

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):

Nu Skool Beatz LTD

Proposed service name:

House FM

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)

U.DAB

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

House FM Unit J Blackhorse Mews E17 6SL

Contents

Section

1. Overview	3
2. Applicant's details	5
3. The proposed service	15
4. Compliance of the service	21
5. Declaration	24

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):

Nu Skool Beatz LTD

2.2 Company registration number stated on Companies House:

15620874 - 20 Wenlock Road, London, England, N1 7GU

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:

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

Yes

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

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

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

2.6	Full name	Michael Hughes
	Job title	Director
	Address	Unit J Blackhorse Mews E17 6SL
	Mobile	07791073201
	Email	mikeesva@googlemail.com

Proposed Licensed Service has/will have a website, please provide the website address below.

WWW.HSE.FM

- 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.

Funding for the station will primarily come from grants, as well as fees collected from comprehensive workshop programs in studio engineering, radio broadcasting. In addition to these offerings, our state-of-the-art studio and recording facilities will be available for rent, catering to voice-over artists, podcasters, and other audio professionals seeking a professional environment to create high-quality work.

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
Michael Hughes	Unit J Blackhorse Mews E17 6SL	England	The Lab Music Studio(recording studio) SVA Events LTD(Events promotion) Blackhorse Events Holdings (Event Space) - Belle Events Ltd (this company is currently dormant).	Director
Dionne Burke	Unit J Blackhorse Mews E17 6SL	England	The Lab Music Studio(recording studio)	Secretary

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

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

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
Comments				

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

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

Full name of the entity	Address
N/A	

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

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

Full name of the entity	Address	Affiliates
N/A		

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

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

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

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

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

Activity/involvement	Yes / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
a) A local authority	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	
e) A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	NO	
f) An advertising agency or an associate of an advertising agency	NO	

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

Details of applications, licences and sanctions

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

Yes

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

Licence number	Name of multiplex
DP105626BA/1.	House FM

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

Yes

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

Licence number	Name of service or multiplex
DP105626BA/1.	House FM

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
7 th March 2025	DP105626BA/1.	House FM

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
DP105626BA/1.	House FM

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

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

Licence number	Name of service or multiplex
DP105626BA/1.	House FM

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

No

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

Licence number	Name of service or multiplex

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

No

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

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

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

No

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

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

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

No

If yes, please provide the following details:

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

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

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

N/A

3. The proposed service

About this section

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

House FM

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.

U.DAB

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

Unit J Blackhorse Mews London E17 6SL

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.

House FM DP105626BA/1.

- 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.**

House FM aims to reach a diverse adult audience within the coverage area of our proposed radio multiplex. Our focus includes urban and suburban neighbourhoods that possess a strong sense of identity. We aim to serve discerning House music enthusiasts aged 18 to 65 who are open-minded and passionate about music, the arts, and culture. Our goal is to provide a platform that reflects their interests and amplifies their voices.

Our focus spans established neighbourhoods and emerging creative districts, engaging long-term residents while welcoming newcomers who bring fresh perspectives and energy. The area's cultural richness is shaped by a mix of backgrounds, lifestyles, and age groups, united by a shared enthusiasm for music and creative expression.

Our primary audience consists of culturally aware, digitally engaged adults who value community involvement, sustainability, and social justice. House FM will provide more than music, offering discussions, local artist features, and opportunities for listeners to connect, collaborate, and engage with the community.

We will deliver a distinctive musical identity featuring electronic, House, Classic House, Garage, Funky, Afro, Tech, and Deep House, alongside programming that explores the origins and evolution of House Music. Informative and inspiring content will further strengthen cultural knowledge and creative engagement.

By combining entertainment with empowerment, House FM will celebrate diversity, nurture local talent, and foster meaningful social and creative connections, creating a cultural hub that unites and uplifts the community

- 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.**

Our C-DSP service will be run as a not-for-profit community charity managed by two directors. We are not a business and do not aim to make money for personal gain. All money received will be used only to run and improve the radio service for the benefit of our community.

Both directors will ensure that all income and expenditures are accurately handled. We will maintain complete financial records and review them regularly. No one involved in running the station will be paid, except for reimbursement of reasonable expenses, such as travel or materials.

At the end of each year, we will produce clear accounts showing how all the money has been spent. These will be independently checked and made available to Ofcom and the public, ensuring transparency.

