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):

Keynsham Town Community Radio (KTCR)

Proposed service name:

KTCRFM

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 <u>currently being advertised</u> by Ofcom as shown in the multiplex licence advertisement)

East Bristol, Mangotsfield and Keynsham

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

Richard Davison, Company Secretary,
KTCRFM, Flat 2, 24 Bristol Road, Keynsham, Bristol, BS31 2BQ.
Email: ktcrfm@gmail.com

Contents

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):

Keynsham Town Community Radio (KTCR)

2.2   Company registration number stated on Companies House:

10876873

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:

Flat 2 24 Bristol Road, Keynsham, Bristol, United Kingdom, BS31 2BQ

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

Yes / ~~No~~ (delete as appropriate)

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

2.5   Contact details of the individual duly authorised by the applicant for the purposes of mak-
ing 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	Richard Philip Davison
Job title	Company Secretary
Address	Flat 2, 24 Bristol Road, Keynsham, Bristol, BS31 2BQ.
Telephone	
Mobile phone	07962 319067
Email	ktcrfm@gmail.com

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

www.ktcrfm.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 polit-
ical organisation or a religious body, you must set out the nature of that organisation here.

> KTCRfm has been, and continues to be, funded by grant applications and income from advertisements. Since February 2019 we have been successful in receiving grants totalling £33,900.

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
Michael Joseph Corrigan	Flat 2, 24 Bristol Road, Keynsham, Bristol, BS31 2BQ.	UK	N/A	N/A
Stephen Richard Rodgers	Flat 2, 24 Bristol Road, Keynsham, Bristol, BS31 2BQ.	UK		Newspaper Editor
Philip Gibbons	Flat 2, 24 Bristol Road, Keynsham, Bristol, BS31 2BQ.	UK		Communications Officer

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
N/A				

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

Comments
We have no reason to suspect the existence of any beneficial owners.

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		

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 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	

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

Details of applications, licences and sanctions

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

Yes / ~~No~~ (delete as appropriate).

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

Licence number	Name of multiplex
CR102150	FM service Keynsham Town Community Radio (KTCRfm)

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

~~Yes~~ / No (delete as appropriate).

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~~ (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
		KTCRfm Director Phil Gibbons: Previously director of Bristol Community FM (BCFM). Various local radio stations but never a station licence holder

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

Yes / ~~No~~ (delete as appropriate).

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

Licence number	Name of service or multiplex
CR102150	Our current Community Radio FM Licence (KTCRfm)

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 (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)?

~~Yes~~ / 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?

~~Yes~~ / 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?

~~Yes~~ **/ 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?

~~Yes~~ **/ 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 subse-

quently 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?

> KTCRFM

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.

> East Bristol, Mangotsfield and Keynsham

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]

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[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.

1 The Park, Keynsham, Bristol BS31 2BL

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.

Keynsham Town Community Radio (KTCR) CR102150

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**.

Keynsham Town and its immediate surrounding area covering a section of Bath and North East Somerset and South Gloucestershire as per our current FM broadcast area.

KTCR seeks to serve the community of Keynsham and the immediate area. Currently this is a population of 16,000 in the immediate vicinity, rising to 20,000 within the next five years. Alternatively, The Keynsham hinterland 3-4 mile radius (southward and within the B&NES authority) of has a current population of 26,000 and this will rise accordingly rise to a total of 30,000 within the next five years, and, equally so for our coverage in South Gloucestershire.

The 2011 Census showed the population of Bath & North-East Somerset, ethnically, to be 90% White British and 10% other ethnicities – mostly "non-UK white".
All the wards in the Keynsham Area have higher proportions of people aged 65 years and over than the B&NES (18.08%) and England and Wales (16.45%) averages. With the highest proportions being in Keynsham East (25.09%), and Keynsham South (24.48%).
There are pockets of deprivation in the area, particularly in Keynsham North and South Wards and Publow and Whitchurch. The growth in the population coupled with a rising ageing population and pockets of deprivation will place increasing pressures in the future on public services. Three wards fall within the most deprived 50% nationally.

The population of the Keynsham area continues to have a distinct identity, despite the area's proximity to Bristol and Bath, and current developments in town regeneration are actively seeking to enhance the local identity and heritage in terms of arts events and attractions to the town.

