

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):

Koast Radio Limited, Company Registration Number 08354242 Community Radio Licence
No. CR100214

Proposed service name:

Koast Radio

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)

Alnwick and Morpeth

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

Koast Radio, 30 Woodhorn Villas, Ashington NE63 9JD stationadmin@koastradio.co.uk

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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):

Koast Radio Limited

2.2 Company registration number stated on Companies House:

08354242

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:

30, Woodhorn Villas, Ashington, NE63 9JD

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	Ian Conway
Job title	Managing Director
Address	Koast Radio Limited, 30 Woodhorn Villas, Ashington, Northumberland NE63 9JD
Telephone	07512 451637
Mobile	07512 451637
Email	stationadmin@koastradio.co.uk

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

www.koastradio.co.uk

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

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

Koast Radio has been in operation since 2011 and broadcasting on 106.6fm since 2015. Koast Radio generates its income through advertising, sponsorship, outside broadcast activities, fund raising, Northumberland Lottery and membership subscriptions. Koast Radio has also been successful in being awarded grant funding from specific bodies including Ofcom, Ashington Town Council, the National Lottery etc. to assist with specific projects. Any additional costs will be funded from these and similar sources where required. The successful applicant for the license to operate the Morpeth and Alnwick SSDAB MUX has confirmed that carriage to Koast Radio will be provided free of charge and a Heads of Terms has been agreed. This arrangement will enable Koast Radio to broadcast on the MUX at minimal additional cost.

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
Ian Conway	Koast Radio, 30 Woodhorn Villas, Ashington. NE63 9JD	UK	Director, Koast Radio	Local Government Officer, Mobile Disco Operator
Jeff Pattison	Koast Radio, 30 Woodhorn Villas, Ashington. NE63 9JD	UK	Director, Koast Radio	General Manager
Gary Scurfield	Koast Radio, 30 Woodhorn Villas, Ashington. NE63 9JD	UK	Director, Koast Radio	Energy Assessor Northumberland County Council

- 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				
Koast Radio is a company limited by guarantee and operates in line with its constitution				

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

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

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

Full name of the entity	Address
N/A	

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

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

Full name of the entity	Address	Affiliates
N/A		

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

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

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

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

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

Activity/involvement	Yes / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority	Yes	Ian Conway works as an Assistant Project Lead at Durham County Council although he is employed by Nigel Wright Associates. Garry Scurfield is employed by Northumberland County Council as an Energy Assessor
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	
A body whose objects are wholly or mainly of a religious nature; ²	No	
An individual who is an officer of a body falling within (b) or (c);	No	
A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	No	
An advertising agency or an associate of an advertising agency	No	

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

Details of applications, licences and sanctions

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

Yes No

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

Licence number	Name of multiplex
CR100214	FM Licence

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
CR100214	FM Licence

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
December 2015 - Present	CR100214	FM Licence

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

Licence number	Name of service or multiplex

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

Yes No

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

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

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

Yes No

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

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

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

Yes No

If yes, please provide the following details:

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

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

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

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?

Koast Radio

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.

Alnwick and Morpeth SSDAB polygon

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

30 Woodhorn Villas, Ashington, Northumberland NE63 9JD

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.

CR100214 Koast Radio

- 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.**

The target community of Koast Radio are people who live, work or visit South East Northumberland. Koast Radio provides a varied schedule of radio output providing music-based shows, local sport, community shows, local business shows and local music content. Throughout the daytime schedule we provide mixed music output with a focus on delivering local community content, local news and traffic and travel. During the evenings and weekends, we provide more specialised genre output including local sports, rock, funk soul and disco, northern soul, country, indie and specialist music output from all eras from the 50's through till the present day. We also provide access to a wider audience from local music artists, unsung heroes in the local community, local businesses and local people making the news. We regularly provide outside broadcasts from live events music and sport to publicise the events to encourage attendance and to bring the event home to those who are unable to attend.

Our varied programme schedule allows us to engage with our community at different times of the day. We signpost recreational activities and events in the area which encourage people to attend and participate. Providing local news and information gives the community the information that keeps them up to date. We engage with and seek support from a wide range of local organisations and agencies, many of which support our programming and participate, either on-air or in an advisory way.

