

# 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):

Chippenham Radio

Proposed service name:

Chippenham Radio

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

Chippenham & Malmesbury

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

Chippenham Community Hospital, Rowden Hill, Chippenham, SN15 2AJ

# Contents

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## Section

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

# 1. Overview

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

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

If you encounter any issues using these forms, please contact [broadcast.licensing@ofcom.org.uk](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 ap-

plying 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):

Chippenham Radio

2.2 Company registration number stated on Companies House:

Registered Charity No: 1200746

2.3 For UK registered companies, the address of the applicant's registered office stated on Companies House.

2.4 For non-UK registered companies, the principal office address:

N/A

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	Simon Hyde
Job title	Station Manager
Address	Chippenham Community Hospital Rowden Hill Chippenham SN15 2AJ
Telephone	01249 456419
Mobile	07734 592389
Email	Simon.hyde20@yahoo.co.uk

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

[www.chippenhamradio.com](http://www.chippenhamradio.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.

The station will be financed through fundraising, grant funding from local and national organisations, sponsorship, and donations. As a DAB broadcaster we would also look at on-air advertising as a revenue stream.

## 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
Simon Hyde	Chippenham Community Hospital, Rowden Hill, Chippenham, SN15 2AJ	UK	N/A	Human Resources Advisor
Chris Reeve	Chippenham Community Hospital, Rowden Hill, Chippenham, SN15 2AJ	UK	N/A	IT Engineer
Linda Dubber	Chippenham Community Hospital, Rowden Hill, Chippenham, SN15 2AJ	UK	N/A	Retired

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.

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

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
N/A	

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

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

Full name of the entity	Address	Affiliates
N/A		

#### Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

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

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

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

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

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

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

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

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

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

### Involvement of the applicant in specified activities

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

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

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

**Details of applications, licences and sanctions**

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

Yes  No

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

Licence number	Name of multiplex

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?

Chippenham Radio

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

Chippenham & Malmesbury

- 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>

Chippenham Community Hospital  
Rowden Hill  
Chippenham  
SN15 2AJ

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

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

N/A

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

The target community is all adults in the service area of Chippenham and the surrounding villages including Corsham, Derry Hill and Kington St Michael.

Chippenham has a population of 36,548 with most residents aged between 15 and 64. The ethnicity of the town is made up of White (33,666), Black (342), Arab (46), Mixed/Multiple (749) and other (139) {2021 Census}.

Chippenham itself is an historic market town and one of the West Country's most vibrant towns.

It enjoys a reputation as a flourishing and thriving commercial and creative centre and has been accredited with the prestigious Purple Flag status since 2016. This is a national award for the safety and vibrancy of the night time economy.

Chippenham Radio, formerly known as Chippenham Hospital Radio, has been broadcasting in the town since 1984. With well-established studios in Chippenham, the station's vision is to continue delivering entertainment, news, and local information, while expanding its reach to a broader audience and evolving into a community station focused on health and wellbeing.

- 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.**

Chippenham Radio is a registered charity and will operate as a not-for-profit organisation. There will be no shareholders, no paid employees and we do not pay dividends.

We are a Charitable Incorporated Organisation (CIO), have no owners and no individual, company or other body can exert control over it. We operate solely for charitable purposes.

In line with the Charity Commissions requirements our Trustees are elected by members every 3 years and we ensure finances are acquired solely for operational costs of running the charity/radio station.

As Trustees we have it within our remit to co-opt others with specific skills as and when required, for example financial or legal services to ensure we have the best and most up to date knowledge, which ensures we can work in the best interest of the charity.

For many years, including our time as Chippenham Hospital Radio, we have successfully secured donations and funding to sustain our service. Moving forward, we will continue this approach, ensuring that all funds are used exclusively for the operational needs of the radio station, benefiting the community as a whole.

## 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.

Chippenham Radio will aim to provide a voice for our town and will do this by providing community engagement with individuals, local groups, charities and organisations to offer them a platform to highlight the work they do.

We already have strong working relationships with both local and county councils and have previously promoted and covered a range of local town events including Chippenham Pride, Chippenham River Festival, Remembrance Sunday and Christmas events. We also support our local Chippenham Hub, a local drop-in centre that offers help, advice and support for residents.

In addition, we work with our local Citizen's Advice Office, our Community Policing team and the mayor's office, all who have airtime to promote local initiatives and

provide access to a wider audience. These initiatives would continue as part of our service on SS-DAB.

