunteer in a range of roles including presenting, production, journalism, technical support and community outreach. We will provide regular introductory workshops and training sessions to help new volunteers develop the skills needed to create and produce programmes.

We will actively recruit volunteers from across our target communities through partnerships with local community organisations, schools, colleges and voluntary groups, ensuring opportunities are accessible to people who may not have previous broadcasting experience.

In terms of management and governance, members of the community will be able to become members of the organisation and participate in annual meetings where they can contribute to strategic decisions and elect directors. The board will include representatives with strong links to local community groups to ensure the station remains accountable to the people it serves.

Feedback mechanisms, including listener surveys, community meetings and volunteer forums, will also help shape programming and station development.

## 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 and influence the service through a range of accessible channels designed to encourage open communication and ongoing community involvement.

Listeners will be able to contact the station directly via email, telephone, social media platforms and through the station's website. These channels will allow community members to provide feedback on programming, suggest topics for discussion, request coverage of local issues and enquire about volunteering or training opportunities.

The station will also actively encourage participation through regular listener surveys and community consultation activities to gather feedback on how well the service is meeting the needs of the target community. The results of these

consultations will be used to inform programming decisions and future development of the station.

In addition, the organisation will operate an open membership structure, allowing members of the community to become members of the organisation. Members will be able to attend annual general meetings, raise issues, contribute ideas and vote on key decisions including the election of directors.

Volunteer forums and regular meetings with programme makers will also provide opportunities for those directly involved in producing content to discuss ideas, raise concerns and influence the direction of the service.

Through these mechanisms the station will maintain an ongoing dialogue with the community it serves and ensure that local people play a meaningful role in shaping both its content and its future development.

- 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.**

The station will operate clear and transparent processes to ensure that suggestions and criticisms from members of the target community are properly considered and, where appropriate, acted upon.

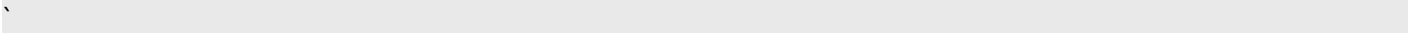
Feedback will be welcomed through multiple channels including email, telephone, social media and the station's website. All feedback received will be logged and reviewed regularly by the station management team to identify common themes, suggestions for improvement or concerns that require action.

Where feedback relates to programming, it will be discussed with the relevant programme makers and considered as part of ongoing programme development. Suggestions for new content, community issues or guest contributors will be assessed to determine whether they can be incorporated into existing programmes or developed into new content.

The station will also conduct periodic listener surveys and community consultations to gather structured feedback about how well the service is meeting the needs of the community. The findings will be reviewed by the management team and board of directors and used to inform future programming decisions and station priorities.

Volunteers and community members will also have opportunities to raise suggestions or concerns through volunteer meetings and open forums. Where appropriate, actions taken in response to feedback will be communicated to the community to demonstrate that views are being taken seriously.

Through these processes the station will ensure that community feedback plays an important role in shaping the service and supporting its continuous improvement.



## 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    | <b>SOUNDZ FM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Service Description | <p><b>SOUNDZ FM</b> is a radio service intended to serve <b>DANCE &amp; ELECTRONIC MUSIC FANS</b> in <b>South London</b> particularly Bromley, Beckenham, Orpington, Sidcup, Bexley, Eltham and surrounding areas within the coverage area of the South London small-scale DAB multiplex (<i>“the target community”</i>) by <b>Delivering a music focused radio service with industry news, events and information relevant to the audience, in addition to local community-focused programmes designed to educate and inform, with local people appearing as guests and regular audience participation.</b></p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> <li>• the facilitation of discussion and the expression of opinion,</li> <li>• 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</li> <li>• the better understanding of the particular community and the strengthening of links within it.</li> </ul> <p>Members of the target community shall contribute to the operation and</p> |

|                       |                                                                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <p>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 output with the aim of 12-14 hours of live programming per day                                                                                                       |
| Multiplex             | <b>SOUTH LONDON (SMALL-SCALE DAB)</b>                                                                                                                                     |

## 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 compliance officer has received in-house training in codes and rules for community radio, which includes:

A detailed review of the Ofcom Broadcasting Code, with particular focus on sections relating to harm and offence, fairness, privacy, due impartiality, as well as rules governing sponsorship and commercial references.

Training on Community Radio Key Commitments, emphasising the importance of fulfilling the station's stated objectives, serving its target community, and maintaining accountability through consultation and reporting.

