



# Community Digital Sound Programme (C-DSP) licence

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## Application form – Part A (public)

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

University of Westminster

Proposed service name:

Westminster Waves

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)

West London (City West Digital CIC)

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

University of Westminster

University of Westminster, 309 Regent Street, London, W1B 2HW 0207 911 5000

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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](mailto:broadcast.licensing@ofcom.org.uk).

## The purpose of this form

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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

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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

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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](mailto: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

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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

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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):

University of Westminster

2.2 Company registration number stated on Companies House:

00977818

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:

309 Regent Street, London, England, W1B 2HW

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

☒ Yes ☐ No

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

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

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

Full name	Ian Wilmot
Job title	University Secretary and COO
Address	University of Westminster 309 Regent Street London W1B 2HW
Telephone	0207 911 5000
Mobile	
Email	i.wilmot@westminster.ac.uk

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

www.westminsterwaves.london

- 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 University provides finance for on-going costs and makes available premises, utilities and technical support. Going forwards it is anticipated that sponsorship revenues are found to ensure the service is self-funding and sustainable.

## 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 <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
David Robert Stubbs	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.		
Ian Michael Wilmot	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.		
John Peter Ball	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Thorney Island GP Ltd (CEO of Church of England Pensions Board); Charm Finance plc; One YMCA; St Mellitus College Trust	CEO; Chief Executive Diocese of Chelmsford
Vivian Claudine Barton	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	University of Westminster Students' Union (Director)	Students' Union Vice-President

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

Gwenda Lynne Berry	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.		Public Servant and Academic
Andrea Bertone	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Tenebro Consultancy Ltd (Director)	
Professor Peter William Bonfield	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Director of the following: LONDON HIGHER; UNIWEST (INVESTMENTS) LIMITED; WESTMINNOVATION LIMITED; UOW REGENT STREET CINEMA LTD; UNIWEST (FINANCE) LIMITED; UNIWEST (PROPERTY) LIMITED; THE UNIVERSITY OF WESTMINSTER (TRADING) LIMITED; THE UNIVERSITY OF WESTMINSTER	Vice Chancellor of the University of Westminster
Caron Louise Bradshaw	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Chief Executive Officer of the following: IMPRESS: THE INDEPENDENT MONITOR FOR THE PRESS CIC; THE LENDING STANDARDS BOARD LIMITED. CFDG TRADING LTD	
Jessica Maia Figueras	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Company Director and Consultant for: CXB LIMITED; PRIVTECH LIMITED	Consultant
Steven John Ford	University of Westminster, 309 Regents Street, London	U.K.		



	England W1B 2HW			
Sean Griffiths	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Director: KINNEAR LANDSCAPE ARCHITECTS LIMITED	Architect
Naleena Gurarani	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.		
Terrance Keith James	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.		
Jameela Aftab Khan	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Director and Secretary for: AUKSUN CONSULTANTS LTD	Chartered Accountant
Charlotte Elisabeth Diana Morgan	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Director for: SECOND MOVEMENT	Chartered Accountant
Adil Umarbhai Musani	University of Westminster, 309 Regents Street, London	U.K.		Students Union President

	England W1B 2HW			
Jane Carolyn Robson Blanchard	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Director for: FITZROVIA CONSOLIDATED (RANDOLPH) LIMITED 118 RANDOLPH AVENUE LIMITED	Company Director
Shehma Shabbir	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.		
Henryetta Gillian Simpson	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.		Academic
Thomas Christoforos Toumazis	University of Westminster, 309 Regents Street, London England W1B 2HW	U.K.	Director for: AD SIGNAL LIMITED; DIRECTORS UK LIMITED. PERFORMING RIGHT SOCIETY,LIMITED; PRS FOR MUSIC LIMITED <a href="https://find-and-update.company-information.service.gov.uk/company/11615084">https://find-and-update.company-information.service.gov.uk/company/11615084</a>	Director

