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# Community Digital Sound Programme

## (C-DSP) licence

### Application form – Part A (public)

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Name of applicant (i.e. the body corporate that will hold the licence):

**Radio Lisburn Live CIC**

Proposed service name:

**Radio Lisburn 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)

**Belfast & Lisburn**

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

Jonathan Glover  
Unit 417 Lisburn Enterprise Centre  
Lisburn  
Co. Antrim  
BT28 2BY  
Telephone 02892793077  
Email: [info@radiolisburnlive.com](mailto:info@radiolisburnlive.com)

**Publication date:** 1 June 2021

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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](mailto: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](mailto: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):

**Radio Lisburn Live CIC**

2.2 Company registration number stated on Companies House:

**NI682579**

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:

**Unit 417 Lisburn Enterprise Centre – Lisburn - Co. Antrim - BT28 2BP**

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	<b>Jonathan Andrew Glover</b>
Job title	<b>Director</b>
Address	<b>Unit 417 Lisburn Enterprise Centre Lisburn, Co. Antrim BT28 2BY</b>
Telephone	<b>02892793077</b>
Mobile phone	<b>N/A</b>
Email	<b>info@radiolisburnlive.com</b>

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

www.radiolisburnlive.com

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

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

Radio Lisburn Live has been incorporated as a CIC which will deliver social gains in the form of creative expression, inclusive, stronger, and a more informed community, therefore will be applying to Lisburn and Castlereagh City council for grants, we intend to ask the local business community to avail of our services for program sponsorship that will comply with the fixed revenue allowance. To keep expenditure at a minimum the radio station will be a volunteer led service and will receive in-kind services from the volunteers who in turn will gain training and media qualifications.

We intend to raise funds from the following – Paid for commercials, Voluntary donations, Fundraising events, studio rental, grant applications, The big lottery funding, Invest NI.

## Ownership and control of the company which will hold the licence

### Details of officers, participants and shareholders of the applicant

2.8 Complete the following table, expanding it if necessary, to provide the following details for each director or designated member of the applicant (i.e. the body corporate that will hold the licence):

Full name of individual	Correspondence address <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Jonathan Andrew Glover	Unit 417 Lisburn Lisburn Enterprise Centre Lisburn Co.Antrim BT28 2BY	Northern Ireland	Mammoth Creative Media Ltd  (60100 Radio Broadcasting)	N/A
Nicola Glover	Unit 417 Lisburn Lisburn Enterprise Centre Lisburn Co.Antrim BT28 2BY	Northern Ireland	BuyDirectonlineuk Ltd  (56302 Public houses & bars)	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.

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



Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A	N/A	N/A	N/A	N/A

- 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	N/A

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

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

Full name of entity	Address	Affiliates
N/A	N/A	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	N/A	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	N/A	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	N/A	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	N/A	N/A	N/A	N/A

## 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	<b>NO</b>	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	<b>NO</b>	
A body whose objects are wholly or mainly of a religious nature; <sup>2</sup>	<b>NO</b>	
An individual who is an officer of a body falling within (b) or (c);	<b>NO</b>	
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);	<b>NO</b>	
An advertising agency or an associate of an advertising agency	<b>NO</b>	

## Details of applications, licences and sanctions

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

**No**

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

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

Licence number	Name of multiplex
N/A	N/A

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

**No**

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

Licence number	Name of service or multiplex
N/A	N/A

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

**No**

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
N/A	N/A	N/A

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
N/A	N/A

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
N/A	N/A

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
N/A	N/A

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
N/A	N/A	N/A

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
N/A	N/A	N/A	N/A	N/A

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
N/A	N/A	N/A

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?

**Radio Lisburn 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.

**Belfast & Lisburn**

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).<sup>3</sup>

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

Unit 417 Lisburn Enterprise Centre – Lisburn – Co. Antrim BT28 2BY

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

N/A

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



Lisburn, famous for the birthplace of Irelands linen industry.

