
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):

Commedia Sheffield

Proposed service name:

Sheffield Live!

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)

Sheffield and Rotherham

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

Commedia Sheffield

Address: 15 Paternoster Row, Sheffield S1 2BX

Tel: 0114 2814082

Email: info@sheffieldlive.org

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1. Overview

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

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

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

The purpose of this form

- 1.1 You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.
- 1.2 A digital sound programme service intended for broadcast by means of a local or small-scale radio multiplex service requires either a C-DSP licence or a local DSP licence. Ofcom’s published guidance notes set out some of the key issues that potential applicants need to consider in deciding which type of licence is suitable for them. In summary, C-DSP services are not run for financial gain and are required to provide social gain. C-DSP licences therefore include strict conditions to ensure that happens, and provide less flexibility than a local DSP licence. However, they do provide access to capacity that small-scale radio multiplex service providers are required to reserve solely for C-DSP services.
- 1.3 A C-DSP licence will be required even if the same programme service is also provided on any other platforms (e.g. FM, satellite), as separate licences are required for those.
- 1.4 As noted above, small-scale radio multiplex services will have reserved capacity for C-DSP services. Issue of a C-DSP licence does not, however, guarantee carriage on a small-scale (or local) radio multiplex service. That is a matter for agreement between the C-DSP licensee and the multiplex service provider, and there may be more C-DSP licences issued in a locality than there are reserved slots on the small-scale radio multiplex service. Note that a C-DSP service does not necessarily have to broadcast using reserved capacity. It can use unreserved capacity on a small-scale radio multiplex service or capacity on a local radio multiplex service, again subject to agreement with the multiplex service provider.
- 1.5 An application for a C-DSP licence will be accepted only once Ofcom has advertised the licence for the small-scale radio multiplex service upon which the proposed C-DSP service is intended to be provided. There is no closing-date by which an application for a C-DSP licence must be submitted (i.e. it can be submitted at any time after the licence for the relevant small-scale radio multiplex licence has been advertised).
- 1.6 You can find further information about how to determine if a service requires a C-DSP licence in Section 2 of the [guidance notes for applicants and licensees](#).

Provision of information

- 1.7 Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body applying for a licence are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.
- 1.8 It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

Publication of information about applications and licensed services

- 1.9 Information provided in **Part A** of the application form will typically be published by Ofcom in our Monthly Radio Update publication the month following the submission of your application. This may take longer if the application is received late in the month. Information provided in **Part B** will not be published.
- 1.10 In submitting this application you agree that, should a licence be granted, Ofcom may publish contact details for the licensee (specified in Section 2 of Part B of the application form), which may include personal data, on the Ofcom website and/or in other relevant publications. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).
- 1.11 Ofcom considers issued C-DSP licences to be public documents and copies of licences will be made available to third parties on request albeit, other than the Key Commitments which are tailored to the service, C-DSP licences are standard form documents. A brief description of the licensed service will be published on the Ofcom website, along with the Key Commitments which form part of the licence.
- 1.12 Ofcom publishes a [monthly radio licensing update](#) which lists new services licensed, new applications, licences revoked, licence transfers, and changes to licensed services during the past month.

Data protection

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

Keeping up to date with broadcasting matters

- 1.14 We strongly recommend that the appropriate person at the applicant body signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.
- 1.15 To sign up to receive these communications, you must visit [the email updates area of our website](#) and select 'Broadcasting.'

2. Applicant's details

About this section

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

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

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

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

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

Commedia Sheffield

2.2 Company registration number stated on Companies House:

04295407

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:

15 Paternoster Row, Sheffield S1 2BX

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

Yes

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	Sangita Basudev
Job title	Chief Executive
Address	15 Paternoster Row, Sheffield S1 2BX
Telephone	0114 2814082
Mobile phone	
Email	sangita@sheffieldlive.org

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

<https://sheffieldlive.org>

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

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

The service will be finance by a mix of commercial revenues (advertising and sponsorship) and donations from individuals and local organisations. The licensee will also seek out grant-funding opportunities towards core costs and for project-based activities. No grants are in place at the time of this application and none are required to fund projected costs. The applicant has been trading since 2002 and operating a full-time community radio service since 2007. Financial projections are based on past trading experience. No funding is received any source that could be considered a political organisation or religious body.

