



Community Digital Sound Programme (C-DSP) licence

Application form – Part A (public)

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

University of Sussex Students' Union

Proposed service name:

University Radio Falmer

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)

Brighton DAB

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

Station Manager, University Radio Falmer (URF), University of Sussex Students' Union, Falmer House, Falmer, BN1 9QF, 01273 87 7322, Station.manager@urfonline.com

Contents

Section

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

1. Overview

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

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

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

The purpose of this form

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

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

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

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

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

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

Provision of information

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

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

Publication of information about applications and licensed services

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

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

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

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

Data protection

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

Keeping up to date with broadcasting matters

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

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

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

University of Sussex Students' Union

2.2 Company registration number stated on Companies House:

07695765

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:

Falmer House, University Of Sussex, Brighton, East Sussex, BN1 9QF

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

X 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	Jane Trueman
Job title	Activities Manager
Address	University of Sussex Students' Union, Falmer House, Falmer, East Sussex, BN1 9QF
Telephone	01273 67 8152
Mobile	N/A
Email	jane.t@sussexstudent.com

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

<https://www.urfonline.com/>

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

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

University of Sussex Students' Union receives a Block Grant from the University of Sussex to cover all licensing costs, and membership fees that cover equipment maintenance.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

2.8 Complete the following table, expanding it if necessary, to provide the following details for each director or designated member of the applicant (i.e. the body corporate that will hold the licence):

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
James Hann	Falmer House, Falmer, East Sussex, BN1 9QF	England	N/A	N/A
Ella Goodchild	Falmer House, Falmer, East Sussex, BN1 9QF	England	N/A	N/A
Lewis Wilson	Falmer House, Falmer, East Sussex, BN1 9QF	England	N/A	N/A
Elena Southard	Falmer House, Falmer, East Sussex, BN1 9QF	England	N/A	N/A
Lyds Knowles	Falmer House, Falmer, East Sussex, BN1 9QF	England	N/A	N/A

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

Annie McEntree	Falmer House, Falmer, East Sussex, BN1 9QF	England	N/A	N/A
Esther Adeyemo	Falmer House, Falmer, East Sussex, BN1 9QF	England	N/A	N/A

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

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

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

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

Full name of the entity	Address
University of Sussex Students' Union Trading Limited	University of Sussex Students' Union, Falmer House, Falmer, BN1 9QF

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
University of Sussex Students' Union Trading Limited	University of Sussex Students' Union, Falmer House, Falmer, BN1 9QF	N/A

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

2.13 Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those bodies. An “officership” refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

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

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

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

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

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

Details of applications, licences and sanctions

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

Yes No

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

Licence number	Name of multiplex
DP101318BA/1	Local Digital Sound Programme Licence (for small-scale DAB trial)

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
As above	

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

Yes No

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

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

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

Yes X No

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

Licence number	Name of service or multiplex

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

Yes X No

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

Licence number	Name of service or multiplex

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

Yes X No

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

Licence number	Name of service or multiplex

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

Yes No

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

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

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

Yes No

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

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

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

Yes No

If yes, please provide the following details:

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

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?

University Radio Falmer (URF)

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.

Brighton DAB

3.3 Where is your proposed studio located? Please note that this must be located within the coverage area of the small-scale radio multiplex service identified in answer to 3.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).³

University of Sussex Students' Union, Falmer House, Falmer, East Sussex, BN1 9QF

³ If you propose to provide your service on a local, rather than a small-scale, radio multiplex service, there is no requirement for your studio to be located within the licensed area of that local radio multiplex service.

- 3.4 If the proposed service is a simulcast or corresponding service of an existing licensed radio service, please list that below and provide the licence number.

No

- 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 University of Sussex undergraduate and graduate student body, centrally focused in Falmer but also living around the cities of Sussex & Brighton. At its core, the target community are current students between the ages of 18-25. However, the target community also extends to university staff and alumni located within the aforementioned areas of Sussex and Brighton.

- 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.**

Our service has run on a not-for-profit basis for almost 50 years, starting in 1976. We don't sell advertisements or sponsorship, and our funding is received directly from the students' union.

Social gain

- 3.7 What community benefits will your service bring to your target community(ies) and, if applicable, the general public. Please include summaries of evidence to support your answer, including details about other organisations you intend to work with. **Answer in fewer than 500 words.** Please do not provide names of individuals in your answer.