Up until 2016 Lisburn had a population of **45.370** and was the third-largest city in Northern Ireland until restructuring to local council areas. As a result of this Lisburn was joined with the greater part of Castlereagh to form the Lisburn and Castlereagh City council and now combines a population of over **146.000**

Between the ages of 15 and 65+ the male population makes up **70.856** and **73.525** Female. Our daily output will cater for everyone in the age range and allow them to get their views across to the people that are making the decisions

**Ages 0-17 Approx. 32k / 18-64 Approx. 87k / 65+ Approx. 25k**

Lisburn is home to Dame Mary Peters the 1972 Olympic gold medallist in the women's pentathlon with sport playing a big part in our community it has been under reported for many years, we passionately believe our community deserves its own community radio station to talk about the good work happening and keep people better informed and more engaged.

With Lisburn amateur boxing club, Salto gymnastics Centre, Distillery football club and Lisnagarvey hockey club to name a few.

The local community also have interests in the local arts and culture which are being showcased at the City's Island arts centre. Lisburn takes in the surround towns and villages and is home to the only royal residence in Northern Ireland Hillsborough castle.

There is an active business community with **4315** registered business in the council area. Lisburn by virtue of its position on the river lagan and at the junction of the main route from Belfast to Dublin is the reason why so many manufacturing companies like Coke & Cola choose to operate local providing jobs for the local community. The strategic importance of the city is also why it's home to the headquarters of the British Army in NI and the Northern Ireland Fire and Rescue service

Although the output is targeted at the Lisburn community, we are mindful that a lot of the population commute daily to and from Belfast, by the nature of the polygon this extended coverage will keep our community better informed on their journey particular for any traffic announcements/delays

We will be a news and information community hub broadcasting from already purpose-built studios within Lisburn Enterprise Centre (LEO) which is at the heart of the City's social enterprises

- 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.**

Radio Lisburn Live (CIC) is a registered community interest project and has no share capital and therefore will operate its proposed C-DSP service on a not-for-profit basis. With any profit at the end of the financial year we will continue to reinvest in training new volunteers and supporting current volunteers, maintain our broadcast equipment, improving the future provision of the radio station and help fund local community events which will aid the mental health and wellbeing of the Lisburn Community. Within the first 12 months we aim to set up a Station committee, management board, management strategy which will provide leadership and accountability of the station.

## 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 believe the Lisburn community will benefit from our service in several ways**

Firstly, to provide, reliable relevant and engaging output which will include local news and reviews with the policy makers within Lisburn & Castlereagh City Council. The station intends to provide a digital community radio service that will deliver socio-economic gains across the geographical area we serve. The outcomes will be the following

- A stronger a more competitive local community
- A local community that lives and works more sustainably
- A more equal local community
- Helping our listeners to enjoy long, healthy, and active lives
- Creating a more innovative, creative society
- Helping more of our listeners to work better jobs
- Helps the Lisburn community become more confident, welcoming, and become a more outward looking community
- Helping our local public services by providing a media outlet to promote issues

The health and wellbeing of our community is of huge importance, the lost to suicide in Northern Ireland has increased by more than **30%** in the last four years with Lisburn accounting for **23** lives lost. By working with local mental health charities and groups we will raise the awareness of suicide and self-harm with help and advice. We intend to produce and broadcast short feature stories providing advice and guidance on a range of health-related topics ranging from Autism & ADHD, alcohol, drug and smoking addiction, and actively promoting a more natural way of living. Radio Lisburn live will provide the community with local volunteering and training opportunities and will seek inclusion from all sectors of the community. **The station will be engaging with a wide range of other local bodies listed below:**

- **Lisburn City Centre Management** – The team manage and co-ordinate several key strategic programs for all ages across the council area ranging from family fun days, food and drink markets, outdoor yoga, and dance classes
- **Economic development** – Providing educational courses and trips bringing people together within the communities.
- **Emerge counselling** – Local suicide and self-harm prevention charity
- **Atlas women’s centre** – Adult training learning and support
- **Lisburn Enterprise Organisation** – Established in 1990 with the main objective of promoting an entrepreneurial culture, supporting business start-ups using the Go for It Programme.
- **The Resurgam Trust** - A unique project aimed at delivering positive change throughout Lisburn by the creation of strong partnership between statutory and voluntary sectors.

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

Radio Lisburn Live will give a voice to the opinions of our community, and we will facilitate this by offering listeners various ways to get involved with on air discussions and provide their views on the issues important to them. Pulling together local social media feeds and looking at the main issues affecting the whole community **Example (Have your say on a new proposed local planning permission application)**

We intend to invite guests into the studio to facilitate the discussion and expression of opinion however in the event of further Covid restrictions pre-recorded interviews will be carried out remotely **(Nothing will be broadcast live)**

- 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**.

