

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):

SHIRE RADIO

Proposed service name:

SHIRE RADIO

Radio multiplex service(s) on which the proposed C-DSP service is to be provided (note this must be a small-scale multiplex area either previously advertised or currently being advertised by Ofcom as shown in the multiplex licence advertisement)

LANARKSHIRE

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

SHIRE RADIO, UNIT 32 COATBANK BUSINESS CENTRE, COATBANK WAY, COATBRIDGE, ML5 3AG

e-mail: alec@shireradio.co.uk

Tel: 07909 117106

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1. Overview

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

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

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

The purpose of this form

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

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

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

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

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

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

Provision of information

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

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

Publication of information about applications and licensed services

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

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

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

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

Data protection

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

Keeping up to date with broadcasting matters

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

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

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

Shire Radio

2.2 Company registration number stated on Companies House:

Registered Charity Number: SC052212

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:

SHIRE RADIO, UNIT 32 COATBANK BUSINESS CENTRE, COATBANK WAY
COATBRIDGE, ML5 3AG

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

✗ Yes

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

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

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

Full name	William Kilgour
Job title	Treasurer
Address	27 Carroll Crescent, Newarthill, Motherwell, ML1 5AT
Telephone	
Mobile	07824594754
Email	bill@shireradio.co.uk

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

www.shireradio.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.

Funding is by advertising and sponsorship from local businesses, grant funding from various bodies including the National Lottery, various funding initiatives via Foundation Scotland and generated income from merchandising and donations.

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
Bill Kilgour	27 Carroll Crescent, Newarthill, Motherwell, ML1 5AT	Scotland	None	Retired
Alec Nicol	23 Coatbank Way Coatbridge ML5 3AG	Scotland	None	Self-employed (IT)
Arthur Grainger	41 Broomgate Lanark ML11 9EE	Scotland	None	Signalling Design Engineer
Michelle McCallum	153 Mavisbank Street, Airdrie, ML6 0JL	Scotland	None	Retired
Jaye Todd	24 The Finches Shoreham-by-sea West Sussex BN43 5UX	England	None	Housewife

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

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

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

- 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				

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?

☒ No

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

Licence number	Name of multiplex

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

☒ No

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

Licence number	Name of service or multiplex

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

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
1990		Drumbeat (Radio Authority) (A. Nicol)
1997		K.I.D.S (RSL) (Radio Authority) (A. Nicol)
1997 (May and November)		Avon FM (RSL) (Radio Authority) (A. Grainger)
1998		K.I.D.S. (RSL) (Radio Authority) (A. Grainger) (A. Nicol)
1999 - 2000		CLAN FM (A. Grainger) (B. Kilgour)

2001		Northside Radio (A. Grainger) (A. Nicol)
2000 - 2002		Heartland FM (A. Grainger) (A. Nicol)
2003		River FM (B. Kilgour)
2008		L107 (B. Kilgour)
2015		Eclipse Radio (B. Kilgour)
2023		Rocksport Radio (B. Kilgour)

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

☒ No

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

Licence number	Name of service or multiplex

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

☒ No

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

Licence number	Name of service or multiplex

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 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

2.24 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

- 2.25 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?

Shire Radio

3.2 On which radio multiplex service do you intend to broadcast? If the relevant radio multiplex licence has not yet been awarded, please state the name of the area that the multiplex service is intended to cover, as defined in the multiplex licence advertisement.

Lanarkshire

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

27 Carroll Crescent, Newarthill, Motherwell, ML1 5AT

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

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

N/A

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

All of Lanarkshire MUX area

- 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.**

Shire Radio is a registered charity with income generated being reinvested back into the charity. At present, there are no paid members of staff.

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.