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

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

Comments
<p>The University of Westminster is a company limited by guarantee and does not have shareholders. The affairs of the University are conducted by the Court of Governors, appointed in accordance with the University's Articles of Association.</p>

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

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

Full name of the entity	Address
N/A	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
UNIVERSITY OF WESTMINSTER STUDENTS' UNION 8126776	309 Regent Street, London, England, W1B 2HW	N/A
UOW REGENT STREET CINEMA LTD 9362885	309 Regent Street, London, England, W1B 2HW	N/A
UNIWEST (FINANCE) LIMITED 2880604	309 Regent Street, London, England, W1B 2HW	N/A
UNIWEST (PROPERTY) LIMITED 2790994	309 Regent Street, London, England, W1B 2HW	N/A
THE UNIVERSITY OF WESTMINSTER (TRADING) LIMITED 2368579	309 Regent Street, London, England, W1B 2HW	N/A
UNIWEST (INVESTMENTS) LIMITED 2880601	309 Regent Street, London, England, W1B 2HW	N/A
WESTMINNOVATION LIMITED 977818	309 Regent Street, London, England, W1B 2HW	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
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N/A		

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

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

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

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

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

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

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

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

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

### Involvement of the applicant in specified activities

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

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

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<sup>2</sup> 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 ☐ **X No**

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

Licence number	Name of multiplex
	The University of Westminster runs a number of licences for security and other similar radio communications, and these can be provided on request. It runs no broadcast operation.

covering note saying things like licence for radio communications system for security and other similar systems, details can be provided on request.

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

☐ Yes **xNo**

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 **XNo**

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

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



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

☐ Yes ☒ No

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

Licence number	Name of service or multiplex

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

☐ Yes ☒ No

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

Licence number	Name of service or multiplex

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

☐ Yes ☒ No

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

Licence number	Name of service or multiplex

- 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?

Westminster Waves

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.

West London (City West Digital CIC)

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).<sup>3</sup>

University of Westminster,  
Harrow Campus,  
Watford Road,  
Northwick Park Roundabout  
Harrow HA1 3TP

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<sup>3</sup> 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.**

This community radio service will provide programming for the University of Westminster staff, students and those living within the geographical broadcast area of City West Digital multiplex. This area broadly covers Northwood to Chessington and Kensington to Slough. The University of Westminster's distinct community is characterised by its international diversity, commitment to research and innovation, and dedication to fostering an inclusive and sustainable environment. The university enrolls approximately 20,000 students and employs around 1,750 staff members, all working and studying within its campuses: four located in central London (Marylebone, Cavendish, Titchfield and Regent) and one in Harrow, northwest London.

- 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.**

The University of Westminster is incorporated under the Companies Act as company limited by guarantee and is an exempt charity under the Charities Act 1993. It does not have any share capital. The objects for which the University is established are recorded in the Articles of Association and reproduced in the Statement of Corporate Governance and Internal Controls. The Charity's beneficiaries, as reflected in the objects, are the students enrolled at the University and the public at large who stand to benefit through the impact of the university's teaching, research, and enterprise activity strategy.

## 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.

Pursuant with its charitable purposes, the University of Westminster is committed to fostering strong connections between its diverse student body and the local

communities in and around its campuses, leveraging education to bring social benefit and drive positive change.

With over 20,000 students, the university's student population is a rich mix of cultures, backgrounds, and experiences.

As part of its core activities, the university embraces assessment practices rooted in real life, enabling students to work alongside the community. This approach brings together students and local partners to address real-world challenges using digital media to communicate their ideas. The Westminster Waves radio station will provide an outlet for this work. Examples of recent media created by students include *Metro Coffee* that has attracted over 29k views on You Tube in just three weeks and an ongoing partnership with Migrant Voice which ensures that the voices of marginalised groups are heard and amplified, reinforcing the university's role as an advocate for inclusive social change. The podcasts created by this organisation will be broadcast on the station. Smoke Radio – the sound of the student voice for the University – will also broadcast on this new station. The student radio society is open access to all and represents those from all faiths and cultures.