We also use online and social media as important channels for us to promote our service and to signpost the work of the organisations and people that we are promoting.

- 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.**

Koast Radio is a not-for-profit company and operates in line with Ofcom requirements relating to a community radio broadcasting licence.

The radio station is staffed entirely by volunteers.

We operate in accordance with our constitution and use any money raised in connection with maintaining and improving the output of the radio 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.

Koast Radio is regularly involved in supporting local community and voluntary groups based across South East Northumberland. We do this by attending their events with our outside broadcast teams, inviting guests into our studio.

We have over 50 volunteers who have been trained in radio broadcasting and we know from feedback that a number of the volunteers have reported significant improvement / relief to their mental health as a consequence of being involved with the radio station.

Since the commencement of the station, we have trained over 250 volunteers
Provided training and work experience to over 70 young people.

We have a presenter who is blind who has been unable to secure employment the involvement with Koast Radio has given him a reason to get up in the morning and has improved his self-esteem and feeling of self-worth.

The radio station has worked with Age UK in running an extensive campaign for ensuring older people wrap up warm for the winter and provide links to energy efficiency advice.

Encourage volunteers to join the CAB through an advertising campaign

Promoted local sports and community associations who have reported an upturn in attendees and support for their club e.g. Newbiggin Boxing club live broadcasts in particular have encouraged new attendees at the club, it has also supported the club in fundraising by promoting their regular shows and encouraging local support.

We are regularly involved with Newcastle Dog and Cat Shelter with an ongoing campaign to rehome abandoned pets, we feature the pet of the week on our social media and are regularly involved in supporting open days at the Shelter with our Outside Broadcast Team.

During the Covid pandemic we provided a vital information and advice to vulnerable residents, and we offered our services to partner organisations to reach our listeners with details of services they were providing.

We actively promote local services who can offer digital support to local businesses including support around website design and free advertising. Advance Northumberland have advised us that they have clients who had heard the promotion of their service on Coast Radio.

We worked with Buzz Learning in Ashington to provide a mock radio studio setup. Buzz Learning is a Bonafide registered educational establishment working with children who would struggle in mainstream education for whatever reason. This has supported children with additional needs to develop their communication and confidence skills in a controlled environment and in a fun and engaging manner. The service has on average 20 to 25 engaged children. Children have used the equipment to record their experiences whether it be gained from on-site lessons, work experience or school visits to local businesses.

3.8 Please summarise how your service will facilitate discussion and the expression of opinion.

Answer in fewer than 200 words.

We encourage our listeners, local organisations and local businesses to engage with us to talk about the things they do, including the initiatives and events that they are involved in. Furthermore, we always aim to be proactive in contacting people with a story to tell or something to say; we offer to promote what they are doing and encourage our listeners to get involved and let us know how they are getting on.

We have specific shows that do this on a weekly basis including the Mind Your Own Business Show for local businesses, the Unleashed Show which features unsigned local artists, The incredible people show focusing on unsung local heroes and characters in the community.

Our studio can be contacted directly by phone, SMS, email and social media. Our presenters invite listeners to contact us with their music requests and dedications. Listeners are regularly involved in making music requests and even suggesting themes for radio shows and features.

We welcome contributions from all members of the community.

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.**

Koast Radio is operated entirely by volunteers. Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication. Our experience shows that volunteers appreciate the variety of opportunities available, often joining to undertake one role and then becoming more interested and involved in others. We have a trained outside broadcast team who are skilled in delivering community-based content and supporting local community groups.

Participation in Koast Radio is open to all individuals and have had presenters aged from 14 years on air with a chaperone with most presenters being aged 18 years or over. All volunteers complete a volunteer form and are engaged subject to satisfactory completion of standard volunteer recruitment checks, induction processes and appropriate training.

There are a large variety of roles open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, administration, finance, and promotion.

All our volunteers are provided with induction training and all the necessary training for the relevant roles within our organisation.

Training is led by a training officer supported by experienced volunteers.

