Restricted service licence

Application form

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1. Overview

The purpose of this form

You should complete this form if you are applying for a restricted service licence to cover an event, or for a restricted service licence to serve an establishment or other defined location.

You can also use this form if you are applying to transfer an existing restricted service licence to a new legal entity.

This form should not be used to apply for an Audio Distribution System restricted service licence. Instead, please use the relevant application form available [on our website](https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/apply-for-a-radio-broadcast-licence/restricted-service-licence).

You can find further information about restricted service licences in the [Guidance notes for applicants and licensees](https://www.ofcom.org.uk/siteassets/resources/documents/manage-your-licence/rsls/rsl-2022/restricted-services-guidance-notes.pdf?v=390645).

If you encounter issues using this form, please contact broadcast.licensing@ofcom.org.uk

How to complete and submit the form

* 1. There are detailed instructions on how to complete this form, and information on the next steps in the application process, in our [Guidance notes for applicants and licensees](https://www.ofcom.org.uk/siteassets/resources/documents/manage-your-licence/rsls/rsl-2022/restricted-services-guidance-notes.pdf?v=390645). Please read this guidance carefully before completing this form.
	2. If you are completing the form as an agent, i.e. you are acting on the applicant individual's or body’s behalf, please make this clear in an accompanying letter, and provide evidence of your authority to act on behalf of the applicant. The form should be filled in so as to include information about the applicant, not the agent. If Ofcom has further questions once the application has been submitted, we will direct these to the applicant, not to the agent, but we will accept responses from the agent.

Application fee

* 1. If you are applying for a licence for a restricted service to cover an event, a non-refundable £400 application fee is payable.
	2. If you are applying for a licence for a restricted service to serve an establishment or other defined location, a non-refundable £200 application fee is payable.
	3. **You should pay the application fee at the same time you submit your application.**

Licence fee

* 1. Restricted service licensees are also required to pay licence fees to Ofcom **and these should also be paid at the same time you submit your application**. There is a set of two licence fees which must be paid before broadcasting can start – the Broadcasting Act licence fee and the Wireless Telegraphy Act licence fee. **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 fees will be refunded.
	2. For restricted services transmitting at up to and including 2 Watts, there is a daily rate charge of £30 for the Broadcasting Act licence fee and £40 for the Wireless Telegraphy Act licence fee, up to an annual limit of £150 for the Broadcasting Act fee and £200 for the Wireless Telegraphy Act fee.
	3. For restricted services transmitting at above 2 Watts, there is a daily rate charge of £30 for the Broadcasting Act licence fee and £40 for the Wireless Telegraphy Act licence fee, up to an annual limit of £900 for the Broadcasting Act licence fee and £1200 for the Wireless Telegraphy Act licence fee.
	4. To calculate the licence fee payment that you will need to make with your application, please see Annex 2 of the restricted services guidance notes.

Bank details

* 1. Applicants should pay the application and licence fees by bank transfer to:

Account Name: Office of Communications

Bank details: Lloyds, 69-73 Borough High Street, London SE1 1NQ

Account number: 00782415

Sort code: 30-97-90

BIC: LOYDGB21351
IBAN: GB05 LOYD 3097 9000 7824 15
SWIFT: LOYD GB 2L

* 1. To ensure that Ofcom can identify the payment, it must include a payment reference which is ‘RSL’ followed by the applicant’s name or proposed service name (or as much of the name as is possible to provide within the character limit set by the bank).

Supporting documentation

* 1. Alongside this application form, you will also need to provide the supporting documents set out in the Checklist in Section 13 below.
	2. **Not supplying the supporting documents, or not providing them in a legible form, may result in a delay in assessing your application.**
	3. Please note that Ofcom cannot receive emails larger than 35MB. If your application email exceeds this limit please send your supporting documents in a separate email(s) clearly indicating the applicant’s name in the subject line of the email.

Provision of information

* 1. Ofcom requires complete and accurate information to assess applications. In particular, we must be satisfied that those applying for a licence are ‘fit and proper’ to hold a licence and are not disqualified from participation in a licence.
	2. 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/transferred to the applicant.

