
Community Digital Sound Programme (C-DSP) licence

Application form – Part A (public)

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

Community, Equality, Disability Action (CEDA)

Proposed service name:

Access All Aerials

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)

Exeter

Public contact details (i.e. Contact name and/or company name, company 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](#).

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

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

The purpose of this form

- 1.1 You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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).
- 1.6 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

- 1.7 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.
- 1.8 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

- 1.9 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.
- 1.10 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).
- 1.11 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.
- 1.12 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

- 1.13 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

- 1.14 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.
- 1.15 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):

Community, Equality, Disability Action (CEDA)

2.2 Company registration number stated on Companies House:

4693500

2.3 For UK registered companies, the address of the applicant's registered office stated on Companies House.

For non-UK registered companies, the principal office address:

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

Yes (delete as appropriate)

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	Craig Bowden
Job title	Project Manager
Address	The Clare Milne Centre Emperor Way Exeter EX13QS
Telephone	01392360645
Mobile phone	07540853268
Email	Craig.b@cedaonline.org.uk

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

www.accessallaerials.co.uk

- 2.7 How will the service be financed? If the applicant is receiving, or is likely to receive, any form of funding and/or financial assistance to establish and maintain the service, please provide details of who is providing that funding/financial assistance and the extent of it.

If you are receiving funding from, or on behalf of, a source that could be considered a political organisation or a religious body, you must set out the nature of that organisation here.

Successful grant from National Lottery Community Fund

Financial Contributions towards broadcasting and education sessions from DJ's and supporters

Features sponsorship

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

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

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Diana Cole	The Clare Milne Centre, Emperor Way Exeter Business Park, Exeter, Devon, EX1 3QS	UK		CEO- CEDA
DAVISON, Rosemary Anne	5 Pynes Close, Cheriton Fitzpaine, Devon, EX17 4HT	UK		
FOTHERINGHAM, Christopher Ian	The Clare Milne Centre, Emperor Way Exeter Business	UK	Kenton Cottage Limited	Solicitor

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

	Park, Exeter, Devon, EX1 3QS			
HALLAM, Nicky	The Clare Milne Centre, Em- peror Way Exe- ter Business Park, Exeter, Devon, EX1 3QS	UK		
KEABLE, Steven John	Bromstone, Lapford, Credi- ton, Devon, EX17 6PZ	UK	Playlines Trust (Youth) Young Devon (Youth)	
OSGOOD, Joanna Elizabeth	The Clare Milne Centre, Em- peror Way Exe- ter Business Park, Exeter, Devon, EX1 3QS	UK		Partnership And Contract Manager
PICKEN, Mark Rus- sell	The Clare Milne Centre, Em- peror Way Exe- ter Business Park, Exeter, Devon, EX1 3QS	UK	Content Design Lon- don (Web Marketing) Cornwall Chamber of Commerce	Director Of Marketing And Communica- tions
PUNTER, Andy	The Clare Milne Centre, Em- peror Way Exe- ter Business Park, Exeter, Devon, EX1 3QS	UK		
SMALE, Trevor James	The Clare Milne Centre, Em- peror Way Exe- ter Business Park, Exeter, Devon, EX1 3QS	UK	Devon Wildlife Trust (Wildlife charity)	

- 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 proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				

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

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

Full name of the entity	Address
N/A	

- 2.11 Complete the following table, expanding it if necessary, to list any bodies corporate which are controlled by the applicant, and their affiliates:

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

Full name of entity	Address	Affiliates
N/A		

Details of persons who control the applicant

- 2.12 Complete the following table, expanding it if necessary, to list all persons who control the applicant, together with their affiliates. If any persons or bodies control the applicant jointly because they act together in concert (e.g. because of a shareholder's agreement), each such person must be identified here:

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

Full name of individual or body	Address	Affiliates
N/A		

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

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

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

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

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

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

- 2.15 In relation to each body corporate identified in response to question 2.12, complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially

entitled to shares, or who possess voting powers, amounting to more than 5% in the body corporate concerned (i.e. “participants”). You may, but are not required to, exclude from this table any bodies listed in response to question 2.12. If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

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

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

Involvement of the applicant in specified activities

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

Activity/involvement	Yes 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	NO	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	NO	

A body whose objects are wholly or mainly of a religious nature; ²	NO	
An individual who is an officer of a body falling within (b) or (c);	NO	
A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	NO	
An advertising agency or an associate of an advertising agency	NO	

Details of applications, licences and sanctions

- 2.17 Is the applicant (i.e. the body corporate that will hold the licence) a current licensee of Ofcom?