We also encourage local community organisations to get involved and to provide content for our service. We have a number of regular contributors who provide features covering specific topics that will interest our listeners, such as keeping fit, lifestyle improvements, events and activities, carer benefits and services and volunteering opportunities.

- 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.**

Koast Radio is operated entirely by volunteers from within the community and to some extent are the eyes and ears of the community. We have over 50 volunteers, drawn from all backgrounds and walks of life, reflecting the experiences of a broad cross section of our community.

We encourage our presenters to talk about their experiences and the communities that they live and work with and to engage with our listeners and to involve them in our pro-grammes.

We encourage our listeners and local organisations to engage with us to talk about the things they do, including the initiatives and events that they are involved in. We always aim to be proactive in contacting people with a story to tell or something to say; we offer to promote what they are doing and encourage our listeners to get involved and let us know how they are getting on.

We showcase volunteer and other opportunities that we believe will interest our listeners and encourage them to get involved in our community, thereby benefiting both them-selves and the wider community.

We regularly encourage feedback through our social media outlets.

We have recently engaged a professional research company to gain a greater insight into the reach of the station as well as encouraging feedback on our existing output and where changes and improvements could be made.

- 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.**

Koast Radio's Directors have over 45 years' experience in radio broadcasting and considerable life and business experience. Our volunteers are drawn from many walks of life and age groups. They have a wealth of business, community-based and third sector experience, including small and large business owners, healthcare professionals, teachers and business owners.

Koast Radio has been in operation for almost 15 years, run entirely by volunteers and has always been managed efficiently and effectively and has been financially self-sufficient.

The day-to-day operation of the service is handled by a Management Team, members of which have experience in and knowledge of areas such as training, administration, broadcast engineering and general business management.

The Managing Director has previously been a Head of Service within a local authority setting and has extensive experience in management and partnership working.

Garry Scurfield has over 30 years' experience in numerous areas of Housing Management as well as has experience in supporting vulnerable families and related mental health issues.

Jeff Pattinson is an experienced manager in the private sector and has more recently been involved with Reed Partnership gaining vast experience in helping disadvantaged people back into work.

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.**

Koast Radio is operated entirely by volunteers. Volunteering is open to all individuals, subject to satisfactory completion of standard volunteer recruitment checks, induction processes and appropriate training. Our existing volunteers are drawn from many different backgrounds and walks of life, local business people, students, unemployed, people with a disability with ages ranging from 14 years to 75 years. We currently operate with over 50 unpaid volunteers.

Roles are open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, administration, finance, and promotion.

Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication. With an outside broadcast team broadcasting from large and smaller local events there are opportunities in DJing, presenting and event management. Our experience shows that volunteers appreciate the variety of opportunities available, often joining to undertake one role and then becoming more interested and involved in others.

Volunteer opportunities are promoted on-air, on our website and through social media. We also have excellent partnership arrangements with the Northumberland Community and Voluntary Action Service, Northumberland college and local schools.

All of our volunteers are provided with induction training and all the necessary training for the relevant roles within our organisation.

For those roles that are related to on-air work, volunteers are trained in the operation of our studio equipment, general presentation and interviewing skills and their legal and compliance obligations. This training is led by a training officer and also by those experienced volunteers currently involved in operating the service.

Accountability

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

We encourage feedback and interaction from our listeners and their representatives via our website and social networking services, as well as by email, telephone, SMS and letter, and promote this on-air. Our attendance at local and community events, such as fetes, civic events, community gatherings and sports events provide additional opportunities for face-to-face discussion.

At these meetings we talk about the work of Koast Radio and seek opinions and feedback.

We regularly engage with local businesses, community and voluntary groups as well as local sporting clubs for example Ashington Football Club, Blyth Spartans and Newbiggin Boxing Club and invite feedback.

We have recently engaged a professional research company to gain a greater insight into the reach of the station as well as encouraging feedback on our existing output and where changes and improvements could be made.

Our social media outlets on Facebook and Instagram give listeners the opportunity to express their views on the music output and various topics.

- 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.**

Koast Radio considers that feedback from our community is an important to understand how our service is being received and whether our objectives are being met. Queries are acted on by the Board, or a suitably qualified member of the Management Team and a response is provided to the enquirer.

