
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):

Edinburgh & North Edinburgh Community Interest Company

Proposed service name:

Edinburgh's Mix1 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)

Edinburgh DAB Ltd, Third Floor, 3, Hill Street, Edinburgh EH2 3JP
David (Niocast), 07720 097370, david@niocast.com

Public contact details (i.e. Contact name and/or company name, company address, telephone number(s) and email): Sam Hinks/Mix1 Radio, 29-35b Hamilton Place, Edinburgh EH3 5BA | 0131 618 1119 | edinburgh@mix1.radio

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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

- 1.1 You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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).
- 1.6 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

- 1.7 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.
- 1.8 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

- 1.9 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.
- 1.10 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).
- 1.11 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.
- 1.12 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

- 1.13 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

- 1.14 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.
- 1.15 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):

Edinburgh & North Edinburgh Community Interest Company

2.2 Company registration number stated on Companies House:

SC723654

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 (delete as appropriate)

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	Samuel Andrew Hinks
Job title	Director
Address	29-35b Hamilton Place, Stockbridge Edinburgh EH3 5BA
Telephone	0131 618 1119
Mobile phone	07905 242361
Email	sam@mix1.radio

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

Mix1radio.co.uk

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

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

Mix1 Radio is currently utilising a basement studio without cost as it is owned by and used by the main director's design/marketing/audio/video company. Whilst funding will be sought from local government (and other potential funding streams), this is not crucial to the running of the station. Equipment and premises are at the disposal of the radio station without time limit.

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
Samuel Andrew Hinks	29-35b Hamilton Place, Edinburgh EH3 5BA	UK	Director design consultancy	Self-employed musician
Louise Hinks	29-35b Hamilton Place, Edinburgh EH3 5BA	UK	Secretary	Office Manager, Wealth management Company
Lauren Morrison	29-35b Hamilton Place, Edinburgh EH3 5BA	UK		Manager, The Scottish Salmon Company
Joanne Blades	29-35b Hamilton Place, Edinburgh EH3 5BA	UK		Primary School Teacher

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

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

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
Samuel Andrew Hinks				> 50% but less than 75%
Comments				
% of voting rights as held at Companies House. Private company limited by guarantee.				

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 entity	Address	Affiliates
N/A		

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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
Samuel Andrew Hinks	MacDonaldHinks Ltd	

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 or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority	No	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	

A body whose objects are wholly or mainly of a religious nature; ²	No	
An individual who is an officer of a body falling within (b) or (c);	No	
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	
An advertising agency or an associate of an advertising agency	No	

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?

No (delete as appropriate).

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?

No (delete as appropriate).

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

Licence number	Name of service or multiplex

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.

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

No (delete as appropriate).

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?

No (delete as appropriate).

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

Licence number	Name of service or multiplex
No	

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

No (delete as appropriate).

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)?

No (delete as appropriate).

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?

No (delete as appropriate).

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?

No (delete as appropriate).

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?

No (delete as appropriate).

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 simulcast 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?

Edinburgh's Mix1 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.

Edinburgh DAB

3.3 Where is your proposed studio located? Please note that this must be located within the coverage area of the small-scale radio multiplex service identified in answer to 5.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).³

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.

The studio is located in Stockbridge, Edinburgh.

- 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 whole communities, both old and young, across the education spectrum of Stockbridge and North Edinburgh are the main target communities for the station. This also encompasses: Comely Bank, Dean Village, Edinburgh's West End and Leith. All will benefit from a professional studio in place to be utilised by the great variety of local residents, schools and businesses alike.

Stockbridge is one of the oldest communities in Edinburgh, very individual and has quite a bohemian vibe. The area is rich in history with a plethora of schools (both merchant and council run). It is an area that supports itself without the need for nationwide, franchised businesses. There is an abundance of sports clubs and support bodies in the area/ city which will be featured and publicised as much as possible by the station.