Yes / No (delete as appropriate).

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

Licence number	Name of multiplex

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

Yes / No (delete as appropriate).

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

Licence number	Name of service or multiplex
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² Please refer to Sections 3 to 5 of [Ofcom's religious guidance note](#) for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences.

- 2.19 Has anyone involved in the proposed service held an Ofcom broadcasting licence or been involved in an Ofcom-licensed broadcast service before?

Yes / No (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 or multiplex

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

No (delete as appropriate).

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?

No (delete as appropriate).

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?

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 or multiplex	Nature of the breach	Sanction im- posed	Date sanction imposed

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

No (delete as appropriate).

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 simulcast 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?

Access All Aerials

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.

Exeter- ExeDAB

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 5.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).³

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

Marsh Barton, Exeter- EX28PQ

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

The disabled community of Exeter. Access All Aerials exists to provide a voice and platform for disabled people to be heard in a medium where they are underrepresented. The station also encourages the support network for disabled people to be involved and opportunities are extended to family members, carers and other professional organisations linked with disability.

AAA serves the community of Exeter by showcasing other community organisations and institutions across the city and wider county of Devon. We share opportunity to raise awareness and inform others.

- 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.**

CEDA is already a registered charity with 35 years' experience in the charity sector. We have been a not for profit charity and the Access All Aerials project continues with this ethos. AAA will remain wholly owned and operated by CEDA the charity. CEDA is governed by a board of trustees who meet quarterly, and they have committed to ensuring Access All Aerials is a part of the strategic direction and day to day operations of the organisation.

Access All Aerials has successfully been broadcasting online for 6 years now and has good standing and reputation within its broadcast area.

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.**

Access All Aerials will continue to showcase and reflect the lives of disabled people in the South West, however this DAB license will enable us to reach even further to engage more hard to reach individuals as producers and listeners. The station aims to be platform for disabled people to share stories, experiences, and advice. This fosters a sense of community and belonging, combating isolation often faced by those with disabilities. Carers and the wider public will also gain valuable resources and connect with others facing similar challenges.

Social gain will be achieved by engaging community organisations throughout the wide and varied programming schedule, which is deliberately broad to appeal to a wide range of potential listeners once the station moves to DAB.

The programmes our DJs and volunteers produce will often be tailored for specific disabilities (visual or hearing impairments) and can improve access to information and entertainment.

Our team use easy-to-understand language and sharing our broadcasts online following live broadcast via platforms such as Mixcloud ensures more inclusivity. Informative and engaging programming can provide crucial details on local services, benefits, and support groups, empowering disabled people and carers to navigate the system more effectively.

The platform is also used to share personal and Inspirational stories and entertainment can improve mental wellbeing and combat feelings of loneliness.

We feel that by featuring disabled voices and experiences, the station fosters empathy and understanding within the general public. This can lead to a more inclusive and supportive Devon community.

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

Access All Aerials has been running as a web based radio station for the last six years and during this time the station has grown a loyal fan base. Interaction with our audience is key to our success. We have active text and whatsapp engagement already, with lots of opportunity for involvement within the shows via social media and email also. This is monitored by station management and all relevant safeguards are in place to ensure our DJs and volunteers feel safe and supported.

AAA use the voices of our community to explore issues that are affecting them and their peers, building their capacity to cope, signposting them to support that is available and raising awareness about the dangers attached to risk-taking behaviours. Shows by local people themselves have the power to support, inform and engage listeners in ways that national agencies cannot. Social action through the radio will lead our DJs and volunteers to help their communities to lead more emotionally healthy and less isolated lives.

Over the past two years we have produced programming that highlights:

- loneliness and isolation
- physical activity
- staying safe
- anxiety
- gender equality

- 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.**

Access All Aerials already broadcast from fully accessible studios based at Marsh Barton. Utilising the knowledge and history of the parent charity CEDA – we have height adjustable desks, augmented communication tools and accessible IT equipment.

As part of the lottery funding, we are working with a team of media advisors who will support us to run the radio pAAAthways learning programme. This six month programme is offered to disabled people with a passion for broadcasting. The programme covers topics including, technical set up of a studio, audio editing, interview skills, broadcasting and the law and the broadcasting code.

