



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):

New Springs UK

Proposed service name:

Radio New Springs

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)

Loughborough and Coalville

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

The NSC Arena No. 4 Belton Road West Extension Loughborough LE11 5XH 01509 218 340

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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 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):

New Springs UK

2.2 Company registration number stated on Companies House:

Company No. 3502355 Charity No. 1068899

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:

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

Yes No

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

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

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

Full name	David Shepherd
Job title	Station Manager/ Chairman
Address	The NSC Arena No. 4 Belton Road West Extension Loughborough LE11 5XH
Telephone	01509 218 340
Mobile	
Email	studio@radionewsprings.com

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

<https://radionewsprings.com>

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

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

Radio New Springs is a not-for-profit community association. The service is financed by donations from New Springs City Church, which in turn raises funds through regular fundraising activities and voluntary contributions from its members and supporters. No commercial profit is generated, and any surplus funds are reinvested directly into the running and development of the service.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

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

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
David Shepherd	The NSC Arena No. 4 Belton Road West Extension Loughborough LE11 5XH	UK		

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

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

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

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

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

Full name of the entity	Address
n/a	

2.11 Complete the following table, expanding it if necessary, to list any bodies corporate which are controlled by the applicant, and their affiliates:

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

Full name of the entity	Address	Affiliates
n/a		

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

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

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

Full name of individual	Name of body in which officership held	Affiliates of that body
n/a		

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

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

Full name of body corporate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled
n/a		

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

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

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

Involvement of the applicant in specified activities

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

Activity/involvement	Yes / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
a) A local authority		
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body		
c) A body whose objects are wholly or mainly of a religious nature; ²	y	New Spring Church, The NSC Arena No. 4 Belton Road, West Extension, Loughborough LE11 5XH
d) An individual who is an officer of a body falling within (b) or (c);		
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);		
f) An advertising agency or an associate of an advertising agency		

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

Details of applications, licences and sanctions

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

Yes No

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

Licence number	Name of multiplex

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

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

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

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

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

Yes No

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

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

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

Yes No

If yes, please provide the following details:

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

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?

Radio New Springs

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.

Loughborough and Coalville

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

The NSC Arena No. 4 Belton Road West Extension Loughborough LE11 5XH

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.

N/A

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

Radio New Springs is a community radio service based at the NSC Arena, No. 4 Belton Road West Extension, Loughborough (LE11 5XH). Our target community is the people of Loughborough, within the coverage of the small-scale DAB multiplex. Our service is designed for local residents who want uplifting and inclusive broadcasting with a Christian ethos.

While our roots are in New Springs City Church, we aim to serve the wider Loughborough community both those actively involved in a faith community and those who may not be able to attend a place of worship in person. The defining characteristics of our target community are:

- Faith and spirituality – people who value Christian music, worship services and discussions on faith in daily life. This includes those who may be housebound, working unsociable hours, or otherwise unable to attend church.
- Community connection – listeners who benefit from a radio service that provides links between different Christian places of worship in Loughborough, as well as with wider community initiatives.
- Positive content and wellbeing – residents who seek encouragement, uplifting music, and programming that strengthens their sense of belonging.
- Varied music and discussion – those who enjoy a range of genres (soul, Motown, easy listening, chart and classical) alongside regular Christian songs.

By focusing on Loughborough, Radio New Springs will act as a bridge — bringing faith to those who cannot attend in person, connecting local churches and community groups, and offering opportunities for residents to engage in content creation and participation.

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.**

Radio New Springs will be operated on a not-for-profit basis. The service has a governing constitution that prevents any distribution of profits or assets to individuals. All funds must be used wholly and exclusively for the purposes of operating the station and delivering community benefit. The station will be overseen by an elected New Springs board including a Chair, Secretary, Treasurer, and where voted on other members. This ensures transparent governance and collective oversight of financial and operational decisions, with accountability through annual meetings and regular reporting. Financial arrangements:

- All running costs will be met by donations from New Springs City Church, which raises and allocates funds each year specifically to support the operation of Radio New Springs.
- The station does not broadcast commercial advertising and has no plans to generate income from on-air commercial activity.
- A designated Treasurer will oversee income and expenditure, with all accounts reviewed and approved by the board.
- Annual accounts will be prepared and made available, demonstrating that no individual receives financial benefit beyond legitimate expenses.

Surplus funds:

- As donations are given to meet only the running costs of the service, no surplus is expected.
- Should additional funds ever arise (for example, through grants or extra donations), these would be reinvested directly into the service for equipment, training, or expanding programming and never distributed to individuals.