If the service makes any extra money, it will go straight back into the station. This could include:

- Replacing or upgrading broadcast equipment.
- Supporting volunteer training and community projects.
- Creating more local shows and events.
- Helping to promote inclusion and opportunities for local people.

We will also keep a small reserve fund to make sure the service can continue if costs rise or income falls.

An annual report will be produced each year to show how funds have been used and what social benefits have been delivered.

By keeping everything open, fair, and community-focused, we will ensure the station always operates on a not-for-profit basis and continues to provide real value to the people it serves.

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.

Our radio service will provide a wide range of benefits to the local community by offering opportunities, support, and a platform for people from all backgrounds to participate in broadcasting and creative media.

The main aim of our service is to bring people together, give a voice to local residents, and create opportunities for learning and personal growth. The station will help build confidence, improve communication skills, and develop real experience that can lead to future employment or education.

We already work with local organisations, including the YMCA, and Mind to support community projects such as DJ workshops, radio presentation and media . These activities have given people the chance to learn new skills, build confidence, and express themselves in a positive way. We plan to continue and expand this partnership, offering even more training sessions and volunteering opportunities for local residents.

The station will also work with other community groups, charities, and local services to:

- Promote community events and initiatives.
- Share helpful information about health, wellbeing, and local support.
- Encourage social inclusion and reduce isolation by giving people a platform to share their stories and experiences.
- Support local musicians, artists, and cultural activities by providing airtime and promotion.

All our programmes will be made with the community in mind. We will welcome volunteers of all ages and backgrounds and provide basic media training so they can take part safely and confidently. We will also encourage schools, youth groups, and local organisations to contribute to shows and special features, helping to strengthen links between different parts of the community.

The benefits of our service will include:

- Free access to radio and media training.
- A stronger sense of community identity and belonging.
- Support for young people through creative learning and teamwork.
- Greater awareness of local services and community support.
- Improved skills and confidence among participants.

By working in partnership with groups such as the Mind, YMCA, and other local charities, our C-DSP service will continue to deliver positive social impact. The station will always prioritise community benefit over profit, ensuring that everything we do helps people develop, connect, and take pride in where they live.

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

House FM will provide regular, structured opportunities for listeners to share views on music, culture, and local matters. Weekly phone-ins and interviews with community representatives, artists, and local organisations will be conducted in line with editorial standards. Audience participation will be managed through screened calls, WhatsApp voice notes, and moderated social media.

Producers will operate a short transmission delay and follow clear procedures to prevent breaches of the Ofcom Broadcasting Code. Presenters will distinguish fact from opinion, invite a range of perspectives, and ensure fairness.

Themed features and roundtables on topics such as youth opportunities, wellbeing, and local events will promote inclusive discussion. All contributions will follow safeguarding, privacy, and impartiality requirements, with transparent feedback provided on air and online.

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

We will ensure members of our target community can easily access our facilities and receive the necessary training through a combination of practical, formal, and informal approaches.

Practical access:

Our service will be delivered from our dedicated studio and radio space, which has been selected for its accessibility, central location, and suitability for a wide range of participants. The venue is fully accessible for individuals with mobility needs and is conveniently located near public transportation links. We will offer flexible scheduling, including evenings and weekends, to accommodate different availability. Online communication tools will make it simple for participants to join sessions or reserve time in the studio.

Formal support and training:

All participants will receive an induction to the studio and radio facilities, including guidance on how to use the equipment safely and effectively. Formal training sessions will be provided on topics such as recording techniques, broadcasting skills, sound editing and Compliance. These sessions will be practical, hands-on, and

tailored to different experience levels. Supporting materials, such as step-by-step guides and video tutorials, will also be available.

Informal support:

Alongside formal training, we will offer ongoing informal support through peer mentoring and staff assistance. Participants will be encouraged to collaborate, share skills, and learn from one another. Regular feedback opportunities will ensure that any additional access or training needs are identified and addressed quickly.

By combining accessible facilities with both structured and informal learning opportunities, we will ensure all community members can confidently and creatively engage with the radio/studio space.

- 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.**

Members of our target community can contact our service through various channels, including phone, email, and social media, as well as a contact form on our website. To influence our operations, we will establish a community advisory group composed of participants who will meet regularly to provide feedback on our programs and suggest new initiatives.