Guidance on the Broadcasting Advertising and Sponsorship Rules (BCAP Code), including compliance requirements for sponsorship credits, advertisements, and the clear separation of editorial and commercial content.

Understanding of the Regulation of Premium Rate Services Order. The station operates exclusively with standard-rate SMS services and does not use premium rate phone numbers or messaging services. All SMS activity is regularly monitored to ensure it remains at standard rates and does not incur additional charges for listeners.

Training has been delivered through a combination of:

Internal monthly compliance sessions, most recently held on 01/09/2026, led by senior staff with expertise in broadcasting standards.

Ongoing independent study of Ofcom codes and published guidance, with the latest updates reviewed on 05/09/2026. The station is subscribed to Ofcom

updates and will implement any future revisions as required.

Practical application, with compliance matters discussed in weekly team meetings and formally reviewed at monthly board meetings to ensure consistent implementation of regulations.

In addition, annual refresher sessions are scheduled, and Ofcom updates are promptly shared with all presenters and volunteers to maintain awareness and compliance across the station. Where necessary, further external training will be undertaken to ensure the compliance officer remains fully up to date with Ofcom requirements.

- 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 compliance officer has developed hands-on experience in ensuring compliance with Ofcom's Broadcasting Code, as well as sponsorship and advertising regulations. This experience has been built through previously working with other community radio stations and shadowing the day-to-day management of operations, delivery of presenter training, and active involvement in programming decisions.

Key areas of compliance experience include:

Programming Oversight (2020–2025): Ongoing review of both live and pre-recorded output to ensure alignment with the Ofcom Broadcasting Code, with particular attention to harm and offence, fairness, and privacy.

Advertising and Sponsorship (2021–2025): Assessment and approval of all commercial content to ensure a clear distinction between editorial material and advertising, in accordance with the BCAP Code.

Volunteer and Presenter Induction (2020-2025): Delivery of compliance briefings for new presenters and volunteers, covering requirements on language, due impartiality, sponsorship credits, and the protection of younger audiences.

Complaint and Feedback Handling (2021–2025): Oversight of listener feedback received via email, social media, and meetings.

Governance and Reporting (2020–2025): Ensuring compliance remains a standing agenda item at weekly operational meetings and monthly board meetings. This includes monitoring adherence to Key Commitments and supporting the preparation of annual reporting.

Through these responsibilities, the individual has gained strong practical

experience in interpreting and applying Ofcom regulations, as well as embedding robust compliance processes into the station's day-to-day operations.

- 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.

**Digital Programming Manager**

The Digital Programming Manager is responsible for ensuring that all online and digital content complies with the Ofcom Broadcasting Code and associated advertising and sponsorship regulations. This includes the review and approval of pre-recorded material, monitoring published content for any material that may give rise to harm or offence, and ensuring that all commercial references are compliant with the BCAP Code. The role also provides guidance and direction to presenters, DJs, and volunteers on compliance requirements and best practice for digital and social media platforms, ensuring consistency across all services.

**Programming Manager**

The Programming Manager has overall responsibility for ensuring that all on-air output is compliant with the Ofcom Broadcasting Code, the station's Key Commitments, and its community objectives. Duties include the review of music playlists, presenter scripts, and live programming to ensure that content is appropriate, that younger audiences are adequately protected, and that due impartiality is maintained where applicable. The role also oversees presenter induction and ongoing training in compliance matters, ensuring that regulatory requirements are embedded in day-to-day broadcasting activity.

**Schedule / Station Manager**

The Schedule / Station Manager is responsible for ensuring that programme scheduling is compliant with Ofcom requirements and aligned with the station's Key Commitments. This includes maintaining an appropriate balance of content to serve the target community, ensuring a clear distinction between editorial and commercial material, and scheduling content appropriately to avoid the broadcast of potentially sensitive material at times when children may be listening. The role also ensures that accurate records, including broadcast logs and playlists, are maintained and available to demonstrate compliance if required.

- 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.

Soundz FM will implement a structured and comprehensive compliance training programme for all staff, presenters, producers, and volunteers to ensure a consistent understanding and application of Ofcom's regulatory requirements. Training will be delivered on both an initial and ongoing basis.