Safeguards:

- The constitution states explicitly that, if the service were ever to close, any remaining assets must be transferred to another not-for-profit organisation with similar aims, ensuring they remain within the community.
- Clear financial reporting to Ofcom and to stakeholders will evidence compliance with the not-for-profit condition of the licence.

By embedding these safeguards into both the constitution and daily practice, Radio New Springs will operate fully on a not-for-profit basis. Its finances will be kept simple and transparent, with donations from New Springs City Church covering only the running costs of the service, ensuring that all resources are directed to sustaining the station for the benefit of the people of Loughborough.

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.

Radio New Springs will bring social gain by making Christian broadcasting accessible to people in Loughborough who may not otherwise be able to participate in worship or community life. The station will act as a platform for faith, encouragement, and local connection, reaching people who are housebound, elderly, living with disabilities, working irregular hours, or otherwise unable to attend a place of worship.

By broadcasting faith-based content and aiming to provide a live church service on a regular basis, we will create opportunities for people to remain connected to their beliefs and community, reducing isolation and promoting wellbeing. Social gain will also be achieved by connecting different churches and community groups across Loughborough. Radio New Springs will share events, news, and activities from a range of local organisations, helping listeners learn more about what is happening locally and encouraging collaboration within the community.

Our output will include a mix of general music and faith-based music, alongside uplifting speech programming, community features and discussion. This balance will help us reach a wide audience, while ensuring that those who want faith content can easily access it. The station will provide residents with programming that is positive, inclusive, and supportive of wellbeing.

We will invite local residents to become volunteers and contributors, providing training in presenting, production, and technical skills. This builds confidence and transferable skills, especially for younger people and those seeking new opportunities. By involving volunteers from across Loughborough, the station will ensure it reflects a broad range of local voices and perspectives. To strengthen our community impact, we will work with a variety of partner organisations linked to the life of New Springs Church and the wider community.

These may include faith groups, voluntary organisations, and other community projects that support local residents. In doing so, we will act as a bridge between different groups and the wider public.

Social gain will also come from providing encouraging and inclusive programming, helping to improve mental wellbeing and combat loneliness. In an age where many forms of media can feel negative or divisive, Radio New Springs will deliberately offer an alternative that builds people up and brings them together.

By combining access to worship, opportunities for participation, skills development, and support for local initiatives, Radio New Springs will deliver meaningful social gain to the people of Loughborough and ensure the station remains rooted in the needs of its community.

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

Radio New Springs will facilitate discussion and the expression of opinion by providing programmes that allow local voices to be heard. Our schedule will include talk-based content, interviews, and community features that highlight issues, events and stories from across Loughborough.

We will provide opportunities for faith-based discussion, such as reflections on how belief relates to everyday life, while also creating space for broader community topics including wellbeing, local initiatives, volunteering, and cultural activities. Listeners will be encouraged to share their views through interactive programming, social media, and direct contact with the station.

We will also work with local groups and organisations to bring their perspectives onto the air, ensuring the service reflects a diversity of opinions and experiences. Through this approach, Radio New Springs will create a safe, respectful and inclusive platform where residents can engage in open dialogue, strengthen understanding, and feel part of a connected local community

- 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.**

Radio New Springs is committed to ensuring that people in Loughborough can access our facilities and gain training in how to use them, whether they wish to present, produce, or support the service behind the scenes. Our studio base at the NSC Arena provides a central and welcoming space. Community members will be able to visit, see how the station operates, and learn how to get involved.

Opportunities will be advertised through local networks, churches, community groups and social media. Training will be delivered in both formal and informal ways:

- Introductory workshops: covering the basics of using studio equipment, scheduling software, and the principles of programme-making.
- Mentoring and shadowing: new volunteers will be paired with experienced team members, allowing them to build confidence while learning live on-air practice, technical skills, and compliance with the Broadcasting Code.
- Hands-on practice: trainees will be encouraged to run short test recordings and gradually progress to live involvement, ensuring practical learning.
- Informal skill-sharing: knowledge will also be passed on during show handovers and team meetings, with volunteers supporting one another.

We will make a conscious effort to engage individuals who might not otherwise have access to media opportunities such as those who are isolated, housebound, or seeking to build skills for work or volunteering. Training will be flexible and adapted to people's abilities and availability, recognising that some may want a formal pathway while others prefer occasional involvement.

Access to facilities will be overseen by the board to ensure opportunities remain fair, transparent and inclusive. By offering structured learning alongside informal support, Radio New Springs will ensure that local people can not only listen to the service but also gain the skills and confidence to contribute to it.

Through this approach, the station will grow as a community resource where residents of Loughborough can develop broadcasting experience, share their voices, and feel a genuine sense of ownership in the service.