We will also host open forums and feedback sessions, encouraging community members to share their opinions and ideas. Additionally, we will utilise surveys and suggestion boxes at our facilities to gather ongoing input.

By implementing these methods, we aim to create an inclusive and responsive environment where community members can actively engage with and shape our services.

- 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.**

With over 30 years' experience in the music industry, our group and its members have a proven track record in delivering projects that generate measurable social benefit. We have led training programs for adults and disadvantaged youth and facilitated workshops that develop life and professional skills within the music sector.

Our group has partnered with local charities to deliver educational outreach initiatives, strengthening community engagement and fostering inclusion. Members bring significant project management expertise from the third sector, ensuring resources are used efficiently and projects achieve meaningful outcomes.

This blend of industry experience, community-focused activity, and strategic oversight demonstrates our capacity to deliver impactful programs that enhance social welfare, build skills, and enrich opportunities for communities.

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.**

Our service will involve community members at every level through a co-production approach. From the outset, consultations, surveys, and focus groups will gather their input to shape programming and priorities.

A community advisory group will offer formal guidance on activities, resource use, and strategic planning, while participants will also engage in day-to-day operations, including content creation, project coordination, and technical support. This hands-on involvement builds skills, confidence, and a genuine sense of ownership.

Training, mentoring, and peer support will ensure all participants can contribute meaningfully, while informal opportunities—such as collaborative workshops and open feedback channels—allow ongoing influence over the service.

By embedding participation in both formal and informal ways, we empower the community to be co-creators rather than passive users, strengthen connections, and ensure the service responds to real needs. Regular evaluation of engagement and impact will allow us to refine and improve the service continuously.

Accountability

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

Members of our target community can contact our service through various channels, including phone, email, and social media, as well as a contact form on our website. To influence our operations, we will establish a community advisory group composed of participants who will meet regularly to provide feedback on our programs and suggest new initiatives.

We will also host open forums and feedback sessions, encouraging community members to share their opinions and ideas. Additionally, we will utilize surveys and suggestion boxes at our facilities to gather ongoing input.

By implementing these methods, we aim to create an inclusive and responsive environment where community members can actively engage with and shape our services.

- 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.**

House FM values open communication with our listeners aged 18–65 and is committed to using their feedback to enhance our service.

We provide clear channels for suggestions, including email, social media, our website, and local events. Feedback will be reviewed by management and our advisory panel to identify areas for improvement.

Constructive criticism will be discussed in meetings, and agreed changes will be implemented as needed. Updates on actions taken will be shared on-air and online to ensure transparency.

By encouraging audience input and responding promptly, House FM aims to keep our content relevant and reflective of the community.

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	<ENTER THE SERVICE NAME HOUSE FM
Service Description	<ENTER SERVICE NAME> C-DSP NOTE: The next 3 headings below are the components of the 'character of service'. <ENTER DESCRIPTION OF TARGET AUDIENCE> House FM aims to reach a diverse adult audience within the coverage area of our proposed radio multiplex. Our focus includes urban and suburban neighbourhoods that possess a strong sense of identity. We aim to serve discerning House music enthusiasts aged 18 to 65 who are open-minded and passionate about music, the arts, and culture. <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> (<i>"the target community"</i>) The target community for House FM North East is the population aged 18–65 living in North East London, including Waltham Forest, Tottenham, Chingford, Hackney, Tower Hamlets, and surrounding boroughs. This area is culturally diverse, densely populated, and home to a vibrant mix of communities, local businesses, and creative talent. House FM North East aims to reflect local interests, music, and events, while providing opportunities for community participation in the station. <ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words> House FM North East serves as a community radio station for the culturally diverse population of North East London, focusing on local music, interests, workshops and events. It aims to

	engage listeners through participation and support for local talent and businesses, fostering a strong community connection. 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). 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: • 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. Members of the target community shall contribute to the operation and management of the service. The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.
Transmission Schedule	Transmitting 24 hours a day, 365 days a year
Multiplex	<ENTER THE RADIO SERVICE MULTIPLEX SERVICE (as per the licence advert): as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on> U.DAB

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).

House FM is receiving consultancy support from South Herts DAB Ltd, particularly from Chris Hurst, who has been a multiple Ofcom licence holder for many years. Specifically, the Director and the compliance manager are undergoing training and have also subscribed to the broadcast bulletin for ongoing insights into compliance issues through case studies.

