
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):

Bradley Stoke Radio Limited

Proposed service name:

Bradley Stoke Radio

Radio multiplex service(s) on which the proposed C-DSP service is to be provided:

Clevedon, Filton and Avonmouth

Public contact details:

Bradley Stoke Radio, Brookway, Bradley Stoke, Bristol BS32 9DA

admin@bradleystokeradio.com 01454 616 055

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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 be published by Ofcom following the submission of your application. 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, 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 propriety 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 license):

Bradley Stoke Radio Limited

- 2.2 Company registration number stated on Companies House:

07856243

- 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:

Bradley Stoke Radio
 Brook Way Activity Centre
 Brook Way
 Bradley Stoke
 BS32 9DA

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

Yes

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

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

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

Full name	James Witcombe
Job title	Director and Station Manager
Address	Bradley Stoke Radio Brookway, Bradley Stoke BS32 9DA
Telephone	01454 616 055
Mobile phone	
Email	admin@bradleystokeradio.com

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

www.bradleystokeradio.com

- 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.

Bradley Stoke Radio is a not-for-profit organisation which delivers social gain to members of the station's target audience across the North Bristol and South area. It relies on advertising and donations from local businesses as well as grant funding.

The station has built up a large, loyal following and is now widely recognised as a key media platform with a strong commitment to supporting the community both on and off air. Bradley Stoke Radios ethos is access to all and we are proud to have volunteers representing all aspects of the local community.

We see the addition of DAB to our multi-platform approach as a logical next step, assuring the station of a long-term future which will allow it to continue delivering social gain.

Specifically, grant funding will be applied for from the below or similar grant sources.

Bradley Stoke town council already support financially along with Patchway town council and South Gloucestershire have supported previously and are familiar with the community radio station.

Bradley Stoke Town Council

Patchway Town council

South Gloucestershire Council

National Lottery

Wessex water

Avon and somerset Police community fund.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

- 2.8 Please provide the following details for each director or designated member of the applicant:

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Catherine Ayers	10 Rush Close, Bradley Stoke,	UK		NHS

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

	BS32 0BU			
James Witcombe	40 Burden Close BS32 8BL		Severnside and Bristol Digital	
Hilary Bloor	6 Gatesby Mead Stoke Gifford BS34 8UL			Chiropodist Self employed
Roddy Jenkins	59 St Peter's Court New Charlotte St, Bristol, BS3 4AS			f/t employment Denmans Electrical wholesale

S

2.9 Please identify any entities with which the applicant is affiliated:

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

Full name of the entity	Address
N/A	

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

Full name of entity	Address	Affiliates
Severnside Digital Radio	Brookway, BS32 9DA	

2.11 Complete the following table, expanding it if necessary, to list all persons who control the applicant, together with their affiliates. If any person 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.

Full name of individual or body	Address	Affiliates
N/A		

- 2.12 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 2.11, and any affiliates of those bodies:

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

- 2.13 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 2.11, and their affiliates:

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

- 2.14 In relation to each body corporate identified in response to question 2.11, 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 2.11. 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 2.11				
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

- 2.15 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

- 2.16 Is the applicant a current licensee of Ofcom?

Yes

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.

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

Licence number	Name of multiplex
DP101106BA/1	Local Digital Sound Programme Licence
CR000232BA/2	Community Radio Licence
CR000232WT/2	Community Radio Licence

2.17 Has the applicant held an Ofcom broadcasting licence before?

Yes

Licence number	Name of service or multiplex
CR000232BA/1	Community Radio Licence
CR000232WT/1	Community Radio Licence

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

Yes

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex
2013-2023	CR000232BA/2	
2018-2023	CR000232WT/2	

2.19 Does the applicant control an existing Ofcom licensee?

No

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

Licence number	Name of service or multiplex
N/A	

- 2.20 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”)?

No

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

Licence number	Name of service or multiplex
N/A	

- 2.21 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)?

No

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

Licence number	Name of service or multiplex
N/A	

- 2.22 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?

No

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

Licence number (or equivalent)	Name of service or multiplex	Details of the investigation
N/A		

- 2.23 Has the applicant – or any person(s) controlling the applicant – ever been subject to a statutory sanction for contravening a condition of a broadcasting licence in the UK or any other jurisdiction?

No

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

Licence number (or equivalent)	Name of service or multiplex	Nature of the breach	Sanction im- posed	Date sanction imposed
N/A				

- 2.24 In relation to any of the directors, shareholders or other individuals named in 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 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

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

No

If yes, please provide the following details:

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

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. 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.

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?

