
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):

Islam Radio LTD

Proposed service name:

Marefa Radio

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

Bradford

Public contact details:

Qamar Zaman, Duram House, 1st floor, 17 Cemetery Road, Bradford, BD8 9RZ
07404 284690
zamans@hotmail.com

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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 licence):

Islam Radio LTD

2.2 Company registration number stated on Companies House:

1300839

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:

Duram house
1st Floor
107 Cemetery road Bradford
BD8 9RZ

- 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 check-list 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	Qamar Zaman
Job title	Director
Address	Duram House 1 st Floor 107 Cemetery Road Bradford BD5 9QB
Telephone	
Mobile phone	07404 284690
Email	zamans@hotmail.com

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

- 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.

We will use our FUNDS and sponsorship from local businesses.

We will apply for funding from Bradford council and other funders.

None are political or religious bodies.

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
Qamar Zaman	Duram House 1 st Floor 107 Cemetery Road Bradford BD5 9QB	England	Director	Director

- 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
Bradford Digital Media LTD	Sunrise House, 55 Leeds Road, Little Germany, Bradford BD1 5A

- 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
N/A		

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

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- 2.11 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:

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
Qamar zaman	100	100	100%	100%
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	

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.

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?

No (delete as appropriate).

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

Licence number	Name of multiplex

2.17 Has the applicant held an Ofcom broadcasting licence before?

No (delete as appropriate).

Licence number	Name of service or multiplex

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 (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
2004 – 2007		Radio Apni Awaz Sky Digital
June 2006		Radio Apni awaz RSL bradford
Aug 2009 – july 2010		Ummah Channel Sky digital
June 2009 – may 2010		Ilm Radio Sky digital
2014/ 15		Radio Paigham Bradford & Huddersfield Multiplex

2.19 Does the applicant 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

2.20 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 (delete as appropriate).

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

Licence number	Name of service or multiplex

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 (delete as appropriate).

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

Licence number	Name of service or multiplex

- 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 (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

- 2.23 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 (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

- 2.24 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 (delete as appropriate).

If yes, please provide the following details:

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

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?

Marefa 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.

Bradford

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.

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

No

- 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**

Marefa Radio exists to support the Muslim community through the provision of a range of media programming using different programming in various languages. Marefa Radio aims to provide services to meet the needs of Muslim community. We aim to address both the social and spiritual needs of this community by providing a forum for discussion and debate, community inclusion, advice on education and health issues and entertainment that would be acceptable to their specific needs. Marefa Radio aim to provide for all age groups and cater for various community language speakers We will have a particular focus on the needs of women in this community. Marefa aim to enable greater cohesion within this community and society in general. The programming will cover a wide range of issues, including explorations of faiths, lifestyles, health and culture. Through it, it is hoped that the target consumer group will be able to better educate and inform themselves on a range of issues that current media channels available to them do not, and that significant contributions will be made to communities through having media channels that actively seek to portray positive role models and explore the 'sound bites'. In producing this range of programming, Marefa Radio will be developing an ongoing programme of media training courses using role models from within the current media that it has contacts with. This training will not only offer additional skills to people, but will also offer new educational pathways for people who have otherwise struggled to engage with traditional educational systems and institutions.

- 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.**

Any excess money the station generates we plan to invest back into the community by more training workshops, interacting with events, family fun days. All these events will be funded by the radio station as part of our outreach into the community. This is where any excess funds will be directed on a yearly basis.

