

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):

Radio West Fife (SCIO)

Proposed service name:

Radio West Fife

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)

Stirling and Falkirk

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

Joe Parker, 32 Osprey Crescent, Dunfermline, KY11 8JQ
07718898888 joe.parker@radiowestfife.scot

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1. Overview

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

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

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

The purpose of this form

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

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

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

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

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

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

Provision of information

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

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

Publication of information about applications and licensed services

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

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

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

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

Data protection

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

Keeping up to date with broadcasting matters

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

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

2. Applicant's details

About this section

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

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

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

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

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

Before completing this section of the form, you should read [Ofcom's guidance on the definition of 'control' of media companies](#). Throughout this section, "control" has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

The response boxes and tables should be expanded or repeated where necessary, or provided in a separate annex.

'Officerships' in this section refers to: directorships of bodies corporate, designated memberships of LLPs, or membership of a governing body of an unincorporated association (including partnerships).

Applicant information and contact details

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

Radio West Fife (SCIO)

- 2.2 Company registration number stated on Companies House:

SC048378 (Scottish Charitable Incorporated Organisation)

- 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:

Radio West Fife is constituted as a SCIO. A SCIO is a Scottish Charitable Incorporated Organisation. As an incorporated body, Radio West Fife (SCIO) is an organisation recognised in law as a corporate body, able to hold property in its own right, able to enter into its own legal agreements and being separate from the individuals behind the organisation. Therefore, Radio West Fife (SCIO) should be considered the same as a limited company or community interest company, for example, when entering into contracts, holding licences etc. The definition from

OSCR (Office of the Scottish Charity Regulator) is: “The Scottish Charitable Incorporated Organisation (SCIO) is a legal form unique to Scottish charities and is able to enter into contracts, employ staff, incur debts, own property, sue and be sued. It also provides a high degree of protection against liability.”

Principal Address:
32 Osprey Crescent
Dunfermline KY11 8JQ

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

☐ Yes ☒ No

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

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

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

Full name	Joseph Mark Parker
Job title	Chairperson
Address	32 Osprey Crescent Dunfermline, KY11 8JQ
Telephone	07718808469
Mobile	07718898888
Email	joe.parker@radiowestfife.scot

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

www.radiowestfife.scot

- 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 West Fife is funded by fundraising activities organised and arranged by the station and its members, donations from individuals and local organisations and advertising and sponsorship paid for by local businesses. This model has been in

place for many years and has allowed Radio West Fife to be financially sustainable at all times.

To support our ambitions to develop a small-scale DAB service we applied for and received grants from:

The National Lottery - £2500

Fife Council South & West Fife Local Community Planning Budget - £4999

These grant funds will be used to allow us to meet set up costs including a new studio within Blairhall Community Centre, within the transmission, area and the technical costs of connecting to the multiplex alongside initial access costs while the station establishes its presence and builds its audience.

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
Joseph Mark Parker	32 Osprey Crescent Dunfermline KY11 8JQ	UK	None	Senior Supplier Manager – Tesco Bank
Allan Graham Brown	9 Maclean Walk, Pitreavie Castle, Dunfermline, Fife, KY11 8TX.	UK	None	Retired
Pamela B Weeks	53 Whinnyburn Place, Rosyth, Dunfermline, Fife	UK	None	Retired
Stuart Raymond Shanks	80 Woodend Road, Cardenden, Fife KY5 0NH.	UK	None	Not employed
Michael Raymond Shanks	80 Woodend Road, Cardenden, Fife KY5 0NH.	UK	None	Retired/Carer
Alan Freeburn	37 Merlin Drive, Dunfermline, KY11 8RX	UK	None	Clinical Psychologist – NHS Fife
Brenda Burnett	35 Carneil Gardens, Carnock, Fife KY12 9LQ	UK	None	Retired
David Baird	9 Dalmorglen Park, Stirling, FK7 9JL	UK	None	Retired

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

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

Full name of >5% participant (existing and pro-posed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				
<p>The Applicant is a Scottish Charitable Incorporated Organisation. There are no shares issued in the organisation and there are no shareholders. Under the Constitution, all members are eligible to vote and there is a one member one vote approach.</p> <p>The members elect the Trustees listed in section 2.8 and the Trustees are responsible for the running of the organisation. The Trustees have equal voting rights under the constitution.</p> <p>There is no ultimate beneficial owner. All assets are owned by the organisation.</p>				

