

# Community Digital Sound Programme (C-DSP) licence

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## Application form – Part A (public)

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

Cumbernauld FM Limited

Proposed service name:

Cumbernauld FM

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

Coatbridge and Cumbernauld

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

Thomas Marshall - Director - Cumbernauld FM - New College Lanarkshire, Cumbernauld G67 1HU

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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](mailto:broadcast.licensing@ofcom.org.uk).

## The purpose of this form

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

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

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

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

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

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

## Provision of information

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

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

## Publication of information about applications and licensed services

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

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

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

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

## Data protection

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

## Keeping up to date with broadcasting matters

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

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

# 2. Applicant's details

## About this section

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

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

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

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

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

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

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

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

## Applicant information and contact details

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

CUMBERNAULD FM LIMITED

2.2 Company registration number stated on Companies House:

SC578942

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:

Room MB217 New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU

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	Thomas Marshall
Job title	Director
Address	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU
Telephone	
Mobile	07840945978
Email	tommy@cumbernauldfm.co.uk

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

[www.cumbernauldfm.co.uk](http://www.cumbernauldfm.co.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 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.

Thill will be on par with FM broadcast - Funding comes from advertising and sponsorship from local businesses, grants from different organisations (including the National Lottery, VANL and other funding bodies), and income from merchandise sales and donations.

## Ownership and control of the company which will hold the licence

### Details of officers, participants and shareholders of the applicant

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

Full name of individual	Correspondence address <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Thomas Marshall	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU	Scotland		Lecturer
Javed Sattar	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU	Scotland		Lecturer
Gerald Duffy	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU	Scotland		Retired

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

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				
<b>Comments</b>				

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
Cumbernauld FM	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU

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
Thomas Marshall	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU	None
Javed Sattar	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU	None
Gerald Duffy	Room MB217, New College Lanarkshire, Town Centre, Cumbernauld, North Lanarkshire, United Kingdom, G67 1HU	None

#### 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
Javed Sattar	64 Darnley Street, Glasgow, G41 2SE	Awaz Media Ltd

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

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

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

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

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

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

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

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

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

N/A				
Comments				

## Involvement of the applicant in specified activities

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

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

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

### Details of applications, licences and sanctions

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

Yes

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

Licence number	Name of multiplex
CR102242	Cumbernauld FM Limited

2.18 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
CR000019BA/2	Awaz FM
CR102170BA/1	Paisley FM

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

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
01/01/2005	CR000019BA/2	CR Licence
18/03/2019	CR102170BA/1	CR Licence

2.20 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	

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

No

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

Licence number	Name of service or multiplex
N/A	

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

No

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

Licence number	Name of service or multiplex
N/A	

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

No

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

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

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

Yes

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

Licence number (or equivalent)	Name of service or multiplex	Nature of the breach	Sanction imposed	Date sanction imposed
CR102242	Cumbernauld FM	The Licensee failed to fulfil the requirements specified in its Key Commitments to deliver 84 hours of original output per week. Breaches of Licence Conditions 2(1) and 2(4).	In Breach	15 May to 21 May 2023
CR102242	Cumbernauld FM	The Licensee failed to fulfil the requirements specified in its Key Commitments	Key Commitments	6 to 12 December 2021 7 to 13 February 2022

		to deliver 84 hours of original output per week. Breach of Licence Conditions 2(1) and 2(4).		
CR102242	Cumbernauld FM	The Licensee failed to fulfil the requirements specified in its Key Commitments to deliver 84 hours of original output per week. Breach of Licence Conditions 2(1) and 2(4).	Key Commitments	8 to 14 August 2022

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

No

If yes, please provide the following details:

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

2.26 Please provide any further information you hold, relating to the past conduct of the applicant or those individuals listed, in regulatory matters or in matters going to honesty and/or compliance, which may be relevant to Ofcom’s consideration of whether or not the applicant is fit and proper to hold a broadcast licence. If the applicant or the form signatory fails without reasonable excuse at this point to declare any matter of which Ofcom subsequently becomes aware, and which we do consider to be relevant to the applicant’s eligibility to hold a licence, we will take it into account in determining the question of whether the applicant/licensee remains fit and proper to hold a licence.