Bradley Stoke Radio

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

Clevedon, Avonmouth and Filton

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.

Bradley Stoke Radio
Brook Way Activity Centre
Brook Way
Bradley Stoke
BS32 9DA

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

Bradley Stoke Radio CR000232BA/2

- 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.**

Bradley Stoke Radio is for the people of North Bristol and South Gloucestershire with an entertaining radio service that acts as the voice of the community and reflects the areas residents. It promotes good community relations and provides a forum for debate of local issues a platform for local music and it delivers training in skills allied to radio broadcasting. Our aim is to provide entertainment, news and Information which would not otherwise be available to this group.

The service broadcasts:

Music-The main type of music broadcast over the course of each week is: mainstream popular music, local music, specialist music programmes including but not exclusively, country & western, Blues, Classic, Eurovision and dance and trance etc.

We also feature speech based programming each week including current affairs, interviews, news, sport and drama.

The studio is located within the licensed coverage area.

- 3.6 How will you ensure that your proposed C-DSP service is run on a not-for-profit basis? Please give details of specific measures or arrangements in place to ensure this, and how any profit will be wholly and exclusively used for securing or improving the future provision of the service, or for the delivery of social gain. **Answer in fewer than 400 words.**

The C-DSP service will be a simulcast of Bradley Stoke Radio 103.4fm so there will be no incremental revenue or funding opportunities and we see no immediate potential in attempting to upsell the DAB audience, although this may come in time as listeners migrate to digital from FM.

At best the C-DSP service will be cost-neutral, but we are budgeting to subsidise it from existing surpluses achieved by the core FM service. This is entirely in keeping with our original vision for the station to re-invest in facilities such as updated studio and transmission equipment where required enabling us to provide the best possible service for our community. Broadcasting on the DAB platform will enhance quality and provide us with long-term assurance of meeting the needs of the people in and traveling through our broadcast area.

As always, any other surplus funds will be spent on training our volunteers or to enhance the service.

Bradley Stoke Radio provides a service for the target community of Bradley Stoke (and surrounding areas) with local, relevant programming. Volunteers and their skills are used to boost community pride and a sense of identity for residents and to help other community groups in the area improve their profile. Programming includes a variety of music and speech programmes produced by and for the residents of the 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.**

The service provides a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air, and in doing so, achieves the following objectives:

the provision of education or training to individuals not employed by the person providing the service, and the better understanding of the particular community and the strengthening of links within it. Members of the target community contribute to the operation and management of the service.

Bradley Stoke Radio has covered many issues of local interest, in depth. Through our programming, topics such as disability, health, politics, the elderly, local entertainment, leisure, business, transport etc have all been discussed. We are able to take the station out into the local community, broadcasting live from the premises of shopping centres, leisure centres, sports grounds and schools across the area. Bradley Stoke Radio receives numerous invites every year to broadcast live from Community Groups, school fetes, businesses and local leisure or festival events. Debate and discussion is a significant feature of Bradley Stoke Radio's programming. These have included live hustings events with all local candidates and political parties and the wider public, through phone in's, texting, emails etc.

-Over the last 10 years, Bradley Stoke Radio has trained over 150 volunteers in a variety of skills including, producing, presenting, editing, recording, IT skills, writing and developing ideas for radio.

We have consulted a wide number of Community groups on how we can meet their needs and help promote their work. This has resulted in them being involved in many of our programmes. From Nature Conservation to youth uniformed groups and church youth groups to cultural groups from Indonesia, Russia and China. Also the public are invited to feedback via our website and social forums such as facebook.

Bradley Stoke Radio has interviewed and promoted the work of many local charities and locally based international charities. On a weekly basis, charities and their work are a regular feature. We have also featured groups who focus on issues effecting minority communities in our target area.

In recent months, Bradley Stoke Radio has played a significant role during the COVID pandemic, sharing vital public health and safety messages on an hourly basis and highlighting local support for those shielding or isolating. Bradley Stoke Radio is an important service in reducing a sense of isolation for those who had to stay at home.

Those concerned were able to engage with the service and presenters via email and other social media platforms. In addition, many in the community from across the religious spectrum, were unable to attend their normal Sunday worship. Bradley Stoke Radio was able to and continues to broadcast a local church service on a weekly basis.

The C-DSP licence will enable us to simulcast Bradley Stoke Radio 103.4fm on DAB so all the social gain initiatives and achievements will be present.

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

We continually engage with the local community and the public in general by promoting the use of our email address, telephone numbers, social media and in person at events in the community, (pre and post – covid) We engage with individuals through recorded and live interviews, across the age groups, gender, cultures, and with a raft of local talent, musicians, theatre, charity work etc.

