

Community Digital Sound Programme (C-DSP) licence

Application form – Part A (public)

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

Radio Wimborne Ltd

Proposed service name:

Radio Wimborne

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)

Poole, Purbeck and Wimborne

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

Kelly Webb
Radio Wimborne Limited
6 Poole Road
Wimborne
Dorset
BH21 1QE

Contents

Section

1. Overview.....	4
2. Applicant's details	6
3. The proposed service	17
4. Compliance of the service	25
5. Declaration	30

1. Overview

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

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

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

The purpose of this form

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

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

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

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

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

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

Provision of information

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

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

Publication of information about applications and licensed services

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

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

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

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

Data protection

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

Keeping up to date with broadcasting matters

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

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

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

Radio Wimborne Ltd

2.2 Company registration number stated on Companies House:

Company number **08680369**

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 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	Kelly Webb
Job title	Director
Address	6 Poole Road, Wimborne, Dorset. BH21 1QE
Telephone	
Mobile	07920043500
Email	Kelly.webb@sky.com

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

Radiowimborne.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.

The service will be funded as currently by means of fundraising, sponsorship, Volunteer subscriptions, donations and advertising.

No funding is received from a political or religious body.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

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

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Glenville Charles Enese Fowler	6 Poole Road, Wimborne, Dorset. BH21 1QE	UK		Technical Support and IT Manager at Lotek UK Limited
Kelly Francis Webb	6 Poole Road, Wimborne, Dorset. BH21 1QE	UK		n/a
Malcolm Victor Angel	3 Bridle Close Upton, Poole. Dorset. BH16 5SU	UK		Director Angel Roberts and Angel Ltd
Paul Thomas	6 Poole Road, Wimborne, Dorset. BH21 1QE	UK	Thomas & Woolven Ltd and Tectonic Training Ltd -both dormant. CoSec both.	Chartered Accountant at Thomas & Woolven.

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.

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

Full name of >5% participant (existing and pro-posed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
n/a				
Comments				
There are no beneficial owners				

- 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	No	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	
A body whose objects are wholly or mainly of a religious nature; ²	No	
An individual who is an officer of a body falling within (b) or (c);	No	
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
CR102864	n/a on 94.6FM

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
CR102864	Radio Wimborne
SRSL101400WT/1	Radio Wimborne RSL in 2016

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
Current	CR102864	94.6FM
Glenville Fowler	G6NZN	Radio Amateur 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
CR102864	Radio Wimborne

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
CR102864	Radio Wimborne

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?

Radio Wimborne

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.

Poole, Purbeck and Wimborne SS-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

The service will use the existing studio complex of Radio Wimborne, which is located at Allendale Hub, Hanham Road, Wimborne. Dorset. BH21 1GT

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.

FM Service. CR102864BA/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 coverage area of the radio multiplex service on which you intend to broadcast. **Answer in fewer than 400 words.**

Radio Wimborne has served the local community for over 10 years and has been supported practically and financially by the community, local authorities, Business Development District and local charities, we in turn provide support to these groups.

Our target community are mainly adults ages 40+ but the town has some large new housing developments bringing more families into the area allowing to expand to the younger audience.

Recognising the need for the sort of service we provide to the community we have received grants from Wimborne Minster Town Council, and the Wimborne BID (who supplied seed funding for the initial set up) plus support and encouragement from local organisations including Wimborne Rotary, the Wimborne and Ferndown Lions, local fundraisers, private donations and local business support through advertising and sponsorship.

We provide a platform for local community projects and charity fundraising organisations to promote their events and to create greater footfall through our local news broadcasts. We support local events through recorded interviews, and outside broadcasts, and provide broadcasters, technical crew and PA systems/service.

We underpin all kinds of community activity and act as a source of local information and news to local people. We do not have any other targeted local source of news, our nearest hard copy newspaper being the Bournemouth Echo. This generally includes stories relating to the larger conurbations and the national news.

We receive approximately 25 press releases and/or direct contacts with local news for inclusion in our local news/events mentions on air and social media per week.

Local businesses purchase advertising and interest has grown since getting FM status.

We have run 2 targeted youth programmes in the last 12 months, providing work experience on a weekly basis to 16–17-year-olds, including an SEN college based in Wimborne Minster.

We support main town events including:

- The annual Wimborne Folk Festival.
- Green Festival Event.
- Christmas Market.
- Wimborne Food Festival
- Carols in the Cornmarket, Wimborne.