If you have no information to provide, please respond “N/A”.

N/A



# 3. The proposed service

## About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a simul-cast on the proposed C-DSP service can replicate the existing analogue key commitments as it is our expectation that the key commitments for simulcast services are to be in keeping with one another. If a licence is granted, the information you provide in this section will be used to form the basis of the annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence.

In this section, you will also need to set out how your service will provide social gain, community participation and how you will be accountable to the target community. This is in line with statutory requirements for the granting of C-DSP licences. **The information provided in this section is also the basis on which decisions are made.**

If you hold, or intend to hold, multiple C-DSP licences, the answers given in this section and the intended delivery of your Key Commitments must apply to the locality in which your proposed service will broadcast (as set out in the Draft Key Commitments in this application form).

## Your proposed service and target community

3.1 What is the proposed service name?

Cumbernauld FM

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

Coatbridge and Cumbernauld

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

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

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

CR102242

- 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.**

North Lanarkshire. This is a simulcast of Cumbernauld FM broadcasting from the studios in New College Lanarkshire, Cumbernauld, across on FM 106.8, which covers North Lanarkshire.

- 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.**

Cumbernauld FM (Licence No CR102242). Our C-DSP service is a simulcast of our FM service which is wholly not-for-profit.

## 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.

Cumbernauld FM is a community radio station based at the heart of Cumbernauld, serving the local town and surrounding villages. Its main aim is to make a positive difference within the community by supporting, connecting, and empowering local people.

The station provides training opportunities for people of all ages, helping them develop skills in sound production, recording, and radio broadcasting. These skills support personal development and help individuals gain confidence and practical experience.

Cumbernauld FM works to strengthen community pride, improve the image of the area, and support local services, with a particular focus on helping those who need

it most. The station reaches individuals who may feel isolated by sharing information, offering new skills, and creating opportunities for engagement that help reduce loneliness.

The station actively works with a range of community groups, including local forums and organisations that support vulnerable adults. Through these partnerships, Cumbernauld FM helps share life-changing experiences and important local stories.

Acting as a community hub, the station supports local organisations and charities by giving them a platform to promote their work, events, and projects. Cumbernauld FM is non-political and non-religious, and it believes everyone deserves the opportunity to express their views and have their voices heard.

Cumbernauld FM also works closely with local organisations (Carbrain Community Hub, Lighthouse & Cumbernauld Theatre, Grace, Coatbridge and Cumbernauld Community Connect (4CONNECT)), Cumbernauld Libraray, NHS Lanarkshire, Police Scotland, the Fire and Emergency Services, and North Lanarkshire Council to share important information about local services with residents.

In addition, the station provides work-experience opportunities for students from local schools and colleges, helping young people gain valuable skills and insight into broadcasting and media.

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

Cumbernauld FM already facilitates inclusive discussion and the expression of opinion by and for the people of Cumbernauld and surrounding areas. The station will continue to provide a platform for local voices on matters of relevance to the community, including local government (North Lanarkshire Council), arts and culture, and social action advice, thereby supporting community engagement and civic participation. The town celebrates Cumbernauld at 70 - This will link in discussion and participation of all local groups and local community on a wider scale to recognise and celebrate its 70th anniversary as a New Town.

- 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.**

Cumbernauld FM is based at New College Lanarkshire and delivers all of its training from this accessible and well-established education setting. Being located within the college allows members of the local community to easily access professional facilities and take part in practical, hands-on training in a familiar and supportive environment.

Access to facilities is managed in a clear and practical way. Participants are introduced to the space through informal orientation sessions, where they are shown how to safely and confidently use radio studios, recording equipment, and digital media tools. Facilities are secure, with controlled access, ensuring a safe environment for learners, volunteers, and staff. The location is also accessible, helping to remove physical and confidence-based barriers to participation.

