

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):

Wey Valley Radio (Alton) Ltd

Proposed service name:

Wey Valley Radio

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

Alton, Petersfield and Haslemere

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

Wey Valley Radio, 37 High Street, Alton, England, GU34 1BD tel: 01420 26001 email: info@weyvalleyradio.uk

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1. Overview

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

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

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

The purpose of this form

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

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

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

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

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

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

Provision of information

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

Wey Valley Radio (Alton) Ltd

2.2 Company registration number stated on Companies House:

09822128

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:

37 High Street, Alton, England GU34 1BD

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

Yes

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

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

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

Full name	Julie Cottrell
Job title	Director
Address	Hill House, Hill House Hill, Liphook, Hants GU30 7PX
Telephone	01420 26001
Mobile	
Email	info@weyvalleyradio.uk

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

<https://weyvalleyradio.uk>

2.7 How will the service be financed? If the applicant is receiving, or is likely to receive, any form of funding and/or financial assistance to establish

2.8 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.

Wey Valley Radio is funded by sponsorship, spot advertising, donations and grants, including local government grants from East Hampshire District Council, Alton Town Council, and Hampshire County Council.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

2.9 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
Julie Cottrell	37 High Street, Alton GU34 1BD	England	None	
Dean-Paul Phillips	37 High Street, Alton GU34 1BD	England	Director of The little greycellsuk limited Management Consultancy	
Stewart Ireland	37 High Street, Alton GU34 1BD	England	Director of Radar Festival CIC (Music Festival)	Head of Logistics, Dunlop Golf Europe
Mark Carter	35 Dewlands, Godstone, Surrey, RH9 8BS	England	None	BBC South and BBC South East

2.10 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
None	Nil	Nil	Nil	Nil

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

Comments				

2.11 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
Provincial DAB Ltd	Antrobus House, College Street, Petersfield, England GU31 4AD

2.12 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

2.13 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		

2.14 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		

2.15 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		

2.16 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					
Wey Valley Radio (Alton) Ltd company is a company limited by guarantee and issues no share capital.					

Involvement of the applicant in specified activities

2.17 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

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

Yes

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

Licence number	Name of multiplex
CR101263BA/1	FM licence (Wey Valley Radio)

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

Yes

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

Licence number	Name of service or multiplex
CR101263BA/1	Wey Valley Radio

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

No

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

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

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

No

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

Licence number	Name of service or multiplex
N/A	

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

No

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

Licence number	Name of service or multiplex
N/A	

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

No

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

Licence number	Name of service or multiplex
N/A	

2.24 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

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		

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

No

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

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

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

No

If yes, please provide the following details:

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

2.27 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?

Wey Valley Radio

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

Alton, Petersfield and Haslemere

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

37 High Street, Alton GU34 1BD

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.

Wey Valley Radio CR101263BA/1

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

The station, which has been broadcasting on FM since 2017, serves the residents and visitors to the town of Alton, Hampshire and surrounding villages. On air programming targets a broad range of listeners across this community, typically between 15 and 65 years of age. Some specialist programmes also target a younger or older audience.

The population of Alton (Parish) during the 2021 census (Office for National Statistics) was 19,432, and the addition of the surrounding villages takes that up to approximately 28,000.

- 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.**

Wey Valley Radio (Alton) Ltd. is a community radio station entirely run by volunteers for the benefit of the local area. Since the FM licence was granted in 2017 the board has taken responsibility for making sure that any income is invested back into the radio station or the community it serves.

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.

We have a wide range of programmes, from daytime to specialist evening shows. Our presenters have regular guests representing interests ranging from local organisations, musicians and bands, schools, businesses and many others. We have regular news bulletins and updates from Alton Town Council, and we promote the activities of our local charitable organisations on air and online using our social media platforms.

Social media is an increasingly valuable way to be in contact with our audience and give them the chance to have feedback on our output as well as encourage them to get involved in local events.