- 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.**

Radio New Springs will provide better understanding of our target community in Loughborough by giving a platform to local voices, organisations and initiatives. Through interviews, features and discussions, the station will highlight the experiences, concerns and achievements of residents, helping listeners to understand more about the people around them.

As Loughborough's first faith-based station, we will provide a distinctive service that reflects the spiritual life of the town while remaining open and inclusive to all. Our programming will include faith-related content alongside broader community features, enabling listeners to explore ideas, hear diverse perspectives and find common ground. We will also share information about local events, voluntary opportunities and support services, ensuring that individuals know how to access help and get involved in community life.

Congregations, community groups and peer organisations will be invited to provide feedback on our content, ensuring the service stays rooted in local needs and priorities. By combining faith, music and community discussion, Radio New Springs will help build stronger connections and promote greater understanding across Loughborough.

- 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.**

Radio New Springs benefits from a team with both broadcasting experience and professional expertise. Since launching online in March 2019, the station has developed a core group of presenters and volunteers who have built practical skills in programme-making, compliance, and technical operations. This has given the team first-hand knowledge of running a continuous radio service. Key members also bring experience from beyond broadcasting.

For example, David Shepherd has successfully run companies prior to retirement, bringing valuable leadership, organisational and management skills to the station. Other team members have backgrounds in community work, education, pastoral care and event delivery, which strengthen the station's ability to provide social gain.

The team also connects with peer organisations locally and nationally, drawing on external expertise to develop training, improve accessibility, and ensure high standards in content and governance. By combining broadcasting experience with professional and community expertise, Radio New Springs has the skills and knowledge required to deliver a reliable and accountable DAB service for the people of Loughborough.

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.**

Radio New Springs will ensure that members of our Loughborough community have clear opportunities to participate in both the running and direction of the service. Community members will be encouraged to volunteer and contribute to programmes, whether through presenting, producing features, technical roles, or supporting behind the scenes.

Training and mentoring will be provided to help people develop the confidence and skills needed to take part, ensuring opportunities are accessible to all. We will also provide informal opportunities for involvement, such as research, promotion, or community outreach, so that people who may not wish to go on-air can still play an active role.

The station will operate with transparent governance on a not-for-profit basis, and local people will be able to feed into decision-making through open meetings, consultations, and feedback channels. This ensures that the service remains accountable and responsive to the needs of its target community. Through these approaches, Radio New Springs will not only serve the people of Loughborough but also involve them directly in shaping and sustaining the station.

Accountability

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

Radio New Springs will make it straightforward for people in Loughborough to contact us and have a say in how the station develops. Community members will be able to reach the service through a range of channels such as phone, email, social media and our website.

These routes will be promoted on air so listeners know how to get in touch. We will also be present at local events and accessible in person, giving residents further opportunities to share their views and ideas.

Feedback from listeners, community groups and partner organisations will be reviewed regularly and used to guide programming and future planning. As a not-for-profit service with transparent governance, Radio New Springs will ensure that the voices of local people are taken into account in decision-making.

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.**

Radio New Springs will take suggestions and criticisms from the Loughborough community seriously and ensure they are considered fairly.

Community members will be able to provide feedback through a variety of channels, such as phone, email, social media, our website, or in person. All comments will be welcomed and reviewed by the team.

Where suggestions can improve our service, we will look at how they might be incorporated into future programming or activities. If criticisms are raised, we will respond in a timely way and make changes where appropriate. By keeping open communication with listeners, congregations and community groups, Radio New Springs will ensure that feedback plays an important role in shaping the service and keeping it relevant to the needs of Loughborough.

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	Radio New Springs
Service Description	<p>Radio New Springs is a radio service intended to serve the people of Loughborough and its surrounding area, including those with an interest in faith, spirituality, community connection and positive local broadcasting, within the coverage of the Loughborough and Coalville small-scale DAB multiplex (“the target community”).</p> <p>Radio New Springs provides uplifting, inclusive broadcasting with a Christian ethos. The service connects residents of Loughborough, promotes wellbeing, shares community news and events, and offers opportunities for local people to participate in and benefit from training, volunteering and positive on-air content.</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	
Multiplex	Loughborough and Coalville small-scale DAB multiplex

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).

David Shepherd has overall responsibility for compliance. While he has not yet undertaken formal compliance training, he has built up knowledge of the Ofcom Broadcasting Code and associated rules through more than seven years of running Radio New Springs online since its launch in March 2019.

This experience includes ensuring programming avoids harm and offence, treating contributors fairly, respecting accuracy and impartiality in speech content, and keeping music and talk within accepted broadcast standards.

He is also familiar with the restrictions on advertising and sponsorship that apply to community radio services. To strengthen this knowledge, David will continue to use Ofcom's published guidance and resources from the Community Media Association and Radio Academy.