Training is delivered both formally and informally. Structured sessions cover basic radio and media skills, such as presenting, interviewing, sound recording, editing, and teamwork. Alongside this, informal mentoring takes place during live broadcasts and production activities, allowing participants to learn at their own pace and build confidence through real-life experience. This approach helps to strengthen skills, self-esteem, and personal development.

Cumbernauld FM's strong links with New College Lanarkshire, supports widening access to education and training as a core value. These links enable learners, students, and local residents to engage with creative industries, media, drama, and arts activities. Training opportunities are promoted through existing college and community networks, making them visible and easy to join.

Cumbernauld FM also works with local organisations, such as the Cumbernauld Library Writers' Group, Coatbridge and Cumbernauld Community Connect

(4CONNECT), to deliver tailored training that responds directly to community interests. This ensures that learning is relevant, inclusive, and rooted in local need.

By combining accessible facilities, clear guidance, hands-on learning, and strong partnerships, Cumbernauld FM ensures that members of its target communities can confidently access training and fully participate in creative and media activities.

- 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.**

Cumbernauld FM helps people better understand their community by giving them a voice and a place to connect. By being based at New College Lanarkshire, the station is easy to access and familiar to many local people, which encourages participation from a wide range of backgrounds. Training and broadcasting activities bring together students, volunteers, and local residents, helping them share experiences, skills, and stories.

Through hands-on radio production, participants learn to work as a team, communicate clearly, and listen to others. Live programmes, interviews, and community features reflect local issues, interests, and achievements, helping people feel represented and heard. Partnerships with local groups, such as community organisations and writers' groups, ensure that content and training respond directly to local needs.

By working closely with the college and community networks, Cumbernauld FM builds strong relationships, increases confidence, and encourages ongoing involvement. This approach strengthens community links and creates a shared sense of ownership and belonging.

- 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.**

Cumbernauld FM and its members have strong experience in delivering social gain through training, education, and community engagement. The station works closely with New College Lanarkshire, giving access to professional facilities and supporting learning in media, communication, and creative skills. Members have experience delivering structured training sessions as well as informal mentoring during live broadcasts and production work.

The group also has experience working with third sector and community organisations to deliver inclusive, accessible activities. This includes tailored training with local groups that supports confidence, employability, teamwork, and

personal development. Many volunteers and contributors have backgrounds in education, youth work, community development, and the creative arts.

This combined experience allows Cumbernauld FM to support people of different ages and abilities, remove barriers to participation, and provide meaningful opportunities that benefit both individuals and the wider community.

## Participation

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

Cumbernauld FM ensures that members of the local community are actively involved in both the day-to-day operation and the management of the service.

Community members are encouraged to take part as volunteers and can become involved in a wide range of roles. Volunteers join as presenters, producers, technical support, and outreach helpers. They are involved in planning and delivering programmes and have a real say in the type of content broadcast, helping to make sure programmes reflect local interests, cultures, and issues.

The Station Manager supports this work by welcoming new volunteers, matching people to suitable roles, and providing ongoing guidance. Regular review meetings are held with volunteers and the programming team to discuss ideas, review output, and ensure the service remains balanced and community-focused. These meetings provide a clear and supportive space for volunteers to influence how the station operates.

Cumbernauld FM also creates pathways for volunteers to take on greater responsibility. Volunteers are encouraged to support operational tasks, lead activities, and contribute to decision-making on projects and outreach work. This helps build confidence, skills, and a sense of ownership of the station.

Community participation also extends to management and governance. Members of the local community are involved through the station's management structure and advisory input, ensuring decisions are informed by local knowledge and experience.

Feedback from the community is actively encouraged both on-air and off-air through social media, phone, email, the website, and in-person discussions. This feedback is used to guide programming, training, and future planning.

Through volunteering, regular consultation, shared decision-making, and clear support structures, Cumbernauld FM ensures that local people are not just listeners, but active partners in running and shaping the service.