**\*\*Induction Training (upon joining):\*\***

All new presenters, producers, and volunteers will be required to complete a compliance briefing prior to participating in any live or recorded output. This induction will cover the Ofcom Broadcasting Code, the BCAP Code, and the station's Key Commitments. Particular emphasis will be placed on harm and offence, due impartiality, the protection of under-18s, fairness and privacy, and the clear separation of editorial and commercial content.

Practical examples will be used to illustrate the application of these requirements in a live broadcasting environment, including the management of inappropriate language, handling of caller contributions, and the correct use of sponsorship credits.

**\*\*Formal Compliance Workshops (biannually):\*\***

Formal training sessions will be delivered twice annually by the Compliance Lead and Programming Manager, using materials informed by the latest Ofcom guidance, rulings, and case studies. These sessions will include scenario-based exercises and role-play to support the practical application of the Code in realistic broadcasting situations.

**\*\*Ongoing Refresher Training:\*\***

Compliance will form a standing item within weekly operational meetings, providing an opportunity to identify, discuss, and address any issues. Updates from Ofcom, including changes to the Code and relevant adjudications, will be circulated to all team members and explained in practical terms. Where necessary, targeted refresher training will be provided to individuals to address specific concerns.

**\*\*Record-Keeping and Monitoring:\*\***

Attendance at all compliance training sessions will be formally recorded. The Schedule Manager will maintain detailed broadcast logs, which will be used to monitor output, identify potential compliance issues, and inform future training and development.

This structured approach ensures that all individuals involved in programme production and broadcast are fully aware of their regulatory responsibilities, are able to apply the rules effectively in practice, and are provided with ongoing opportunities to maintain and update their knowledge.

- 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.

Compliance training will be mandatory for all staff, presenters, producers, and volunteers who are involved in live or pre-recorded programming, or who contribute to digital content.

This requirement applies to:

- \* All presenters and DJs, who must complete training prior to broadcasting.
- \* Producers and technical staff supporting live and recorded output.
- \* Volunteers involved in scheduling, editing, or the creation of social media and other digital content.
- \* Compliance and management personnel, who will receive additional, more detailed training covering the Ofcom Broadcasting Code, the BCAP Code, and the station's Key Commitments.

For individuals whose roles are solely administrative and do not involve broadcast or digital content, an introductory compliance briefing will be provided. This will ensure an appropriate level of awareness without requiring full training.

This approach ensures that all individuals with responsibility for content creation or broadcast have a clear, consistent, and proportionate understanding of their obligations under Ofcom's regulatory framework, while those in non-broadcast roles remain appropriately informed of compliance expectations.

- 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.

Soundz FM will implement robust and clearly defined systems to ensure that all live programming complies with the Ofcom Broadcasting Code and other relevant regulatory requirements. These systems are based on pre-broadcast preparation, real-time monitoring, and effective post-broadcast procedures.

### **1. Pre-Broadcast Preparation**

All presenters will be required to complete compliance training prior to broadcasting, covering key areas including harm and offence, fairness, privacy, due impartiality, and appropriate language.

Guests participating in live broadcasts will be briefed in advance on acceptable standards of conduct, including restrictions on inappropriate language, discriminatory content, and unauthorised commercial promotion.

All programming content, including playlists, scripts, and features, will be subject to prior review and approval by the Programming Manager or Schedule Manager to ensure suitability for broadcast.

## **2. Real-Time Monitoring and Control**

While presenters are expected to self-monitor output, live programming will also be subject to oversight by compliance-trained staff or senior team members.

Where technically feasible, a short broadcast delay system will be used to prevent inappropriate material from being transmitted.

Presenters will be trained to respond appropriately to unexpected situations, including redirecting discussions, muting contributors, or cutting to music where necessary to maintain compliance.

## **3. Post-Broadcast Oversight and Accountability**

All live broadcasts will be logged and recorded for a minimum of 60 days to enable review where required.

Any potential compliance issues will be escalated immediately to the Compliance Lead, who will assess the matter, determine appropriate corrective action, and ensure the incident is formally recorded.

Where necessary, follow-up action will include targeted refresher training and the introduction of additional safeguards.

Through this structured approach, Soundz FM will ensure that all live output consistently meets Ofcom's standards and protects audiences at all times.

- 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.

Soundz FM will operate comprehensive systems to ensure that all pre-recorded content, whether produced internally or sourced from third parties, complies fully with the Ofcom Broadcasting Code, the BCAP Code, and the station's Key Commitments.