We offer training to all our volunteers, and the opportunity to learn new skills including live presentation, voice tracking, and music scheduling. Since the FM licence was awarded we have had volunteers go on to work professionally in the industry with the BBC and Sky Sports among other organisations.

We also have strong links with the local college and schools. We promote their activities, and offer students work experience and the chance to gain valuable experience not only on air but in any of the supporting aspects of being involved in broadcasting.

Although the population of Alton and the surrounding villages is increasing, we remain a very rural area, and Wey Valley Radio is a unique way to tackle the social isolation that remains a big issue for many in our community.

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

We will continue to invite on air guests to discuss topics of local interest, as we have since our FM licence was awarded in 2017.

We have all the usual channels of communication including email and phone numbers, and we are always looking for new ways of deepening our links with our audience. For example, social media is now one of our audience's preferred ways to get in touch, and can be a very useful way to engage with our listeners, and to promote our local organisations.

- 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.**

Wey Valley Radio already has strong links with the local college and schools and an established pattern of offering work experience to students.

We regularly welcome new additions to the ranks of our volunteers, and anyone involved in the station has to undergo training with the support of the existing team, many of whom have a vast experience of working in broadcasting.

- 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.**

Wey Valley Radio has a track record of bringing diverse groups within our community together with on-air and off air discussions of topics of local interest. The best way for us to better understand our community and for them to understand each other is to talk to each other.

We also do this at the wide variety of outside events we are regularly involved with, from school fetes, to remembrance parades, christmas events, and the annual classic car show which takes over the High Street.

- 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.**

Wey Valley Radio is constantly promoting the activities of local charities and community groups. We also offer them the opportunity to make their own adverts (with our support) which regularly run on air.

A number of our team and board members have wide experience in setting up, managing and organising voluntary organisations and charities.

We offer training to all our volunteers on relevant topics such as media law. Several of our team are experienced trainers in the industry, and this has led to opportunities including visiting BBC studios for our volunteers.

We also have close links with the local college and schools and regularly offer their students work experience.

We have a history of supporting presenters with complex needs including wheelchair use and challenges with their sight, and offering them ways of being able to present on the station.

We are proud of our record in people who have worked with us going on to careers in broadcasting.

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 entire team at Wey Valley Radio is made up of volunteers, many of whom were listeners before they joined us. We have always actively encouraged anyone in the community who wanted to get involved to come along and find a role that they are interested in, whether that is presenting, engineering, or helping with off air aspects like social media or music scheduling.

Our studio is highly visible on Alton High Street, encouraging people to say hello.

Accountability

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

We have multiple ways to contact the radio station, including text, email, writing a letter, and through our social media platforms. Of course we also love to hear from people at our outside events too.

We are always open to feedback and any suggestions to improve our service are always gratefully received.

- 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.**

We have a very active messaging forum for our volunteers, with lots of discussion about new ideas and ways to improve the service.

Any more complex issues are considered and acted upon by the board.

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	Wey Valley Radio
Service Description	<p>Wey Valley Radio is a radio service intended to serve residents of and visitors to Alton and the surrounding villages.</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.</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 hours a day, 7 days a week

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).

Mark Carter is our key contact for compliance of the service. Mark has been working full-time in media since 1998, firstly in commercial radio and then in the BBC, primarily from 2003 onwards. He was a senior editorial leader, as well as presenter and journalist, in BBC Radio Sussex and BBC Radio Surrey, before taking on a wider remit in 2023, working across the South and South East of England. Mark continues to be involved in editorial decision making and on-air presentation duties. Mark has a degree in French, Economics and Politics. All of Mark's training in terms of journalism law has been learnt through on the job training/continuing professional development (CPD). For example, at Radio Services Limited and UKRD, Mark attended bespoke training sessions. Within the BBC, Mark has also completed numerous training sessions. BBC journalists also required to complete and regularly renew mandatory training. All of Mark's training is currently up-to-date.

- 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.