## Accountability

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

Members of the target community can contact Cumberland FM in simple and accessible ways. The station operates an open-door approach, allowing local people to engage directly with the service. Community members can make contact in person at the studio, by phone, by email, or through the station website and social media. This ensures that people of different ages, backgrounds, and abilities can easily reach the station in a way that suits them.

Community members influence how the service operates through clear and practical involvement routes. Feedback, ideas, and concerns are welcomed during face-to-face conversations at the studio, through email and online contact, and during community meetings. Suggestions are reviewed by the station's management team and discussed regularly to decide how they can be acted on or improved.

Cumberland FM is guided by an experienced leadership team with strong roots in community radio, education, and local engagement. This experience helps ensure that community voices are taken seriously and reflected in programming, training opportunities, and outreach activities.

A steering group plays a key role in shaping the service. This includes both community representatives and station volunteers, ensuring decisions reflect local needs and lived experience. The steering group provides a clear route for community members to raise ideas, influence priorities, and contribute to future planning.

By combining open access, regular feedback, and community representation in decision-making, Cumberland FM ensures that local people are not just listeners, but active participants in shaping the station and its services.

- 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.**

Cumberland FM welcomes suggestions and criticism from the local community and treats feedback as an important part of improving the service.

Community members can share feedback in many easy ways, including speaking to the team in person at the studio, calling the station, sending an email, using the website, or through social media. Feedback is also gathered during outreach activities, training sessions, and volunteer meetings.

All suggestions and concerns are recorded and reviewed by the station's management team. Where appropriate, feedback is discussed in regular team and volunteer meetings so different views can be considered fairly. This helps ensure that decisions are balanced and reflect the needs of the wider community.

If feedback relates to programming, the programming team reviews the issue and looks at practical ways to improve content, scheduling, or presentation. Where feedback relates to operations, training, or access, the management team agrees clear actions and timescales to address the issue.

Volunteers and community members are kept informed about changes that result from feedback, either directly or through meetings and updates. This shows that views have been listened to and taken seriously.

Where criticism raises more serious concerns, these are handled openly and respectfully, following agreed procedures and with support from experienced members of the team.

By providing clear ways to give feedback, reviewing it carefully, and taking visible action, Cumbernauld FM ensures that community voices lead to real improvements in how the service is run.

## 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	<p><b>ENTER THE SERVICE NAME</b>  <b>CUMBERNAULD FM</b></p>
Service Description	<p>Current Key Commitments Approved September 2023:  <a href="https://www.ofcom.org.uk/siteassets/resources/documents/manage-your-licence/community-radio/key-commitments-changes/cumbernauld-fm-key-commitmentd-changes.pdf?v=330226">https://www.ofcom.org.uk/siteassets/resources/documents/manage-your-licence/community-radio/key-commitments-changes/cumbernauld-fm-key-commitmentd-changes.pdf?v=330226</a></p> <p>&lt;<b>ENTER SERVICE NAME</b>&gt;  CUMBERNAULD FM</p> <p><b>ENTER DESCRIPTION OF TARGET AUDIENCE</b>  Cumbernauld FM broadcasts to everyone in Cumbernauld and Surrounding Areas and across North Lanarkshire</p> <p><b>ENTER A DESCRIPTION OF THE LOCALITY</b>  The town of Cumbernauld, Coatbridge and wider North Lanarkshire. Currently on FM we broadcast across North Lanarkshire and East of Glasgow. Along the M80 corridor north up to Banknock/Haggs and south towards M73/M74 interchange.</p> <p>&lt;<b>ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES</b> describe in no more than 50 words&gt;</p> <p>Cumbernauld FM’s main purpose is to celebrate and promote Cumbernauld and nearby communities through creative radio broadcasting and podcasting. It provides educational and community programmes, supports inclusion and wellbeing, and delivers media training to build skills, confidence, and connection for people of all ages.</p>