- 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.

Please see below a guide to our training. This is provided to all presenters/staff and reviewed on a one-to-one basis with either the compliance manager or the show producers. As they work through it, their comprehension is regularly tested. We aim to run refreshers every 6 months.

An Overview of Ofcom Broadcasting Code

House FM's commitment and requirement to comply to the standards and intent of Ofcom's Broadcasting Code

Below is an outline of the key points extracted from Ofcom's Broadcasting Code:

Section One – Protecting the Under 18s

- Broadcasters must take all reasonable steps to protect the under 18s
- There is no “9 o’clock watershed” as there is on TV – the radio equivalent is to “be mindful of when children are likely to be listening”. This especially refers to shows broadcast during times that would be considered for listeners to be undertaking a ‘school run’ and during the school holidays. You should adjust your show content accordingly with strictly no offensive content or swearing
 - Material which could impair the physical, mental or moral development of people under 18 **must not** be broadcast• Any material which could distress children when they are likely to be listening must be made clear to the audience prior to broadcast
- Any material where illegal drugs, drug abuse, smoking, solvent abuse or alcohol misuse is included must:
 - not be featuring in programmes aimed at children unless there is strong editorial justification (e.g. an anti-drugs educational awareness broadcast)
 - generally be avoided and, in any case, must not be condoned, encouraged or glamorised when under 18s are likely to be listening
- Do not interview under 18s without the permission of a parent or guardian. Due care must be taken over the welfare of people under 18, even if permission is granted.
- Do not broadcast anything that is overly descriptive in terms of sexual or illegal content
- Never identify an under 18 who has been the victim of, or who has witnessed, a crime. This includes giving information which could lead to them being identified, even if they are not named directly. Bear in mind that if the offence is “incest”, then identifying the offender would also identify the victim.
- Demonstrations of the occult or paranormal which purport to be real must not be broadcast when children are likely to be listening, even if for entertainment purposes only.
- Prizes (for example, in a competition) which are aimed at children must be appropriate to the age range of both the target audience and the participants.

Section Two – Harm & Offence

- Do not portray opinions as fact or broadcast any swear words (even if quoting someone)
- Factual programmes must not mislead the audience
- Material which may cause offence must be justified by the context (e.g. if broadcasting racist views, this would only be acceptable in a setting such as a debate on such an issue)
- Violent, dangerous or anti-social behaviour must not be glamorised or encouraged
- Methods of suicide and self-harm must not be broadcast unless justified by the context
- Demonstrations of the occult or paranormal which purport to be real must be treated with due objectivity (i.e. no claim must be made that they are real) and, if broadcast for entertainment purposes only, this must be clearly signalled to the audience and any advice given must not contain life-changing advice directed at individuals, specifically health, finance, employment or relationships
- Hypnotic techniques must not be broadcast in order to prevent hypnosis and/or adverse reactions in listeners
- Simulated news (e.g. a comedy news bulletin) must be broadcast in such a way that listeners are not misled into believing they are listening to actual news
- Competitions and voting must have rules written up which are made known to the audience and conducted fairly – listeners must not be misled and prizes must be described accurately

Section Three – Crime

- Never broadcast anything that is likely to encourage or incite crime or disorder, or could endanger life (e.g. saying something that could affect the outcome of a hostage taking at a local bank)
- Descriptions or demonstrations of criminal techniques must not be broadcast unless editorially justified (e.g. for the purpose of reviewing a product's security)
- No payment may be made to:
 - convicted criminals for a contribution to a programme or any other person related to the crime in question unless it is in the public interest

- any witness or anybody who could be called as a witness in active criminal proceedings
- any individual, nor may it be offered, if that payment depended on the outcome of a trial

Section Four – Religion

- Do not criticise religious views or broadcast content about religious organisations looking to recruit people to a religion or a religious denomination
- Do not promote religious views or beliefs by stealth
- Religious programmes must not exploit the susceptibilities of the audience
- Claims that a living person or group has special powers or abilities must be treated with due objectivity and must not be broadcast when children are likely to be listening

Section Five – Due Impartiality, Due Accuracy and Undue Prominence of Views & Opinions