Publication of information about applications and licensed services

* 1. When a service commences (following a decision to grant the licences), the name and description of the service, its frequency, location and duration and public contact details for the licensee are published on the Ofcom website. The contact details published are those supplied for that purpose by the applicant in the application form. When a licence is transferred, the existing details are updated. 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](https://ofcomuk-my.sharepoint.com/personal/rowena_burke_ofcom_org_uk/lauren.cleverley/AppData/Roaming/Microsoft/Word/broadcast.licensing%40ofcom.org.uk)).
	2. Ofcom considers issued RSL licences to be public documents and copies of licences will be made available to third parties on request.
	3. RSL licences issued to serve an establishment or other defined location will feature on the [monthly update](https://www.ofcom.org.uk/manage-your-licence/radio-broadcast-licensing/monthly-updates) that Ofcom publishes. This lists new services licensed, licences revoked or surrendered, licence transfers, and changes to the name or nature of the licensed service during the past month.

Data Protection

* 1. 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 [www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement](http://www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement) for further information about how Ofcom handles your personal information and your corresponding rights.

Keeping up to date with broadcasting matters

* 1. We strongly recommend that you/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.
	2. To sign up to receive these communications, visit <https://www.ofcom.org.uk/about-ofcom/latest/email-updates> and select ‘Broadcasting.’
1. Applicant’s details

About this section

In this section, we are asking you for basic details about the applicant.

The requested details include company registration number (where applicable) and contact information.

We are asking for this information so that Ofcom knows precisely who to contact at the applicant during the application process and if a licence is granted.

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 RSL licence application, it will be a condition of your Broadcasting Act 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.[[1]](#footnote-2) By ticking the box below, you consent to receiving the following correspondence by email only, to the Licensing and/or Compliance contacts detailed in response to questions 2.7 and 2.8.[[2]](#footnote-3) All other correspondence, documents and notifications will be sent by post.
		1. Request for the licensee to provide a recording of broadcasting content.
		2. Request for information in relation to a broadcast licensing or standards assessment or investigation.
		3. Request for representations on the licensee’s compliance with the relevant licence conditions and/or rules (e.g. Broadcasting Code rules) during an investigation.
		4. Request for representations on Fairness and Privacy Entertainment Decisions.
		5. Request for representations on Ofcom’s Preliminary View which sets out whether Ofcom considers there has been a breach of licence conditions and/or rules.
		6. Request for comments on factual inaccuracies in draft Decision or Adjudication.

**If you do not put an ‘x’ in the box below, we will send this correspondence to you by post.**

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

* 1. Name of applicant (i.e. the individual or body corporate that will hold the licence):
	2. Company registration number stated on Companies House (if applicable):
	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:

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

**Yes/No** (delete as appropriate)

**If no, please submit the up-to-date document and indicate you have done so in the checklist in this form.**

* 1. Contact details of the individual duly authorised by the applicant for the purposes of making this application. If you are:
* an individual, i.e. you are the individual intended to hold the licence, please fill in the below table with your details; or
* a corporate body, this individual should be the company secretary, a director or (if an LLP) designated member; or
* a partnership, this individual should be a partner; or
* an unincorporated body or association, this individual should be a member of the organisation’s governing body.

(If you are an agent completing the form on behalf of the applicant please do not enter your details here – see paragraph 1.2).

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

* 1. Contact details for the Licence Contact:[[3]](#footnote-4)

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

* 1. Contact details for the Compliance Officer:[[4]](#footnote-5)

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

* 1. Contact details for Ofcom regarding invoicing/payment of licence fees:

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

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

Further details on the applicant

**If the applicant is an individual please answer questions 2.12 to 2.14, otherwise skip to question 2.15.**

**If the applicant is a body corporate skip to Section 3 of this form.**

* 1. Please provide the following details for the applicant:

|  |  |
| --- | --- |
| Full name |  |
| Home address |  |
| Country of residence |  |
| Any directorships held and the nature of the business concerned |  |
| Other employment |  |

* 1. 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 political organisation or a religious body, you must specify this here.

* 1. Please identify any political entities with which the applicant is affiliated. By affiliated, we mean entities with which the applicant has declared an affiliation.

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

|  |  |
| --- | --- |
| Full name of entity | Address |
|  |  |
|  |  |

* 1. Complete the following table, expanding it if necessary, to list
1. all persons who control the applicant, and;
2. all persons of which the applicant is aware who are controlled by persons controlling the applicant.