Bradley Stoke Radio has facilitated live hustings events held in a local shopping centre. This event with a live audience also canvasses questions in advance from the public through all our contact details and social media platforms.

We also support community and cultural groups across our area, broadcasting a Grand If-tar, Good Friday and Easter services. Alongside this, we also cater for local community groups that are not served by other mainstream broadcast organisations including Pride, regular LGBTQ+ and Black history month.

- 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**.

We have links and are registered with the local volunteer centre. We provide taster training opportunities at public festivals, adult learning 1:1 and annual radio community group mandatory broadcast legal training. We have open access to broadcast equipment and training to those who wouldn't have the opportunity otherwise regardless of age, gender reassignment, (dis) ability, marriage/civil partnership, pregnancy or maternity, religion or belief, sexual orientation or sex.

Bradley Stoke Radio is fully accessible to everyone. Our premises are conveniently located with parking and public transport close by. Fortunately all studios and offices are on ground level which means that physical access is not a problem.

Over the last 10 years we have trained over 150 volunteers, mainly in the area of producing/presenting a programme, on IT skills and interviewing. Many have been actively involved in the decision making process around significant Bradley Stoke Radio events such as the Christmas lights switch on, community fireworks and festival. These were high profile events and would not have been possible without the support and the expertise they gained in working with Bradley Stoke Radio 103.4fm. All of the training carried out at the station is delivered by volunteers. Bradley Stoke Radio 103.4fm has a second studio (Studio 2) where volunteers can be trained whilst live shows are taking place and an admin area with multiple PCs to train on editing software and playlist construction.

In addition we have a strong core of volunteers who have been with us since the station started and this creates a strong level of sustainability, continuity and community where everyone helps and supports one another.

- 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.**

At Bradley Stoke Radio 103.4fm we encourage feedback from all our guests and the public. We offer support for guests prior to them coming on air. We work with many charities across our broadcast area and nationally. We offer experiences to schools and youth organisations. Through this work, Bradley Stoke Radio has built up excellent relationships with community groups, charities, businesses, sports organisations, educational establishments and the local town, parish and county council. We liaise with these groups to ensure the service remains relevant and responds to their needs and the needs of the community. Through phone in's and via social media platforms, we constantly promote and create awareness of the services provided by the above organisations. We also constantly encourage our listeners to text, email or connect with us on social media to share their views on how we can best serve them.

- 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.**

Bradley Stoke Radio has offered and provided training to the community over the last 10 years. From humble beginnings to a two studio location and FM licence participation at local community events and bespoke workshops with and for youth groups, primary and secondary schools. We work with and promote social gain organisations that offer training and education – local organisations including Southern Brooks Community Partnership, Access courses at the local library run by the council and partnerships and the training of adults in small groups or 1:1 in radio production and all related skills.

We have provided opportunities to different age groups. Examples include a number of young people who have gone on to higher and further education in media and broadcasting roles. Older people including some in their 80's to develop skills to produce and present their own radio programmes.

We support local charities and good causes in the community to give them a voice and a platform to raise awareness in the area.

We have helped and supported long term unemployed members to find and secure new employment either in the media industry or otherwise, all benefitting from skills and confidence gained through volunteering with Bradley Stoke Radio.

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.**

Bradley Stoke Radio is run entirely by volunteers and every member is respected and valued for the skills and time they give. The radio station is managed by a group of four named directors and a committee representing the membership consisting of 5 members plus the directors. The directors and committee members come from across the community and from a variety of backgrounds.

Bradley Stoke Radio also has close ties with the local town council, the town centre retail area, small businesses and charity groups. With these connections and broad backgrounds we take the support and feedback into the committee to steer the radio Station in the most community focused way possible.

We hope to further build on our existing foundation with groups in the community that we have already build relationships with to continue to engage with local community groups to take an active role in the station through presenting and we will continue to recruit members from the wider community so that voices are represented from all backgrounds.

We plan to do outreach and support events in a wider geographical area. It is our intention to expand our successful model from our FM area into the DAB areas through engagement with local authorities and community groups to identify and provide access to people and groups whose voices are currently not on air.

Accountability

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

We have a range of channels through which parties can contact us including social media, email, telephone and via our website. We engage with local communities regularly in person at events and have a recognised presence at local festivals in the area.

We meet with our volunteers and various sections of the community and other interested bodies to encourage honest and open dialogue, with regards to the service and how it is performing.