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

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

Full name of the entity	Address
N/A	

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

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

Full name of the entity	Address	Affiliates
N/A		

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

- 2.13 Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those bodies. An "officership" refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

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

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

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

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

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

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

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

Name of body corporate identified in response to question 2.11				
Full name of >5% participant	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				
<p>The Applicant is a Scottish Charitable Incorporated Organisation. There are no shares issued in the organisation and there are no shareholders. Under the Constitution, all members are eligible to vote and there is a one member one vote approach.</p> <p>The members elect the Trustees listed in section 2.8 and the Trustees are responsible for the running of the organisation. The Trustees have equal voting rights under the constitution.</p> <p>There is no ultimate beneficial owner. All assets are owned by the organisation.</p>				

Involvement of the applicant in specified activities

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

Activity/involvement	Yes / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
a) A local authority	No	
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	
c) A body whose objects are wholly or mainly of a religious nature; ²	No	
d) An individual who is an officer of a body falling within (b) or (c);	No	

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.

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

Details of applications, licences and sanctions

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

☐ Yes ☒ No

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

Licence number	Name of multiplex

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

☒ Yes ☐ No

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

Licence number	Name of service or multiplex
CR102862	Radio West Fife FM Licence (surrendered)

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

☐ Yes ☒ No

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex

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

☐ Yes ☒ No

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

Licence number	Name of service or multiplex

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

☐ Yes ☒ No

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

Licence number	Name of service or multiplex

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

☒ Yes ☐ No

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

Licence number	Name of service or multiplex
CR102862	Radio West Fife FM (surrendered)

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

☐ Yes ☒ No

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

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

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

☐ Yes ☒ No

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

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

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

☐ Yes ☒ No

If yes, please provide the following details:

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

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

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

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 simul-cast on the proposed C-DSP service can replicate the existing analogue key commitments as it is our expectation that the key commitments for simulcast services are to be in keeping with one another. If a licence is granted, the information you provide in this section will be used to form the basis of the annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence.

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

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

Your proposed service and target community

3.1 What is the proposed service name?

Radio West Fife

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.

Stirling and Falkirk Multiplex

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

The studio will be located within Blairhall Community Centre, 10-12 Wilson St, Blairhall, Dunfermline KY12 9PS. The village of Blairhall is within the coverage area of the multiplex following the recent coverage extension granted to the multiplex operator extending coverage into West Fife and the city of Dunfermline.

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

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

N/A

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

It is proposed to serve all the communities of West Fife, within the local authority region of Fife Council. The main centre of population will be the city of Dunfermline with other towns and villages Rosyth, Limekilns, Culross, Kincardine, High Valleyfield, Comrie, Oakley and Blairhall within the coverage area. The population of the target area according to the Ofcom figures contained in the recent granting of the coverage extension for the multiplex operator is 31,697.

It is a mixed population covering all age groups and socio-economic groups reflecting the socio-economic and demographic make-up of the wider Scottish population. Historically the area was industrial with the linen trade, coal mining and Rosyth Naval Base being significant employers. The decline in the industrial base has seen a change to a service economy with significant public sector employment and in the private sector Sky and Babcock being significant private sector employers and commuting to the larger conurbations of Edinburgh and Glasgow and surrounding areas. The decline of the industrial base has also led to significant regeneration activities aimed at preserving the communities by delivering new jobs and community facilities and opportunities.

The area offers a mix of urban and rural communities with a proportion of the land being given over to agriculture and forestry. Tourism has been an increasing element of both employment and local economic development with Rosyth and Edinburgh a popular cruise ship destination and parts of West Fife being used as locations for popular television programme such as Outlander.

- 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 West fife is a Scottish Charitable Incorporated Organisation and, as such, is a not for profit organisation. As such the Trustees have a legal obligation to ensure that funds in the organisation can only be used for the purposes of the organisation and to develop the services offered by the organisation. There are no shareholders, and all funds are retained and managed by the Trustees. The applicant must

compile audited accounts on an annual basis and must also report on an annual basis to the Office of the Scottish Charity Regulator (OSCR) and meet the requirements to maintain the legal status of a charity in Scotland

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.