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 any of these entities are affiliated with a political entity, please disclose this here.

|  |  |  |
| --- | --- | --- |
| Full name of individual or body | Address | Political affiliates |
|  |  |  |
|  |  |  |

* 1. 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 2.15.

If any of these entities are affiliated with a political entity, please disclose this here.

|  |  |  |
| --- | --- | --- |
| Full name of body corporate  | Body corporate controlled | Political affiliates of body corporate controlled |
|  |  |  |
|  |  |  |

* 1. 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 2.15.

If any of these entities are affiliated with a political entity, please disclose this here.

|  |  |  |
| --- | --- | --- |
| Full name of individual | Name of body in which officership held | Political affiliates of that body |
|  |  |  |
|  |  |  |

**If you are applying for an RSL licence as an individual you do not need to complete Sections 3 to 5 of this form, so please skip to Section 6.**

1. Details of directors, designated members, participants and shareholders of the applicant (e.g. companies and LLPs)

About this section

Section 3 applies to applicants which are bodies corporate (e.g. companies or LLPs). If you are applying as a partnership which is not an LLP, please skip to Section 4. If you are applying as an unincorporated body, please skip to Section 5. If you are applying as an individual, please skip to Section 6.

In Section 3, we are asking for details of the directors or designated members (LLPs), its shareholders and participants. Where applicable we are also asking for details of the directors or designated members (LLPs) 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 broadcast 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 broadcast licence.

Before completing this section of the form, you should read [Ofcom’s guidance on the definition of ‘control’ of media companies](https://www.ofcom.org.uk/__data/assets/pdf_file/0022/45292/media_statement.pdf). Note in particular that:

Throughout this section, “control” has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

It includes situations where it would be reasonable to expect that any person would be able in most cases to secure that the affairs of a body corporate are conducted in accordance with their wishes. Therefore, for example, where a corporate body is held by its parent via a number of subsidiaries, all such subsidiaries have control.

“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).

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

Having completed this section, please go to Section 6.

* 1. Please provide the following details for each director or designated member of the applicant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name of individual | Home address | Country of residence | Other officerships held (and nature of the business concerned) | Other employment |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. Complete the following table, expanding it if necessary, to list all bodies corporate which are controlled by the applicant. If any of these entities are affiliated with a political entity, please disclose this here.

|  |  |  |
| --- | --- | --- |
| Full name of body corporate | Address | Political affiliates |
|  |  |  |
|  |  |  |

* 1. 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”). You may, but are not required to, exclude from this table any bodies listed in response to question 2.15. 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 proposed) | Number of shares | Total investment (£s) | Total investment (%) | % of voting rights |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Comments |
|  |

* 1. In relation to each body corporate identified in response to question 2.15, 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 (“participants”). You may, but are not required to, exclude from this table any bodies listed in response to question 2.15. 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.

|  |  |
| --- | --- |
| Name of body corporate identified in response to question 2.15 |  |
| Full name of >5% participant | Number of shares | Total investment (£s) | Total investment (%) | % of voting rights |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Comments |
|  |

* 1. Do any of the directors, designated members, shareholders or participantslisted anywhere in this section have any past or present connection with another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee, the BBC or S4C. Relevant connections are:
* A director of another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee.
* A controller of another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee.

If yes, please provide the following details.

If this question is not applicable to the applicant please respond “N/A”.

|  |  |  |
| --- | --- | --- |
| Full name of individual or body | Connection/licensee | Dates of connection |
|  |  |  |
|  |  |  |

* 1. Does the applicant have any reason to suspect the existence of any political body amongst any of the following:
* those controlling any participant having a greater than 5% interest in the licensee;
* those controlling any participant having a greater than 5% interest in any body corporate listed in response to question 2.15;
* those controlled by any body corporate that controls any body corporate having a greater than 5% interest in the licensee;
* those controlled by any body corporate that controls any body corporate having a greater than 5% interest in any body corporate listed in response to question 2.15;
* those controlled by any participant having a greater than 5% interest in the licensee;
* those controlled by any participant having a greater than 5% interest in any person listed in response to question 2.15;
* any affiliate of any of the above; or
* any affiliate of any participant having a greater than 5% interest in the licensee.

|  |  |
| --- | --- |
| Write yes or no | If yes, please give details |
|  |  |

1. Details of partners of the applicant (partnership)

About this section

Section 4 applies to applicants which are partnerships (excluding LLPs). If you are applying as another kind of unincorporated body, please skip to Section 5. If you are applying as an individual, please skip to Section 6.