Shire Radio already provides a voice for Lanarkshire's dynamic and diverse community. We regularly promote local organisations, charities, events, festivals, and individuals on a daily basis. We also air 3 What's-On spots each hour during daytimes. We frequently promote local art, music, history, culture and emerging talent, as evidenced with our vast portfolio on our social media, Mixcloud for podcasts (such as the Airdrie Academy 150th Anniversary and Airdrie Library podcast), plus our YouTube channel (for photo gallery videos of events we have attended) and more.

We have a large library of audio and video of interviews we have conducted, as well as the many festivals, concerts and events we have attended within Lanarkshire. We also record podcasts of significant events within local institutions.

Most of the events that we hosted or attended during 2023 and 2024 can be viewed on our YouTube channel (www.youtube.com/@shiretvnl), whilst the events that we hosted or attended throughout 2025 can be viewed on our social media.

We have over 50 volunteer presenters from across the county (plus another four from outside of Lanarkshire), some with their own home/garage/garden shed studios within North and South Lanarkshire (including Wishaw, Motherwell and Newarthill), who provide live and pre-recorded programs for Shire Radio on a regular or daily basis. Our programs are broadcast from a server, which switches between our many studios situated across Lanarkshire when programs are live during daytimes and weekends (listeners may hear a jazz instrumental for a few seconds leading up to the news as the server switches from one studio feed to another, to overcome time-sync issues).

We also provide “pop-up” studios that we quickly assemble in remote rural communities or deprived places of urban Lanarkshire (e.g. Newmains, Cleland, Coltness, North Wishaw, parts of Motherwell etc.), occupying space in small rooms of community halls or other types of premises, to allow people in those communities to have access to their local station. If they cannot come to our studio due to distance or lack of viable or affordable transport, we can go to them - or they can use our “satellite” presenter studios if they live near one. By the time we are broadcasting on DAB, we intend to have a mobile “van studio” that we can take to any location in Lanarkshire, which can be used to cover local events, conduct interviews or give local people easy access to their local station to create shows. The “pop-up” studios have already been used for events such as Gig In The Grounds in Douglas, for three weeks leading up to and during the Biggar Little Festival and are going to be used later this year for events in Cleland, Coltness, Motherwell and Bellshill, giving local people easier access to Shire Radio and opportunities for training and creating radio shows.

We are often invited to attend local events to act as hosts, provide entertainment and to MC.

We shall continue to do all of the above when broadcasting on DAB.

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

We already provide a platform for people of our community to promote themselves, their community, organisation, charity event or issues and will continue to do so when we have a licence to broadcast on DAB.

- 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.**

Shire Radio broadcasts from a remote server, which relays feeds from our many studios within Lanarkshire and switches between studios on a daily basis, depending on where live shows come from (listeners may notice this if they hear a short snippet of jazz music at the top-of-the-hour in some instances due to time-sync issues).

Our main studio is centrally located within the multiplex service area, close to a railway station and off a main road with good transport links for most people. It is fully accessible at ground level and open during daytimes or when required for some presenters. However, we also have “satellite” studios whereby some of our presenters also have studios that allow them and others to present shows either live to our server, pre-recorded and played when scheduled or voice-tracked to be played at a different time.

Our “pop-up” studios can give access to people in remote rural communities or deprived urban communities, which can be assembled or dismantled typically within an hour. We use our “pop-up” studios for events, as well as providing studio access for people who may be unable to come to our main studio or find it impractical to do so due to lack of transport, poor public transport links, lack of affordability or because of the high amount of time required to travel to the main studio.

Where our many studios are available (or “pop-up”), we provide training for anyone who wishes to become a presenter.

We will continue to do all of the above when broadcasting on DAB.

- 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 frequently attend local events to promote our station and provide opportunities for the local communities to have their voice heard. We actively encourage members of our local community to interact with us, through our many volunteer presenters who live within the area.

We work closely with local schools to ensure that extracurricular activities are promoted.

We work closely with local organisations and charities to promote their activities and events.

Our “pop-up” studios can give access to people in remote rural communities or deprived urban communities.