Development issues within the town are being led by fractions from both the more elderly population and the 20-30s group. The elderly contributions are frequently the most critical of poor planning, and the most positive of artistic and cultural development. The vocal younger groups of adults appear to mainly concerned about "green" and conservation issues.

At least four of KTCR's current directors and programme makers have direct links and involvement with the current town regeneration through business, local media and current Neighbourhood Development Plan involvement.

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 company is not for profit, and non-shareholding. It is owned, and controlled by the current "members" of KTCR which includes the current production team and directors taken from the original steering group and local supporters.
>
> The station has survived comfortably in its first three years in spite of the overwhelming Covid pandemic.   Support from national and local funders has been sufficient to make up for the lack of potential advertising income caused by covid lockdowns. We are now seeking to broaden our income strands as was originally intended at the outset, to maintain our current service plateau.
>
> Should we be fortunate enough to reach a "profit" status we are ready to invest in our service infrastructure to improve our radio facility and studios in line with our original intentions.   It is not likely that we will reach such an income level that will exceed our envisaged programme of development and improvement.

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.**

KTCRfm continues to engage with a local community as a priority.

KTCRfm will seek to galvanise the community at a time of serious local change and controversial expansion of the town. Keynsham is seeking regeneration as a cultural community and is following models of other notable town regenerations in the South West. Two of our current contributors are voluntary members on the town council's Neighbourhood Development Plan. KTCRfm programming is audibly at the heart of these developments. The town's regeneration seeks to develop Keynsham as a place with a distinctive identity and a place to visit. The station aims to be part of this movement and is appreciated as such.

Keynsham currently has two free newspapers – one a weekly that covers a much wider area than Keynsham, but similar to KTCRfm's broadcast area, and the other a monthly, serving Keynsham and Saltford.

KTCRfm has very good working relations with both, and the editor of the weekly is particularly supportive of the community radio, has appeared on shows and offered help in various ways.

Local community radio in the Keynsham area has the potential to be a dynamic vehicle for discussion and opinion on local issues. The current weekly shows that deal with local news and issues have a good record of covering controversial issues, such as the debate over Keynsham Leisure Centre, where campaign leaders were quick to engage KTCRfm's the station in their quest for debate and publicity. The result of this was a U-turn by the local authority (B&NES) and a rebuild rather than a demolition.

Community Groups:

Local community groups have been quick to make use of KTCRfm for publicising their activity and, of course, their fund rising initiatives. Some local groups have become almost regular contributors to the station including Mencap and The Keynsham Wombles anti-litter campaigns.

Local Business:

The station embraces the Keynsham business community, with new businesses being welcomed to the town and interviewed on the radio. One of the characteristics of town regeneration is the presence of small independent shops and businesses in the town. Our Company Secretary has become part of the local independent businesses network.

Special Needs:

KTCRfm has supported and championed local organisations who exist to serve a wide range of special needs, including the area MENCAP and a parent's support group for autistic young people called Butterflies Haven. We Are currently on the verge of commencing a partnership with Mencap that will involve training and programme making with young people with a range of disabilities.

From all the local and community groups currently involved with the station we are beginning to identify potential programme makers to add to our locally produced quota.

One particularly pertinent relationship is that between KTCRrfm and the Keynsham and Saltford District Talking Newspaper (for the blind).   KTCRfm has worked with them on a number of occasions over the last two years and some material has been mutually shared. One of their technical volunteers has become one of the directors of KTCRfm.

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

We would already claim a good record of community involvement and participation as evidenced in Q3.7 It is good to know that there is a large public support for the local radio station.

A wide range of community groups use the radio to promote their purpose and to discuss their issues, on almost a weekly basis, and, our operation will give continued opportunity for this. There are some community groups who have already expressed real interest in producing their own content and programmes. At the time of writing a project to give the one local support their own radio show is taking form and training beginning.

Currently all community groups who make some use of the radio facility are invited to return and encouraged to think of the service as free tool for them.

The station has a good record of local council and community leaders being interviewed or coming into the studio to participate in other ways – including the Mayor of the West Of England etc..

Equally effective has been our use of our Spoken Word show to give local writers and artists a voice on a weekly basis. We also broadcast the Bristol LGBT weekly show.

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**.