With wellbeing being key to our provision we would seek to broadcast lifestyle and health advice to help residents make the best-informed choices for staying well.

We believe community radio stations can have a great impact on targeted community outcomes in the following ways:

- Boredom reduced by entertainment
- Source of local news, especially in times of crisis
- Providing companionship for older listeners
- Championing local arts and culture
- De-personalisation reduced by making one feel like an individual
- Health and wellbeing awareness increased by providing information and advice, leading to a greater uptake of practical measures to improve health

Chippenham is a town rich with history and heritage as well as a thriving art scene and we would look to highlight this to a wider audience.

In addition, we intend to provide other social gain benefits too, by providing meaningful volunteering opportunities for local people, to develop new skills or use existing ones to benefit others.

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

Chippenham Radio will invite interaction from listeners via text messages, email, and phone calls and by using our social media platforms.

We will have regular interviews with organisations, charities, and people of interest within the town and we will encourage listeners to interact with these and provide questions.

We will also look to promote local music and theatre as well as health and lifestyle information.

We will highlight various local news stories which impact the town and give people a platform to raise comments or concerns.

For anyone who wishes to comment about the service provided by Chippenham Radio, we will provide a means of feedback via our website and will respond to comments and complaints in a timely manner.

- 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.**

We intend to encourage local people to get involved by recruitment promotions which would include on-air content, social media and in person events within the town centre. We would look at press coverage and utilising the various local pages on social media to spread the word.

Training is provided by a formal professional broadcaster and all volunteers would be required to participate in a broadcasting course which has been designed to cover the technical components of a studio as well as radio production and broadcast law.

The course is designed for those with no experience and for those who have some knowledge and experience. Help is also provided for any individual with special training needs.

For those who do not wish to broadcast we offer opportunities to support in a number of other area's including fundraising, admin, IT, and marketing.

- 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.

With the strong links and involvement we have already established with key community organisations such as the local council, Chippenham's Community Hub, CAB, and Chippenham Community Policing, we will continue to work with these and others to better understand the needs of our community.

For example, we provide and will continue to do so, a platform for our local community police team to update us and residents of community engagement work they are undertaking and provide details about any policing initiatives that impact residents.

- 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.**

As a third sector organisation, Chippenham Radio proactively works with local organisations across our town to promote their work and to gain invaluable

expertise. We work with our local Citizens Advice Bureau who provide regular advice and information on such things as finance, benefits, homelessness, and debt.

## 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.**

Chippenham Radio, operating a charity, relies on our volunteer base and opportunities are given to all those who wish to support the operational running and management of the radio station.

Our service is inclusive and offers opportunities to broadcast, work with production, technical, fundraising, community liaison, finance and administration. Regular promotions of the service and volunteering opportunities are carried out within the community and online to encourage more people to develop new skills, whilst at the same time providing social opportunities.

There is also the opportunity to be part of the radio stations management team for volunteers with relevant skills or who are prepared to train up.

All volunteers are encouraged to contribute with input that they feel would enhance the operational running of the radio station and this can be done ad-hoc, in writing or at periodic volunteer members meetings.

Broadcasting on SS-DAB will enable us to reach a wider audience and encourage more people to participate in a community service that we believe can add real benefit to residents, groups, and businesses within the town.

## Accountability

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

We will actively invite residents to engage with us via our website, social media platforms, text messages, and our studio phone line. By fostering these connections, we aim to strengthen relationships within the community and shape

our content to reflect the interests and needs of our audience, ensuring it remains current and meaningful.

We plan to get out and about in the community as part of our local engagement and outside broadcasting. We would use these opportunities to receive feedback, comments, and suggestions.

Any ideas received for programme content or view about the service we provide would be considered by the station management team. More strategic proposals would be considered by our board of Trustees.

- 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.**

Contact with the station for anyone wishing to raise a suggestion or provide feedback would normally come via our website or email.

If someone wishes to raise a complaint, we have a formal complaints procedure in place and would adhere to this. This would involve the Station Manager dealing with this in the first instance and if further escalation is needed this would then be referred to the board of Trustees.

## Draft Key Commitments

Below is an example of the licence annex where the Key Commitments appear. Should a licence be awarded, the entries you provide below will form the Key Commitments section of your licence. Holders of a community radio analogue licence that is to be simulcast, or a corresponding service, are expected to provide key commitments that are in line with their existing service(s). As such, applicants may refer to the existing key commitments of the relevant simulcast or corresponding service(s) to ensure that the draft below is in line with those of the existing service(s).