We will continue to all of the above when broadcasting on DAB.

- 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 trustees at Shire Radio bring a wealth of experience from local initiatives that help people feel more connected and supported.

One trustee spent 22 years as Chairman of Wishaw Juniors FC, encouraging youth development and building pride through football. The same trustee also co-founded the Coltness Car Club, creating a space where people could learn new skills, share interests and enjoy community events together.

Another Trustee has been deeply involved in community regeneration projects, served as president and organiser of gala days, helped design village information signs and also created over 200 community websites for every town and village in Lanarkshire to share news and celebrate local history.

Another trustee was chairman of a children’s charity.

Another trustee was a “community champion” when working for Tesco, engaging with local charities and schools.

This hands-on experience in everything from events to digital outreach means the trustees understand what brings people together—and use that knowledge to guide Shire Radio’s mission to support and reflect the 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.**

We give opportunities for volunteering as presenters or other roles within our organisation. An invitation for volunteers that was put out in February 2025 had over 120 responses, for which we gained over 50 new volunteers between Shire Radio and our sister station Shire Extra (www.shireextra.co.uk)

We provide full training and support for any roles within the station, including presenting, event organising, administration, IT etc.

We have purchased or acquired the necessary equipment to develop those roles.

We fully comply with all equal opportunities legislation to ensure opportunity for all to be included in our radio station. Our volunteers include a disabled person who works for the station (including developing our websites), mainly from home due to his disability, whilst some of our other volunteers are involved to improve their mental and physical health. We also have volunteers from ethnic and minority backgrounds who contribute to Shire Radio and our sister station Shire Extra.

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 us via our websites, social media, telephone and What's App.

- 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.**

Suggestions are always welcome and thoroughly considered to determine if a suggestion could become a reality. Indeed, some of our programs and podcasts have been made as a result of such interactions, such as the Airdrie Library Podcast.

On matters of criticism, these will be noted and fully considered by the management committee and will be acted upon and feedback provided to the person raising them.

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 SHIRE RADIO
Service Description	ENTER SERVICE NAME SHIRE RADIO ENTER DESCRIPTION OF TARGET AUDIENCE Everyone within Lanarkshire. ENTER A DESCRIPTION OF THE LOCALITY Urban South Lanarkshire (East Kilbride, Uddingston, Hamilton, Larkhall) and the North Lanarkshire area between the M8 and M74 motorways (Motherwell, Bellshill, Wishaw and Newmains), plus the Avondale and Avon Valley area if a third transmitter is operational. ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES “The Sound of Lanarkshire, proudly serving Scotland’s industrial heartland.” Main purposes are: Promoting individuals, local groups, organisations and charities. Promoting local events (incl. 3 What’s Ons each hour during daytimes). Promoting and celebrating local music, culture and art. Celebrating local history and heritage.

	<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 HOURS.
Multiplex	<p>ENTER THE RADIO SERVICE MULTIPLEX SERVICE</p> <p>LANARKSHIRE MUX</p>

4. Compliance of the service

About this section

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

- The Ofcom Broadcasting Code
- The BCAP Code: the UK Code of Broadcast Advertising
- The Regulation of Premium Rate Services Order

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

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

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

Shire Radio has successfully broadcast online since 2023. We comply with all relevant broadcast codes, an “agreement” is in place with all volunteers ensuring that they understand the requirements of the broadcast code (including Ofcom / BCAP and Phone Paid Services Authority Code of Practice. Training is given to our volunteer presenters on all relevant broadcast codes.

- 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.

Bill Kilgour has been a professional broadcaster on OfCom licensed stations between 1999 and 2003, whilst Alec Nicol has been holder of several Radio Authority and OfCom licensed stations between 1997 and 2003, as detailed in Section 2.19 of this application.

- 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.