The university's outreach and knowledge exchange efforts promote social cohesion, encourage diversity in entrepreneurship, and provide pathways to skills development and employment for underrepresented communities. As the station develops it is envisaged that material from these initiatives will be broadcast and a volunteer programme to encourage direct community involvement in the operation of the station will be created .

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

A university, by its very nature, is a place where discussion occurs, fostering the exchange of ideas, debate, and the exploration of diverse perspectives. As the audio voice of the University, Westminster Waves will enable students to express their views and opinions through the material they present. The University will facilitate discussion of wider university matters through its programming, making discussions that are already taking place in our community available to a wider audience.

- 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.**

Westminster Waves will be open to all staff and students no matter what their subject area or role. Staff and students will be offered training and access to the facilities. Support for this is provided by media practitioners with professional experience. Training for broadcast and podcasting will be provided by the university with additional compliance and copyright training programmes specifically designed to support the radio station being made available to all. Participants will be offered workshops in presenting, producing, editing, legal and compliance, technical operation and media law.

This training will also be offered to community partners who wish to become involved in partnership with the University under a volunteer programme.

Initial basic training slots will be offered on a scheduled basis throughout the academic year, with more specialist training where needed being offered as a follow-up once core training has been completed.

- 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.**

Westminster Waves will allow students and staff to propose ideas and volunteer as presenters, opening itself to the full community. It will allow a diverse range of voices to be heard, will provide an opportunity for dissemination of publicity and details of key events and moments within the academic calendar, increasing connection across the physical by using the digital platform. The challenge the University of Westminster faces through its campus locations is creating a sense of unity across different physical spaces. By establishing a digital community where multiple voices can connect, the station will strengthen ties between these dispersed communities. In addition, by providing a space where community engagement can be fostered and given an exhibition outlet, engagement with the broader public can be furthered. Links with the wider community of West London

are already in existence for the University, for example through the work undertaken by our WeEnterprise network

<https://www.westminster.ac.uk/current-students/employability-and-career-development/exploring-careers/enterprise-and-entrepreneurship/wenetwork-for-external-organisations-support-our-enterprise-community>

This radio station will be supported by an easily accessible digital platform that also encourages engagement. Community members will have the opportunity to submit comments and feedback, which can then be incorporated into a weekly discussion and review programme. This continuous feedback loop will ensure that all voices are included and that content remains relevant and inclusive.

- 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 University of Westminster and the Student Union of the University are already engaged in a wide range of activities related to the provision of social gain. The University's strategy embraces the United Nations' Sustainable Development Goals within educational, research, knowledge exchange and operational endeavours and embeds it into its curriculum and aligned activities (of which this radio station is one). The University partners with [Citizens UK](#) which engages organisations in the civic space across West London, and includes faith-based organisations, youth organisations, major Academy chains, professional football clubs and more. In addition, the University's Student Volunteering Service finds vacancies each year from social enterprises - these are businesses whose main aim is to respond to a social problem, for example an eco-friendly bike scheme; the Legal Advice clinic provides free legal advice to the public in four key areas: housing law, family law, employment law and immigration. It also maintains close links with several charities and legal organisations, including Z2K, North Kensington Law Centre and the Centre for Women's Justice.

Station members are involved in activities to support social gain, diversity and inclusion through student societies such as the Climate Action Taskforce and the LGBTI+ Society; in addition, community organisers work with students, and staff focus on connecting communities, supporting campaigns, and delivering events that support underrepresented students. Links with the wider community include Queen's Park Community council, Migrant Voice, Amplify-Us and the NHS.

<https://www.westminster.ac.uk/business-services/research-and-innovation/clients-and-case-studies/>



## 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.**

The radio station will be led by a staff station manager working with a committee of staff and students. Smoke Radio which is embedded into Westminster Waves is student-led with a committee of student members from across a range of courses and years and its management and operation is run entirely by the student body. Editorial management of Westminster Waves will be led by academic staff in conjunction with committee members from Smoke Radio. Involvement in the radio station is open access and direct involvement from all members of the university community will be encouraged. Any student at the University can become a member of Smoke Radio and stand for a position on the committee (which will include membership of the management team for Westminster Waves). These elections are held democratically on an annual basis. Once operational Westminster Waves will instigate a volunteer programme to encourage direct community involvement from the catchment area of the station.