The University of Sussex has a diverse student population, with over 15,000 students who live on campus and around Brighton.

The University Radio Falmer is proud of its record of reflecting student life in Sussex and informing the student population about relevant music, news and activities around the area.. In recent years, we have worked with the University of Sussex Students' Union to provide in-depth coverage of annual elections, we have weekly

shows in which student societies are invited to talk about their activities, and every year, we provide a 24 hour broadcast that fundraises for worthy charities.

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

Members are encouraged to create their own radio shows, in which they discuss a variety of topics and issues from varying perspectives. The range of shows broadcast on URF, with themes ranging from KPop to Archery, are reflective of the diverse student population and the huge range of interests; opinions and experiences held by members of the Sussex and Brighton community. Freedom of expression of differing opinions is also reflected in the Union Code Of Conduct that, as an affiliated media group, URF is obligated to follow.

- 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.**

Members of the Students' Union are able to become a member of URF for a £5 membership fee each year, and a £10 fee in order to gain access to the studio space to broadcast. Members are recruited through the Sussex Student Union annual Freshers Fair, where we have a stall that promotes the society to all students- both keen; up and coming broadcasters & DJ's and interested students with no radio experience. Studio training is offered to all radio hosts and delivered producers.

- 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 extend beyond our campus and across Sussex, bringing together students who live off-campus around the city (a significant majority). This increased range beyond our current capacity would foster a sense of community among University students around the city, providing them with content tailored to their needs and wants. Many students living off-campus often feel detached from the University campus life, but the proposed service would extend the 'on campus feeling' around Sussex, allowing students to forge links with new societies, groups and people. URF's output is designed with inclusivity at its heart, and the proposed service would allow for greater inclusion of a wider range of students for URF's output

- 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.**

We are one of the longest established student radio stations, with alumni include Frankie Boyle and Clive Myrie. We have fostered a strong sense of community through officially acting as a society, with a community space on Discord that allows for interactive participation & an Instagram account to announce events for both show hosts and interested listeners. URF also has been broadcasting slots around Falmer Campus including the ACCA building, cementing URF's individual legacy within the cultural educational institution of Sussex. Members often participate in other societies and will bring their expertise to their broadcasts, creating wider social gain by sending these keen interested audiences to URF. URF's output is designed with inclusivity at its heart, and the proposed service would allow for greater inclusion of a wider range of students for URF's output. Some members are also participants in non-student groups across Sussex, including orchestras and club DJ's.

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.**

URF is open to any member of the University community, including non-students who can become associate members. As a station, we pride ourselves on our inclusivity and diversity, as such any member is able to stand for election to a vacant position on URF's committee, and weekly committee meetings are open to anybody in the society. There are up to 12 committee positions held by members of the society. A core value of Sussex Students' Union, of which URF is affiliated under, is democracy and as a result elections are held for key committee positions on an annual basis. In order to 'get on air' members complete a training session with the committee, in which we offer training and guidance in using a wide range of broadcast related equipment. From here members can apply for a show with our programme controller, and once approved can broadcast any radio show they wish. We are proud to have limited scheduling rules, meaning participants are free to express themselves and their own creative output. If participants wish to host a specialist music programme, or a radio drama, they can. Moreover, participants are not required to 'pitch' a show idea, resulting in increased creativity and expression, while also offering a less intimidating environment for those unsure. Our support of freedom and creativity is one aspect that continues to ensure URY remains one of the most popular societies on campus.

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 committee of URF are reachable via email and social media. Members of URF are eligible to vote in annual elections to replace committee members. Committee members vote democratically throughout the year on key decisions that influence the service and operations, so our annual elections to vote these people in are a key way in which members of the target community can influence URF's operation

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

Suggestions and criticisms are dealt with either by station management or by committee as appropriate on a case-by-case basis. When committees have differing opinions, if a consensus is not reached we can have votes open to all members via online form. Depending on the nature of the criticisms, e.g. breaches to the SU's [Code Of Conduct](#), cases can be escalated to the Student Union's [formal complaints process](#).