In Section 4, we are asking for details of the partners.

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.

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

Before completing this section of the form, you should read [Ofcom’s guidance on the definition of ‘control’ of media companies](https://www.ofcom.org.uk/__data/assets/pdf_file/0022/45292/media_statement.pdf). Note in particular that:

Throughout this section, “control” has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

It includes situations where it would be reasonable to expect that any person would be able in most cases to secure that the affairs of a body corporate are conducted in accordance with their wishes.

“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).

Having completed this section, please go to Section 6.

* 1. Please provide the following details for each partner of the applicant. If any partner is a company, please complete questions 3.2 and 3.3 in relation to that company.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name of individual | Home address | Country of residence | Other officerships held (and nature of the business concerned) | Affiliates of bodies in which other officerships are held | Other employment | Degree of participation in the applicant  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* 1. Do any of the partnershave any past or present connection with another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee, the BBC or S4C. Examples of relevant connections are:
* A director of another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee.
* A controller of another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee. If yes, please provide the following details:

If this question is not applicable to the applicant please respond “N/A”.

|  |  |  |
| --- | --- | --- |
| Full name  | Connection/licensee | Dates of connection |
|  |  |  |
|  |  |  |

1. Details of governing members of the applicant (unincorporated bodies other than partnerships)

About this section

Section 5 applies to applicants which are unincorporated bodies. If you are applying as an individual, please skip to Section 6.

In Section 5, we are asking for details of the applicant’s governing members.

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.

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

Before completing this section of the form, you should read [Ofcom’s guidance on the definition of ‘control’ of media companies](https://www.ofcom.org.uk/__data/assets/pdf_file/0022/45292/media_statement.pdf). Note in particular that:

Throughout this section, “control” has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

It includes situations where it would be reasonable to expect that any person would be able in most cases to secure that the affairs of a body corporate are conducted in accordance with their wishes.

“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).

Having completed this section, please go to Section 6.

* 1. Please provide the following details for each governing member of the applicant.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name of individual | Home address | Country of residence | Other officerships held (and nature of the business concerned) | Affiliates of bodies in which other officerships are held | Other employment | Degree of participation in the applicant |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* 1. Do any of the governing membershave any past or present connection with another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee, the BBC or S4C. Examples of relevant connections are:
* A director of another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee.
* A controller of another Ofcom Broadcasting Act licensee, or previous Ofcom Broadcasting Act licensee.

If yes, please provide the following details:

If this question is not applicable to the applicant please respond “N/A”.

|  |  |  |
| --- | --- | --- |
| Full name of individual | Connection | Dates of connection |
|  |  |  |
|  |  |  |

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.

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.

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 Sections 2 to 5 of this application, **been convicted of a criminal offence** committed before the date of this application (in any jurisdiction) or received a civil penalty (excluding driving offences)?

**Yes / No** (delete as appropriate)

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 Sections 2 to 5 of this application ever been declared bankrupt?

**Yes / No** (delete as appropriate).

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 Sections 2 to 5 of this application ever been directors of a body which has become insolvent?

**Yes / No** (delete as appropriate).

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 Sections 2 to 5 of this application ever been the subject of a disqualification order under the Company Directors Disqualification Act 1986?

**Yes / No** (delete as appropriate).

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 Sections 2 to 5 of this application ever been excluded from a professional or trade body following disciplinary or regulatory proceedings?

**Yes / No** (delete as appropriate).

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

General statutory disqualifications

* 1. Please state below whether the applicant, or any of the directors, shareholders or other individuals listed in Sections 2 to 5 of this application, 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 or No | Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement |
| A local authority |  |  |
| A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body |  |  |
| A body whose objects are wholly or mainly of a religious nature;[[5]](#footnote-6) |  |  |
| An individual who is an officer of a body falling within (b) or (c); |  |  |
| 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); |  |  |
| An advertising agency or an associate of an advertising agency |  |  |

Details of applications, licences and sanctions

* 1. Is the applicant a current licensee of Ofcom?