## **1. Pre-Submission Requirements**

All pre-recorded material must be submitted in advance to the Programming Manager or Schedule Manager for review.

External contributors and third-party providers will be issued with clear compliance guidelines prior to submission, covering areas such as harm and offence, fairness, privacy, safeguarding of under-18s, and the separation of editorial and commercial content.

## **2. Content Review Process**

All pre-recorded content will be reviewed in full by a compliance-trained manager prior to broadcast. This review will assess:

The presence of any inappropriate or offensive material;

Potential breaches relating to harm, fairness, or privacy;

Compliance of any commercial references or sponsorship arrangements with Ofcom and BCAP requirements;

Suitability of scheduling, particularly in relation to protecting younger audiences.

Music playlists and associated content will also be reviewed to ensure compliance.

## **3. Technical Controls**

Pre-recorded content will be stored within a centralised system, with access restricted to approved material only.

The Schedule Manager will ensure that only reviewed and authorised content is included in the broadcast schedule.

## **4. Record-Keeping and Accountability**

All pre-recorded output will be logged and retained for a minimum of 42 days in accordance with Ofcom requirements.

Any compliance issues identified following broadcast will be escalated to the Compliance Lead, with appropriate corrective action taken and additional training provided where required.

## **5. Third-Party Content**

Externally sourced content, including syndicated programming, will only be

broadcast where providers have entered into a formal compliance agreement confirming adherence to Ofcom regulations.

Notwithstanding such agreements, Soundz FM will carry out periodic spot-checks of third-party material to ensure ongoing compliance.

This structured review and approval process ensures that all pre-recorded content is fully compliant prior to transmission.

- 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.

Soundz FM will implement a clear and transparent framework to ensure the ongoing delivery and monitoring of its on-air character of service, in line with its Key Commitments.

**a) Monitoring of Character of Service**

Weekly internal reviews of programme output and logs will be conducted to ensure that content reflects the station's focus on dance and electronic music, community participation, training, and representation of under-represented groups.

Regular audits of playlists and schedules will be undertaken to ensure alignment with licence requirements. Listener feedback, surveys, and volunteer input will also inform this process.

**b) Responsibility for Monitoring**

The Compliance Lead will hold overall responsibility for ensuring adherence to Key Commitments.

The Programming Manager and Schedule Manager will undertake day-to-day monitoring, with oversight provided by the Board of Trustees through regular review of compliance reports.

**c) Frequency of Monitoring**

Programme logs and output will be reviewed on a weekly basis.

Monthly compliance reports will be prepared for Board review, with an annual summary produced to provide a comprehensive record of delivery.

**d) Reporting and Publication**

A quarterly report will be prepared summarising performance against Key Commitments, including delivery of programming, community engagement, volunteer involvement, and training.

Any corrective actions or improvements will be clearly documented.

**e) Public Availability**

Quarterly reports will be published on the station's website within a dedicated transparency section.

Printed copies will also be made available on request at community events and workshops to ensure accessibility.

Through these measures, Soundz FM will ensure that its character of service is consistently delivered, effectively monitored, and transparently reported.

- 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:

- α) How you will monitor that off-air social gain activities are being delivered;
- β) who will be responsible for monitoring this;
- ξ) how often will they monitor it;
- 8) how you ensure this information is published; and
- E) where the information will be published/made publicly available.

Regular meetings, at least quarterly, to look at social gain whilst closely monitoring activities in between meetings and holding additional meetings where appropriate. Information will be published in the newsletter and on the website where appropriate.

We will ensure the effective delivery and monitoring of its off-air social gain activities, as set out in its Key Commitments. through the following measures:

**Monitoring and Delivery:** All social gain activities, including training workshops, community outreach, volunteering opportunities, and partnerships, will be tracked against an annual delivery plan. Records will be maintained detailing participation, outcomes, and feedback.

**Responsibility:** The Station Manager, supported by the Community Engagement function, will be responsible for overseeing delivery and ensuring commitments are met.

**Frequency of Review:** Progress will be reviewed on a monthly basis by the management team, with formal quarterly reviews reported to the Board of Directors. Additional meetings will be held where necessary.

**Reporting and Publication:** A quarterly report summarising social gain activity, outcomes, and impact will be produced and shared via the station's website and newsletter.

**Public Access:** Reports will be publicly accessible online, with printed copies available upon request at the station's premises and community events.

This approach ensures transparency, accountability, and continued compliance with the social gain commitments set out in the station's licence.