- 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.**

The station is registered as a Community Interest Company and as such a not-for-profit entity; all profit made from activities must be reinvested in the company. The directors will hold quarterly meetings to ensure this is the case. Our accountants will add their educated perspective to make sure we are staying on mission and on track. We are fortunate to have involvement with local companies: social enterprise and charities from whom we will learn. Community Radio is a close nit community in the Lothians and we are fortunate to have close links to other charity status stations from whom we will seek advice when needed. Indeed on our body of local presenters there are trustees of other radio stations which is a great resource both in station set-up and also with any given issue that may arise in the future.

Social gain

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

We aim to improve the quality of life for the whole community by creating links, reducing isolation, and encouraging community. We will attempt to advance the education and develop opportunities for volunteers of all ages, by providing training in the making and presenting of radio programmes. This will hopefully improve their skills, confidence and education as well as providing an outlet for local talent to flourish.

Our evidence of this working is mainly held in the belief that this same programme has worked successfully for other stations – we have two trustees of other stations volunteering for us.

We have a working arrangement with local grass roots level rugby club Edinburgh Northern Rugby Football Club to publicise their services to the community, to work with them at their annual public events to aid communication of the opportunities that await any new member (team sports are excellent team and confidence building scenarios). We also have a new association, in principle with Edinburgh Rugby (the professional city club) to integrate their players new and established with the community with a greater and more consistent coverage than can be currently achieved by sporadic national television.

Also, we have an excellent working relationship with Edinburgh City Football Club, recently promoted to the first division in Scotland. Indeed, Edinburgh City fans, club officials and players have been taking part in our weekly show dedicated to the club, it's structure of teams and their performances.

We have recently established a partnership with 'Mind Be Kind', a social enterprise that aims to promote activities and initiatives that help people improve their well-being. We will be taking part in their activity festivals and will help promote their cause.

We intend to provide music lessons to the community shortly as well as a book club and a local Stockbridge Walking Tour (promotion of which has already begun).

North Edinburgh has several under privileged communities; we have established a link with nearby social Hubs to connect with these communities to offer use of the station facilities, training and promote their cause.

So, engagement has already started with large swathes of the community, and we believe the addition of DAB in the area will increase our potential reach and therefore ability to help improve the quality of life for many individuals.

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

We constantly encourage listeners to contact us on many of the social media channels, by telephone or by email. Expression of opinion is very important on local matters and to that end we have excellent relationships with local councillors from all political persuasions to help that debate along. We will be beginning several chat shows (very little or no music) to help talk around local social issues in the neighbourhood. We currently encourage individuals in positions of authority in any given field along for an interview at the station and intend promoting this further as much as possible. Expression of opinion is important, however we will manage the conversation and make sure there are no offensive points or comment made.

Our relationship with the local sports clubs, social enterprises, book clubs and charity organisations should help spread the word with regard to facilitating discussion.

- 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**.

Our studio exists within a complex of offices, one of which is a design studio (they also are involved with music, audio and video production). As such the basement office is always manned so access will be easy enough for anyone wishing to attend for a meeting, training or otherwise. There are several key members of the team capable of contributing to facilities training and there are several key holders to the studio that can allow individuals into the complex.

When traction of the community and presenters is greater, we will publish a specific schedule for training of equipment and Ofcom rules. Given the proximity of the studio to the directors, access will be relatively easy for meetings and suchlike.

We intend to have formal gatherings, especially of station presenters, to engage in team building and also to reinforce rules and regulations.

- 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.**

We intend to engage with many community groups (we have already started) to have discussions regarding issues that affect us all in north Edinburgh. We have associations with local news gathering services that will help highlight the most immediate of issues. Add to that our engagement with local councillors (of all political persuasions) and we should be able to grasp what's important to the local community and therefore provide discussion on important and relevant topics. This in turn will help us greatly in understanding the local community and their needs.

On-air discussion and blog/social media content will hopefully make the community aware of our presence and ability to engage with issues affecting all concerned.

- 3.11 Please summarise the relevant experience of the group or its members in activities related to the provision of social gain or other relevant non-broadcast areas (such as third sector, training or education). **Answer in fewer than 200 words.**

We have several qualified sports coaches within the stations members as well as drama/theatre trained individuals. Individually, members operate charitably on a pro-bono basis for emerging businesses to help them gain a foothold in their chosen, local market and individuals attempting to improve their quality of life via social enterprise companies.

