

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):

BROADCASTING INITIATIVE NORTHERN DEVELOPMENT C.I.C.

Proposed service name:

Nova radio Northeast

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)

Tyneside Community Digital servicing Newcastle/Gateshead

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

Keith Lindo Keith@keith-cares.com
Neil Kipling. neilkipling@novaradio.co.uk
David Heath david@kingswood-ltd.com
All Directors of Broadcasting Initiative Northern Development

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1. Overview

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

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

If you encounter any issues using these forms, please contact broadcast.licensing@ofcom.org.uk.

The purpose of this form

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

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

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

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

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

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

Provision of information

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

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

Publication of information about applications and licensed services

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

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

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

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

Data protection

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

Keeping up to date with broadcasting matters

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

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

2. Applicant's details

About this section

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

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

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

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

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

BROADCASTING INITIATIVE NORTHERN DEVELOPMENT C.I.C.

2.2 Company registration number stated on Companies House:

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:

John Buddle Work Village
Buddle Road, Newcastle upon Tyne
NE4 8AW

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

Yes No

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

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

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

Full name	Keith Lindo
Job title	Director – Charity worker
Address	34 Telford Road Sunderland SR6 4HZ
Telephone	07477087535
Mobile	07477087535
Email	keith@keith-cares.com

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

www.novaradio.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.

1. Presenter Contributions: We will generate revenue through contributions from presenters, which will be utilised to support operational expenses.
2. Membership Fees/presenter contributions
3. Collaboration with the small-scale Newcastle Gateshead multiplex will help split the costs .
4. Director contributions. We have now set up a CIC which has 3 responsible Directors. In the event of any shortfall it is their responsibility to fund any gaps in finances.

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
Keith Lindo	34 Telford Road, Sunderland, SR3 4HZ	England		
Neil Kipling	97 Woodbine avenue, Wallsend, NE28 8HE	England		
David Heath	8 Dobson Close, Newcastle upon Tyne, NE4 7EA	England		

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

Full name of >5% participant (existing and pro-posed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
Keith Lindo				50<
Neil Kipling				50<
David Heath				50<

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

Comments

We are set up as a CIC and have equal voting rights and powers.

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

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

Full name of the entity	Address
N/A	

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

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

Full name of the entity	Address	Affiliates
N/A		

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
n/A		

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

of a limited liability partnership, or member of the governing body of an unincorporated association:

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

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

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

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

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

Details of applications, licences and sanctions

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

Yes No

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

Licence number	Name of multiplex

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

Yes No

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

Licence number	Name of service or multiplex
CDP104645BA/1	Granted to CBIT on the Newcastle/Gateshead multiplex

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

Yes No

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex
	CDP104645BA/1	Newcastel/Gateshead

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

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

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

Yes No

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

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

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

Yes No

If yes, please provide the following details:

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

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

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

Nova radio Northeast was previously granted an OFCOM licence. We have set up a new CIC company with the intention of developing the radio station alongside the previous licence holder Neil Kipling and a third director David Heath.

3. The proposed service

About this section

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

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

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

Your proposed service and target community

3.1 What is the proposed service name?

Nova Radio Northeast

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.

Tyneside community Digital which serves Newcastle/Gateshead

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

John Buddle Work Village
Buddle Road, Newcastle upon Tyne
NE4 8AW

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

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

N/A

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

Nova radio: Community engagement and empowerment in central Newcastle Upon Tyne.

Nova radio is dedicated to serving the residents of Newcastle upon Tyne with a particular focus on areas characterised by high levels of deprivation. Through the production and broadcast of community radio, the station aims to foster community learning, cohesion, regeneration, celebration, and empowerment. The station offers an accessible public platform for individuals and local community groups to voice their opinions and engage in meaningful discussions.

Broadcast Content:

The service encompasses a diverse range of programming, including:

Music: each week, Nova radio features a variety of musical genres, including popular music spanning the last six decades, world music and works by unsigned artists.