Wimborne is on the edge of the BCP conurbation and serves as the market town of East Dorset. Residents of Poole are on our doorstep and Purbeck demographic would be considered in synergy with those or rural East Dorset and surrounding areas.

- 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.**

We have 10 years of accounts evidencing that Radio Wimborne has always been run as a not for profit. All income remains in the company to cover all fees and equipment. No volunteers or Directors are paid. Plans are in place that creates a target income for the year including and contingency. Advertising or funds collected are monitored during the year to ensure we meet our target income to fund the running of the station.

Social gain

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

Our station has been inclusive for the past 10 years, working with community groups, charities, schools, local authority and BIDs. Our volunteers include school children up to retired people and we have had a number of disabled volunteers over the years too.

We have worked on youth projects, most recently offering youth ongoing work experience projects with local schools (including one SEN school), which was supported by the local authority.

Our profile has increased over the past few years since being on FM and we now have more community engagement i.e. we are being used as a source of news and information and for community engagement with volunteers e.g. to reduce loneliness.

We support local events and the wider reach that DAB would give us, would enable those groups we support to get their messages to a wider audience too.

We would like to continue to grow our local involvement and youth interactions as we have had a great deal of positive feedback from the schools on these programmes.

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

We will continue to work within Ofcom boundaries by offering a huge variety of shows including offering many different members of the community to have a voice. In the past, this has included Police, Clergy, MPs, local businesses and charitable and not for profit groups. We are proud of being able to give a voice to young people too and would endeavour to enhance this offering.

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

- Our output is available to all and we constantly look at programme types to ensure there's something for everyone. We regularly promote 'FM' and online options for those that cannot pick up our 94.6 frequency (i.e. smart speakers, PCs etc.)
- We communicate with the local BID regarding business advertising at very low rates, to ensure SMEs have affordable advertising options. We want to promote the local economy and help a thriving town and surrounding area(s).
- New volunteers are encouraged and we interview regularly and provide ongoing training to nurture new presenters and technicians.
- The route to full, hands-on programme production and presenting is by joining Radio Wimborne. All new prospective volunteers are interviewed by the directors, and if considered suitable will be offered formal induction and training including signing our Presenters terms of conduct and understanding our conditions. The formal training covers the use of studio equipment and the principles of programme-making. At the end of training, we ask the trainee to produce a show using all learnt skills which is reviewed by all three directors. If the test recording is passed by all directors, the applicant will be allowed to present and/or produce a show.

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

We feel over the past 10 years, we have done a great deal for community cohesion with our involvement with many groups and schools as mentioned above. The community, businesses and volunteer engagement has grown steadily and expanding our reach will enable us to support and reach a wider audience.

- 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.**

The Directors of Radio Wimborne Ltd have been running the station for 10 years. Many of our volunteer presenters have been with us from the start but we have had many more join since. Some of which we have provided extensive training and others have arrived as experienced presenters.

Our directors include business people, ex local councillors (at local and voluntary level) and a professional Engineer. These roles provide significant senior management, engineering, financial, change and project management experience in addition to a commitment to serve the local community.

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.**

As previously mentioned, we regularly interview and train new volunteers. We are very inclusive and will do our best to get a new volunteer through training to take on their chosen role.

Our track record on community engagement is evidence of how we already support and have participation with our local area and the many groups and charities within.

Accountability

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

We have social media, a website, email addresses and a postal address. Many local people are able to be interviewed on air (live or pre-recorded) and we regularly get press releases (10 pw).

We received requests for support with local groups – this may be with information to be given on air or to do outreach work in the field to support their events.

We endeavour to take any suggestions on board and have allowed this feedback to influence programming/show content.

- 3.14 How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words.**

We have regular director and volunteer meetings where feedback is submitted, improvements/changes discussed – resolutions found. We also have a complaints policy where directors would review and act upon (although we have never had a complaint).