He will also ensure that all presenters and volunteers are briefed on the Broadcasting Code before going on air.

- 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.

David Shepherd has gained practical compliance experience through his role in managing Radio New Springs since it launched online in March 2019. He has overseen day-to-day programming and worked with presenters and volunteers to ensure content is appropriate for a broad community audience.

This experience has involved monitoring output to avoid harm and offence, encouraging fairness in how contributors are treated, and ensuring programmes remain suitable and respectful. Through this ongoing work, he has developed a clear practical understanding of the standards expected under the Ofcom Broadcasting Code and related rules.

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

The compliance team for Radio New Springs will include:

Station Manager / Compliance Lead

- Overall responsibility for ensuring the service complies with Ofcom’s Broadcasting Code and other relevant rules.
- Provides guidance to volunteers and makes final decisions on compliance matters.

Presenters and Volunteers

- Expected to follow compliance guidance when creating or delivering content.
- Raise any concerns or issues to the Station Manager. Board / Governance Role
- Provides oversight to make sure compliance arrangements are being followed.
- Ensures accountability to both Ofcom and the local community.

Board / Governance Role

- Provides oversight to make sure compliance arrangements are being followed.
- Ensures accountability to both Ofcom and the local community.

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

All presenters and volunteers will be given basic compliance training before taking part in live programming.

This will cover the main principles of the Ofcom Broadcasting Code and the importance of ensuring content is suitable for a community audience.

Training will be provided through briefings and guidance from the Station Manager, with ongoing reminders and support as needed.

Presenters will only broadcast independently once they have shown they understand the requirements. Refresher guidance will be offered from time to time to ensure awareness is maintained.

- 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. All staff, presenters and volunteers who are involved in programming will receive compliance training before contributing to live output. This ensures that everyone taking part in the service understands the basic requirements of the Ofcom Broadcasting Code and how to apply them in practice.

- 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.

All Radio New Springs presenters, volunteers and guests will be given guidance on the Ofcom Broadcasting Code and the standards expected for live broadcasting. We will comply with all relevant broadcasting laws and regulations.

Before going on air, presenters and guests will be reminded of the need to keep content suitable for a community audience. If inappropriate material is introduced, presenters will act quickly to stop it and, if necessary, issue a clarification or apology.

Through clear guidance, preparation and swift action where required, Radio New Springs will ensure its live output remains compliant at all times.

- b) Set out in detail below how the applicant intends to ensure that pre-recorded material will comply with Ofcom's codes and rules. Pre-recorded content could include, for example, material obtained from, or streamed from, third party sources as well as content produced by the licensee.

Radio New Springs will use the PlayoutONE system to manage scheduling and broadcast output. PlayoutONE automatically logs all programmes and music played, and it will be configured to record and store a full audio log of output.

These recordings will be securely kept for a minimum of 42 days, in line with Ofcom requirements. If requested, recordings can be retrieved quickly and supplied to Ofcom for review.

By using PlayoutONE's built-in logging functions, supported by manual checks, Radio New Springs will ensure all broadcast material is properly recorded and available for compliance purposes.

- 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.

Radio New Springs will ensure its on-air character of service is delivered in line with the Key Commitments.

a) **Monitoring delivery** We will review output regularly to check that it continues to reflect our commitments, including serving the Loughborough community with uplifting, inclusive and faith-informed content.

b) **Responsibility** The Station Manager will be responsible for monitoring delivery, with oversight from the board.

c) **Frequency Reviews** will take place on an ongoing basis, with formal checks carried out quarterly.

d) **Publishing information** A summary of how the service is delivering against its Key Commitments will be prepared annually and shared with stakeholders.

e) **Public access.**

This summary will be presented at the Annual General Meeting (AGM). By combining regular monitoring, clear responsibility, and transparent reporting, Radio New Springs will ensure ongoing delivery and accountability for its on-air character of service.

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.

Radio New Springs will ensure that its off-air social gain activities are delivered in line with the Key Commitments.

- a) Monitoring delivery Activities such as training, volunteering and community involvement will be reviewed to check they are being provided as planned.
- b) Responsibility The Station Manager, with support from the board, will be responsible for this.
- c) Frequency Monitoring will take place throughout the year, with formal reviews carried out regularly.
- d) Publishing information A short summary will be prepared each year.
- e) Public access

This summary will be shared at the Annual General Meeting (AGM). Through regular review and open reporting, Radio New Springs will ensure that its social gain activities continue to benefit the Loughborough community.

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

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:

REV PHIL WEAVER (CEO)

Date of application:

11.06.26

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](#).