Often the only reason that some community members are reluctant to use the radio is that they feel they don't have a spokesperson with a good voice. But we maintain an open invitation to all and an open door. We work weekly to make speech on the local radio totally natural, and we interview people in an informal way that encourages their spontaneity and good humour. But we are pleased at how many do take advantage to be a voice on the radio.

But we have to maintain our key commitments and are always looking for people to be more fully involved in making programmes and/or learning the technical skills to produce for others. Several our weekly shows are made in this way.

On one occasion the local employment benefit office asked a client what his interests were and when he said music they sent him to KTCRfm. He is currently on his 124th weekly radio show developing skills that were totally alien to him before.

We take young people from one local school as part of the Duke of Edinburgh Award community work – all four (in three years) so far have stayed with us well beyond their allotted 6 months and regularly contributed to both programmes and programme – the current KTCR Hour is frequently engineered by a 15 year old school student.

In pioneering local history we have engaged many elderly members of the community. Recently four eighty year old gentlemen asked if they could make a show about National Service (in Keynsham) in the 1950s – and they did so with no help other than the programme engineering.

Similarly, we run a weekly *Desert Island Discs" type show and invite members of the community to come and share their life stories – Town Councillors, local businesspeople, community group people have all taken advantage of this popular and engaging show.

And from this interaction with local people, we aim to recruit people to join the station and take advantage of the facilities.   Our aim is to recruit new managers etc in this way.

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**.

Many of the KTCRfm scheduled programmes are timed after consultation with the programme makers and their audience – it has been this way since the beginning of our broadcasting and it's about knowing when expected listeners would want to hear programmes aimed at them. So a certain amount of listener knowledge has derived from our volunteers. Since we can point to a number of programmes that have been made as a direct response to listener suggestions.

Most recently a programme featuring the memories of four 80 year old residents about their experience of National Service in the 1950s. Previously there have been whole pro-grammes relating to local famous people, key events of local history and a day by day real-time coverage of the Monmouth Rebellion in the 17th Century! These all came from local suggestions and were contributed to by local people. KTCRfm provides the platform. These are not everyday occurrences, but they are response to audience ideas. KTCRfm has never taken any stance about what listeners need and the station has sought to include as many items of perceived local interest as possible. We want the station to feel local and be the voice of the local communities.

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**.

Between them the KTCRfm directors hold professional experience in journalism, communication, education and working with particular and a wide range community groups . This experience also extends to a wide range of different age groups. All of the directors have been heavily involved in aspects of their own and the KTCRfm communities

Members of and contributors to the station have experience in local government various specific community groups and interest groups that often reflect in there their contributions to the service. Many bring professional qualifications to the service and some have previous and specific experience in skills in radio and related communication systems.

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**.

> KTCRfm currently offers an "open door" to anyone showing interest and wishing to become involved. We offer training to individuals on a one to one basis, where possible, and have assisted people to make their own radio shows.
>
> Once people became aware of our operation local residents who already have radio experience came forward and were welcomed with the result that over thirty people are now involved weekly in making radio programmes. Their age range is as wide as 15 – 80+ , eight of those producing and presenting are female and two are of non-white origin (in an area which is 90% white). We are lucky to have the people support that we enjoy and continually broadcast invitations to participate.
>
> Of our three years of broadcasting so far two have been during the covid pandemic. Meetings of "staff" have been curtailed and our premises has been closed to public access at lock-down times. But with our contributors devising a range of ways of making programmes offsite the KTCRfm community has grown in strength.
>
> The response to our social media that compliments our broadcasting has grown considerably over this time and regular online dialogues occur with the 28 day measured Facebook "reach" peaking at 20,000 and averaging at around 15,000 by the our third year.
>
> Now that the Covid period is over we are actively seeking to recruit more people who may be prepared to take some senior management roles with the station. While we are well endowed with voluntary contributors currently, we are very conscious of roles in the station management and responsibility. We have recently resumed Directors meetings in person, rather than Zoom, and will do likewise with our larger membership.

Accountability

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

KTCRfm currently has an open door to anyone: we have policies for safe-guarding and for equality and these are given to whoever might request them – including the town council when we apply for small grants for specific purposes.