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
BASUDEV, Sangita	104 South View Road, Sheffield, South Yorkshire, S7 1DD	United Kingdom	SCA (CLIMATE ALLIANCE) LTD (12956544) SHEFCAST DIGITAL LIMITED (12923673) SHEFFIELD LIVE LTD (04789091) COMMEDIA SHEFFIELD (04295047)	Chief Executive, Sheffield Local Television Limited

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

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BUCKLEY, Stephen	104 South View Road, Sheffield, South Yorkshire, S7 1DD	United King- dom	SHEFCAST DIGITAL LIMITED (12923673) LOCAL TELEVISION NETWORK LIMITED (08849214) COMMUNITY MEDIA SOLUTIONS LTD (05105212) SHEFFIELD LIVE LTD (04789091)	Managing Di- rector, Com- munity Media Solutions Ltd
BEARD, Natalie Michelle	15 Paternoster Row, Sheffield, United King- dom, S1 2BX	England	LIVE CORE EVENTS CIC (08561468)	n/a
COTTEREL, Robert John	15 Paternoster Row, Sheffield, United King- dom, S1 2BX	England	SHEFCAST DIGITAL LIMITED (12923673) S.A.D.A.C.C.A. LIMITED (02452636)	n/a
GREGORY, Paul Ar- thur	15 Paternoster Row, Sheffield, United King- dom, S1 2BX	England		n/a

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% partici- pant (existing and pro- posed)	Number of shares	Total invest- ment (£s)	Total invest- ment (%)	% of voting rights
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N/A				
Comments				

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
Shefcast Digital Limited	15 Paternoster Row, Sheffield S1 2BX

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	

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.

A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	No	
An advertising agency or an associate of an advertising agency	No	

Details of applications, licences and sanctions

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

Yes

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

Licence number	Name of service or multiplex
CR083	Sheffield Live!

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

Yes

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

Licence number	Name of service or multiplex
CR083	Sheffield Live!

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

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

Dates li- cence was held or dates of involve- ment	Licence number (if known)	Name of service or multiplex
2014 - to date	L-DTPS000011	Sheffield Live! TV
2014 - to date	TLCS100622BA/1	Sheffield Live! TV
2013 - to date	MUX-L000001	Comux UK

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

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”)?

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)?

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?

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?

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?

No

If yes, please provide the following details:

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

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

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

N/A

3. The proposed service

About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a 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?

Sheffield Live!

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.

Shefcast Digital

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

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

15 Paternoster Row, Sheffield S1 2BX

- 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.

CR083 Sheffield Live!

- 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.**

Sheffield Live! is for the people of Sheffield, particularly its central and inner city wards, and it actively targets and seeks to involve those facing disadvantage and social exclusion.

The target geographical coverage is within the coverage area of the multiplex service.

Sheffield Live! will provide editorial coverage for Sheffield and surrounding areas and will continue to include particular coverage of Sheffield's central and inner city wards in which 80 per cent of our volunteers live. Our core communities face multiple challenges of low pay, unemployment, low levels of entrepreneurship, relative health deprivation, environmental problems and community safety issues among the many topics which we will continue to cover and on which we promote dialogue and civic engagement. Our programming reflects the diversity of our target community. Sheffield Live! prides itself on being an inclusive station that represents and caters for the rich cultural make-up of Sheffield.

- 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.**

Commedia Sheffield is a not-for-profit company limited by guarantee with charitable objects: *“To advance the education of the public and in particular, but not exclusively, people facing disadvantage and social exclusion by the provision of learning opportunities and training courses in media literacy and communication skills and access to facilities for media production and broadcast.”* (Memorandum of Association Clause 3).

Clause 5 of the Memorandum sets out the not-for-profit status in the following terms:

The income and property of the Company shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Company and no member of its Committee shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company provided that nothing herein shall prevent any payment in good faith by the Company:

- (a) of reasonable and proper remuneration to any member, officer, employee or consultant of the Company not being a member of its Committee for any services rendered to the Company;*
- (b) of a reasonable rate of interest on money lent by any member of the Company or of its Committee*
- (c) of reasonable and proper rent for premises demised or let by any member of the Company or of its Committee;*
- (d) of fees, remuneration or other benefit in money or money's worth to a company of which a member of the Committee may also be a member holding not more than 1/100th part of the capital of that company;*
- (e) of out-of-pocket expenses to any member of its Committee; and*
- (f) of any premium paid for insurance to cover the liability of the Committee as provided for in Clause 4(s) of this Memorandum*

Clause 8 of the Memorandum consists of an asset lock which provides that on winding-up or dissolution any remaining property *“shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Company, and which prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Company under or by virtue of Clause 5 hereof.”*