Aside from the training detailed above, Mark keeps up to date with the latest rulings from Ofcom and changes in journalism law. Where relevant, Mark shares the updates with key members of the Wey Valley Radio team. The same is true of director Julie Cottrell, who also has extensive journalism experience both in broadcasting and the PR sector, and via David Way, who is one of the main daytime presenters and has been broadcasting for over thirty years.

- 4.3 For each role within your compliance team please provide job title and a brief description of the functions of the role specific to ensuring compliance of the proposed service. Please do not give names of individual members of staff – this question relates to job roles rather than currently employed individuals.

Compliance Advisor for Wey Valley Radio - The member of the team who other team members can message or call with specific questions.

- 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.

Any volunteer who joins the station has to undergo mandatory training and must confirm they have understood the legal requirements and the Broadcast Code commitments. There is also regular refresher training for all presenters.

We have been broadcasting on FM since 2017 and have had no compliance issues to date.

We have a Volunteer Handbook which consists of 32 pages of our policies and procedures which they can refer to at any time. We also discuss compliance matters on our team messaging.

As well as individual training when volunteers join, we have regular group training on media law and compliance with broadcast experts, including training at BBC Radio Surrey.

New presenters are supported by experienced members of the team to make sure their output is fully compliant.

We remind broadcasters of relevant information at key times, for example, before elections.

Ongoing monitoring of Ofcom Bulletins is used to identify areas where other stations may have breached and this is used to update training and refresh understanding of requirements allowing us to update presentation guidance. Station logs are used for review and training purposes as appropriate.

- 4.5 Will the training described in response to question 4.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

Yes.

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

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

Our volunteers receive training in compliance and understand our on air policies and procedures as set out in the Volunteer Handbook before they are allowed to broadcast. The key message that is repeated is 'If in doubt, leave it out'.

It is also set out very clearly in the Volunteer Handbook that all guests should be made aware of their obligations to abide by our policies and procedures in advance of their appearance on the station. We brief guests on how to avoid breaking the rules, and train presenters on how to challenge any potential bias or unsubstantiated allegations.

Our Volunteer Handbook states that if our policies are accidentally breached, the presenter must IMMEDIATELY remove the offending item or person from air (for example a music track must be taken off half way through, a recorded segment or guest must be interrupted and substituted for something else such as a music track) and the presenter must make an IMMEDIATE apology on air which wherever possible should happen at the same time as removing the item or guest. This MUST be followed IMMEDIATELY by a call or text message to the designated board member so they can log this and report it to Ofcom. Presenters breaching this policy in any way may be suspended from broadcasting.

- 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.

A significant amount of our output is pre-recorded, either with voice tracking or full specialist shows. This allows more flexibility to check output for compliance before it is broadcast. Team members are aware they have the opportunity to raise anything they feel may be problematic and are encouraged to ask for advice before anything is broadcast.

Any material imported from outside sources (both programming, and national news from Radio News Hub) is produced by very experienced broadcasters and is also regularly checked in house.

Our mainstream music output is managed by a scheduling system, and all songs are checked to make sure they are compliant before being added. Our specialist presenters do play their own music, or host bands playing live, but all are trained to understand they must check all tracks for issues including profanity before they go on air, and to make sure live bands are aware of their responsibility to stick to our policies with their lyrics.

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.

We will use our training and meeting sessions to communicate our key commitments to our team, along with ways to make sure we include activities and content that further these commitments. We will monitor by listening to the service on-air and reviewing output logs.

Two people will be assigned to monitor on a weekly basis.

We intend to publish this annually on our website.

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.

A log of all social gain activities will be kept by our compliance officer. The log will be monitored by the board.

We intend to publish this annually on our website.

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 are fluent in English, as are all members of the board.

5. Declaration

About this section

This form must be submitted by the applicant named in response to question 2.2. An agent may not sign the form.

The person authorised to make the declaration on behalf of the applicant must print their name and must be one of the following :

- A director of the company or the company secretary where the applicant is a company.
- A designated member where the applicant is a Limited Liability Partnership.

The declaration must also be dated.

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

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

JULIE COTTRELL

Date of application:

29/01/2026

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

company director

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