Most matters are fairly straightforward and usually require only an acknowledgement or explanation. Where the matter raised is more serious this is escalated to the Board for action.

If considered appropriate, we will arrange to meet the individual at their home or in the studio or on neutral ground to gain a better understanding of the issue and identify what they see as a suitable resolution, and this is discussed in detail. In addition to resolving the query, this allows us to engage more fully with the community member and potentially generate interest and goodwill .

Serious matters of a safeguarding nature will be dealt with in line with Koast Radio's Safeguarding policy. Members of the target community may also make representations about Koast Radio direct to the regulator Ofcom or the Charity Commissioners.

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	KOAST RADIO
Service Description	<p>KOAST RADIO IS FOR THE PEOPLE OF SOUTH EAST NORTHUMBERLAND, TARGETING THE DISADVANTAGED OF THE AREA. IT PROVIDES A LOCAL, COMMUNITY-FOCUSED RADIO SERVICE WITH RELEVANT PROGRAMMING TO ENTERTAIN, INFORM AND EDUCATE.</p> <p>THE LOCALITY IS SOUTH EAST NORTHUMBERLAND which includes the following towns and villages; Ashington, Blyth, Cramlington, Bedlington, Seaton Delaval, Newbiggin-by-the-Sea, Seaton Sluice, Seghill and New Hartley</p> <p>MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES</p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above.</p> <p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order. The service provides a range of community benefits (social gain objectives) for the target community, both on-air and off-air, and in doing so, achieves 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 service broadcasts:</p> <ul style="list-style-type: none"> • Music. The main type of music broadcast over the course of each week is: mainstream music from the fifties to the present-day including specialist music output during the evenings and weekends • Speech output featuring: <ul style="list-style-type: none"> ○ Local and community news and information, weather and travel. ○ Local business information ○ Local sports • The service provides original output for a minimum of 95 hours per week.
Multiplex	ALNWICK AND MORPETH SSDAB POLYGON

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).

Koast Radio has been broadcasting as licensed Community Radio Station since December 2015.

We have well established systems and processes to monitor and ensure compliance with the various codes, rules and legislation that applies to our service. Our directors have over 45 years' experience with Koast Radio, including considerable experience in public and private sector management including operating with an Ofcom licence, and use their knowledge to ensure that compliance is central to all presenters' understanding of our requirement. This is reinforced in team meetings and through our internal communication network for our volunteers.

Our Compliance Officer has over 30 years' experience working in compliance and business review and runs her own business in the area of compliance so has a good understanding of the general requirements relating to business as well as the Broadcasting code. The compliance officer reports directly to the Board. This work also includes compliance with the requirements of the Companies Act.

- 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.

Koast Radio has been broadcasting as Licensed Community Radio Station since December 2015. We have well established systems and processes to monitor and ensure compliance with the various codes, rules and legislation that applies to our service.

The Managing Director has received specific training in the Broadcasting code and reviews the content of the regular bulletins and reports from Ofcom to keep abreast of changing requirements and how the standards apply in practice.

The Compliance Officer works closely with the Training Officer to develop training for new and existing presenters. Key topics include (but are not limited to); the Broadcasting Code and how the Code relates to our programming, programme content, avoiding bias, offensive language, religion, and the election rules for broadcasters.

- 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.

Roles are as follows:

Managing Director and Directors (The Board)

Sets and monitors the Koast Radio's programme policy and manages the programme schedule.

Training Manager

Reviews music and other material before it is uploaded to the online database and/or scheduled for broadcast.

Works with the Compliance Manager to ensure that presenters understand and meet required standards.

Training new recruits and reviewing when they are competent to broadcast on their own. Delivers induction and presenter training for new presenters, from the start of through to the completion of their initial training.

The Training Manager also provides ongoing training for presenters to ensure that they maintain standards in line with the Broadcasting Code and with station policy and guidelines.

The Directors, Compliance Manager and Training Manager maintain an in-depth working knowledge of the Broadcasting Code and other legislation relevant to Koast Radio.

The Managing Director and Board are responsible for ensuring that Key Commitments are met in so far as they relate to the content of programmes and broadcast content.