Social gain

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

We have been operating a full-time community radio service since 2007, being one of the first to be licensed following the passage of the Community Radio Order 2004. Community benefit and social gain is at the heart of our mission and we deliver this through multiple activities, both on air and off air. Among these we would highlight the following:

- We deliver a 24/7 community radio service carrying diverse music genres and a range of speech and magazine programming including in languages other than English
- We engage and support around 180 volunteers including providing induction, training, production support and access to facilities (studios and production workstations)
- We support community events and festivals including, in recent years, Sharrow Festival, Migration Matters Festival, Pride in Sheffield, Peace in the Park, among others
- We collaborate with community organisations and independent production groups to develop and host programmes targeting particular communities, for example working with the Chinese Community Centre, African Voices Platform, Sheffield and District African Caribbean Community Association, RNIB Sheffield, and Under the Stars.
- We have run a variety of training courses and workshops for the public on media production, marketing, communications, social enterprise and business planning.
- We work in close partnership with Sheffield Community Media and Sheffield Local Television under the 'Sheffield Live!' brand, including sharing facilities, technical support and marketing and providing radio-based content for the local television channel.
- We have collaborated with Sheffield Community Media and with other local community radio stations, Link FM and Redroad FM to establish Shefcast Digital as a not-for-profit community-based provider of the Sheffield and Rotherham SSDAB service.

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

We carry a range of magazine format programmes that encourage discussion and expression of opinion on issues of local, national and international importance, including with studio guests, phone-ins, reportage and opportunities for audience feedback on social media. These include general community affairs programmes and magazine format programmes targeting particular communities – Chinese, South Asian, Latinx, African, people with disability, LGBTQ+, older people, businesses and social entrepreneurs, among others. Several of these programmes are well-established with a loyal audience and experienced volunteer producers/presenters, several of whom have been with us for many years. The opportunity to bring this content to new digital radio listeners and to make it available on DAB to our existing audience will contribute to widening access to our broadcast content, thus strengthening its contribution to facilitating discussion and expression of opinion.

3.9 How will you ensure that members of your target community(ies) can gain access to the facilities used to provide your service, and receive training in using these? In particular,

please set out how this will be done practically, formally and/or informally. **Answer in fewer than 400 words.**

We have established a public access digital community media centre with radio studios and media production workstations available to volunteers. The centre is easily accessible, including lifts for disabled access and a city centre location near to the main rail, tram and bus interchange. Our core team provide induction, training and ongoing support to enable effective use of the facilities. During the Covid-19 lockdowns we have supported volunteers to continue production from home, including equipment loans, additional training on radio production software, and support for ingest and upload of remote production to the broadcast playout system. We are now managing a gradual return to studio-based production while continuing to support the most vulnerable volunteers to produce from home.

3.10 How will your service provide better understanding of your target community and the strengthening of links within it? **Answer in fewer than 200 words.**

We promote better understanding of our community through the diversity of our programme output, providing a platform for talent and cultural expression, encouraging dialogue and debate on community issues, and improving access to local information. We aim to contribute to community cohesion and strengthening of community links through a diverse range of music and speech programming that highlights different interests, cultures and experiences and promotes cross-cultural awareness, understanding and engagement.

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

We have over 20 years' experience of delivering social gain as a community media organisation including delivering training in media and ICT skills, provision of public media and ICT facilities, support for volunteering, promotion of cultural and creative expression and specialist support for social enterprise. We established, in 2002, one of the first public access digital community media centres, with multiple studios, training facilities, ICT hot desks. Prior to the award of a community radio licence in 2007 we ran numerous RSL service including trial community radio services festival radio stations. Since 2004 we have operated a highly successful full-time community radio service, engaging around 180 volunteers and broadcasting 24/7 on FM. Our core team have extensive experience in community development, training and volunteer support, and connections with local and community networks including board memberships of other community anchor organisations.

Participation

- 3.12 How do you propose to ensure that members of your target community(ies) are given opportunities to participate in the operation and management of the service? **Answer in fewer than 400 words.**

We have an open and accessible volunteering policy to enable members of the community to participate and contribute to programme making and management of the service. Around 180 volunteers are involved on a weekly basis all of whom live in or have connections to Sheffield. We encourage volunteering and welcome offers to volunteer whether in production or other activities. Potential programme-making volunteers are encouraged to develop coherent programme proposals that can contribute positively to our objectives. We give priority to programme proposals that contribute to the diversity of the service and assist in reaching parts of the community that are less well served. New programme-making volunteers are supported with induction and training in studio use, Broadcasting Code compliance, and the ethos and principles of community radio. Volunteers are encouraged to join as members of the company in order to have a say in operations, to participate in consultative events and to have a vote in elections to the board of directors.