Radio West Fife will focus on underserved audiences, defined from a wide range of demographic data and other information to ensure that our programs meet the needs of the target community. We will deliver local and specialised programming which will be of interest to the retired and elderly people, the unemployed, young people, students, minority groups and single parents. We will cover local events such as festivals, music events, open days, educational events, local sporting events and encourage local people and organisations to become involved, produce their own programs and get involved in on air interviews about their events and the work they do.

As we will be based in a community centre, we will have direct links to the community we serve and provide opportunities to that community to be involved in the programming and running of the organisation.

We will continue to work with a number of community groups and charities such as Fire Station Creative, Visit Dunfermline, The Rotary Club, Community Councils and local charities and voluntary groups. We have always been (and will continue to be) committed to having an equal rights policy and will continue to encourage people and groups from all backgrounds and ethnicity to become involved in Radio West Fife.

(b) Local people, Charities and organisations can access Radio West Fife to promote their activities. We will provide a comprehensive platform which will reflect the diversity of the communities in our target area. We will especially work with organisations and charities operating uniquely in our area to give them a voice. We will broadcast discussion programmes which are topical and encourage listeners to interact by telephone, text, email and social media. Our open-door approach means that people will be welcome to take part in programs in our studios live on air. We will produce documentaries and features which reflect human interest in our target area which existing radio stations do not provide.

(c) We actively seek and encourage local people from all backgrounds to become volunteers at Radio West Fife in order that the station's output reflects the community. We value the contribution made by volunteers and will continue to provide training in production and broadcasting which in turn will encourage local talent. We actively help and encourage existing presenters to grow their broadcast skills and in turn this also provides for additional training for new presenters. We will provide regular open days at our studios where the local community can meet with experienced broadcasters and station management to find out about how to become involved in Radio West Fife and about training etc.

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

Radio West Fife will include in its programming discussion content either within individual programmes or with discussion focussed programming. Access will be provided to individuals, charities and groups within West Fife to participate in programming so that programming reflects the life of the communities. Always maintaining compliance with the Broadcasting Code we will seek to provide opportunities for councillors, local elected officials and other interest groups to participate in programming to allow for sharing of information and views in a balanced and equitable way.

- 3.9 How will you ensure that members of your target community(ies) can gain access to the facilities used to provide your service, and receive training in using these? In particular, please set out how this will be done practically, formally and/or informally. **Answer in fewer than 400 words.**

Our Open-Door approach is a very effective way of ensuring that local people can visit us and see what's going on. We are always keen to encourage local people and organisations to get involved in Radio West Fife. People who show an interest would be invited to an informal chat to see what they are looking for and indeed what they can bring to the station. Based on that conversation we would then arrange for an informal training in one of our studios to establish what they wanted to do is both right for them and Radio West Fife. If all goes well we would then proceed to arrange more formal, structured training with experienced broadcasters from within our team of volunteers or if appropriate, from external professional trainers. This training will also involve sitting in the studio during live shows shadowing existing broadcasters and producers and doing 'demo' off air which would be recorded and played back and discussed later with the new volunteer as part of their training. We always strive to help all our volunteers to continually improve their broadcasting and production skills. From time to time, we bring in broadcasters to run training sessions. We have many very well experienced broadcasters each with individual strengths and we believe this is a huge benefit for new team member and offering ongoing training is a terrific way to continually improve the stations output quality.

As we will be based in a Community Centre we will engage with the management team to encourage local residents to get involved and trained to participate in the station to maintain the local focus of the station

- 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.**

By being located in a community centre, in an area subject to significant regeneration focus and our partnership and support with the Fife Council community use team we will be directly linked to the community we wish to serve. Reflecting the insights obtained from local people and groups will allow our programming output to reflect the aspirations and issues felt in our target area. Our long history of working with charities, voluntary and community groups through our community outreach will be capitalised on top be reflected in programming output and through direct access.