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	University Radio Falmer
Service Description	<p>University Radio Falmer, <i>URF</i>, is a radio service intended to serve students of the University of Sussex in Falmer, primarily the University campuses and the surrounding area (“the target community”) by programming targeted exclusively to the interests and preferences of students at the University of Sussex. It will include opportunities for local talent to be fostered in a challenging yet safe space, featuring local musicians performing and campus personalities</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"> ● the facilitation of discussion and the expression of opinion, ● the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and ● the better understanding of the particular community and the strengthening of links within it. <p>Members of the target community shall contribute to the operation and management of the service via participating in elections to vote in new committee members. This mechanism also ensures URF is accountable to its target community in the specific area or locality.</p>

Transmission Schedule	Playlisted content from 9am-12am
Multiplex	Brighton DAB

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).

name	Jane Trueman
Job title	Activities Manager
Address	University of Sussex Students' Union, Falmer House, University Of Sussex, Brighton, East Sussex, BN1 9QF
Telephone	01273 87 7322
Mobile	N/A
Email	jane.t@sussexstudent.com

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.

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.

Activities Manager:

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

All staff must annually complete media law training. Compliance staff and 3 committee members must also complete media law training before URF is permitted to broadcast, delivered by professional journalist Adam Lindsay.

Once trained on media law, committee members must deliver studio training to all guests and producers, and access to the studio is withheld until training in the Broadcasting Code and studio etiquette is completed.

URF, as well as being a broadcast radio network, is tied to the Sussex Student Union Code of Conduct for membership which includes a zero tolerance policy to discrimination, harassment and violent language which can be viewed here

- 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.

Studio training is mandatory for anybody going on an on-air programme, excluding guests on a show. Media law training must be completed annually by compliance staff at the Union, e.g. Activities Manager and Societies and Student Media Coordinator.

- 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.

Prior to broadcasting, all presenters and producers must complete training delivered by the URF Committee which includes guidance on Ofcom legislation and goes into detail on the Ofcom Broadcasting Code. As previously stated, the 3 core committee members delivering the training must complete media law training both in house and externally.

If non compliant content airs, the broadcaster apologises both after the incident and later in the programme. If the broadcaster fails to apologise, the producer must pull the programme from the air. If this protocol is not followed and gets reported to the applicant or her team, it will be investigated as part of the Sussex Students Union complaints process and determined on the severity of the offence, outcomes can include banning from broadcasting, acting on committee and/or a fine. Our company trustees will also determine whether potential breaches need to be reported to Ofcom and take action accordingly.

Trained presenters are fully responsible for their guests, including briefing them about their on-air responsibilities.

- 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.

URF's output is entirely live except for the automated playlist that is broadcast when presenters are unavailable to fill slots or when the building closes. In this scenario, the playlist is vetted by committee so only non explicit or radio edits of songs are played. The automated playlist runs on a loop every 2 hours, and reviewed annually, ensuring that only the approved songs are broadcast.

- 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.

URF's website publishes our weekly schedule which, as noted in the key commitments section above, is limited to the university's 22-weeks of term time each year. The Station Manager in conjunction with the URF Committee monitors output of the Station as a whole to ensure compliance with our Key Commitments. Meetings are held regularly between the Station Management team, when URF's broadcast output is reviewed.

- 4.8 Please set out how you will ensure the ongoing delivery/compliance of the **off-air** social gain activities as set out in the Key Commitments.

In your answer, please ensure you include details on each of the following points:

- a) How you will monitor that off-air social gain activities are being delivered;
- b) who will be responsible for monitoring this;
- c) how often will they monitor it;
- d) how you ensure this information is published; and
- e) where the information will be published/made publicly available.

The Station Management team ensures that regular communication is maintained with the Student's Union and the wider student body. These such relationships allow URF's members to continue involvement in new and upcoming projects across the campus and City of York. URF's members then continue to regularly participate in charitable, educational and training initiatives. In addition, the Media Committee is held at least twice a term which ensures the relationship between the Student Union and media groups are preserved. Minutes from these meetings can be found on the University of Sussex Students Union website.

In order to ensure URF uphold their democratic responsibilities, if elections are not completed the station will cease to broadcast in that academic year, until it has been adopted by a new committee on a first come first serve basis.

Responsibility will be shared between the Activities Manager, Societies and Student Media Coordinator and the SU Comms team to ensure the preservation of good relationships with all media groups and their committee, including URF.

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.**

URF Station Manager, the wider URF Committee and the Activities Manager + Societies and Student Media Coordinator.

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 Broad-casting 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 prop-er persons to participate in a radio licence, have been made known to Ofcom.

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

JAMES HANN

Date of application:

12/12/25

I am authorised to make this application on behalf of the applicant in my capacity as Company secretary **You also need to complete the confidential section (Part B) of the application form.**