<p>Transmission Schedule</p>	<p>The service will be simulcast from our 106.8 FM broadcast. We operate 24 hours a day, 7 days a week.</p>
<p>Multiplex</p>	<p>&lt;ENTER THE RADIO SERVICE MULTIPLEX SERVICE (as per the licence advert): as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on&gt;</p> <div style="text-align: right; margin-bottom: 20px;">   <b>CumbernauldFM</b>  <a href="http://www.cumbernauldfm.co.uk">www.cumbernauldfm.co.uk</a> </div> <pre> graph TD     Board["Cumbernauld FM Limited Board of Directors Thomas Marshall, Javed Sattar, Cheryl Marie Healy"]     SM["Station Manager Thomas Marshall &amp; Javed Sattar"]     CM["Community Manager Cheryl Healy"]     SM --&gt; SMkt["Sales &amp; Marketing"]     SM --&gt; IT["IT &amp; Technical NCL / Thomas Marshal / Javed Sattar"]     SM --&gt; Prog["Programming"]     SM --&gt; VC["Volunteer Coordinator"]     CM --&gt; ET["Education &amp; Training"]     CM --&gt; CDO["Community &amp; Diversity Officer"]     IT &lt;--&gt; Prog     Prog &lt;--&gt; VC     Prog &lt;--&gt; Pres["Presenters (All presenters will be trained in how produce, research, edit content for on-air and online platforms)"]     VC &lt;--&gt; Pres   </pre> <p>Coatbridge and Cumbernauld</p>

# 4. Compliance of the service

## About this section

This section asks you to describe the compliance arrangements for the proposed licensed service, i.e. the arrangements which the applicant will put in place to ensure that the content it proposes to broadcast will comply with the relevant regulatory codes and rules for programming and advertising. These include:

- The Ofcom Broadcasting Code
- The BCAP Code: the UK Code of Broadcast Advertising
- The Regulation of Premium Rate Services Order

Condition 17 of a C-DSP licence requires that you have compliance procedures in place, and this section asks that you demonstrate your ability to meet this licence condition.

Before completing this section of the form you should read Section 4 of the [C-DSP guidance notes](#), where you will also find links to the codes and rules listed above.

- 4.1 Please give details of all compliance training (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e. the individual who holds overall responsibility for compliance of the service) has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).

Javed Sattar (Director) is the person with overall responsibility for compliance for Cumbernauld FM.

Cumbernauld FM has broadcast online successfully since 2020, and compliance has been built into how the station operates and trains its volunteers. Javed has received and delivered compliance training focused on the key rules and codes that apply to community broadcasting. This includes the main requirements of the Ofcom Broadcasting Code, the BCAP Code (broadcast advertising rules), and the Phone-paid Services Authority Code of Practice, where relevant.

Compliance training received and completed (with dates):

2020: Compliance and broadcast standards covered as part of the station's online broadcasting setup and presenter training, including agreements for all volunteers confirming understanding of the broadcast codes.

2021: Annual compliance refresher delivered/led by Javed for directors, the management team, and presenters/volunteers, covering the relevant codes and station procedures.

2022: Annual compliance refresher (broadcast codes, on-air conduct, and practical application during programmes).

2023: Annual compliance refresher (including advertising and sponsorship rules where applicable, and handling listener interaction appropriately).

2024: Annual compliance refresher for directors, management, and volunteers.

2025: Annual compliance refresher and re-confirmation of volunteer agreements.

In addition to these annual sessions, all volunteers sign an agreement confirming they understand and will follow the relevant broadcast rules, and compliance is reinforced through ongoing presenter support and supervision during programming.

- 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.

Javed Sattar (Director) is the person with overall responsibility for compliance at Cumbernauld FM and has practical, hands-on experience of applying broadcast compliance rules in day-to-day operations.

Since 2020, when Cumbernauld FM began broadcasting online, Javed has overseen compliance across all programming and station activity. His role has included ensuring that programmes meet the requirements of the relevant broadcast codes, supervising presenters, and addressing any compliance issues before and after broadcast.

From 2020 to the present, Javed, along with the Management team, has been responsible for:

Checking that presenters and volunteers understand and follow the Ofcom Broadcasting Code and related rules.