Accountability

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

Members of the community can contact the service by email, telephone, post or social media. We welcome comments and feedback and endeavour to respond promptly to any complaints. Members of the community are able to get involved as volunteers, to participate in training courses and to join as voting members of the company. We have an open membership structure, including volunteer members and supporters, who elect our board. We hold consultative meetings with the members and we encourage public feedback through phone-in programmes, social media, surveys and open workshops.

- 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.**

Handling of suggestions and criticisms, including listener complaints, rests with the chief executive. We aim to respond to complaints rapidly including logging and acknowledging the complaint, undertaking investigation where necessary and implementing remedial action where appropriate. Suggestions and general criticisms are encouraged and gathered through various means – direct communication, social media comments, consultative meetings, etc – and feed into board level business review and forwarding planning.

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
Sheffield Live!	<p><i>Sheffield Live! is a radio service intended to serve people who live, work or have interests in Sheffield, particularly its inner city wards, and which will actively target and seek to involve those facing disadvantage and social exclusion in Sheffield</i></p> <p><i>("the target community")</i></p> <p><i>by</i></p> <ul style="list-style-type: none"> <i>- the provision of programming which reflects the diversity of the target community;</i> <i>- the provision of training and access to facilities; and</i> 	24 hours/day, 7 days/week	Sheffield and Rotherham small-scale DAB multiplex

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	<p><i>- the promotion of equalities, diversity and inclusion.</i></p> <p><i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service for Sheffield and Rotherham.</i></p> <p><i>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</i></p> <ul style="list-style-type: none"> <i>• the facilitation of discussion and the expression of opinion,</i> <i>• the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</i> <i>• the better understanding of the particular community and the strengthening of links within it.</i> <p><i>Members of the target community contribute to the operation and management of the service.</i></p> <p><i>The service has mechanisms in place to ensure it is accountable to its target community.</i></p>		
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4. Compliance of the service

About this section

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

- The Ofcom Broadcasting Code
- The BCAP Code: the UK Code of Broadcast Advertising
- The Phone-paid Services Authority Code of Practice

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

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

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

The person named in Part B Question 2.3 has attended various courses and workshops on broadcast production, including compliance, over a period of more than 30 years. For over 20 years she has worked as a trainer in radio production, including delivering courses and one-to-one sessions for others on regulatory compliance and the relevant codes.

- 4.2 Please give details of any practical compliance experience (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e. the individual who holds overall responsibility for compliance of the service) has with respect to the relevant codes and rules.

The person named in Part B Question 2.3 has had responsibilities for compliance with broadcasting regulations in various contexts over a period of more than thirty years. Early experience was gained as a producer of a community access programme on a local commercial radio station in the 1980s (CN.FM). Later they were responsible for station management and compliance for a number of Restricted Service Licensees operated by Cambridge Community Radio from 1990 to 1993. From 2000, they have been responsible for compliance of RSLs operated by Commedia Sheffield and other organisations in Sheffield, until the launch of Sheffield Live as a full-time community radio service in 2007. Since the launch of Sheffield Live in 2007 to the present day they have been the principal compliance officer for the licensed service. They have also provided advice and training to other community radio services locally and elsewhere, including on compliance issues.

- 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.

Chief executive – overall responsibility for compliance including training and induction of volunteer producers and presenters, complaints handling, compliance systems.

Chair of the board – support to the chief executive on compliance related matters, including review of complaints, advice on complaints handling, regulatory matters.

Programme producers – editorial responsibility for compliance of their programme with the regulations in force, including keeping up to date with relevant codes.

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

The chief executive and the chair of the board are experienced in compliance procedures and maintain up to date awareness of the relevant regulations and codes. The chief executive is responsible for training programme producers in compliance procedures, including procedures for live programming as well as for pre-recorded programming. Training is normally provided on a one-to-one basis as part of the induction process prior to going on air or producing pre-recorded programmes for broadcast. Training is adapted to context to ensure producers are also aware of key issues relating to their editorial content, for example emphasis may be different for a music show compared to a magazine programme.

Refresher workshops will be offered from time to time to all producers to ensure they are up to date with and maintain awareness of compliance issues.

- 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.

Compliance training will be mandatory for all staff and volunteers that have production responsibilities.

- 4.6 It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom's codes and rules (e.g. Ofcom's Broadcasting Code, which sets requirements on standards to be observed in programme content for the protection of the public).