- Do not broadcast biased stories – always give both sides of the argument and do not give undue coverage to one side of the argument
- If a serious mistake is made in the broadcast, always acknowledge the mistake and correct it as soon as possible – the correction should be appropriately scheduled
- No politician may be used as a newsreader, interviewer or reporter in any news programmes unless editorially justified. If it is justified, the political allegiance must be made clear to the audience

Section Six – Elections & Referendums

- Election periods begin approximately a month before elections but this can vary – at this point, the rules on political coverage and significant matters relating to the election are tightened significantly
- Any programme focusing on a particular electoral ward or constituency must include a list of all candidates standing in that particular area, including first names and surnames, as well as the party they are representing or the fact that they are an independent candidate – this list only needs to be included once per broadcast; subsequent mentions on the same day can direct people to a website where they can find the list of candidates. In the case of European Parliament elections, only

the parties who have a candidate in the appropriate region (e.g. the West Midlands) should be listed – only independent candidates must be listed by name.

- Make sure you are not talking excessively about one political party over another
- Due weight must be given to the coverage of larger parties in the election period (larger parties are defined as Conservatives, Labour, Liberal Democrats and UK Independence Party) but appropriate coverage should also be considered in relation to other parties and independent candidates with significant views and perspectives
- Due weight must be given to designated organisations during a referendum period but appropriate coverage should also be considered in relation to permitted participants with significant views and perspectives (“designated organisations” and “permitted participants” are defined by the Electoral Commission – speak to station management for guidance)
- No person who is standing as a candidate, nor any representative of a permitted participant (seek management guidance for “permitted participants”) may act as a newsreader, presenter or interviewer of any type of programme whatsoever – regardless of the subject matter of that programme and even if the subject matter is totally unrelated to the election – for the duration of the election period – speak to station management for guidance
- As soon as polling stations open on the day of an election or referendum: there must be no discussion and analysis of election and referendum issues until polling stations close (this includes polling stations outside of the UK, if the elections are for the European Parliament) no encouragement must be given to members of the public as to who to vote for or even that they should vote at all the results of any exit polls must not be broadcast until polling stations close
- Due impartiality must be maintained within each electoral area
- If a candidate is offered the opportunity to take part in an interview, all other candidates within the same constituency or electoral ward who represent the larger parties (see definition of larger parties above) must also be given the opportunity to take part, while smaller parties and independent candidates for whom there is previous significant electoral support or current significant support must also be invited to take part.
- Candidates do not have to take part in the same interview or the same programme, but the link between different broadcasts should be made clear to the listener. If a candidate refuses to take part, then the item may go ahead in their absence, but it is sensible to address to the audience that the absent candidate was offered the opportunity to take part.
- Where a candidate is taking part in a programme on any matter after the election has been called, they must not be given the opportunity to make points directly

related to the constituency/electoral area they are representing if no other candidates in that area will be given the same opportunity (for example, the leader of a local Council would not be allowed to talk specifically about his own ward unless there was an intention for all other candidates from that ward to be offered the same opportunity within the station's election coverage)

Section Seven – Fairness

- Unjust or unfair treatment of individuals in programming must be avoided
- Never omit facts in a way that is unfair to an individual or an organisation
- If you ask someone for a comment about a story and they decline to comment, you should always state this
- Never obtain information through deception
- When an individual is asked to contribute to a programme (unless the subject matter is trivial or the participation is minor) they must be (unless it is justified in the public interest or under other provisions of the Broadcasting Code):
 - told about the nature and purpose of the programme and given a clear expectation of what they are being asked to contribute
 - told what kind of contribution they are being asked to make (live, pre- recorded, interview, discussion, edited, unedited etc.)
 - told about the areas of questioning and the nature of other likely contributors
 - told about any significant changes to the programme as it develops which are likely to affect their consent to participate
 - told of their contractual rights and obligations and those of the broadcaster in relation to their contribution
 - given clear information, if offered an opportunity to preview the programme, about whether they will be able to effect any changes to it
- Consent should always be obtained from a parent or guardian, or another person aged 18 or over (such as their teacher if on a school visit) if a contributor to a programme is under the age of 16 or, if the person is over the age of 16 but is not in a position to give consent, such consent should come from a person with primary responsibility for their care. Such individuals should not be asked for views on matters likely to be beyond their capacity to answer properly