Speech: The stations speech output includes news, community updates, informative features and discussions or interviews on topics of local interest.

Operational Commitment: Nova radio is committed to providing original programming for a minimum of 10 hours each day

The station ensures that at least 13 hours of its content is locally produced each day.

The studio is strategically located within the licensed coverage area to enhance accessibility for the community.

Community benefits,

Nova radio is dedicated to delivering a variety of community benefits that align with the statutory social gain objectives. Through its programming the station achieves the following,

Facilitates discussions and encourages the expression of diverse opinions.

Provides educational and training opportunities for individuals not employed by the station

Enhances understanding of the local community and strengthens interpersonal connections within it.

Community members play an integral role in the operation and management of the service ensuring that Nova remains accountable to its target audience.

- 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 we have set up to run Nova is a CIC. All profit earned must be reinvested into Nova and to the benefit of its members.

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.

Through the work I have already done with Nova we now have a show dedicated to a local charity that work with learning disabled and autistic adults. This has given an opportunity to a marginalised group of people within the Newcastle community. Nova radio serves the residents of central Newcastle, particularly those in areas facing significant levels of deprivation. The station utilises community radio production and broadcasting as a means to foster community learning, cohesion, regeneration, celebration and empowerment. It offers an accessible platform for individuals and local community groups to voice their opinions and encourage meaningful discussions.

The broadcasting service includes, Music, The weekly programming features a diverse range of music, including popular tracks from the past six decades, world music and performances by unsigned artists.

Speech – The speech content encompasses a variety of formats including news, community updates, informal segments and discussions or interviews on topics relevant to the local community.

The station provide original content for a minimum of 10 hours per day.

Locally produced programming is available for at least 13 hours each day.

The studio is situated within the designated coverage area, ensuring that it remains connected to the community it serves.

Novar radio is committed to delivering a variety of community benefits-social gain objectives as mandated by statute-both on-air and off-air. Through these efforts, the station aims to achieve the following objectives:

Facilitation of discussions and the expression of diverse opinions.

Provision of education and training opportunities for individuals not employed by the service provider, whether through programming or other means.

Enhancement of understanding within the community and the strengthening of interpersonal connections.

Members of the target community play an active role in the operation and management of the station. Furthermore, Nova Radio has established mechanisms to ensure accountability to its target audience.

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

We are committed to conducting weekly interviews with local community members, mental health experts and artistic groups. Our dedicated team of volunteers will facilitate these interviews, utilising on-air appeals and our social media platforms to encourage participation from individuals who wish to voice their concerns and experiences regarding various issues and challenges within the community.

We will work with local charities and mental health groups so we have a wide range of subjects being discussed on a daily basis on the radio station

- 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.**

Nova radio has a demonstrated track record of successfully engaging new members of the public in radio presentation and production. Many individuals who have collaborated with us have begun their journeys with no prior experience in this field

To further expand our reach, we will launch a recruitment campaign both on-air and across our social media channels, inviting community members to participate in our initiatives. This campaign will be actively promoted on our social media platforms to maximise visibility.

For those interested in getting involved, our training coordinator will provide comprehensive support to new volunteers, equipping them with essential skills such as presentation techniques, recording, production, audio editing, interviewing, content creation, as well as an understanding of broadcast law and the Ofcom code. This structured training program ensures that all participants are well-prepared to contribute effectively to our community broadcasting efforts.

- 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.**

Our mission is to entertain, educate and inform. With many years of experience in both commercial and community broadcasting we are committed to working collectively with our community and stakeholders. Our approach focuses on bringing together individuals and organisations to raise awareness, form alliances, develop relationships and cultivate positive partnerships.

Our programming will be diverse and appeal to everyone that lives in the community of Newcastle.

