Community Digital Sound Programme   
(C-DSP) licence

Application form – Part B (confidential)

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

Proposed service name:

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 advertisment)

Contact details of the individual duly authorised by the applicant for the purposes of making this application in the event of follow up questions (i.e. name, correspondence address, telephone number(s) and email):

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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](https://www.ofcom.org.uk/__data/assets/pdf_file/0024/201876/cdsp-licence-guidance.pdf).

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 B; [Part A of the application form](https://www.ofcom.org.uk/siteassets/resources/documents/manage-your-licence/digital-radio/small-scale-dab/round-1-advertisement/c-dsp/cdsp-licence-application-form-a.docx) 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

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.

Details of how to apply and how to complete this form are set out in Section 1 of Part A of the application form. **Before completing this form, it is essential that you read and complete** [**Part A of the form**](https://www.ofcom.org.uk/siteassets/resources/documents/manage-your-licence/digital-radio/small-scale-dab/round-1-advertisement/c-dsp/cdsp-licence-application-form-a.docx) **and read the** [**guidance notes for applicants and licensees**](https://www.ofcom.org.uk/__data/assets/pdf_file/0024/201876/cdsp-licence-guidance.pdf).

1. Applicant’s details

About this section

In this section we are asking you for details of who we should contact during the application process, and if a licence is awarded. In cases where the applicant has an existing licence, it is our strong preference that the contacts provided are the same as those for any existing licence(s).

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.

If you are successful in your C-DSP licence application, it will be a condition of your licence that the licence holder must notify Ofcom as soon as possible of any changes to the information provided in this section.

* 1. If you are granted a licence, Ofcom would like to be able to send some specific notifications and documents by email only. By ticking the box below, you consent to receiving formal requests and other correspondence by email only, to the Licence and/or Compliance contacts detailed in response to questions 2.2 and 2.3. This would include information requests on licence compliance investigations, requests for representations relating to compliance, requests for representations on any preliminary view arrived at by Ofcom, and requests for comments and corrections on decisions or adjudications.

**If you do not tick the below box, we will send this correspondence to you by post.**

I consent to receiving the above correspondence relating to my licence by email only.

* 1. Contact details for the Licence Contact[[1]](#footnote-1)

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

* 1. Contact details for the Compliance Contact (see [guidance notes](https://www.ofcom.org.uk/__data/assets/pdf_file/0024/201876/cdsp-licence-guidance.pdf) for information about the role of a Compliance Contact):

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

* 1. Will the individual named as Compliance Contact in response to question 2.3 have overall responsibility for compliance?

Yes No

**Note**: In cases where the applicant has an existing licence, it is our strong preference that contacts provided are the same as those for any existing licences.

* 1. If the individual named in section 2.3 does not have overall responsibility for compliance of the service, please provide details of the individual who does.

Please state ‘N/A’ if the individual named in 2.3 has overall control of compliance.

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

* 1. Contact details for the Billing/Finance Contact

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

* 1. If a licence is granted, it is Ofcom’s practice to publish some contact details for the Licensed Service on our website and/or in other relevant Ofcom publications in order for members of the public to contact the licensee if need be. Please provide contact details below which can be used for this purpose:

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

1. Eligibility requirements

About this section

Ofcom has a duty to ensure that anyone who applies for a broadcasting licence is fit and proper to hold one.

When considering whether an applicant is fit and proper to hold a licence, Ofcom will look at – for example – whether individuals who are likely to exercise control over the applicant and its activities (e.g. directors, substantial shareholders or members) have any criminal convictions (in any jurisdiction), or whether they have ever been declared bankrupt.

* 1. In addition, certain categories of people are disqualified from holding a licence or participating above a certain level in a body which holds a licence. These restrictions are set out in Part 2 of Schedule 2 to the Broadcasting Act 1990.

Please note: information provided in this section of the form will not necessarily result in the applicant being refused a licence – this will depend on all the circumstances of the applicant as a whole – but Ofcom may ask for further details.

Before completing this section of the form, you should read Section 4 of Ofcom’s [guidance notes for applicants and licensees](https://www.ofcom.org.uk/__data/assets/pdf_file/0024/201876/cdsp-licence-guidance.pdf).