- Contributions must be fairly represented in programmes which are edited
- Guarantees such as confidentiality or anonymity should be honoured
- The re-use of material originally recorded and then used in another programme or for another purpose must not create unfairness
- Programmes such as dramas must not portray facts, events, individuals or organisations in a way which is unfair to those individuals or organisations
Programmes which allege wrongdoing or incompetence or makes significant allegations should give those concerned an appropriate and timely opportunity to respond
- If a person approached to contribute to a programme chooses to make no comment or declines the invitation, the programme should make it clear that the individual chose not to appear and should give their explanation as to why they do not wish to appear if it would unfair not to do so
- Where it is appropriate to represent the views of a person or organisation that is not participating in the programme, this must be done in a fair manner
- Programmes must not obtain audio or voice recordings through deception unless:
 - it is in the public interest to do so (e.g. exposing fraud) and cannot be obtained through other means
 - in the case of 'wind-ups' or 'prank' calls, permission must be granted from the individual before the material is broadcast, unless they cannot be identified
 - material involving celebrities and those in the public eye can be broadcast without consent, but only if it is in the public interest if it is likely to result in public ridicule or personal distress

Section Eight – Privacy

- You should never broadcast anything that could be seen to infringe a person's privacy, unless it can be justified as being in the public interest
- Information which discloses the location of a person's home or family should not be revealed without permission, unless it is warranted (e.g. as a result of a trial)
- If a person or organisation's privacy is being infringed and they ask a recording or live broadcast to be stopped, the broadcast should cease, unless continuing can be editorially justified and it is in the public interest to continue

- Recordings on private premises (such as within an institution, organisation or other agency) must have permission of a relevant authority and management, unless recording without their permission can be justified, however separate consent should normally be obtained before recording or broadcasting in sensitive areas, such as hospitals, ambulances, prisons or police stations
- The means used to obtain material must be proportionate to the subject matter of the programme
- The re-use of material that is then used for another purpose must not create an unwarranted infringement of privacy
- Broadcasters should not attempt to record someone without prior warning unless it is justified by other means or an interview with that person could not otherwise reasonably be obtained. This does not apply when in a public place, nor does it apply to vox-pops
- If recording telephone calls, broadcasters must identify themselves and state that a telephone call is being recorded for possible broadcast at the beginning of the call. If this is not stated, the consent of the person being recorded must be obtained prior to broadcast, unless it can otherwise be justified
- Secret recordings should only be used in exceptional circumstances, such as:
 - there is substantial evidence of a story in the public interest
 - there are reasonable grounds to suspect that further material evidence could be obtained by doing so
 - it is necessary to the credibility and authenticity of the programme
- Broadcasters must not record or broadcast a recording of people caught up in emergencies, victims of accidents or those suffering personal tragedy, even if in a public place, if it infringes on their privacy, unless the circumstances can be justified or the person has given their consent.
- People in a state of distress should not be pressured to take part in programmes or provide interviews
- Broadcasters should not reveal the identity of a person who has died, or is a victim of an accident or violent crime, unless it is clear that next of kin has been informed or unless it can be exceptionally justified
- Broadcasters should reduce the potential distress to victims when broadcasting programmes to examine past traumatic events – this also includes reconstructions

and factual dramas – and surviving victims and their relatives should be informed of any plans for broadcast

- Particular attention should be paid to the privacy of those under 16 years of age and, if they are the subject of the privacy infringement, consent must be obtained from a parent, guardian or other appropriate authority figure, as well as the individual concerned, unless the subject matter is trivial or uncontroversial and the participation is minor

Section Nine – Commercial References in Television Programming

This section exclusively governs television programming and, as such, is not applicable to House Radio.

Section Ten – Commercial Communications in Radio Programming

- Programmes which are blatantly offering a ‘free advert’ for a commercial profit-making organisations must not be broadcast
- Programmes about commercial companies are fine as long as they can be justified by the context
- It is acceptable to run stories about non-profit and charitable organisations holding events, such as a fete
- Programming which is subject to, or associated with, a commercial arrangement must be made clear to the audience
- Advert breaks must be clearly separated from programming (see Advertising and Income Policy)
- Commercial references in or around news bulletins are prohibited, with the exception of crediting a news source or news supplier (e.g. Sky News, Sky Sports, etc.), the use of premium rate services, the promotion of the station’s own products/services, such as an event or website
- Commercial references must not be broadcast in children’s programming, with the exception of credits for competition prizes, the use of premium rate services for the purpose of entering competitions, the promotion of the station’s own products/services, such as an event or website
- No commercial arrangement that involves payment or other valuable consideration may influence the selection or rotation of music being broadcast