We also have presenters who have been involved with primary school football and club volleyball coaching. Engagement is also given to senior schools for help with careers choices.

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.**

We will encourage uptake of the station's accessibility via local schools and organisations that have direct links to the individuals most likely interested and have ability to gain from becoming involved with the station. Through our involvement with many local clubs and organisations so far, interest to be involved has been on the up since launch in February of this year. We are currently seeking people to help with both management and on-air duties, and will continue to do so via our contacts in the city.

The various sports clubs, schools, Scouts, and charity organisations that have engaged so far, have provided an excellent hopper of individuals willing to be involved in some way, and further their knowledge of the radio industry. Indeed, we have a high school teacher involved with presenting, an excellent conduit to his particular audience.

Accountability

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

Our target community may contact us through known members of our station currently in place, via our website, social media accounts or by telephoning and visiting the studio. We regularly post on most social media platforms to seek new opinion and programme content.

We are currently reaching out to individuals in the community we feel are worthy for discussion. This is intended to promote integration and involvement.

We will be holding regular 'open' days to chat around the purposes of the station and facilities available for training and podcasting (even if not on-air).

- 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.**

Any suggestions or criticisms made are informally discussed initially and if need be we hold Zoom conference calls, and in person meetings to further the points made and progress the radio station.

Suggestions or criticisms can be communicated via our local-based presenters directly or by email/phone call. All suggestions or criticisms are carefully discussed to make sure we benefit from positive points and tweak anything required to address criticisms made. This would be done on a daily basis or if need be with the directors on a quarterly basis if need be.

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	Service Description	Transmission Schedule	Multiplex
<p>Edinburgh’s Mix1 Radio (the on-air name of the programme service as in question 3.1 of this application)</p>	<p>Edinburgh’s Mix1 Radio <i>is a radio service intended to serve</i></p> <p>NOTE: The next 3 headings below are the components of the ‘character of service’.</p> <p>The whole communities, both old and young across the education spectrum of Stockbridge and North Edinburgh are the main target communities for the station. This also encompasses: Comely Bank, Dean Village, Edinburgh’s West End and Leith. All will benefit from a professional studio in place to be utilised by the great variety of local residents, schools and businesses alike.</p>		<p>Edinburgh DAB (as per the licence advert): as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on</p>

	<p><i>in</i></p> <p>Stockbridge, which is one of the oldest communities in Edinburgh, very individual and has quite a bohemian vibe. The area is rich in history with a plethora of schools (both merchant and council run). It is an area that supports itself without the need for nationwide, franchised businesses. There is an abundance of sports clubs and support bodies in the area/ city which will be featured and publicised as much as possible by the station</p> <p><i>by</i></p> <p>We aim to advance citizenship and community development through the making of radio programmes, improving quality of life for the whole community; creating links, reducing isolation and encouraging community. We will advance the education and develop opportunities for volunteers of all ages and provide training in the making of programmes.</p> <p><i>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).</i></p> <p><i>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:</i></p> <ul style="list-style-type: none"> • <i>the facilitation of discussion and the expression of opinion,</i> • <i>the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person provid-</i> 		
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C-DSP licence: Application form (Part A)

	<p><i>ing the service, and</i></p> <ul style="list-style-type: none">• <i>the better understanding of the particular community and the strengthening of links within it.</i> <p><i>Members of the target community shall contribute to the operation and management of the service.</i></p> <p><i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i></p>		
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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 Phone-paid Services Authority Code of Practice

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 has taken place and will continue to do so over several weeks on: 31 May, 7 June and 14 June. Compliance training has been broken down into parts dealing with the Ofcom Broadcasting Code, BCAP Code and Services Authority Code of Practice on each day. Reference documents/downloads are kept on file within our admin documents, password protected on Dropbox for ease of availability for future training.

- 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 has been gained between February 2021 and May 2022 acting as a presenter and trustee of registered charity Cuillin FM (broadcasting as Radio Skye). The station manager makes herself available for discussion on any point with reference to the rules and regulations as mentioned.