- 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.**

Neil Kipling has worked with Nova radio and brings valuable experience to the venture. He has worked with Anxious minds, pride radio, radio Tyneside (health and wellbeing) and Spice FM. All have trained volunteers, worked with stakeholders to create new programmes or services and reached out to other organisations to work with their respective stations.

Keith Lindo has decades of business management and has presented on Nova radio for over 12 months. He has also 11 years' experience working in Mental health.

David heath has been a presenter for over a year on Nova radio and owns his own successful business. He has also worked and continues to work with local charities and will use these connections to hit the aims of the radio station.

There is also management team in place that has worked on community radio for decades between them and they bring valuable knowledge and experience of working on DAB and FM radio with them.

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.**
4. The proposed service is designed to actively engage with the community through an open-door policy that fosters inclusivity and collaboration. We are committed to partnering with local community groups and charitable organizations to connect with a diverse array of individuals and stakeholders.
- 5.
6. To facilitate participation, we will provide training sessions scheduled at convenient times for volunteers. Each new volunteer will be paired with a dedicated mentor who will guide them in their chosen area of expertise, whether it be presentation, production, fundraising, or other relevant fields. This mentorship program is aimed at enhancing the skills and confidence of our volunteers, ensuring they receive personalized support as they develop their capabilities.
- 7.
8. In addition, we will implement a comprehensive training matrix that addresses key competencies in presentation, production, and legal/compliance matters specific to radio broadcasting. This structured approach ensures that all participants receive high-quality training that adheres to industry standards and best practices. By investing in the professional development of our volunteers, we aim to cultivate a knowledgeable and skilled workforce that will contribute significantly to the success of our service and the betterment of our community.

The proposed service is designed to actively engage with the community through an open-door policy that fosters inclusivity and collaboration. We are committed to partnering with local community groups and charitable organisations to connect with a diverse array of individuals and stakeholders.

To facilitate participation, we will provide training sessions scheduled at convenient times for volunteers. Each new volunteer will be paired with a dedicated, production, fundraising or other relevant fields. This mentorship program is aimed at enhancing the skills and confidence of our volunteers, ensuring they receive personalised support as they develop their capabilities.

Accountability

- 8.1 How will members of your target community contact your service and influence its operation? **Answer in fewer than 300 words.**
9. We are committed to fostering a culture of continuous improvement and community engagement by actively seeking feedback on our programming through various channels, including social media and on-air discussions. To further enhance our responsiveness to community needs, we plan to establish a Community Advisory Board. This board will consist of

representatives from the community who will provide valuable insights and constructive feedback on the content and initiatives broadcast by our station.

We are committed to foster a community of continued improvement and community engagement by actively seeking feedback on our programming through various channels, including social media and on-air discussions. To further enhance our responsiveness to community needs we plan to establish a community advisory board. This board will consist of representatives from the community who will provide valuable insights and constructive feedback on the content and initiatives broadcast by our station.

In addition, we welcome collaboration and input from key stakeholders including health trusts, charities and other organisations across Newcastle which will facilitate networking opportunities and allow us to stay informed about best practices and emerging trends in the industry. Through these initiatives we seek to create a robust dialogue with our community, ensuring our programming is not only relevant but also impactful.

- 9.1 How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words.**

We actively encourage constructive criticism and feedback from our target community as we are committed to tailoring our output to best meet their needs. As previously mentioned, we intend to establish a community advisory board composed of community members. This board will convene regularly to provide insights and feedback on the programming by our station.

The directors will engage with the recommendations put forth by the board and will provide updates on the status of the suggestions made by the committee. While there may be instances where logistical and financial or other constraints limit our ability to fully implement the committee's recommendations we are dedicated to acting on their advice to the greatest extent possible. Our goal is to ensure that community input plays a pivotal role in shaping our programming and initiatives.