**Yes / No** (delete as appropriate).

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

|  |  |
| --- | --- |
| Licence number | Name of service |
|  |  |
|  |  |
|  |  |

* 1. Has the applicant held an Ofcom broadcasting licence before?

**Yes / No** (delete as appropriate).

|  |  |  |
| --- | --- | --- |
| Licence number | Name of service | If an SRSL: location, dates and event covered |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Has anyone involved in the proposed service, held an Ofcom broadcasting licence or been involved in an Ofcom-licensed broadcast service before?

**Yes / No** (delete as appropriate).

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 | If an SRSL: location, dates and event covered |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Does the applicant control an existing Ofcom licensee?

**Yes / No** (delete as appropriate).

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

|  |  |
| --- | --- |
| Licence number | Name of service |
|  |  |
|  |  |
|  |  |

* 1. Is the applicant 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** (delete as appropriate).

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

|  |  |
| --- | --- |
| Licence number | Name of service |
|  |  |
|  |  |
|  |  |

* 1. Has 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** (delete as appropriate).

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

|  |  |
| --- | --- |
| Licence number | Name of service |
|  |  |
|  |  |
|  |  |

* 1. Is 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** (delete as appropriate).

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

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

* 1. 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** (delete as appropriate).

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

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

* 1. In relation to any of the directors, shareholders or other individuals listed in Sections 2 to 5 of this application, please provide any information which you think may be a relevant consideration for Ofcom in determining whether or not the applicant is fit and proper to hold a Broadcasting Act licence.

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

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

**Yes / No** (delete as appropriate).

If yes, please provide the following details:

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

1. The proposed service

About this section

We can only issue restricted service licences for the purpose of an event or to broadcast at a particular establishment or other defined location in the UK, and Section 7 asks you to confirm which of these you are applying for.

Examples of events that we have licensed restricted services for include religious observances, sporting events, drive-in movies, air shows and dog agility shows.

Examples of establishments or other defined locations that we have licensed restricted services for include hospitals, university campuses, military bases, sports stadiums, churches and community centres.

If you are an applicant applying to transfer an existing RSL licence from one legal entity to another, you do not need to complete this section.

* 1. Are you applying for a restricted service licence to cover an event or to serve an establishment or other defined location?

**An event / An establishment or other defined location / Unsure** (delete as appropriate)

If you answered ‘event’ please **fill out Section 8, then move to Section 10.**

If you answered ‘establishment or other defined location’ please **fill out Section 9, then continue to Section 10.**

If you answered ‘unsure’ please use the space below (expanding if needed) to give a detailed description of what you would like your proposed service to cover, **then move to Section 10.**

1. The proposed service - to cover an event

About this section

Section 8 asks you to describe your proposed service.

If a licence is granted the information you provide in this section will be used to form the basis of an annex to your Broadcasting Act licence. You will only be authorised to broadcast what is detailed in the annex of the Broadcasting Act licence. It is therefore important that you provide complete and detailed responses to the questions in this section.

If you are an applicant applying to transfer an existing RSL licence from one legal entity to another and you do not propose to make any changes to the existing programme service, you must still complete Section 8.

If you are granted a licence/an existing licence is transferred to you and you decide subsequently to change your content or your service name, you must contact Ofcom in advance so that the change is specifically reflected in the annex to your licence. Such requests must be made in writing via email to broadcast.licensing@ofcom.org.uk prior to any change.

If you are applying to cover more than one event within a three-month period starting from the date of the first event, please expand the below boxes to give you answers. Please label your answers ‘event one’ ‘event two’ etc.

* 1. What is the name of the proposed service?
	2. What is the purpose of the proposed service? Please provide the name of the event and provide the proposed service description.

If you are proposing to cover a religious observance, please include the name of the observance or festival.

* 1. What is the proposed first date of the broadcast (including any period for testing purposes)?
	2. What is the proposed last date of the broadcast?
	3. Do you intend to broadcast daily throughout this period, or only on certain dates? If the latter, please state on which dates you will broadcast. You will be charged for all days in the licence period, including days for testing and any days during the period when your service is not broadcasting.
	4. What hours do you intend to broadcast? (e.g. 6am to midnight or 24 hours per day)
	5. It is for Ofcom to determine the power level required for your proposed service, but please indicate what power you believe your proposed service requires below.