Informal skill sharing and learning between our DJs happen during team get togethers and during hand over of shows. The training opportunities are tailored to individual needs and can be conducted in person or remotely.

A developmental opportunity to join the Media Mentor programme is also available and sees those with suitable potentials to be buddied with experienced media professionals with can provide hands-on learning and support.

The project also relies heavily on volunteer and we will actively recruit volunteers from the disabled community, fostering a sense of ownership and inclusivity.

Access All Aerials will also host regular Open-Door events where anyone can visit the studio and observe radio production. This allows disabled individuals to familiarise themselves with the environment and feel comfortable approaching the station.

- 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.**

The station already provides a safe-place where our DJs and volunteers can come and be champions of a social action community.

Access All Aerials will foster understanding and connection within Exeter's disabled community through:

Platform for Voices: Providing a platform for disabled people and carers to share stories and experiences builds empathy and understanding.

Targeted Programs: Programs on disability issues and local resources empower individuals and strengthen connections within the community.

Training and Volunteering: Training programs open doors for disabled people to participate, fostering a sense of belonging and collaboration.

Community Partnerships: Working with disability and community organisations across Exeter and beyond.

By creating a space for open communication and shared experiences, Access All Aerials will bridge divides and strengthen links within Exeter and the wider community.

- 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.**

CEDA is a well established charity with a host of trained professionals and individuals with lived experiences. We work with trained broadcasters many of whom are still in the broadcasting industry along with our wider charity staff which includes senior managers, therapists and practitioners. We also connect with peer organisations regionally and nationally to develop our approaches to helping our community to develop new skills, build confidence, self-esteem and improve their mental health.

We have worked with many partners to pilot and evidence our approach including: Exeter City Council, local skills, other community organisations, other community media organisations, Exeter Culture and many more.

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.**

Our AAAdvisory Board is made up of Access All Aerials presenters and individuals who have been a part of the media industry for a very long time. Our AAAdvisory board meet monthly to discuss matters arising, plan promotional activity and approve all new on air and voluntary talent who register an interest in being involved with the project. A representative of the AAAdvisory board, reports back yearly to the charity board of directors.

As part of our National Lottery Community Funding, we have a commitment to provide 'paid' employment opportunities for disabled people.

Accountability

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

We're actively seeking engagement from our community. Through multiple methods of contacting the station, to meeting with them in person during outside events. We have active social media channels and a well visited website.

Already in our short existence, we have been present at many community events outside and completed outside broadcasts where members of our target community are present, these have included broadcasting live from the city centre, disability sports events and raising awareness of key days including 'purple Tuesday' and international womens day.

- 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.**

CEDA benefits from marketing and PR specialists who support all services and activities the charity undertakes. Access All Aerials would benefit from being able to access this support. The AAAdvisory board are also trained in 'dealing with the media' and how to handle negative feedback and controversial situations should they arise.

Access All Aerials will actively seek feedback from both the disability community and Exeter residents. Here's how we'll ensure your voices are heard and acted upon:

We'll offer accessible feedback options:

Online feedback form on our website, compatible with screen readers.

Designated email address for written suggestions and concerns.

Engage interaction during live shows via Whatsapp and Text messaging

Designated staff members review and shares all feedback. Should it be needed we'll develop a response plan that will be transparent and open. Through open communication and a commitment to action, Access All Aerials will strive to be a valuable resource that reflects the needs and interests of Exeter's diverse community.

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	Service Description	Transmission Schedule	Multiplex
Access All Aerials (the on-air name of the programme service as in question 3.1 of this application)>	Access All Aerials <i>is a radio service intended to serve</i> NOTE: The next 3 headings below are the components of the 'character of service'. The disabled community of Exeter along with the wider local community of the city. <i>in</i> Exeter, Devon NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column> (<i>"the target community"</i>) <i>by</i>		ExeDAB as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on>

	The station commits to providing content created by disabled people of all ages and identities and aims to raise awareness of life of someone with a disability to the wider Exeter Community. describe in no more than 50 words> <i>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).</i> <i>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:</i> • <i>the facilitation of discussion and the expression of opinion,</i> • <i>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</i> • <i>the better understanding of the particular community and the strengthening of links within it.</i> <i>Members of the target community shall contribute to the operation and management of the service.</i> <i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i>		
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4. Compliance of the service

About this section

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

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

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

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

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

The compliance officer, Craig Bowden, has completed many media and broadcasting learning opportunities which have included coverage of the compliance arrangement requirements for a community radio station and the Ofcom Broadcasting Code. Craig has also studied the BCAP Code: the UK Code of Broadcast Advertising and The Phone-paid Services Authority Code of Practice in order to prepare effectively for the process of taking on a C-DSP license. He was already familiar with requirements set out in these codes due to running an online internet station for many years with several RSLs across Devon.