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	Nova Radio Northeast
Service Description	<p>Nova Radio Northeast is a radio service intended to serve the community of Newcastle and Gateshead.</p> <p>NOTE: The next 3 headings below are the components of the 'character of service'.</p> <p>Nova radio is dedicated to serving the residents of Newcastle upon Tyne with a particular focus on areas characterised by high levels of deprivation. Through the production and broadcast of community radio, the station aims to foster community learning, cohesion, regeneration, celebration, and empowerment.</p> <p>The station offers an accessible public platform for individuals and local community groups to voice their opinions and engage in meaningful discussions.</p> <p>The target community is all of the diverse residents of Newcastle and Gateshead.</p> <p>Our mission is to entertain, educate and inform. With many years of experience in both commercial and community broadcasting we are committed to working collectively with our community and stakeholders. Our approach focuses on bringing together individuals and organisations to raise awareness, form alliances, develop relationships and cultivate positive partnerships.</p> <p>Our programming will be diverse and appeal to everyone that lives in the community of Newcastle.</p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</p>

	<p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> • the facilitation of discussion and the expression of opinion, • the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and • the better understanding of the particular community and the strengthening of links within it. <p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>
Transmission Schedule	13 hours of local content and 10 hours minimum broadcasting daily
Multiplex	<p>Tyneside Community Digital serving Newcastle/Gateshead</p>

10. Compliance of the service

About this section

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

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

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

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

- 10.1 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).

Neil Kipling has attended Bauer organised training session 2016
He has a thorough understanding of the Ofcom code, the BCAP Code and the Phone Paid Services Authority Code of Practice. He has maintained the compliance for the past three years of FM community station Nova Radio North East

- 10.2 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.

Neil Kipling has worked on FM and DAB for nearly a decade and has all the relevant experience for Compliance.
Keith Lindo has worked on the station for over 12 months and 6 months as a manger overseeing all compliance keeping

- 10.3 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.

We have 6 volunteers in our compliance team,
3 of us maintain the operation elements of the station,
ensuring continuous broadcast,
updating news
music database.
Computer maintenance
Facilitate training needs
3 of us maintain the social media & communication elements:
Website
Facebook
Instagram
Twitter
Email traffic

- 10.4 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.

The directors of **BROADCASTING INITIATIVE NORTHERN DEVELOPMENT C.I.C.** have already trained presenters in compliance as they involved at station as they previously held FM Community Radio Licences.
Training sessions would be held to which all team members MUST attend. A presentation would set out the code and what is expected by the broadcaster of team members. A Training Matrix is used to gauge progress of training which team member to take away as well as signed declarations of understanding the rules & regulations, along with a commitment to uphold them. Continued sessions are set a regular basis as a refresher and to introduce new compliance information . Our compliance team will always be on hand on the premises or on the phone to advise if there are any urgent/last minute questions.

- 10.5 Will the training described in response to question 4.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

All members, volunteers and staff are required to complete all relevant training before they are allowed to interact with the station.

10.6 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 material being added to our database is screened to ensure it complies with the codes and rules at all times. This is maintained by four volunteers who screen any new music or other database loaded materials.

Pre-recorded material is only permitted to be aired by volunteers those who have been through the training processes and understand the codes & rules regarding content and broadcastability. They all sign declarations that they understand the rules and will periodically be asked to attend refresher meetings

- 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.

The Director of the Community Broadcast Initiative Tyneside has extensive experience in managing stations that have held Ofcom Community Radio Licenses for many years. The operational systems employed at these stations will be diligently implemented and consistently observed.

The Director, in conjunction with the compliance team, will oversee all aspects of the station's output. As previously noted, all team members will undergo comprehensive training and will continue to participate in ongoing compliance sessions. The compliance team will assess all interviews and features aired by the station, regardless of whether the programming is live or pre-recorded.

The Program Director will review all music for inappropriate language or other potentially concerning elements. Should any issues arise regarding program content, the Program Director will consult with external experts who possess extensive experience with the Ofcom Code.