**Up to and including 2 watts / Above 2 watts** (delete as appropriate)

1. The proposed service – to serve an establishment or other defined location

About this section

Section 9 asks you to describe your proposed service.

If a licence is granted the information you provide in this section will be used to form the basis of an annex to your Broadcasting Act licence. You will only be authorised to broadcast what is detailed in the annex of the Broadcasting Act licence. It is therefore important that you provide complete and detailed responses to the questions in this section.

If you are an applicant applying to transfer an existing RSL licence from one legal entity to another and you do not propose to make any changes to the existing programme service, you must still complete Section 9, with the exception of questions 9.7 and 9.8.

If you are granted a licence/an existing licence is transferred to you and you decide subsequently to change your content or your service name, you must contact Ofcom in advance so that the change is specifically reflected in the annex to your licence. Such requests must be made in writing via email to broadcast.licensing@ofcom.org.uk prior to any change.

If the proposed licensee is different to the person or body running the establishment for which the service is intended (for example where the applicant for a hospital radio service is not the Trust running the hospital), you must provide evidence that the application has the support of the relevant establishment with your application.

* 1. What is the name of the proposed service?
	2. What is the establishment or other defined location being served by the proposed Licensed Service:

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Website |  |

* 1. What is the relationship of the applicant to the establishment or defined location being served:
	2. Please provide a description of the proposed service, for example, the types of music to be played, any speech items or programmes, the proportion of music to speech.
	3. Will the service carry programming from a source other than the applicant (e.g. an overnight sustaining service)? If so, please provide details here
	4. How will the programming be relevant to the host establishment or defined location?
	5. What is the proposed first date of the broadcast (including any period for testing purposes)?

(This question is not applicable to applicants applying to transfer an existing RSL licence to a new legal entity)

* 1. RSLs can be issued for any period, up to a maximum of five years. Please confirm for how long you would like to hold the licence for.

(This question is not applicable to applicants applying to transfer an existing RSL licence to a new legal entity)

* 1. Please indicate what days of the week and during what hours you intend to broadcast, and what proportion of programming will be live.
	2. It is for Ofcom to determine the power level required for your proposed service, but please indicate what power you believe your proposed service requires below.

**Up to and including 2 watts / Above 2 watts** (delete as appropriate)

* 1. Do you want to broadcast on AM or FM?

**AM / FM** (delete as appropriate)

1. Compliance

About this section

Section 10 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 the content it proposes to broadcast will comply with the relevant regulatory codes and rules for programming and advertising. These include:

a) The Ofcom Broadcasting Code.

b) The BCAP Code: the UK Code of Broadcast Advertising.

c) The Regulation of Premium Rate Services Order.

Condition 15(2) of an RSL Broadcasting Act licence requires that you have compliance procedures in place, and this section asks that you demonstrate the ability to meet this licence condition.

It is the responsibility of the licensee to ensure that all material broadcast on the service, both live and pre-recorded (and including material sourced from third parties) is compliant with all the Ofcom’s codes and rules.

Ofcom can impose sanctions on a licensee for serious, deliberate, repeated and/or reckless breaches of the licence conditions (for example, if broadcast content does not comply with the codes and rules). The sanctions available to Ofcom include the imposition of a financial penalty on the licensee, and/or revocation of the licence.

General compliance

* 1. Please give details of all compliance training (including dates) the person named in response to question 2.8 has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).
	2. Please give details of any practical compliance experience (including dates) the person named in response to question 2.8 has with respect to the relevant codes and rules.
	3. 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. Set out in detail below the system the applicant intends to have in place to ensure it will be able to comply with the codes and rules at all times while the service is broadcasting.
	4. How does the applicant intend to 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.
	5. Will the training described in response to question 10.4 be mandatory for all staff and volunteers? If not, outline who will receive it.
	6. Set out in detail below how the applicant intends to ensure that live content will comply with Ofcom’s codes and rules.
	7. 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 station.
	8. What languages does the applicant intend to broadcast in?
	9. For each language listed in response to question 10.8, please name the compliance team member(s) who are fluent in each language who will be responsible for ensuring that content broadcast in that language complies with the Ofcom’s code and rules. (Expand the table if necessary).

|  |  |
| --- | --- |
| Name | Language(s) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Technical matters

About this section

Section 11 asks you to describe the technical arrangements for the proposed service. This section includes questions on the transmission site, frequency bands and radio data systems (RDS).