- 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.**

A number of trustees and members have wide experience in setting up, managing and organising voluntary organisations and charities. In addition, trustees have formal teaching and training qualifications. Over the years many members have gained experience in fund-raising both for Radio West Fife and for other 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.**

At Radio West Fife we have always had and will continue to have an open-door policy. This policy will ensure that members of the community can visit the station and see how we operate and become involved in Radio West Fife. We have been an internet community station since 2012. We have had a large number of interested people from all walks of life come to see what we do and many have become volunteers. Our many outside broadcasts and events that we support also give members of the community the opportunity to see what we do and find out more about Radio West Fife. We are always happy to spend time with people who come along to see us and answer all their questions. We are totally committed to giving local people the opportunity to get involved in Radio West Fife as a volunteer or indeed on our management team. We will continue to develop and run Radio West Fife, a community station owned and controlled by members of the community. We will hold regular open days which will be publicised on air and through various other mediums, local press, social media etc. to ensure that everyone in the community knows what's going on and what we do. We envisage that our volunteer membership of local people will increase and develop and that Radio Fife on FM will further enhance the already strong community spirit that is typical within our community. We currently benefit from 30 local volunteers however it is expected that within a very short time our volunteer numbers will rise.

Accountability

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

People and organisations from our community can make contact with Radio West Fife by telephone, email, Royal Mail, social media or via our contact page on our website. We will hold monthly, open, Trustee meetings to ensure that all comments, opinions, suggestions and complaints are addressed in an appropriate way and that the outcome is fed back to the person or organisation who made the contact. Regular Team meetings will be held which will comprise of presenters, producers and our management team. We will also hold regular open meetings where members of the local community can come along and raise questions or concerns or ideas directly with representatives of Radio West Fife. All this will ensure that the community can be part of their community station and help to ensure the people in our target area are making a difference. We will continue to monitor and assess the strength of our links with the community which will help to inform Radio West Fife's future plans. Periodic open days will provide a good way for people in the community to keep in contact with us. We will hold regular quarterly meetings and training with our volunteer staff to access and monitor our progress against the objectives that we have set out. This will ensure that we can address any objective or target which is not being met and action taken to resolve it.

Public questionnaires and surveys are another way we will engage the community. These will be published on-line or produced in paper form for use at events, outside broadcasts and at our open days. We will always publish the results of these surveys and questionnaires on our website and they will be discussed at our team and public meetings. We will continue to work closely with local groups, individuals, community councils and community organisations and local press to ensure that the local community are fully aware of what we are doing.

- 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.**

We take suggestions and feedback from our communities very seriously. We already have a Community Engagement role within our Trustees who engages to obtain suggestions and feedback. Where such suggestions or criticisms are received, they will be acknowledged at the earliest opportunity. Where they can be dealt with quickly one of the office-bearers will address and respond. For more serious or complex suggestions or criticisms are received these will be investigated and discussed at the next monthly Trustee Meeting. It will be for the Trustees to determine how we will respond and to ensure responses are provided to the originator. For more serious complaints, if required the Trustees can be convened

at short notice to review and respond to complaints. Our process for handling suggestions, criticisms or complaints will be published on our website with contact details. This will be supported by periodic announcements within our broadcast output.

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	Radio West Fife
Service Description	<p>Radio West Fife is a radio service intended to serve</p> <p>NOTE: The next 3 headings below are the components of the 'character of service'.</p> <p><ENTER DESCRIPTION OF TARGET AUDIENCE></p> <p>The target audience of the service is the population of West Fife across as many age groups and demographics as possible to reflect the interests and concerns of the wider population.</p> <p><ENTER A DESCRIPTION OF THE LOCALITY> NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column> ("the target community")</p> <p>The area of West Fife within the Fife Council local government area. The main centre of population will be parts of the City of Dunfermline with other major town of Rosyth, as well as numerous villages within the coverage area comprising the local authority ward of South West Fife.</p> <p><ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words></p> <p>Radio West Fife is a radio service for Dunfermline and surrounding areas in West Fife. It will reflect all aspects of local life. The radio service provides a voice and a community resource through entertainment, local news, discussion and the</p>

	<p>expression of opinion. The service has a local focus.</p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> • the facilitation of discussion and the expression of opinion, • the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and • the better understanding of the particular community and the strengthening of links within it. <p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>
Transmission Schedule	<p>The station will broadcast 24 hours per day, 7 days per week. The station will broadcast a minimum of 42 hours per week of original and locally produced programming between 7am and 10pm each day. This will be supplemented by other locally produced output where available and other specialised programming we believe will be of interest to the community including news and sport, financial and entertainment programming alongside specialist music and discussion programming.</p>
Multiplex	<p>Stirling and Falkirk Multiplex</p>

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 Regulation of Premium Rate Services Order

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

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

- 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 identified has not received formal compliance training beyond that provided as a member of Radio West Fife. Compliance Training is provided to members/presenters by the person identified in 2.5 on formal and one to one basis, most recently in November 2024.