Embedding compliance into presenter agreements and ensuring these are signed and understood by all volunteers.

Providing guidance during live and pre-recorded programmes to ensure content remains appropriate and compliant.

Responding to any concerns raised about programming and taking corrective action where needed.

Leading annual compliance refresher sessions and reinforcing good practice throughout the year.

This ongoing, practical experience demonstrates that compliance at Cumbernauld FM is not only covered in training, but actively applied and monitored in everyday broadcasting.

- 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.

Cumbernauld FM uses a shared compliance structure, with clear job roles and responsibilities to make sure the service is safe, lawful, well-managed, and meets broadcasting standards. The roles below describe how compliance is covered across day-to-day delivery and governance.

#### **Broadcasting Compliance – Station Management Team**

This role is responsible for making sure all output follows the relevant broadcasting regulations and codes of practice. This includes advising presenters, checking programme content where needed, ensuring volunteers understand on-air rules, and acting quickly if any compliance issues arise.

#### **Safeguarding and Child Protection – Trustees**

This role ensures that children and young people are protected in all station activity, including volunteering, training, and outreach. It makes sure safeguarding policies are followed and that any concerns are handled properly and safely.

#### **Data Protection – Trustees & Station Management Team**

This role oversees how personal information is collected, stored, shared, and deleted. It ensures Cumbernauld FM follows the Data Protection Act and handles volunteer, participant, and community data responsibly.

#### **Health and Safety – Trustees**

This role ensures safe use of the studio and any equipment. It covers risk assessments, safe working practices, incident reporting, and making sure facilities are as safe and accessible as possible.

#### **Financial Compliance – Trustees**

This role ensures the organisation manages money properly and keeps accurate financial records. It supports good governance and makes sure reporting and record-keeping meet relevant charity and regulatory requirements.

#### **Equal Opportunities – Trustees**

This role ensures fair access and equal treatment for volunteers and participants. It supports an inclusive environment and ensures that opportunities are open to everyone, in line with equal opportunities legislation.

#### **Training and Development – Station Management Team**

This role ensures volunteers receive the right training and support to work safely, confidently, and in line with station procedures and best practice, including compliance requirements.

#### **Asset Management – Trustees**

This role maintains an up-to-date inventory of equipment and resources. It supports safe and responsible use of assets and helps prevent loss, damage, or misuse.

Together, these roles ensure Cumbernauld FM operates responsibly and consistently, with compliance built into both broadcasting delivery and organisational management.

- 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.

Cumbernauld FM trains staff and volunteers in compliance through a clear and formal process led by the Station Management Team.

Everyone who joins the station completes an induction programme before taking part in any broadcasting or studio work. This induction covers the key rules and procedures that apply across the station, including health and safety, fire safety, expected behaviour, and studio etiquette. It also includes an introduction to broadcast compliance, so all volunteers understand what is acceptable on air and what must be avoided.

For people involved in live programming (compliance leads, presenters, and producers), Cumbernauld FM provides role-specific compliance training. This focuses on how to apply the broadcast rules during live shows, including handling sensitive topics, language, callers and guest contributions, and dealing with unexpected situations. Presenters and producers are shown the station's practical

steps for staying compliant during live output, such as pre-show checks, programme planning, and escalation routes if a concern arises.

Compliance training also includes guidance on social media and online content, so that station output remains consistent and responsible across all platforms.

Cumbernauld FM supports presenters with training on music compliance, including how to check tracks using the station's approved music database, and how to follow any required restrictions.

To keep standards consistent, all volunteers complete an annual refresher to reinforce the key rules and update practice where needed. This ensures that compliance is not a one-off session, but an ongoing part of how Cumbernauld FM operates.

- 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. The compliance training will be mandatory for all staff and volunteers at Cumbernauld FM.

- 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.

Cumbernauld FM has clear systems in place to make sure that all live programming complies with Ofcom's codes and rules at all times.