Equal Opportunities - Chairperson

Ensures that volunteers are provided with a fair opportunity for employment,

career advancement and access without regard to race, colour, religion, national origin, disability (physical or mental) sex, age, sexual orientation, gender identity, genetic information or parental status, in accordance with Equal Opportunities Legislation.

Data Protection – Secretary

Ensures that all data held by the organisation will comply with the Data Protection Act.

Financial Compliance – Treasurer

Assesses and manages the risks associated with Financial compliance and ensures that records are kept in accordance with OSCR guidelines.

Child Protection – Secretary

Gives priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation in accordance with Child Protection & Safeguarding Policies.

Health & Safety – All Trustees

Ensures compliance with Health and Safety within the workplace including necessary risk assessment and risk management.

Training & Development – All trustees

Providing on-going assessment, training and support as necessary to comply with best practice and compliance with management procedures.

Asset Management – Treasurer

The post holder will maintain an accurate inventory of assets within the organisation.

Broadcasting Compliance

All trustees with previous experience of working for OfCom/Radio Authority Licensed stations. They will be responsible for ensuring compliance with all broadcasting regulations and codes of practice.

- 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 volunteers are provided with induction training when joining the station.

All station volunteers receive basic training in health & safety, fire safety procedures, expected behaviour and studio etiquette when they initially join the station. This includes broadcast code compliance, social media compliance, information to ensure that they have an awareness of requirements regardless of the role they eventually take on within the station (all station volunteers undertake an annual re-fresher course).

Volunteers will receive training in checking music for broadcast and have access to our approved data base.

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

It will be mandatory for all staff.

- 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.

All station volunteers are provided with compliance training at the point of induction and at least one of the station trustees are always listening to the live station output. If any non-compliant content is broadcast, the director notifies the presenter immediately (if the presenter has not picked up on the breach) and a full-on air apology is issued to the listeners. In addition to this, all guests who will be interacting with the show are also advised of broadcast guidelines.

- 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 is screened by the station trustees before being scheduled for broadcast.

- 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.

Monitoring of the character of the service will be as at present, listening to the service 'on-air' and referring to Listen Again anytime, plus the 42-day logger as required by the Ofcom licence.

Two people will be assigned for this monitoring task.

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

Our Key Commitments will be published on our website.

- 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.

To ensure that our off-air social gain activities are delivered in accordance with our Key Commitments, we have implemented a structured monitoring and reporting framework. This ensures transparency, accountability, and continued alignment with our social objectives.

a) How we will monitor that off-air social gain activities are being delivered:

We will maintain a detailed Social Gain Activity Log, documenting all off-air activities including workshops, training sessions, outreach events and community partnerships. For each activity, we will record the date, location, number of participants, objectives, outcomes, and feedback. Regular internal reviews will compare actual activities against our Key Commitments to identify any gaps or

areas for improvement.

b) Who will be responsible for monitoring this:

The responsibility for monitoring the delivery of off-air social gain activities will rest with the Social Gain Coordinator, a designated member of our management team. This role will report directly to the Station Manager and the Board of Trustees.

c) How often they will monitor it:

Monitoring will occur on a monthly basis, with formal quarterly reviews presented to the Board. These quarterly reviews will assess both quantitative and qualitative data and evaluate alignment with our Key Commitments.

d) How we ensure this information is published:

After each quarterly review, a Social Gain Report summarising key activities, participation and outcomes will be compiled. This will be approved by the Board before being published. We will also invite community feedback on these reports to improve future activities.

e) Where the information will be published/made publicly available:

The Social Gain Reports will be published: On our official website in a dedicated "Social Impact" or "Community Work" section. Via our social media platforms, with summaries and links to the full reports. In our annual report, which will be available online and in printed form at community venues. Upon request, we will also provide printed copies to members of the public who may not have digital access. This structured approach ensures accountability and allows our listeners and community to see the tangible outcomes of our off-air efforts.

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.**

N/A

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:

WILLIAM KILGOUR

Date of application:

19/08/25

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](#).