## 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 the community will be able to contact the station via text, social media or email as well as through the online platform; the studio sits in a communal forum area on the University Harrow Campus so face to face communication is also possible. In addition, a public meeting will be held once a year on each of the University's campuses inviting stakeholders to give feedback.

- 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.**

The advisory editorial board and management committee will meet regularly to discuss and respond to comments. This board will ensure that the station remains responsive to the needs and interests of its listeners. An industry advisory panel will be formed and meet twice a year. Suggestions and/or feedback will be acted upon in a timely fashion; communication channels will be set up on the station's website.

## 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	< <b>WESTMINSTER WAVES</b> >
Service Description	<p>&lt;<b>WESTMINSTER WAVES</b>&gt; is a radio service intended to serve</p> <p>&lt;STUDENTS, STAFF AND THE WIDER COMMUNITY OF THE UNIVERSITY OF WESTMINSTER &gt; <i>in</i></p> <p>&lt;CENTRAL AND WEST LONDON, PRIMARILY THE UNIVERSITY'S FIVE LONDON CAMPUSES AND THE SURROUNDING AREAS (<i>"the target community"</i>) by</p> <p>&lt;PROVIDING MUSIC, INFORMATION AND ENTERTAINMENT AS WELL AS TRAINING OPPORTUNITIES FOR MEMBERS OF THE COMMUNITY AND LOCAL PARTNERS &gt;</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"> <li>• the facilitation of discussion and the expression of opinion,</li> <li>• 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</li> </ul>

	<ul style="list-style-type: none"> <li>the better understanding of the particular community and the strengthening of links within it.</li> </ul> <p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>
Transmission Schedule	<p>Westminster Waves intends to broadcast continually – live broadcasting being dependent on the University’s academic calendar and member commitments. When programming is not live (notably outside of academic term), a locally generated sustaining service will be provided. During academic term, the amount of live content will range from 2 to 12 hours a day during weekdays; weekends are dependent on members’ commitments. The university has 3 x 12-week terms per annum.</p>
Multiplex	<p>&lt;WEST LONDON (CITY WEST DIGITAL CIC) &gt;</p>

## 4. Compliance of the service

### About this section

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

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

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

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

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

The applicant intends to appoint an experienced station manager who shall report to the senior responsible officers of the University. The station manager shall be experienced in all regulatory matters to ensure that the content broadcasted is compliant with the relevant regulatory codes and rules for programming and advertising.

We will also implement compliance training for all members involved in the radio station prior to the launch of the service to ensure such knowledge and experience is up to date.

- 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.

Initial training is being provided by the Managing Director for Riverside Community Radio (<https://www.riversideradio.com/about-us>) who has experience in Ofcom compliance. Subsequent training will be carried out in house and using online training where necessary. The University runs an MA in Multimedia Journalism which is BJTC accredited and has many staff members well-versed in Ofcom compliance. (<https://www.westminster.ac.uk/media-and-communication-courses/2025-26/september/full-time/multimedia-journalism-broadcast-ma>)

- 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.

Station Manager: responsible for overseeing all legal, editorial, and regulatory compliance at the station. This includes delivering training, interpreting the Ofcom Code, managing election period compliance, and ensuring all content meets required standards. Supports day-to-day editorial decision making and ensures scheduling, programming, and volunteer output align with compliance policies. The station manager will deal with all complaints regarding compliance or other items in conjunction with the academic members of the management board. The SM is the first point of contact for Ofcom or the public in monitoring complaints and is responsible for arranging presenters training in compliance, responsible for leading scheduling of programming, responsible for ensuring policies regarding output and podcasting are adhered to.