In preparation ahead of the small-scale DAB multiplex for Belfast being advertised we decided to get a start on our studio facilities and contacted Lisburn Enterprise Organisation and explained our plan to launch a community radio station for Lisburn City. Being a social enterprise that actively promotes new business start-ups they were happy to provide us with a unit and work started on the 7<sup>th</sup> of Feb 2021 on our purpose-built studio at Unit 417.

Seven weeks later the build was complete, and we started to test broadcast online.

[www.radiolisburnlive.com](http://www.radiolisburnlive.com)

Designed from scratch to provide multi-media training facilities for the Lisburn community to participate and gain experience. It will serve as the main broadcast studio for Radio Lisburn Live and as an education and training facility

Conveniently located within our broadcast area and accessed easily by the public either by public transport, on foot or by car the studio is in a dedicated self-contained ground floor unit with its own entrance accessible from the street. Allowing anyone wishing to visit the studio for general information or wishing to show interest in volunteering may do so.

We are aware the recruitment and development of volunteers to be crucial to the sustainability and long-term viability of the station and we will proactively encourage new volunteers to get involved in the operation of the station by posting information on our website, on air and socials appealing for potential volunteers to get in touch. We will provide structured roles and opportunities via a formal application process which includes completion of an online application form followed by an informal interview and role selected training.

- 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.**

Radio Lisburn Live is “**Radio for Lisburn, From Lisburn, by Lisburn**” Our service is all about what is going on, in around the city with our presenters living or working in the area.

We want to be involved with as many community activities and groups as possible including but not limited to for example Lisburn City Centre management with their range of city centre events. We can see the radio station taking centre stage and becoming the official media partner for local events, council events like the mayor’s parade and annual fun run.

Our promotional team will always have a big presence with prize give aways from local retailers and by doing this we support local business as well as grow our own audience in the community. We will always aim to support a few national charity awareness days as it’s very possible some of the local communities have been affected.

We intend to actively join local organisations and attend regular meetings as a great way to strengthen our links with our target community and have a clear understanding or their needs and wants. Providing discussion shows on local news and needs, promoting jobs and training opportunities and local events will also provide a better understanding also.

- 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**

Director Jonathan Glover has been involved in radio broadcasting since 2002, working on various commercial and community radio stations in Northern Ireland, and has experience launching local commercial and community radio services by assisting Seven FM in Ballymena (Now Q Radio) and 3 BFBS Northern Ireland community stations located at Lisburn, Ballykinler and Hollywood NI.

Being a native of Lisburn, Jonathan is proud of the diverse community he lives in and has been part of the business community for over 20 years, this includes working with statutory and community groups delivering services that are relevant and beneficial to Lisburn.

He has previously delivered social gain with the launch of Lisburn Life, a free community newsletter delivered to over fifteen thousand people across the city, and during this period he was the runner up in the Lisburn City Business awards as young entrepreneur of the year. He has demonstrated relationships with multiple agencies including Lisburn City Council, Crimestoppers, Safer Lisburn community partnership, ATLAS training and BBC Northern Ireland.

Director Nicola is a qualified accounting technician with Ireland leading professional body **(ATI)** she will be responsible for day-to-day finance and securing funding.

## 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.**

**Radio Lisburn Live will be open to the community we serve.**

**This can be seen in several different ways.**

- Private individual volunteering and being trained to present / produce / contribute to radio shows.
- Community groups, local agencies, businesses and local individuals having the ability to have their message delivered on-air on a regular basis through on-air reads, interviews, adverts and potentially specialist shows.

We feel very strongly that members of the Lisburn community get the chance to participate in the service with roles and opportunities in the actual operation and management as well as on air positions.

We are aware that not everyone desires to be an on-air personality and their talents and expertise can be used in other roles. For example, someone with a love for graphic design and loves to use photoshop could oversee our social media and website graphics. Another example is a person who loves to organise things could look after the admin side of the station

We will endeavour to offer anyone in our community access to training on a range of opportunities aimed at improving media skills, digital literacy, and verbal skills. A course program will be available on our website and advertised on our socials.