In the event that a complaint is received concerning the content of any show, we will initiate an investigation by first reviewing our logging system, which retains 6 to 12 months of recorded material for such purposes. After assessing the content of the show in question, if any material is determined to be in breach of the Ofcom

Broadcasting Code (effective for all programs broadcast after 23:00 on December 31, 2020), we will issue a formal apology to the individual who raised the complaint, along with assurances that the material has been removed from our system and that appropriate disciplinary actions have been taken.

As we remove any offensive material from our database, we will also investigate how it was permitted onto the database in the first instance. We maintain a procedure requiring that all new material be screened prior to being added. If this procedure has not been followed and a presenter is found to have added material without proper screening, we will address the issue with the presenter to clarify the correct process. For serious infractions, we will issue a formal warning and closely monitor the output of their show for the following month to ensure compliance. Any subsequent violations may lead to the presenter's removal from the schedule.

Complaints may not be limited to instances of offensive tracks played; they may also pertain to presenters expressing opinions that are deemed racist, sexist, homophobic, or inflammatory in relation to sensitive topics as outlined in the Code. All presenters undergo an initial training program designed to inform them about equipment usage, appropriate conduct, and an understanding of sensitive topics. If a presenter fails to maintain the required standard of appropriateness following this training, we will take the necessary steps to remove them from the schedule.

- 10.7 Please set out how you will ensure the ongoing delivery/compliance of the **on-air** character of service as set out in the Key Commitments. This should be focused on the content you will broadcast on the station.

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

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

All material being added to our database is screened to ensure it complies with the codes and rules at all times. This is maintained by four volunteers who screen any new music or other database loaded materials.

Pre-recorded material is only permitted to be aired by volunteers those who have been through the training processes and understand the codes & rules regarding content and broadcastability. They all sign declarations that they understand the rules and will periodically be asked to attend refresher meetings

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

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

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

To ensure the ongoing delivery and compliance of the off-air social gain activities as outlined in our Key Commitments, we have established a comprehensive monitoring and reporting framework that includes the following components:

a) **Monitoring Off-Air Social Gain Activities:**

We will implement a structured evaluation process to monitor off-air social gain activities. This will involve regular assessments of each activity against our Key Commitments, including participant feedback, community impact evaluations, and engagement metrics. We will also utilise surveys and focus groups to gather qualitative data from participants and community members regarding the effectiveness and relevance of our initiatives.

b) **Responsible Parties for Monitoring:**

The responsibility for monitoring off-air social gain activities will lie with the Community Engagement Coordinator, who will work closely with the Program Director and the Compliance Team. This dedicated team will ensure that all activities are aligned with our objectives and that they meet the expectations set forth in our Key Commitments.

c) **Frequency of Monitoring:**

Monitoring will occur on a quarterly basis, allowing us to evaluate the effectiveness of our initiatives and make any necessary adjustments in a timely manner. In addition to quarterly reviews, ongoing informal assessments will take place after each event or activity to capture immediate feedback and address any issues as they arise.

d) Publication of Information:

All monitoring results and evaluations will be compiled into a comprehensive report after each quarterly review. This report will summarise the activities conducted, the outcomes achieved, and any recommendations for future initiatives. We will also highlight success stories and community impact to showcase our commitment to social gain.

e) Public Availability of Information:

The quarterly reports will be published on our official website and shared through our social media channels to ensure transparency and accessibility. We will also distribute the reports to local community organisations and stakeholders to foster collaborative relationships and encourage community involvement. Additionally, we will host community meetings to discuss the findings and gather further input from our audience.

By implementing this structured approach, Nova Radio Northeast aims to ensure the effective delivery of our off-air social gain activities, maintain compliance with our Key Commitments, and foster meaningful engagement with our community.

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

English

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

All

11. 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.

- 11.1 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.
- 11.2 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.
- 11.3 I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

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

Keith Lindo

Date of application:

14/05/2025

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

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

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