- 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 identified has been involved in Hospital radio and community radio since 1980 and has extensive experience in training and compliance with relevant regulations, codes and rules. The person also comes from a compliance background in Financial Services so has significant experience in reviewing regulation, translating into operation procedures and policies, maintaining reporting and training in complex regulation, rules and codes.

- 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.

Chairperson - Chairs the Board of Trustees and responsible for the day to day running of the organisation, marketing and volunteer recruitment.
Secretary – manages the activities of the Board of Trustees, meetings etc
Treasurer – financial management of the organisation, fundraising activities, compiling the financial accounts and submission to OSCR
Programme Controller – Responsible for ensuring programme schedule is maintained, broadcast content and presenter training and compliance.
Station Engineer – responsible for maintenance of studio and related broadcast infrastructure
Community Engagement Officer – liaison with community groups and other organisations/groups that want to work with the station.

- 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.

All members receive training on joining the station. There is then periodic refresh training on key matters or changes to the rules or codes.
It is intended that all staff and volunteers will undertake formal training or retraining prior to the station going live on ssDAB. The station will then add a quarterly training session to ensure volunteers receive regular reminders of their responsibilities under codes and rules. Ad Hoc training will be provided in the event of material changes to the rules or codes or in the event any incidents occur that merit a wider training response.

- 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.

Yes all training will be mandatory for all staff and volunteers.

- 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).

-) 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 presenters and producers get training on the Ofcom Broadcasting Code and are therefore aware of the required standards will be aware of the requirements when in the presence of a live microphone. This includes guidance on preparing guests pre-broadcast and how they should respond to any non-compliance issues that may occur during a live broadcast. We have a policy in place should any issues arise. Regular monitoring of output will be maintained by senior volunteers to identify any issues.

-) 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.

Until we are confident that all presenters / producers have been fully trained and compliant all pre-recorded content will be checked prior to broadcast.

Pre-recorded interviews are reviewed by The Programme Controller prior to being uploaded to the playout system.

Externally produced programmes and features are subject to the same process.

All pre-recorded material will be reviewed, and if the presenter/producer has concerns about a link or the lyrics within a song, that can again be quickly reviewed to ensure compliance with Ofcom codes and rules.

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

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

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

a) Monitoring of the character of the service will involve listening to the service 'on-air' and reviewing logs from the output logs as required by the Ofcom licence.

b) Two people will be assigned for this monitoring task.

c) Sample output will be monitored weekly, particularly programmes that are speech heavy.

d) Information will be published on the radiowestfife.scot website on a designated page.

e) Inclusion in the Annual Report of the station which will also be published on the radiowestfife.scot website and available via OSCR

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

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

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

a) A social gain activity log and diary will be established to log all delivered activity and outcomes.
b) The Community Engagement Officer will be appointed to oversee this monitoring and be responsible for inputs into a database.
c) This will be monitored on a monthly basis by the Trustees to ensure we are achieving our social gain goals as set out in the Key Commitments.
d) This information will be published on the radiowestfife.scot website as a quarterly report and will be included in the stations Annual Report.
e) The information will be published and made available on the website radiowestfife.scot, information on social media, e.g. Facebook page and to individual on request.

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

English although may broadcast some programmes in other languages that reflect the population of the transmission area where available.

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.**

As primarily English language will be spoken, every person is fluent in the language. English speaking Trustees will ensure compliance in that the language complies with the Ofcom Codes and rules. In the event that output is broadcast in other

languages steps will be taken to ensure compliance with Ofcom Codes and rules including pre-recording for review by a native speaker.

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:
-) 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;
 -) 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
 -) 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
 -) that no director or person concerned directly or indirectly in the management of the applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.
- 5.3 I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

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

Joseph Mark Parker

Date of application:

11th Augsut 2025

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

designated member (Chairperson of Board of Trustees) (in the case of a Limited Liability Partnership)

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