Before completing this section of the form, you should read the ‘Technical Matters’ section of Ofcom’s Guidance notes for applicants and licensees.

If you are applying to transfer an existing licence to a new legal entity, you will not be able to change any of the technical parameters of the licence and so should not complete this section of the form.

If you are applying to cover more than one event within a three-month period starting from the date of the first event, please expand the below boxes to give your answers. Please label your answers ‘event one’ ‘event two’ etc.

Applicants should note that Ofcom will award a power level and frequency that we consider appropriate to serve the site being served.

* 1. Please provide with your application a map of the area that you would like to serve, with the boundary clearly marked. The location of the transmitter and studio should also be clearly indicated. Please also provide photographs of the building or structure upon which the antenna will be mounted.

If you have applied for a RSL licence to cover an event, please explain why the coverage area that you have indicated on the map is required for the event.

If you have applied for a RSL licence to serve an establishment or other defined location, we would expect the coverage area requested to be the site of the establishment or defined location. If you have indicated you would like to cover beyond the site, please explain why you have requested to serve beyond its boundary.

* 1. Please provide details of your proposed transmitter site.
		1. The full address of the transmitter site:
		2. The National Grid reference (Grid letters plus six digits, e.g. NJ 262 742):
		3. Height of transmitter site location above mean sea level (Ordnance Survey data):
		4. Antenna height (up to – and including -20m above ground level is allowed)
		5. Antenna polarisation (vertical or mixed ie vertical and horizontal)
		6. Site description (e.g. residential, business property, existing communications mast):
	2. What is the full address and post code of your proposed studio location?
	3. What is the telephone number for the studio?
	4. If you have a specific frequency you would like to broadcast on, please add this below. Please note however that frequency allocation is at Ofcom’s discretion and there is no guarantee that you will be issued with this frequency, even if you have used it previously.
	5. For which band do you require a licence?

**AM / FM** (delete as appropriate)

* 1. Does your transmission equipment (including aerials) comply with the technical conditions set out the ‘Technical Matters’ section of our Guidance notes for applicants and licensees?

**Yes / No** (delete as appropriate)

* 1. Do you intend to broadcast via a radio data system (RDS)?

**Yes / No** (delete as appropriate)

If you answered ‘Yes’ please enter the proposed eight-digit programme service name below:

* 1. Do you intend to provide a RDS Traffic Service?

**Yes / No** (delete as appropriate)

1. Other information
	1. Is there any other information you would like Ofcom to take into account when considering this application?
2. Checklist

About this section

You must ensure that you submit your application in accordance with the instructions in our Guidance notes for applicants and licensees. Failure to do so may result in your application being rejected.

If you are applying to transfer an existing licence to a new legal entity there is no transfer application fee and invoices for annual licence fee will be issued to the licensee when the fee becomes due.

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(s) clearly state the applicant’s name in the subject line of the email along with “RSL”.

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

For all applicants applying for a licence:

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

[ ]  A map of the site you are looking to serve, with the location of the transmitter, the studio and the boundary all clearly marked.

[ ]  Photographs of the building or structure upon which the antenna will be mounted

[ ]  If you are applying for a restricted service licence to serve an establishment or other defined location, a letter from a senior employee of the establishment giving permission for the transmission equipment to be installed on the site.

[ ]  If you are applying for a restricted service licence to serve an establishment or other defined location, a letter from a senior employee of the establishment giving permission for the radio service to be provided to the site.

[ ]  The relevant application fee - £400 if applying for a restricted service licence to cover an event or £200 if applying for a restricted service licence to serve an establishment or other defined location.

[ ]  The relevant Broadcasting Act and Wireless Telegraphy Act licence fees.

[ ]  Proof of the successful application and licence fees payment, to include confirmation of the date paid and payment reference used.

[ ]  A diagram detailing the applicant’s compliance structure.

For all applicants applying for a licence transfer:

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

[ ]  A diagram detailing the applicant’s compliance structure.

[ ]  A letter from the existing licensee consenting to the transfer.

There are no fees if you are applying to transfer an RSL.