Criminal convictions

Note: You do not need to provide details of spent convictions.

* 1. Has the applicant, or any of the directors, shareholders or other individuals listed in Part A or Part B of this application, been convicted of a criminal offence committed before the date of this application (in any jurisdiction) or received a civil penalty (in any jurisdiction, excluding driving offences)?

Yes No

If yes, please provide the name of the person, date of the conviction or action, the penalty, and the country.

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

Insolvency and bankruptcy

* 1. Has the applicant, or any of the directors, shareholders or other individuals listed in Part A or Part B of this application ever been declared bankrupt?

Yes No

If yes, please provide names and details of the bankruptcy ¬– i.e. the date of action, whether it has been discharged and, if so, the date of discharge:

* 1. Has the applicant, or any of the directors, shareholders or other individuals listed in Part A or Part B of this application ever been directors of a body which has become insolvent?

Yes No

If yes, please provide names and brief details of the insolvency action (including dates):

Disqualified directors

* 1. Has the applicant, or any of the directors, shareholders or other individuals listed in Part A or Part B of this application ever been the subject of a disqualification order under the Company Directors Disqualification Act 1986?

Yes No

If yes, please provide names and details of the order (e.g. the period of disqualification):

Removal from a professional or trade body

* 1. Has the applicant, or any of the directors, shareholders or other individuals listed in Part A or Part B of this application ever been excluded from a professional or trade body following disciplinary or regulatory proceedings?

Yes No

If yes, please provide names, dates and details (including whether or not they have subsequently been re-admitted by the body concerned):

1. Checklist for supporting documentation and fees

About this section

You must ensure that you submit your application fee in accordance with the information in Section 2 of the [guidance notes for applicants and licensees](https://www.ofcom.org.uk/__data/assets/pdf_file/0024/201876/cdsp-licence-guidance.pdf).

This application form must be accompanied by the following supporting documentation in legible form and translated into English where applicable. Failure to supply the necessary documents may result in the application being rejected.

Ofcom cannot receive emails larger than 35MB. If your application email exceeds this limit, please send your supporting documents in a separate email that clearly states the applicant’s name in the subject line of the email along with “C-DSP”.

Please tick the relevant boxes below to confirm that you are providing each of the relevant documents with your application.

A diagram detailing the applicant’s compliance structure.

If you are an agent, a letter authorising you to act on the applicant’s behalf.

The application fee of £250 plus first year annual licence fee of £100 (£350 in total). The payment of licence fees does not guarantee or indicate the success of the application. In the event that the application is unsuccessful the annual licence fee of £100 will be refunded. If you are paying your fees by BACS please submit a copy of the BACS remittance with your application. If paying by cheque, it should be made out to ‘Ofcom’.

A copy of the Memorandum and Articles of Association (or, if a body corporate without such, the nearest equivalent, along with a translation, if it is not in English), together with copies of any resolution amending or updating them. (Only required if the current version is not available on the Companies House website).

A copy of the last Confirmation Statement (or if the entity is recently established such that it has not yet been required to make that return, a copy of all filings made to Companies House since incorporation).

The most recent accounts of the applicant (not applicable to recently established entities).

An organisational chart showing the ownership structure of the applicant company, including percentages for shares held in it and for shares held by it in other entities to which it is connected.

1. Declaration

About this section

This form must be submitted by the applicant named in response to question 2.5 of Part A. 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.

* 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.
  2. I further declare and warrant:
     1. 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;
     2. 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
     3. 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
     4. 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.
  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:**

**Date of application:**

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)

**Please ensure that you have also completed the** [**non-confidential section (Part A) of the application form**](https://www.ofcom.org.uk/siteassets/resources/documents/manage-your-licence/digital-radio/small-scale-dab/round-1-advertisement/c-dsp/cdsp-licence-application-form-a.docx)**, which Ofcom will publish.**

**Please send completed application forms and supporting documentation to** [**broadcast.licensing@ofcom.org.uk**](mailto:broadcast.licensing@ofcom.org.uk)**.**

1. The Licence Contact is the day-to-day contact for Ofcom on licensing matters. Examples of the type of communication between the Licence Contact and Ofcom could be questions regarding ownership of the licensee company; and responding to information requests. [↑](#footnote-ref-1)