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.**

Community Benefit and Social Gain are clearly the main drivers for this licence application. Our aim is to provide a full time community radio station to bring together members of the identified Muslim communities, creating greater knowledge, understanding and awareness of both diversity and similarity between those diverse communities. We will do this in two ways: 1. community radio broadcasting which will provide relevant, appropriate programming that, at times, caters uniquely for our distinct communities, and at other times unites those communities by encouraging programming that cuts across the diverse cultures, ethnicities and religions, bringing people together in a 'virtual' on air community. 2. the radio station will become a lively community hub, providing meaningful opportunities for members of those diverse communities to physically come together at the radio station, working together, taking part in community radio broadcasting, training and volunteering. We will address the four key social gain requirements of the community radio licensing legislation in the following ways:

We will broadcast programming in a range of languages reflecting our communities, giving cultural expression to those communities. Although there is access to some local programming in South Asian languages,

Understanding of community and strengthening links. One of the main aims of the radio station is to facilitate a greater level of informed discussion amongst the target communities, with the objective of increasing awareness of each other and leading to greater cohesion across the diverse Communities. We will do this through the on air programming, which will actively bring people from the diverse cultural, ethnic and religious communities together for on air discussion. This opportunity to use community radio to express opinion will be central to our being, using the radio to discuss local issues, exploring both difference and similarity between communities and leading to greater strength and unity amongst those communities. Breaking down religious and cultural barriers, taking an inter-faith perspective will underpin the design of activity and programming on Marefa Radio,

Other social gain and community benefit: There is a wide range of other community benefits that Marefa Radio will contribute to, both as a broadcaster and as a community hub. This will include:

Accessible information: we will use community radio to make information accessible to our target communities. As many of the community members do not have English as a first language, especially the older community, it will be really useful to make information available in first languages. This will cover health issues and health information, training and educational opportunities, job vacancies etc - in fact all areas where people need information in order to fully participate in community life. We will work with a wide range of public and voluntary sector organisations - NHS, Birmingham College, community projects, etc to ensure that they use Marefa Radio to reach their target groups

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

We will have community members from all the target communities actively engaged as volunteers at Marefa Radio, This will include all levels of operational and governance roles within the organisation. The volunteer roles will range from the operational roles as radio presenters and producers, admin support, studio managers, publicity and marketing roles, community outreach work, outside broadcasting, technical and IT support, social media and website support etc

- 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.**

Led by a small but experienced and enthusiastic management team, Maraefa Radio intends to follow these specific guiding principles and initial point plan mechanism in order to fulfil its obligation to ensure access to facilities and training, the community radio station will become a community hub will be open all day and into the early evening; we will train volunteers to become volunteer studio managers, enabling access to the facilities at times when staff are not available – including evenings and weekends. We will constantly promote these resources and opportunities across our target communities, networking with other community groups, using community partners, leafleting and of course on air promotion.

- 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.**

It is recognised that listeners, volunteers and contributors are the most valuable asset to Marefa Radio and as such it is hugely important that the access and feedback plan to be implemented is straight-forward and easy to use. With that in mind our decision to employ a Social Action Producer is justified and crucial to the area of effective communication and accountability

Practical measures of accountability will include:

Members of the community will be able to make contact with Marefa Radio through:

- a landline telephone contact number
 - social media such as Facebook and Twitter
 - E-mail
 - SMS text message
1. Having dedicated website, social media and email accounts and telephone lines to contact the station directly and answer any questions
 2. Working alongside other community partners, we will participate in a series of open meetings in community venues where we will promote the radio station and the opportunities for people to participate in the life of their community radio station, and get feedback on the broadcasting.
 3. An invitation to pass on or express listener and community views via our staffing list as displayed on the website.
 4. An open offer from the station management team to meet with and formally discuss any issues
 5. Allowing members of the community to participate at a broad level and provide them with an avenue to inform the future development of services and program.
 6. 6. Having a representative advisory board and listener panel whose role will be to take the station to task for any instance of non-delivery or questions on Key Commitments.
 7. Handling any complaints from listeners directly and responding in writing within seven working days.

- 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.**

We have been working with Eastern arts of Bradford for delivering social gains for the last 22 years we been working with various community groups, delivering services that are relevant and beneficial to the local community.

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.**

Refer to section 3.9 and 3.10

Accountability

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

Based in the very heart of the community offering a range of broadcast, and non-broadcast, opportunities to targeted community members. We will particularly target community members who are not currently engaged in activity – this will include unemployed people, women, older people and young people not currently in education training or employment (NEET). The building, including the studios and production facilities,

- 3.14 How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words.**

The Target Community will be to offer suggestion, and criticisms to programming manager.