- 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 those involved in the radio station will be trained in-house in Ofcom compliance (the contents of the training overseen by Riverside Radio). Training will cover all the parts of the Broadcasting Code relevant to presenter-led output and behaviour on air. This includes offensive language, complying with stipulations regarding music licenses, impartiality etc. Presenters will be required to sign a presenters' contract of compliance. Copies of the Ofcom Code will be kept in the studio and in the production offices.

On-air volunteers will be required to complete an Ofcom compliance training course covering topics in the Ofcom code including harm and offence, fairness, privacy, impartiality, defamation, and contempt of court.

All volunteers will be required to sit a compliance test and achieve a 90% pass rate to ensure their understanding of responsibilities in advance of broadcast. All presenters will record programmes prior to being allowed to broadcast live to ensure a staged exposure and compliance vetting process.

Volunteers will receive regular updates on compliance issues, especially during election periods and in response to any changes in Ofcom regulations.

All team members will be encouraged to raise concerns, flag risks, and seek advice when unsure. Internal support is available from the station management team.

- 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.

Training is mandatory for all those involved with the radio station either on air or behind the scenes. Additional training for those presenting current-affairs programmes or news will be made available and will cover libel, copyright, ethics, confidentiality etc. This training is readily available within the University as there is in-house expertise within our law and journalism academic departments.

- 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.

Presenters and producers will only be allowed on air without direct supervision once they have demonstrated an understanding of all the requirements of the codes.

Trained presenters and the station manager are responsible for guests including briefing them on on-air responsibilities.

- 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 material sourced from the University's own members is subject to the University's codes of conduct and regulation. This material will be subject to the same compliance checks as live material.

Material sourced from other external parties will be checked for compliance prior to broadcast by the station manager or a producer under the station manager's supervision.

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

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

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

The Westminster Waves website will publish the weekly schedule. The station manager will monitor the station's output (meeting regularly with the broadcast team) and augmented with regular review meetings with members of the academic team.

Pre-recorded content will be reviewed and signed off by the station manager (or academic station manager) before being scheduled. A pre-broadcast checklist to ensure all recordings meet editorial and legal standards will be completed. Programmes will then be securely archived to support accountability and provide evidence should any complaints arise.

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

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

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

The station manager ensures that communication is maintained with the University and the Student Union. The off-air social gain will be monitored by the management team, taking note of listener engagement through website, social media and attendance at university hosted radio events. The academic station manager and the radio station manager will be responsible for monitoring this on a semester by semester basis (every 4 months) with data being published through the news section and about us sections of the website.

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

International languages with primary language being 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.**

Every language broadcast will have a member of the compliance team who is fluent in that language.



# 5. Declaration

## About this section

This form must be submitted by the applicant named in response to question 2.2. An agent may not sign the form.

The person authorised to make the declaration on behalf of the applicant must print their name and must be one of the following :

- A director of the company or the company secretary where the applicant is a company.
- A designated member where the applicant is a Limited Liability Partnership.

The declaration must also be dated.

5.1 I hereby apply to Ofcom for the grant of a licence for the community digital sound programme service described above and declare that the information given in this application form is, to the best of my knowledge and belief, correct.

5.2 I further declare and warrant:

- a) that I am not a disqualified person within the meaning of that expression as defined in Part II of Schedule 2 to the Broadcasting Act 1990, as amended, or as a result of a disqualification order under Section 145 of the Broadcasting Act 1996;
- b) that having made all reasonable enquiries neither the applicant nor any person controlling the applicant, as a result of the grant to me of the licence, breach any requirement of Schedule 14 to the Communications Act 2003 with regard to the accumulation of interests in broadcasting services or to the restrictions on cross-media interests; and
- c) that the applicant is not disqualified by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 in relation to political objects and the provisions of section 144 (3) of the Broadcasting Act 1996 in relation to the provision of false information or through the withholding of information with the intention of misleading Ofcom; and
- d) that no director or person concerned directly or indirectly in the management of the applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.

5.3 I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

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

IAN WILMOT



**Date of application:**

9 September 2025

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](#).**