Craig Bowden also signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published. Craig also meets regularly with the AAAdvisory board where changes within the sector will be highlighted.

- 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.

Craig Bowden (Compliance Officer) has many years supporting others to broadcast live on air on via Internet-based community stations and Restricted Service Licenses. Upon joining AAA, Craig entered into agreements with the copyright licensing bodies before commencing broadcasting. These are PPL and PRS for Music.

AAA also benefit from its AAAdvisory Panel which includes media representatives still working within the industry who share news and training as required. Members of the AAAdvisory Panel include-

Mark Tyler- Broadcast *News* and Sport Presenter News UK - Communication / PR Consultant

Matt Rogan- Network Producer for *Nation* Broadcasting

Matt Young- Former Presenter for Radio Exe and Global Devon

Gillian Taylor- PR Consultant

- 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.

Head of Compliance - will take overall responsibility for the station's compliance to all regulation requirements as set out by Ofcom. This involves ensuring all DJs and volunteers are trained and monitored during their broadcasts and that all pre-recorded content complies with the relevant codes.

Deputy Station Manager will manage procedures involving DJs and volunteers sign-up, attendance, safe-guarding and learning.

Station Manager will manage DJs and volunteers in the studio and ensure schedules and playlists comply with necessary codes. Also the link between the station team and the AAAdvisory board.

- 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.

AAA informs new DJs and volunteers around the Broadcast Code and compliance upon induction with the station.

We have created a 'handy' guide for all participants, and this has been heavily influenced by compliance materials provided by existing Exeter community station Phonic FM and David Treharne. Our local commercial station Radio Exe have also pledged to support the induction of new DJs and volunteers.

- 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.

Senior team members at Access All Aerials, those in a 'producer' role as well as other key staff members of the charity CEDA will receive the required training.

- 4.6 It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom's codes and rules (e.g. Ofcom's Broadcasting Code, which sets requirements on standards to be observed in programme content for the protection of the public).

- a) Set out in detail below the systems the applicant intends to have in place to ensure it will be able to comply with the codes and rules when the service is broadcasting live content. Your response should include details of what you will do to prepare presenters and guests pre-broadcast and the process for ensuring that any non-complaint content is dealt with swiftly during the broadcast.

All Access All Aerials DJs, volunteers and guests receive guidance on the broadcasting code and the law. AAA will comply with local and national laws and regulations that apply to our broadcasts and activities. AAA will conduct its business in a fair and legal way.

Within the studios, there are copies of our 'handy' compliance guide along with a studio handbook which is accessible to all those who go on the air and covers the following topics-

- Voicing Political Opinions
- Running Competitions
- Bad Language
- Libel
- Copyright

- 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.

Prerecorded materials are completed mostly in house with an AAA producer present during recordings.

On the occasions we do accept pre-recorded programming from other sources we shall ensure they are provided by other 'broadcast' professionals and where possible 'pre listening' will take place prior to broadcast.

- 4.7 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to what you will broadcast on the station, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

At present the project is financially supported by The National Lottery Community Fund, and monitoring is required for reporting purposes. This is currently completed quarterly and covers a range of headings including engagement, community events and listener numbers.

Listening hours and song count are also currently monitored yearly to complete relevant reporting for PPL/PRS... It is expected that this will increase once the move to DAB+ is complete and AAA switched music licenses.

Senior project staff meet monthly to complete regular 'horizon scanning' looking ahead to future opportunities that might benefit the project or the beneficiaries of the station. This is recorded in minutes and will continue.

- 4.8 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to the station's off-air social gain activities, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

Station/Project manager Craig Bowden will be responsible for this and monitoring will take place monthly and will be reported to the AAAdivsory board.

We shall engage with the wider community through attending events and forums locally. AAA members are also registered with the Radio Academy and have attended events held by the South West branch of the academy. AAA will share more about its achievements and off-air social gain through events like this.

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

English

4.10 For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules.

Please do not give names of individual members of staff.

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 influ-

ence 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:

CRAIG BOWDEN

Date of application:

25-07-2024

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

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

You also need to complete the confidential section (Part B) of the application form