- The Station will have Public MGM
- Use of the complaints and suggestions procedures
- Deal directly with all correspondence and complaints within 7 working days

Draft Key Commitments

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

Marefa 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*

Bradford

Description of target audience:

Muslim Community

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

Bradford

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

Broadcasting 24/7 in various languages, engaging various issues. We will also providing training to the target community

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 (delete as appropriate)

- 4.2 Please give details of all compliance training and compliance experience (including dates) 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).

Qamar Zaman will be the compliance officer.

The first Ofcom compliance training was taken Aug 2009, the training was provided by Kalwa Communications. The second training was taken in June/July 2016 and was provided by Helena Brewer. The 3rd compliance training was taken Sep 2018 at Prime TV. The person completed a compliance and has working knowledge of Ofcom Broadcasting codes and compliance. The person has worked as a compliance team at Ummah channel UK aug 2009 – june 2010, as well as managing, training, and mentoring Ilm Radio Ramadhan Blackburn. Nov 2004 Ramadhan radio Keighley oct/nov 2005 Ramadhan radio oct/nov 2005 ramadhan radio Keighley, 2006 Radio Apni Awaz Rsl Bradford, KCO radio keighley 2006, Ilm Radio Ramadhan Blackburn 2007/2008/2009/2010/20112014/2015 Radio Paigham on DAB (programming, technical and compliance) Nov/dec 2014 Radio Paigham RSL (programming, technical and compliance) June/July 2015 Ramzan FM bradford (programming, technical and compliance. He has also worked as Head Of Music and Programme/Content Director for a variety of RSL radio stations in the UK. He is also a trained broadcast trainer, having completed the Training. He will ensure that all Ofcom Broadcast and other codes mentioned above are explained

- 4.3 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.

Looking to have at least 3 compliance staff alongside free lancers. Those who are fluent in the languages we will be broadcasting in.

Person one: Primary responsibility will be to make compliance checks that all the programmes comply with the rules & regulations of Ofcom before sent in-house transmission.

Person 2. To work closely with creative and Production teams to ensure that the production meets the Ofcom rules & regulations

Person 3. Scheduling, compliance viewing/editing, playlists, content monitoring and transmission

The intended compliance and reporting structure, all the staff will report directly to compliance officer. The teams will grow and the intention is for experienced free-lance viewers and editors to work alongside to support the compliance process checks.

- 4.4 How does the applicant intend to train staff in compliance procedures? Please include details of the compliance training that will be given to those responsible for live programming, including compliance staff, presenters and producers.

The training will be provided by Broadcast consultant Helena Brewer from Red Berry Media before the launch of our radio service.

We will be downloading the Ofcom Code and all other relevant codes from ofcom as well as signing up to receive Broadcasting Updates from Ofcom

- 4.5 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.

All the above will be strictly monitored by the compliance manager with regular weekly team meetings.

Daily as run logs received back from transmission analysed internally by compliance Officer to make sure the procedures are followed and will be documented if there were any problems and take appropriate remedy action. On a regular basis carry out training, at the start conducted by compliance officer and we intend to keep our team trained with regular Ofcom updates. Any directions given by Ofcom will be passed on to the team. All the stations presenters will receive compliance training. Any guests that fail to adhere to guidance given by the station will be removed the list of suitable guests to use. If the guest is on air at that time and do not follow the guidance given by the presenter, Mics will be lowered and the guest escorted from the studio.

- 4.6 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.

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

We will be downloading the Ofcom Code and all other relevant codes from ofcom as well as signing up to receive Broadcasting Updates from Ofcom

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

English, Urdu, Punjabi and Pushto

4.8 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.

The compliance we have selected are for each language and everyone is fluent in the languages we will be broadcasting in.

We will be having 4 compliance team members and each and every one will be provided training before the launch Broadcast consultant Helena Brewer initial discussion have already taken place

The compliance team is fluent in the languages we will be broadcasting in

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:

Qamar Zaman

Date of application:

8th feb 2021

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