- 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.

Director: Overall responsibility for compliance and training within the station. Proactive discussions and training will be given to all presenters (including those with previous experience at an Ofcom regulated FM station).

Director: To aid the main director's responsibility with support for compliance training, with particular attention to reference documents held on file and administration of acceptance with all station presenters and team. This person will liaise regularly to make sure compliance understanding is in place and notify the main director when guidance is needed.

- 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.

Compliance training (although a great deal in place already) will be given to all staff prior to any DAB broadcasting of our station's feed.

Initially small groups of staff will be given overall guidance of the relevant rules and procedures; thereafter, individual training and discussion will take place to ensure an understanding of what is expected. Reference materials will always be available for download should they be requested.

Monthly, relevant discussion will take place with all staff to make sure we're all up to date with broadcasting rules and regulations.

- 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.

The training will be mandatory for all radio station staff. We believe it is in all our interest to be made aware of all codes, regulations and procedures necessary to operate a regulated station.

- 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 music on the stations database intended for broadcast will be checked to make sure it is broadcast compliant. A great deal of this has taken place already, however it will continue whilst music is moved from storage drives to the main database of music categories. As new music purchased/obtained and prior uploaded onto our system. Each track will be listened to and checked for compliance (making sure all songs are 'clean' versions).

Discussion will take place with senior members of staff on station material for broadcast. As then passage of time brings to the fore any individual artists up to date behaviour and beliefs that have changed from their previously 'clean' image we will take into consideration whether or not that artist remains appropriate for airplay. R Kelly's material, for example, (Kelly has actually been convicted of the crimes he was accused of) has been deleted from our database of songs.

Anyone attending the station for programme broadcast will have guidance outlined to them, including interviewees, presenters and production staff. Senior members of staff will discuss on a regular basis any item of concern they believe could bring about a contravention of codes and regulations.

At any given time at least two members of the station staff are listening to the live programme output. On the occasion that programme content is dubious during a live broadcast, the parties responsible will be reprimanded/instructed of concern immediately with instruction on what they have allowed incorrectly, and most likely they will be taken off-air immediately. Our station feed/signal can be temporarily switched over to a back-up file of music and station idents while programming is sorted in that instance. Depending on the seriousness of the 'offence' the responsible party/parties will be taken off-air for a number of days, weeks or altogether if need be.

- 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.

Any pre-recorded material to be used on the station will be subject to the same scrutiny as material used on live broadcasts. All third parties or station staff supplying pre-recorded material will be instructed of the codes and regulations, and have to sign an agreement saying they will abide by them. Any deviation from the said broadcast codes and regulations will be dealt with swiftly.

Programme material from external parties will be quickly listened to prior to broadcast. Cue sheets will have to be supplied with track listings included to make sure we're broadcasting compliant music material.

Pre-recorded talk shows will be listened to in entirety prior to broadcast, to check for language used and opinion stated (to make sure nothing offensive is mentioned or inflammatory comment made, likely to cause offence).

- 4.7 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to what you will broadcast on the station, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

Weekly meetings are scheduled with all presenters and station staff. We also discuss daily, issues of compliance with regard to Key Commitments and make decisions on programme content being offered from third parties (including interviewees) or indeed internal programming content. Our presenters are used to decisions being made on suggested content and accepting of the main compliance team remarks and decisions.

- 4.8 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to the station's off-air social gain activities, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

Direction is given for all social media content and any other appearance, interview (be it online or in-person) or attendance representing the station. Discussion is had prior to any of the aforementioned taking place and after the event. If any recorded material or reference document is to be used that is then checked.

Any live broadcast event the station takes part in, where we are not the organisers, is researched to make sure it will be compliant with our Key Commitments and broadcast codes and regulations.

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.

Four compliance team members 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 bod-

ies 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:

SAMUEL ANDREW HINKS

Date of application:

WEDNESDAY 16 NOVEMBER 2022

I am authorised to make this application in my capacity as;
company director

You also need to complete the confidential section (Part B) of the application form