**TRAINING COURSES WILL INCLUDED**

- Radio Presenting
- General digital and IT skills
- Journalism
- Web development
- Video editing
- Photography



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

We will always encourage the listener and community partners to get in touch for any programme content suggestions, and messages can be sent to us 24 hours a day 7 days a week via the following methods

1. Our contact us page on the Radio Lisburn Live website.
2. Text message
3. WhatsApp's
4. Social media channels. (Facebook, Twitter & Instagram) These channels are active

We aim to setup a dedicated page on our website [www.radiolisburnlive.com](http://www.radiolisburnlive.com) for Listeners and members of the community to access a specially designed form to capture as much information as possible, this will then be received by the station manager to be reviewed.

Using modern methods of communications is great when you have access to them and that's why it's our policy to have a landline number **02892 793077** for all to view and use remembering that not everyone can operate or has access to a smartphone and the internet.

All suggestions regarding the station output and general suggestions alongside complaints will be received in the first instance by the station manager who at this time will be Jonathan Glover, an acknowledgement letter or email will be sent back within 24 hours of the complaint or suggestion being received and followed by a final response letter detailing the course of action taken or suggestion.

We would aim to hold an open evening once a year and invite the local community to come and ask questions and tell use their suggestions.

- 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.**

Radio Lisburn live will always be open to new suggestions and ideas by our listeners and we will love getting feedback on our service. During the first 6 months of the service all feedback will be viewed by the station manager Jonathan Glover and consideration will be given to program suggestions.

After an initial six-month period, we fully intend to have a management structure made up from newly recruited volunteers where we will schedule quarterly meetings to discuss any suggestions, reviews or comments made by our target community and decide which ones needs attention.

These meetings will be used as an opportunity to review our overall general output and make sure we are keeping to our **“Key Commitments”**

## Draft Key Commitments

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

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

### ANNEX TO LICENCE

**LICENSED SERVICE NO**                      tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
<p><b>RADIO LISBURN LIVE</b> (The on-air name of the programme service as in question 3.1 of this application)</p>	<p><b>Radio Lisburn Live</b> <i>is a radio service intended to serve</i>   <b>Local and working-class communities</b> <i>in</i>   <b>Lisburn &amp; Castlereagh</b></p>		<p><b>Belfast &amp; Lisburn SSDAB Multiplex</b> as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on&gt;</p>

	<p><b>Providing locally produced content that is vibrant and celebrates everyday lives of local people.</b></p> <p><i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</i></p> <p><i>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</i></p> <ul style="list-style-type: none"> <li>• <i>the facilitation of discussion and the expression of opinion,</i></li> <li>• <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></li> <li>• <i>the better understanding of the particular community and the strengthening of links within it.</i></li> </ul> <p><i>Members of the target community shall contribute to the operation and management of the service.</i></p> <p><i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i></p>		
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## 4. Compliance of the service

### About this section

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

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

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

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

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

Station manager Jonathan Glover will oversee the initial induction of any volunteers and put in place the correct measures and training to ensure compliance with the broadcasting code. Our volunteers will be provided with a personal induction folder containing modules to be completed.

**Module A** - Dedicated to the broadcasting code which will include that all the key points of the code, including but not limited to rules around swearing, hate speech and competition rules are understood.

Jonathan will manage all compliance matters and design a training course that incorporates all sections of the code.

It's our intention for some volunteers to make the move into a management position and then take over some of the training responsibilities.

We will have copies of the relevant regulatory code and rules surrounding advertising and programming easily accessible for volunteers to access.

- 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.

Station manager Jonathan Glover has over 10 years' experience in broadcasting in management and presenting on commercial and community radio station where his main duties were programming, scheduling, and compliance.

He is familiar with all section of the Ofcom broadcasting code. He has daily experience dealing with work related health & safety issues and regularly updates general working risk assessments in an office environment and the annual fire risk assessment.

- 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.

During the first year of broadcasting all compliance matters and training will be addressed by the station manager, and after that period it is our intention to have the following compliance structure.

**TRAINING MANAGER** – Responsible for training new volunteers

**COMPLIANCE MANAGER** – To ensure that all presenters and staff comply with Ofcom rules and regulations and provide progress reports to the station manager at the end of the month who will record the details in the volunteer's personal development folders.