Please provide entries where specified in **BOLD** below. The information you enter here should reflect your answers to Sections 3 and 4 of the Part A of your completed Application Form. This will form the basis of your Key Commitments alongside the mandatory text in italics. Do not amend the text in italics as every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.

### ANNEX TO LICENCE

LICENSED SERVICE NO                      tbc

Licensed Service	<b>Chippenham Radio</b>
Service Description	<p><b>Chippenham Radio</b> is a radio service intended to serve</p> <p>NOTE: The next 3 headings below are the components of the ‘character of service’.</p> <p>&lt;ENTER DESCRIPTION OF TARGET AUDIENCE&gt;</p> <p><b>Adults living within the Chippenham area</b></p> <p>&lt;ENTER A DESCRIPTION OF THE LOCALITY&gt;</p> <p><b>Chippenham Radio will predominantly serve the Town of Chippenham and surrounding villages including Corsham, Kington St Michael and Derry Hill.</b></p> <p>&lt;ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words&gt;</p> <p><b>Chippenham Radio will operate as a community radio station, providing a voice for our community which would include individuals, local organisations, groups, and other charities as well as local events. We would also act as a health and wellbeing station.</b></p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p>

	<ul style="list-style-type: none"> <li>• the facilitation of discussion and the expression of opinion,</li> <li>• the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</li> <li>• the better understanding of the particular community and the strengthening of links within it.</li> </ul> <p>Members of the target community shall contribute to the operation and 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	Daily, 24 hours
Multiplex	<b>Chippenham &amp; Malmesbury Small-Scale DAB Multiplex</b>

# 4. Compliance of the service

## About this section

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

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

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

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

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

Compliance training gained and executed as an ex-professional broadcaster on Commercial and BBC stations as well as over 20 years as Station Manager with Chippenham Hospital Radio/Chippenham Radio. Fully compliant with Ofcom's Broadcasting Code and BCAP.

- 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.

Practical compliance experience from over 30 years in broadcasting, both as a broadcaster and as Station Manager.

- 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 Station Manager is responsible for compliance and as per the job description for this role, is tasked with ensuring the Chippenham Radio adheres to all broadcasting regulations and legal requirements.

Responsible for compliance training of all broadcast volunteers.

Regular checks carried out on all outputs and broadcasts on-air and in addition any online streaming, to ensure compliance with the Ofcom Broadcasting Code and licence Key Commitments.

- 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 volunteers who wish to broadcast on Chippenham Radio are required to attend our broadcasting training course, which includes general compliance awareness.

In addition, we will undertake additional training as and when needed and provide links for all broadcast volunteers to the Broadcast Code and BCAP Code. We will also circulate Ofcom's Broadcast Bulletins to all on-air presenters and producers.

Updates and refresher information will be also be communicated at team meetings.

- 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, training is mandatory for all volunteers.

- 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.

Broadcasters will be required to complete compliance training and refresher training to ensure we can meet the licence requirements. Regular reminders will be provided via team meetings and internal comms.

Broadcasters will be required to ensure guests are briefed on compliance prior to being permitted to speak on-air.

For broadcasters using pre-recorded material they will be asked to check any content before airing to ensure compliance. Pre-recorded programmes and programme makers will be vetted to ensure all compliance is being met before broadcast.

- 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.

For broadcasters using pre-recorded material or third-party programme sources of programme content, they will be asked to carry out checks to ensure the content they are providing is compliant. Spot checks will be carried out on content to ensure compliance is being adhered to and any concerns raised with the programme maker.

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.

- a) Monitoring of the character of the service will be via the output 'on-air' and referring to Listen Again anytime, plus the 42-day logger as required by the Ofcom licence.
- b) The Station Manager and Head of Technical & Broadcast Services will share this monitoring task.
- c) Sample output will be monitored weekly, particularly programmes that are speech heavy.
- d) Information will be published on the Chippenham Radio website on a designated page.
- e) As stated above

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

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

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

- a) Feedback surveys will be carried out periodically.
- b) Volunteers will be asked to oversee this.
- c) This will be monitored periodically to ensure we are achieving our social gain goals as set out in the Key Commitments.
- d) Our Social Gain Activities will be publicly available on the Chippenham Radio website.
- e) As above

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

English

4.8 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 broadcasters are fluent in English.

# 5. Declaration

## About this section

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

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

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

The declaration must also be dated.

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

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

SIMON HYDE

**Date of application:**

9<sup>th</sup> December, 2025

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](#).**