- 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.**

As a committee led organisation we are able to share compliments, suggestions and criticisms and determine the most appropriate way to reflect that back to the member/s. We meet regularly to develop ideas and scheduling to continue enhancing our output. We respond to suggestions and showcase information, local interest stories and music from audience led ideas and contact.

Draft Key Commitments

Service name: *the on-air name of the programme service (as in question 3.1 of this application)*

Bradley Stoke Radio

Proposed radio multiplex service: *as in question 3.2 of this application, specify if small-scale or local multiplex the radio station plans to broadcast on*

Clevedon, Avonmouth and Filton

Description of target audience:

Our target audience is people who live in Clevedon, Avonmouth and Filton who are under represented in mainstream media.

Description of locality, which can be all of, or a subset of, the area covered by the radio multiplex service specified above:

From the seaside Victorian town of Clevedon through to the industrial heartland and docks of Avonmouth through to the outskirts of Bristol City and its suburbs and our existing coverage area of Bradley Stoke is as varied as can be.

Brief statement of main purpose of the radio service, its functions/activities: *describe in no more than 50 words*

Bradley Stoke Radio provides a service for the people of Bradley Stoke, with locally relevant programming. Volunteers and their skills are used to boost community pride and a sense of identity for residents and to help other community groups in the area improve their profile. Programming includes a variety of music and speech programmes produced by and for the residents of the area.

The text below is included in the Key Commitments in all C-DSP licences, and does not need to be amended or augmented. 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.

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).

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:

- the facilitation of discussion and the expression of opinion,
- the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and
- the better understanding of the particular community and the strengthening of links within it.

Members of the target community shall contribute to the operation and management of the service.

The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.

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 Will the individual named as Compliance Contact in response to question 2.3 in Part B have overall responsibility for compliance for the duration of the licence?

Yes

Please give details of all compliance training and compliance experience the person named in response to question 2.3 in Part B has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).

Annual mandatory legal training since 2015 as a broadcasting member. The last in person training was held Sept 2019. Virtual training November 2020.

The named person has also delivered legal compliance training to other members joining.

Our listed contact has been volunteering as station manager for a number of years and has read and understood the OFCOM guidance.

- 4.2 How many staff does the applicant have (or plan to have) in its compliance team? Please provide a brief description of the functions each person will be performing. Please do not give names of individual members of staff.

We have no employees but the named compliance person is supported in his role by other volunteers who have worked in Radio and broadcast sectors.

- 4.3 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.

We have annual mandatory training on the OFCOM broadcasting code that is delivered to all presenters and new volunteers as part of their induction process and is an ongoing process. We share advice and information with our volunteer and presenters from OFCOM.

We have targeted training for any individual that is unable to attend and access to training slides via our private Whatsapp group and on our Mixcloud.

The OFCOM handbook is always available in our studio admin area.

- 4.4 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). 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 at all times while the service is broadcasting, in particular when the service is broadcasting live content but also when pre-recorded material⁴ is being broadcast.

⁴ This could include, for example, material obtained from, or streamed from, third-party sources as well as content produced by the licensee.

All Broadcasting is Logged and backed up. This is to be compliant and also to be able to review and take action.

Training. Training is a part of the induction process for new presenters and ongoing annual legal training for all members. All volunteers sign a volunteer agreement which is supported by a suite of policies. There is due process for presenters who breach the agreement.

Targeted Scheduling ensures that programming complies with ofcom codes.

Listening and sample programming is taken and constructive feedback is given to presenters and a disciplinary process is available where presenters are found to have not upheld the standards expected.

Presenters can and are encouraged to pre-vet programming and content with the committee if they are unsure about content.

- 4.5 Please set out how you will ensure compliance with your Key Commitments, including how you will maintain up-to-date information on how these are being delivered.

We update an accurate training record.

We facilitate discussion and opinion with a number of our programmes including news, Current Affairs and interviews. Interviews are regularly archived.

Education and training. We offer bespoke training and education to adults, schools and youth groups and to potential volunteers.

We highlight local community programming and events.

We have had a presence at many events in the community, invite charities onto programmes, facilitated the recording of local history.

The Studio is located in the broadcast area and will continue to be.

We encourage discussion and opinion through social media, telephone, email and our website.

The committee compiles a bi monthly report of community output to highlight our successes and collate our speech output to distribute to volunteers, members and presenters. This also encourages and supports future collaboration between presenters.

The committee and volunteers are drawn from the local community and programming is targeted to support and reflect the local community. Through our social media and email we encourage the community to participate and engage with the programming.

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

English.

4.7 For each language listed in response to question 4.7, 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.

All members of the committee.

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:

JAMES WITCOMBE

Date of application:

1/6/2021

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

company director

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