At start up, before being incorporated KTCRfm was part of Keynsham's Community@67 organisation, and initially that was how people found us or made contact. A steering group for the initial project was set up between Comm@67 and Somer Valley FM, and annual reports were made to the AGM of Comm@67. The steering group still exists but is recently superseded by the KTCR directors, some of the same people, and the production team – with a relatively small change of people. The original project was also part of a joint SVfm and B&NES community team initiative, meaning that we still have B&NES officers who take an interest in progress, and who offered help from their small business support team recently. KTCRfm is embedded in the community in this way.

KTCRfm has an expansive and growing social media presence via FaceBook, and the local "Nextdoor" neighbourhood network and these encourage people.

KTCR's email addresses and studio premises are continually broadcast in shows where there are always efforts to encourage listeners to participate and/or contact us.
People wishing to be on the station generally contact us through our corporate email account, through our studio premises or by enquiring at Keynsham Town Council's office, which also serves as a community information point.

All broadcasting activity by KTCRfm is in accordance with the Ofcom Broadcasting Code.

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**.

Since starting FM broadcasts in 2019, no complaints have been received.

The new station played a key role of local communication during lockdown periods and agencies and organisations within our broadcast area were keen to use us in a way that might not happened in normal circumstances. We quickly became part of the local system and were welcomed.   So far most people have been encouraging and supportive, and pleased at what the radio has brought to the community, rather than critical of it..

Perhaps this is a honeymoon period that will falter and if so we have complaints procedures in place to guide us through any issues that may arise.

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
< Keynsham Town Community Radio (KTCRfm) (the on-air name of the programme service as in question 3.1 of this application)**>**	**Keynsham Town Community Radio (KTCRfm)** *is a radio service intended to serve* KTCRfm will broadcast to its area 24 hours a day, seven days a week. It will include programmes of local news and will cover local issues It will also broadcast programmes of specialist music interest. It will seek to broadcast as many of the above programmes as possible with local presenters who know the community. The station will seek to invite members of the community to participate and will offer training for those that require it. The service will be fully inclusive and		**East Bristol, Mangotsfield and Keynsham):** as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on**>**

will seek to support the community by taking the role of a free notice-board for al to use,

NOTE: The next 3 headings below are the components of the 'character of service'.

<ENTER DESCRIPTION OF TARGET AUDIENCE> *in*

The area of North East Somerset and South Gloucestershire centered on the current KTCRfm service broadcast from the town of Keynsham. This includes both urban and rural areas. See previous Answer to 3.5 for further details

<ENTER A DESCRIPTION OF THE LOCALITY> NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column**>** *("the target community")*

The area of Bath and North East Somerset and South Gloucestershire which makes the KTCRfm broadcast area is a mixture of urban and rural environments – with the large discrete town of Keynsham, and the suburban areas of East Bristol that for South Gloucestershire. A growing population now figures at around 50,000

<ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words**>**

Keynsham Town Community Radio (KTCRfm)

The service will seek to offer a cohesion to the area and serve to connect communities as well as being entertaining with local and

	appropriate content: this will include include local news, comment and information on local topics and issues. The service will be, where possible, exciting challenging and based on activities and peoples' interests in the area. The service will promote the arts and local arts in particular. The service will seek to promote the area in a positive way and pro-mote creative participation in the community and encourage visitors. The target community is that of all residents and members of the broadcast area. *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).* *The Licensed Service shall have the characteristics of a Community Digital Sound Pro-gramme Service as set out in the 2019 Order and, in so doing, shall achieve the fol-lowing objectives:* – *the facilitation of discussion and the expression of opinion,* • *the provision (whether by means of programmes included in the service or other-wise) of education or training to individuals not employed by the person provid-ing the service, and* • *the better understanding of the particular community and the strengthening of links within it.* •		

	Members of the target community shall contribute to the operation and management of the service.		
	The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.		

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).

> The founding group of KTCRfm was trained for programme making for Somer Valley FM's then manager Dom Chambers, who initiated the project in Keynsham in 2015. When it evolved that a Community Rdio FM licence would be applied for in 2018 Dom Chambers led the ensuing training in preparation for the new station. Dom trained members in radio conventions and legal protocol before the group incorporated and continued to review practice and advise through 2019.   The group involved included current officials named here, Mike Corrigan and Ric Davison and other initial programmes makers at the station. Members also attended CMA conferences in 2019 And learned more.
>
> When the station first aired in 2020 current Director Phil Gibbons led the training of the whole radio "staff" at a training day in Keynsham. Since them, and mainly during covid lockdowns Phil has been available to answer questions and advise on broadcasting practice by appropriate communication methods.