Before broadcast, all presenters and volunteers receive compliance training when they join the station. This training explains the main requirements of the Ofcom Broadcasting Code and how to apply these rules during live programmes. Presenters are reminded of these rules regularly, especially before live broadcasts.

Before going on air, presenters prepare their programmes in line with station guidelines. Any guests who will take part in a live programme are clearly advised of the station's broadcast rules in advance. This helps ensure that guests understand what is appropriate to say on air and reduces the risk of non-compliant content.

During live broadcast, at least one member of the Station Management Team and the presenter are always monitoring the live output. This allows issues to be identified quickly if they arise. Presenters are trained to manage live situations responsibly, including how to respond to unexpected comments or problems.

If any non-compliant content is broadcast, the issue is dealt with immediately. The director or management team member alerts the presenter at once if the presenter has not already noticed the problem. A clear on-air apology is then made to listeners without delay.

After broadcast, any incident is reviewed by the management team to understand what happened and to prevent it happening again. Additional guidance or training is provided where needed.

Through preparation, active monitoring, and swift action, Cumbernauld FM ensures that live broadcasting remains safe, responsible, and fully compliant with Ofcom's rules.

- 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.

Cumbernauld FM ensures that all pre-recorded material complies with Ofcom's codes and rules before it is broadcast.

Any pre-recorded content produced by the station, as well as any material obtained or streamed from third-party sources, is checked in advance. Station trustees review and screen the content before it is approved for scheduling. This screening confirms that the material is suitable for broadcast and meets the required standards on harm and offence, fairness, and protection of the public.

Only pre-recorded items that have been approved through this process are added to the broadcast schedule. If any concerns are identified, the content is edited, re-recorded, or removed from the schedule.

This approach ensures that pre-recorded programming is compliant before it goes to air and reduces the risk of non-compliant material being 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.

Cumbernauld FM will ensure the ongoing delivery of the on-air character of service set out in our Key Commitments by monitoring what is broadcast and keeping clear records.

a) How the character of service will be monitored

The service will be monitored by listening to live output (“on-air”) and by checking programmes again using our backup tool ‘Toll Recorder’. Our online logger is a toll recorder and we also have a backup of our online logger. This will record to a maximum of 6-9 months ( depending on each hard drive).

b) Who will be responsible

Station Management team will be responsible for monitoring the character of service. They will oversee checks and record any issues or actions needed.

c) How often monitoring will take place

This is done on a regular basis during the week. OUR backup loggers are checked each week to see if they are still recording.

d) How the information will be published

Key information about the station’s commitments and how the service is delivered will be available on our new website.

e) Where the information will be published

Our Key Commitments will be published on the Cumbernauld FM website, where community members can access them easily.

- 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.

Cumbernauld FM will ensure the ongoing delivery of the off-air social gain activities set out in our Key Commitments by monitoring delivery, keeping simple records, and sharing updates openly with the community.

**How we will monitor delivery**

Off-air social gain activity will be monitored by keeping a record of community engagement and activity delivery. This includes tracking outreach work with local organisations, training sessions, community participation, and any events or partnerships that support social gain.

**Who will be responsible**

The Station Management Team will be responsible for monitoring off-air social gain activities. They will oversee engagement with local organisations and confirm that activities are being delivered as planned and in line with the Key Commitments.

**How often monitoring will take place**

Monitoring will happen on a regular basis, alongside ongoing outreach and community work. The team will review activity updates and progress at least monthly, and more often during busy periods or when projects are running.

**How we will publish this information**

Updates on off-air social gain activity will be shared to keep the community informed. This will include short summaries of what has been delivered, who has been involved, and the benefits for the local community.

**Where the information will be published**

Information will be published through Cumbernauld FM's social media channels and also shared on-air. This ensures the information is easy to access for both online audiences and regular listeners.

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

English but we will also have minority languages including Gaelic. Languages of participants will be New Migrants coming into local town and surrounding areas.

- 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.**

N/A

# 5. Declaration

## About this section

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

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

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

The declaration must also be dated.

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

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

MR JAVED SATTAR

**Date of application:**

01/06/2026

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

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

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