- Commercial references must comply with the advertising and scheduling rules that apply to radio broadcasting
- Commercial references that require confirmation or substantiation prior to broadcast must be cleared for broadcast in the same way as advertisements
- No commercial reference or commercial arrangement may be made in a broadcast in which an individual is being interviewed in a programme
- Any premium rate telephone services used in programming must comply with the Code of Practice issued by PhonepayPlus and any charges must be made clear to the audience
- Fund-raising activities on behalf of a charity are only permitted if it is:
 - broadcast free of charge
 - does not contain any commercial reference
 - reasonable steps have been taken to prove charitable status or that a fund has been set up to deal with the appeal
- Broadcasters may appeal on-air for donations to fund their service or make programmes, but the amount raised and the purpose it is used for must be made clear, and money raised must be separately accounted for and used for the stated purpose
- When broadcasting financial promotions and investment recommendations such as shares, the presenter must disclose any relevant personal interests he has which are relevant to the audience (e.g. if a presenter advises buying shares in a company and they are a shareholder, they must make this clear to the audience)

- 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.

Compliance manager Holds overall responsibility for compliance, overseeing programme review, live monitoring, and adherence to advertising and sponsorship rules. Provides guidance on editorial decisions, manages broadcast logs, and ensures regulatory standards are embedded across all station activity.
--

Compliance /show producers

Supports daily content monitoring, manages audience feedback and complaints, and delivers regular compliance training to volunteers and presenters. Ensures all staff understand Ofcom rules and fosters a culture of accountability and responsibility.

- 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 staff undergo personalised, one-on-one training sessions with the compliance manager, who provides tailored guidance to ensure a thorough understanding of the rules. Throughout these sessions, their comprehension is evaluated through interactive assessments, allowing for immediate feedback and support. To reinforce their knowledge and stay updated on best practices, we aim to conduct comprehensive refresher training every six months.

- 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

- 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.

Live content

All live broadcasts on House FM will be supervised by the Compliance Manager or an appointed Show Producer trained in Ofcom's Broadcasting Code.

Before going on air, every presenter and guest will attend a short editorial briefing covering language standards, impartiality, factual accuracy, safeguarding of minors, and procedures for handling complaints. Each programme's running order is checked in advance for compliance risks or sensitive topics.

During transmission, the station will utilise its Myriad Playout System, connected to an Instant Replay 7-second delay unit, allowing producers to remove or mute non-

compliant material immediately. All studio output is recorded and securely stored on the Net Log Server for a minimum of 42 days. If a breach or potential breach occurs, the presenter will immediately alert the Compliance Manager. The incident will be reviewed, documented, and—if required—reported to Ofcom in line with the self-reporting policy.

- 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.

Pre-recorded content

All pre-recorded or syndicated programmes are reviewed by the Compliance Manager before upload to the playout system. Each file is checked for offensive language, impartiality, fairness, balance, and the accuracy of factual statements. Content not meeting the required standard will be edited or withheld from broadcast.

Only approved audio is uploaded to the password-protected Myriad Scheduler, preventing unauthorised changes. External producers or syndicators must sign a compliance declaration confirming that their material adheres to Ofcom's Broadcasting Code and BCAP rules. All review notes and edited versions are archived alongside the final broadcast copy to maintain a full compliance audit trail. These systems ensure that House FM maintains consistent, transparent, and accountable editorial standards across all live and pre-recorded content.

- 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

We will track HFM Radio's service delivery by collecting listener feedback, conducting content reviews, and holding team meetings. Additionally, we will use listener surveys and monitor engagement to maintain consistent standards.

B

The Compliance Lead, supported by the show producers and staff, will oversee monitoring

C

Daily

D

A summary of monitoring activities and outcomes will be compiled and published monthly

E

Reports will be published on the station website and shared at meetings

- 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

Monitoring activities will be tracked against planned objectives and documented

B

The Director & Training Officer will oversee the monitoring

C

Daily

D/E

A summary of activities and outcomes will be documented and published via our website

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 compliance members are fluent in English language

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:

MICHAEL HUGHES

Date of application:

14/10/2025

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

company director

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