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 over-all responsibility for compliance of the service) has with respect to the relevant codes and rules.

> Two of the four current listed station officials have extensive professional career broadcasting and journalistic experience. Their experience covers considerable time periods.   The other two station officials who currently train new additions to the station have effectively been trained and advised by them, and Dom Chambers.

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 Directors generally: Supervising honouring of Key Commitments, adherence to company policies, and any received complaints relating to broadcast output.
>
> One Company Director responsible for overall training of broadcast standards and protocols to all members - including fellow directors - programme makers, contributors and volunteers.
>
> Radio and Studio Managers (two): ensuring that standards are kept and key commitments honoured on a day to day basis: including supervision of programme content and broadcasting standards, and, ensuring that the station takes appropriate action when called upon to do so by external events.

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

> From time to time the Director responsible will hold whole staff meetings to reiterate broadcasting standards and privileges.
>
> Where practicable the Director will meet new volunteers.
>
> The station managers will ensure that compliance to broadcasting standards is a priority for all new contributors to the station on a day to day basis.

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.

> Assume this should read "response to 4.4"
>
> The training is mandatory for all volunteers (all staff and volunteers) where practicable. During the two year Covid pandemic that coincided with the stations launch it was difficult to achieve, but all volunteers in place did attend a standards training meeting immediately before the first national lockdown.
>
> Those who joined in the following months were inducted by the station managers individually.
>
> All new volunteers currently meet with the station managers at least, and are briefed, before they gain approval and access to the station's premises and equipment.
>
> The station managers supervise new volunteers and mentor their programme making.
>
> All station programmes can be subject to examination before broadcast and new contributors programmes always are.
>
> In one instance where a group of volunteers produce a weekly programme on behalf of a local organisation the organisation itself checks the programmes before broadcast.

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).

4.7   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.

> This point is answered in 4.5
>
> No complaints about programme content have yet been received in the station's first three years.
>
> One complaint that referred to the station's social media content was received very early in the station's life. The then station steering group (that preceded the station directors) met immediately and the outcome was that a particular member was required to refrain from any posting on the station's social media without supervision and advanced permission.

4.8   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.

> This is partly answered in 4.4 above.
>
> Third party pre-recorded programmes are subject to the same conditions.
>
> However, all our third party, syndicated programmes come from neighbouring local radio stations and with full recommendations from the managers of those stations.
>
> We do not accept any third party pre-recorded programmes from people we do not know and who cannot be vouched for. We do not have the capacity ourselves to undertake the extra scrutiny that would be required.

4.9   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.

> We believe that our current system of adherence to broadcasting standards is working well. We are fortunate that we have a group of contributors who are all acquainted with standards and acceptable broadcast content.
>
> The managers and directors do listen to a significant amount of broadcast material – but obviously not every minute!
>
> Our system means that material is not broadcast until the managers have the confidence that it is and will remain acceptable.   Contributors have to gain the trust of the directors. The directors have much experience for the managers to refer any doubts to.
>
> As the station grows this task will become more demanding and it is important the work load of the two managers is alleviated by extra responsible bodies.
>
> This is currently a developmental priority of the directors.

4.10   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.

> Mention is made of an instance relating to this in 4.6 above.
>
> Social media monitoring is a serious issue nationally and currently only three people have access to the station's social media and all are managers or directors. Our social media is well established in the community, and is an important supplement to radio output. It is subject to similar safeguarding as programme material.
>
> The station is only three years old.   It has not yet, due to covid, taken many steps in social gain activities in the community. However the station has participated in two community events in that last four months with success.
>
> The station has a policy in place that outlines various aspects of public presentations and particularly about interactions with the public including children and vulnerable adults.
>
> In the highly unlikely event of members representing the station in public without the full involvement and presence of the directors and managers the policy should serve to safeguard all concerned. This however is not expected to occur.

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

English

4.12   For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules. **Please do not give names of individual members of staff.**

N/A

5. Declaration

> **About this section**
>
> This form must be submitted by the applicant named in response to question 2.2. An agent may not sign t**he 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 be-half of the applicant:

RICHARD PHILIP DAVISON

Date of application:

04/10/2022

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

Company secretary ~~/ company director / designated member~~ (in the case of a Limited Liability Part-nership)

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