Compliance Manager

Reporting to the Board, the role holder monitors station output to ensure compliance with the requirements of the Broadcasting Code, Companies Act and with Koast Radio's policy and guidelines

Schedules music and other content to meet station policy and following guidelines provided by the Programme Director.

Supports the Board in scheduling meetings, minuting actions and ensuring follow up action.

- 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 of our volunteers are provided with induction training and the additional and ongoing training that is necessary to carry out the relevant roles within our organisation.

For those roles that are related to on-air work, volunteers are trained in the operation of our studio equipment, general presentation and interviewing skills. Training is led by the Training Manager, who is supported by the Compliance Manager and by experienced volunteers currently involved in the service, where necessary.

New presenters are mentored by the Training Manager, who will monitor their progress and is available to answer any questions that they might have. All on-air presenters are trained to understand their legal responsibilities. The Broadcasting Code is covered during training and a copy is provided to all volunteers.

All presenters are required to adhere to the Koast Radio's policies and procedures, which sets out the rules, procedures and policies they are required to follow when broadcasting. Policies and procedures are reinforced on a regular basis during team meetings and through our internal communication networks.

The training programme depends on each individual volunteer, their existing skills and abilities and their outside commitments, but most new members complete their initial training within a 3-month period.

Our output is monitored by the Directors, supported by the Compliance Officer and Training Manager. Constructive feedback is provided to presenters on things they have done well and those areas that require improvement. Where there is concern that standards are not being met or there is a risk that the Code might be breached, remedial action will be taken as required. This may involve further training or may require the temporary or permanent removal of that presenter from broadcasting on the service.

- 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.

The induction training is mandatory for all new volunteers. Additional training is provided as required depending on the role but is mandatory for all volunteers that will present on-air.

All volunteers must sign our Volunteer Agreement before their role and involvement with Koast Radio is confirmed. By signing the Agreement each volunteer agrees to abide by the rules and values of Koast Radio including, amongst other things, to comply with the Broadcasting Code, other legislation and station policies.

- 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.

Only experienced presenters are permitted to undertake live broadcasts and with the authority of the Training Manager who will take a decision having reviewed the presenters training record, experience and other aspects of the presenter's approach to presentation.

The initial broadcasting will be under the supervision of a more experienced presenter. The Training Manager will make checks to ensure that the presenter understands the requirements of the Broadcasting Code and understands how to deal with problems that might occur when on-air, including compliance breaches and guiding any guest interviews live on air.

- 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.

Our Directors, Training Manager and Compliance Manager monitor the station output for compliance with the Code, other regulations and station policy and will provide constructive feedback to presenters on things they have done well and those areas that require improvement. Where there is concern that standards are not being met or there is a risk that the Code might be breached, remedial action will be taken as required. This may involve further training or may require the temporary or permanent removal of that presenter from broadcasting on the service.

Music and pre-recorded features may only be loaded into our playout system by the Managing Director or by the Training Manager, following compliance checks. Only a small number of experienced presenters are permitted to use their own music collections, and their shows are closely monitored by the Directors and the Compliance Manager for compliance with the Broadcasting Code and station policies.

We only schedule shows from reputable and reliable sources.

All volunteers must sign our Volunteer Agreement before their role and involvement with Koast Radio is confirmed. By signing the Agreement each volunteer agrees to abide by the rules and values of Koast Radio including, amongst other things, to comply with the Broadcasting Code, other legislation and station policies.

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.

The Board is responsible for ensuring that compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed as a minimum annually but are subject to discussion where issues arise at Board and Team Meetings.

News stories about our activities are published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment to health and wellbeing programming and to our social gain commitments.

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.

The Board is responsible for ensuring that compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed as a minimum annually but are subject to discussion where issues arise at Board and Team Meetings.

News stories about our activities are published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment to health and wellbeing programming and to our social gain commitments.

Delivering wider community benefits is one of the key drivers for the station in supporting local community groups, local business and supporting individuals to develop their knowledge and skills and help people into employment.

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 presenters are fluent in English.

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 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:

IAN CONWAY

Date of application:

24/01/25

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

Company Director (in the case of a Limited Liability Partnership)

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