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 members, volunteers, DJs and presenters are fluent in English.

# 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.

## **Addendum 15/09/26-**

### **Character of Service and Programming**

The proposed service is a community-focused radio station providing a mix of music and speech, designed to serve audiences in South London.

Whilst the service has a clear musical identity, equal emphasis will be placed on delivering speech content and community-focused programming in line with its function as a community radio service.

Programming will be primarily music-led, supported by structured and regular speech content. The schedule will be delivered through a combination of core programming and volunteer-led output and will evolve in response to community engagement.

A typical weekly schedule will include:

### **Weekdays**

06:00 – 10:00 (Breakfast)

Music-led programming with structured speech elements, including:

- \* Local news, travel and weather updates
- \* Community notices and event information
- \* Interviews with local organisations, charities, and residents
- \* Listener interaction and discussion

10:00 – 16:00 (Daytime)

Music-led output incorporating:

- \* Regular local information bulletins
- \* Features covering health, wellbeing, education, and local opportunities
- \* Volunteer- and training-led programming
- \* A speech-focused lunchtime programme (12:00 – 14:00)

16:00 – 19:00 (Drive Time)

Music and speech content focused on peak-time listening, including:

- \* Local issues and discussion
- \* Travel updates and event promotion
- \* Youth-focused content
- \* Audience participation

19:00 – 23:00 (Evenings)

Specialist and cultural programming, including:

- \* Genre-specific music shows
- \* Local artist showcases
- \* Discussion-led programmes
- \* Volunteer-produced content

23:00 – 06:00 (Overnight)

Automated and pre-recorded output comprising music and repeat programming appropriate to the time of day.

## **Weekends**

Weekend output will include:

- \* Specialist music and cultural programming
- \* Community discussion programmes
- \* Coverage and promotion of local events
- \* Youth-led and volunteer-produced content
- \* Interviews and features with local organisations

## **Speech Content**

Speech will be an integral component of the service and will be delivered across the schedule through structured segments and longer-form content.

Speech output will include:

- \* Interviews with local residents, charities, community groups, and educational institutions
- \* Discussion of local issues and matters of community interest
- \* Information relating to employment, education, health, and wellbeing
- \* Community notices and event promotion
- \* Cultural engagement, storytelling, and heritage features
- \* Listener and community contributions

This will include, for example, interviews with local mental health organisations, coverage of community-led events, and features highlighting education and employment opportunities within the coverage area.

Speech content will be concentrated within breakfast, daytime (including lunchtime), drive-time, and specialist programming.

Estimated weekly output:

- \* 70–75% music
- \* 25–30% speech

This level of speech output will be achieved through structured speech segments across peak-time programming, supplemented by longer-form speech content within daytime and specialist programmes. The ratio will be kept under regular review to ensure it reflects community needs and editorial priorities.

## **Social Gain**

The service is designed to deliver social gain through the provision of information, the

reflection of local communities, and the facilitation of participation.

#### Provision of Information

The service will:

- \* Broadcast locally relevant information, including news, events, and services
- \* Provide content relating to health, wellbeing, education, and employment
- \* Promote awareness of local opportunities and support networks

#### Reflection of Community

The service will:

- \* Reflect the cultural and social diversity of the target area
- \* Provide a platform for local music, arts, and culture
- \* Represent a range of community perspectives

#### Facilitation of Participation

The service will:

- \* Provide structured opportunities for volunteer involvement in presenting, production, and content creation, supported by informal training and mentoring
- \* Deliver training and skills development, particularly for young people and those seeking pathways into media
- \* Enable community groups to contribute content and participate in discussions
- \* Encourage audience interaction and engagement

We are currently in the process of establishing partnerships, and initial discussions have taken place with organisations including Blake's Pink Promise and North Kent College to support delivery of training, participation, and community-focused content.

We intend to prioritise access for individuals and groups who are underrepresented in media or seeking to develop skills for education or employment.

#### **Conclusion**

The proposed service will operate as a community radio station with a clear focus on delivering locally relevant content, supporting community participation, and providing measurable social gain in accordance with licence requirements.

The service will monitor and adapt its output to ensure continued delivery of social gain and ongoing relevance to the target community.

We trust this information addresses your queries and would be pleased to provide any further clarification if required.

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

JAKE SMITH

**Date of application:**

7<sup>th</sup> September 2026

I am authorised to make this application on behalf of the applicant in my capacity as company director.

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