- a) Set out in detail below the systems the applicant intends to have in place to ensure it will be able to comply with the codes and rules when the service is broadcasting live content. Your response should include details of what you will do to prepare presenters and guests pre-broadcast and the process for ensuring that any non-complaint content is dealt with swiftly during the broadcast.

All programme producers will be trained in compliance procedures, including procedures for live programming as well as for pre-recorded programming. This will include ensuring awareness of the Ofcom Broadcasting Code and where to access it when necessary.

For the majority of live programmes the producer is also the main presenter and is responsible for ensuring compliance while on air. This includes identifying potential risks, preparing guests in advance, ensuring compliance while on air and taking swift remedial action where necessary, for example making an on air apology, or correcting misinformation. Where a potential breach occurs they are required to report this to the chief executive together with information on their response to the matter during broadcast.

An incident log will be kept of any potential breaches and the response to them.

Where the producer is not the main presenter, they will be responsible for briefing the presenter and guests in advance and for monitoring the programme while on air.

During the main hours of operation the station will be monitored by staff and/or volunteers on duty and any compliance concerns arising will be reported to the chief executive. Members, supporters and listeners are also encouraged to feedback any concerns they have with broadcast output in order that any related issues are dealt with promptly.

The output of the service is logged for review and compliance purpose, including compliance with Ofcom output logging requirements. The logs provide for easy access by the chief executive and the chair of the board, with each programme hour available as a unique file within 15 minutes of broadcast, whether live or pre-recorded.

Prior to the commencement of any new programme series, the chief executive will make a compliance risk assessment and will provide additional bespoke guidance to the producer on risk mitigation, for example certain music genres where radio edits are likely to be required, magazine shows addressing controversial topics, phone-in programmes.

- 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.

All programme producers will be trained in compliance procedures, including procedures for live programming as well as for pre-recorded programming. This will include ensuring awareness of the Ofcom Broadcasting Code and where to access it when necessary.

For pre-recorded programmes the producer is responsible for ensuring compliance. This includes identifying potential risks, preparing guests in advance, ensuring compliance during recording and removing any non-compliant content at post-production stage before delivering for broadcast. If the producer is in any doubt about compliance of the pre-recorded content they are required to report the possible concerns to the chief executive for review before broadcast. The chief executive will then advise on any changes required.

The majority of content will be in house. Where programme content is acquired from a third party, the content will be reviewed before broadcast, either on a sample basis or full review of all episodes, depending on the level of risk assessed. This will be the responsibility of the chief executive however they may delegate it to an experienced producer.

During the main hours of operation the station will be monitored by staff and/or volunteers on duty and any compliance concerns arising will be reported to the chief executive. Members, supporters and listeners are also encouraged to feedback any concerns they have with broadcast output in order that any related issues are dealt with promptly.

An incident log will be kept of any potential breaches and the response to them.

The output of the service is logged for review and compliance purpose, including compliance with Ofcom output logging requirements. The logs provide for easy access by the chief executive and the chair of the board, with each programme hour available as a unique file within 15 minutes of broadcast, whether live or pre-recorded.

Prior to the commencement of any new programme series, the chief executive will make a compliance risk assessment and will provide additional bespoke guidance to the producer on risk mitigation, for example certain music genres where radio edits are likely to be required, magazine shows addressing controversial topics, phone-in programmes.

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

Responsibility for compliance with Key Commitments rests with the chief executive. Monitoring what is broadcast on the station is ongoing and any scheduling changes, i.e. additions or removals of programmes, one off specials etc) will be logged as and when they occur. Quarterly performance reports will be provided to the board of directors. An annual report will be produced for the Annual General Meeting and published online.

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

Responsibility for compliance with Key Commitments rests with the chief executive. Monitoring of off-air social gain activities will include logs of training and induction delivered, interim and final reports on projects of community benefit, monitoring the number of volunteers. Quarterly performance reports will be provided to the board of directors. An annual report will be produced for the Annual General Meeting and published online.

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

English, Spanish, French, Urdu, Chinese

- 4.10 For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules.

Please do not give names of individual members of staff.

English (2 as above + all English language producers)

Spanish (1 above + Spanish language producer)

French (1 above + French language producer)

Urdu (Urdu language producer)

Chinese (Chinese language producer)

5. Declaration

About this section

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

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

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

The declaration must also be dated.

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

ence 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:

SANGITA BASUDEV

Date of application:

19 July 2022

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](#)