Draft Key Commitments

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

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

ANNEX TO LICENCE

LICENSED SERVICE NO tbc

Licensed Service	Radio Wimborne
Service Description	<p>Is a radio service intended to serve</p> <p>The local community in Poole, Purbeck and Wimborne.</p> <p>East Dorset and Purbeck area are partially rural and Poole is a denser conurbation. There is a thriving and diverse demographic across the areas.</p> <p>Radio Wimborne is here to provide news and information and entertainment to the community in our area, filling a gap with local content since local papers, radio and TV and have become more generic.</p> <p>To be truly 'local' so that local people and community groups can have a voice.</p> <p>To be accessible to local young people and those of protected characteristics.</p> <p>To support businesses with affordable means of advertising.</p> <p>Existing key commitments are 1 hour per day of live output. We have exceeded this consistently for 3 years, approx. 3-5hrs per day.</p> <p>We continue to offer many genres of music and support outside community events.</p> <p>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</p>

	<p>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</p> <ul style="list-style-type: none"> • the facilitation of discussion and the expression of opinion, • the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and • the better understanding of the particular community and the strengthening of links within it. <p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>
Transmission Schedule	24/7
Multiplex	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Poole, Purbeck and Wimborne SS-DAB</div>

4. Compliance of the service

About this section

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

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

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

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

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

The Compliance Officer's knowledge of compliance derives from experience of the regulatory codes applicable to our current FM and webcast service, together with studying all other regulations and codes of practice.

The Directors have regular meetings, read Ofcom emails and discuss any changes or news that may affect the current service.

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

The Compliance Officer has experience of the regulatory codes applicable to our current FM and webcast service.

- 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 Officer (Director) has overall responsibility for compliance.

All Directors take full responsibility and communicate regularly to ensure ongoing compliance.

- 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.

Current presenters will receive compliance training from the Compliance Officer (Training) and asked to formally confirm acceptance.

New presenters will receive compliance training as part of their training and will be asked to formally confirm acceptance.

Radio Wimborne has a number of written policies and compliances held on our website in a specific volunteer area. All volunteers must read and confirm acceptance of those policies. Policies are reviewed and updated, volunteers advised to read and confirm. Quality assurance of show output is done by the Directors and feedback given if any concerns.

Monthly volunteer meetings will manage any significant changes in compliance. From time to time, individual training is given on a range of subjects and any compliance matters could be dealt with in this way.

Producers of programmes made externally will be asked to formally accept compliance requirements.

- 4.5 Will the training described in response to question 4.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

It will be mandatory for all volunteers, producers and presenters.

- 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.

We already have to ensure compliance – by listening to programming, monthly meetings, giving feedback.

Our main confidence about compliance comes from training, formal acceptance and a compliance-aware culture among presenters.

Presenters will brief guests before the broadcast.

Although continuous monitoring is not always available, the Station Manager, directors and other presenters currently listen at times to the live shows or on-line recordings (Listen Again via the web site). This will continue with the new radio service.

Programmes made by new producers and presenters will be monitored closely in the early days, and thereafter ad hoc, as is currently done for experienced presenters.

Issues will be notified to the Station Manager, who will contact the Presenter directly or via Radio Wimborne Presenters WhatsApp group.

This is the system in place currently and while issues have been rare, no live interventions have been required and output not conforming to the station's ethos has been the subject of action.

- 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.

Shorter programme elements such as advertising, announcements and music will be auditioned before broadcast.

Pre-recorded and voice-tracked programmes will be presented by compliance-trained staff.

Where programmes are made by new presenters, they will be monitored closely in the early days, and thereafter ad hoc, as is currently done for experienced presenters.

Programmes made externally will be auditioned before broadcast if they are one-off productions. If they become regular, they will be monitored ad hoc once confidence has been established. All programme makers will be asked to formally accept compliance requirements.

No external streamed content is provided but all that provided by our own volunteers will be quality assessed in the same way as live programming described above.

- 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.

As advised, Output is monitored by the Station Manager, Directors and other presenters according to their availability.

Regular director meetings (weekly) discuss broadcast content and review performance against objectives, providing feedback to presenters during monthly meetings (which is minuted and emailed to all active presenters) but the minutes from these meetings are not made public outside of Radio Wimborne.

Content guidance and compliances are made available to presenters within a protected volunteer area on the web site. Any relevant news from compliance activities can be made public on the website upon Director approval.

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.

Any feedback is normally fed back via email or from conversations within the town. The email box is monitored daily and any feedback to presenters within the station is delivered by the Directors during the monthly meetings. This is normally minuted but the minutes from these meetings are not made public outside of Radio Wimborne.

News from social gain activities can be made public on the website upon Director approval.

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 team members and everyone involved in the station, are fluent in the broadcast language 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:

KELLY WEBB

Date of application:

28/11/2024

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

Company secretary / company director / designated member (in the case of a Limited Liability Partnership)

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