Both the Training manager and compliance manager will answer directly to the Station manager

- 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.



After the initial induction training completed by each volunteer joining the station it's our intention to carry out quarterly compliance training workshops in house. All compliance training will be done face-to-face on a one-to-one basis with all sections of the broadcasting code discussed. We will also be putting a few scenarios to the volunteers asking them to talk over the possible consequences that could arise. To ensure the volunteer has understood what has been discussed they will be required to take a short multiple-choice test and the results will be kept on their PDF (Personal development file)

The station management team will have overall responsibility for ensuring compliance, this includes making sure up to date files are kept on site of each of the relevant regulatory codes and rules for programming and advertising. Station management will have frequent refresher courses to ensure compliance remains current including any Ofcom Compliance training workshops that may be available. Volunteer staff, presenters, and producers as part of their induction will receive initial training to ensure they remain compliant and evidence of this will be kept on file to document when this training took place.

Files will be kept accessible for each area of the code for any volunteer that needs to reference something, and frequent refresher courses will be held including extra training given should the rules and code change or be amended

The station manager will sign up to the broadcast bulletin to keep up-to date with any compliance change 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.

It will be mandatory for all staff members and volunteers to attend compulsory training session before they begin to broadcast and regular refresher sessions

- 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.

To prepare presenters we will ensure they have completed their induction training and understand the broadcasting code

To prepare guests we will have an easy-to-read condensed bullet points of the Broadcast code looking at the main codes that may be breached around swearing, hate speech. This must be read and signed before taking part in the broadcast.

The station manager will be available by WhatsApp and telephone in the event a volunteer needs urgent clarification to a broadcast issue they feel may breach any codes.

In the unusual event that of compliance issues or breaking of the Ofcom broadcasting code all broadcast recordings are held in broadcast quality for 42 days using dedicated software and a backup stored on the cloud.

- 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.

We are very aware how easy a mistake can be made with broadcasting offensive audio, so to eliminate this the following rules and procedures will be in place.

**ADDING AUDIO** – All staff/volunteers will be restricted from adding and removing audio content to the playout system, this will be achieved from within the user section of the playout automation software. We don't have cd players that can be used to play audio.

**STREAMING** – Presenters are forbidden from playing audio directly from YouTube or any other content site whilst broadcasting live. Content from these services may be downloaded and reviewed off air for any possible breaches of the code.

**AUDIO PACKAGES** – If a presenter wants to produce an audio package, they must first fill out our online form with details about the package, who, what, where, when. This form will then be reviewed by the station manager. Once approved and completed the audio will be reviewed by the station manager and uploaded/added to the playout system and scheduled for use in the presenter's shows.

- 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.

Station manager Jonathan Glover will ensure on a regular monthly basis there is a balance of programming reflecting Radio Lisburn key commitments. Regular reviews will be undertaken to ensure that Radio Lisburn Live reflects the needs of our community within its programming schedule.

We will listen to and review volunteer output on a regular basis as part of our ongoing commitment to training and compliance, part of the process involves volunteer appraisals where any issues can be quickly identified and discussed with the volunteer and the correct guidance given

- 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.

Compliance monitoring for off-air social gains is also the responsibility of the station manager. They will monitor all volunteers/members of the station to ensure we are delivering on training commitments. Reviewing the training courses on offer and how they are being advertised. It's our intention to recruit and train a dedicated compliance coordinator within the first year

**The proposed management team will include:**

**STATION MANAGER** – Day-to-day running of the station, programme delivery, training, and recruitment.

**COMPLIANCE MANAGER** – Responsible for training and monitoring of compliance and key commitments.

**TECHNICAL MANAGER** – Responsible for engineering and technical operations

**COMMUNITY COORDINATOR** – Coordinating with community groups

**PRESENTER TEAM** – On air team

**OFF AIR TEAM** – Admin, advertising, promotions, and fundraising.

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

English

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

**Please do not give names of individual members of staff.**

All English speaking

## 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:**

JONATHAN ANDREW GLOVER

**Date of application:**

22/03/2022

I am authorised to make this application on behalf of the applicant in my capacity as:

**Company director for Radio Lisburn Live CIC**