For individuals applying for a licence or licence transfer:

[ ]  A copy of the individual’s UK passport **or** driving licence. Note: documents that are out of date and/or invalid will not be accepted.

AND

[ ]  A copy of any of the following documents dated within the past three months and showing the individual’s home address:

* + 1. a utility bill (not including a mobile phone bill);
		2. a bank, building society or credit card statement;

For a body corporate applying for a licence or licence transfer:

[ ]  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 of the Companies House website).**

[ ]  A copy of the last Annual Return (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). **(Only required if the current version is not available of the Companies House website).**

[ ]  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 shares held by it in other companies to which it is connected.

For a partnership applying for a licence or licence transfer:

☐ The Partnership agreement.

☐ Any other agreement or memorandum setting out the objects of the partnership.

☐ A copy of the most recent accounts (not applicable to recently established entities).

For an unincorporated body corporate applying for a licence or licence transfer:

☐ The constitutional agreement.

☐ Any other agreement or memorandum setting out the objects of the body.

☐ A copy of most recent accounts (not applicable to recently established entities).

1. 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.

A partner, where the applicant is a partnership.

A member of the organisation’s governing body where the applicant is an unincorporated body or association.

The individual who will be the licensee where the applicant is an individual.

The declaration must also be dated.

* 1. I hereby apply to the Office of Communications (Ofcom) for the grant/transfer of a Broadcasting Act and (if applicable) Wireless Telegraphy Act licence for the restricted service described above and declare that the information given in this application form and the documents, statements and particulars submitted with it are, to the best of my knowledge and belief, correct.
	2. I further declare and warrant:
		1. that the applicant is not a disqualified person within the meaning of that expression as defined in Part 2 of Schedule 2 to the Broadcasting Act 1990, 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 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;
		3. that no director or person concerned directly or indirectly in the management of the Licensee is the subject to a disqualification order under section 145 of the Broadcasting Act 1996.
	3. I understand that Ofcom reserves the right to revoke the licences (if granted/transferred) 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 section 144 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.
	4. I further certify that, to the best of my knowledge, any matters which might influence Ofcom’s judgement as to whether the directors and substantial shareholders involved in this application are fit and proper persons to participate in a Broadcasting Act licence have been made known to Ofcom as part of this application.

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

**Date of application:**

**If the applicant is NOT an individual, please complete one of the following sections:**

**If the applicant is a BODY CORPORATE (including an LLP):**

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)

**OR**

**If the applicant is a PARTNERSHIP (not an LLP):**

I am authorised to make this application on behalf of the applicant in my capacity as

(please tick to confirm):

A partner ☐

**OR**

**If the applicant is an UNINCORPORATED BODY:**

I am authorised to make this application on behalf of the applicant in my capacity as (please tick to confirm):

A member of the organisation’s governing body ☐

**Please send completed application forms to** [**broadcast.licensing@ofcom.org.uk**](https://www.ofcom.org.uk/about-ofcom/latest/email-updates)

1. In accordance with Section 395 of the Communications Act 2003. [↑](#footnote-ref-2)
2. If, after you have submitted this form, you later inform us that your Licensing contact and/or Compliance contact email address has changed, we will assume that the consent you are providing in this form for Ofcom to send the above listed notifications and documents by email only will continue to apply to the new Licensing and/or Compliance contact email address, unless you tell us otherwise. You may modify or withdraw your consent at any time by giving notice to Ofcom that you wish all correspondence, documents and notifications by post. [↑](#footnote-ref-3)
3. 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. The licence contact is also the emergency contact for Ofcom, who can provide access to the transmitter and shut it down if necessary in the event of interference or other problems arising during the broadcast. [↑](#footnote-ref-4)
4. The Compliance Officer is the person for Ofcom to contact on matters relating to compliance with the Broadcasting Code and other codes and rules. If we receive a complaint about the licensed service we will contact the compliance officer to request recordings of output. We will correspond with the compliance officer during any investigations into whether content was compliant with our codes, rules and licence conditions. [↑](#footnote-ref-5)
5. Please refer to Sections 3 to 5 of Ofcom’s religious guidance note at: <https://www.ofcom.org.uk/__data/assets/pdf_file/0028/88219/Guidance-for-religious-bodies.pdf> for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences. [↑](#footnote-ref-6)