

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):

Radio Northumberland Limited

Proposed service name:

Radio Northumberland

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)

Alnwick and Morpeth

Public contact details (i.e. Contact name and/or company name, company address, telephone number(s) and email):

requests@RadioNorthumberland.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

You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.

A digital sound programme service intended for broadcast by means of a local or small-scale radio multiplex service requires either a C-DSP licence or a local DSP licence. Ofcom’s published guidance notes set out some of the key issues that potential applicants need to consider in deciding which type of licence is suitable for them. In summary, C-DSP services are not run for financial gain and are required to provide social gain. C-DSP licences therefore include strict conditions to ensure that happens, and provide less flexibility than a local DSP licence. However, they do provide access to capacity that small-scale radio multiplex service providers are required to reserve solely for C-DSP services.

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.

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.

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).

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

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.

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

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.

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).

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.

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

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

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.

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):

Radio Northumberland Limited

2.2 Company registration number stated on Companies House:

08298951

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:

Registered office address (Accountant)
30 Hartnell House, Potters Cross, Bishop Auckland, County Durham, United Kingdom, DL13 5JZ

- 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	Stewart Allen
Job title	Station Manager/Chair
Address	30 Glebe Mews Bedlington Northumberland NE22 6LJ
Telephone	07827 388399
Mobile	07827 388399
Email	Stewart.allen@btinternet.com

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

www.radionorthumberland.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.

Radio Northumberland is funded by advertising, sponsorship and grant applications.

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
Stewart Allen	30 Hartnell House, Potters Cross, Bishop Auckland, County Durham, United Kingdom, DL13 5JZ	England		Project Planning Specialist BT plc
Keith Newman	30 Hartnell House, Potters Cross, Bishop Auckland, County Durham, United Kingdom, DL13 5JZ	England	Director & Secretary HIGHLIGHTS PUB-LIC RELATIONS LTD (06559459) Director LEADING-LINK (07528154)	

- 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.

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

Full name of >5% participant (existing and pro-posed)	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 the 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 / No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
a) A local authority	No	
b) A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	
c) A body whose objects are wholly or mainly of a religious nature; ²	No	
d) An individual who is an officer of a body falling within (b) or (c);	No	
e) 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	
f) An advertising agency or an associate of an advertising agency	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.

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?

No

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?

No

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

Licence number	Name of service or multiplex

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**

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
1997 – 2016	LRSL 000038 – 1575am	Radio Tyneside 1575AM – Stewart Allen

2.20 Does the applicant (i.e. the body corporate that will hold the licence) 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

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**

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**

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**

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**

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 imposed	Date sanction imposed

- 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

- 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 simul-cast 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?

Radio Northumberland

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.

Alnwick and Morpeth

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

New Hartley Residents Club,
Bristol Street,
New Hartley,
Northumberland,
NE25 ORL

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.

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

Radio Northumberland's Target Audience are those interested in Northumberland, what's going on in Northumberland and those who like specialist music genres. Whilst this C-DSP is for the Alnwick and Morpeth SSDAB, we will continue to cover the whole County "From the Tyne to the Tweed" which is the traditional boundaries of the county.

- 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.**

Radio Northumberland is a registered Private company limited by guarantee without share capital, Broadcasting online non-stop for the for the last 13 years, it is run on a voluntary basis. Any profits are reinvested in the organisation or used to support Community Events and Initiatives in conjunction with other Community groups across Northumberland.

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.

Radio Northumberland has been Online continuously since January 2012. During that time, we have worked with many Local Councils, Businesses and Charity/Voluntary Organisations across the County with Outside Broadcasts from Local Fairs, Charity/Business Events, Grass root Football grounds, and National Trust properties amongst many others. We provide support on-air via our "YOU Tell Northumberland" What's On feature where others send in audio of their events to be aired in Community programming and via Social Media with #MadeInNorthumberland, where we have a large local following on X (formerly Twitter) and Facebook.

We encourage the use of the latest technology to record and produce shows and features for broadcast at home and out and about in Northumberland whilst maintaining a studio which can also be used for recording, training and live broadcasts.

Radio Northumberland will continue to work with Local Town Councils, Northumberland County Council and the many Voluntary Groups across Northumberland.

We also work with local business networks to produce a monthly Business Show. Radio Northumberland has and will continue to focus on the distinctiveness of Northumberland's Identity, History and Culture with programmes #MadeInNorthumberland

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

As well as the usual methods of email, telephone and post, we extensively utilise Social media.
We welcome contributions from the general public.

- 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.**

Radio Northumberland is operated entirely by volunteers. Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication. Our experience shows that volunteers appreciate the variety of opportunities available, often joining to undertake one role and then becoming more interested and involved in others. We appreciate, however, that a long-term, regular commitment isn't suitable for everyone and also offer less 'time-demanding' and project-based opportunities and even one-off activities and 'taster' sessions.

Participation in Radio Northumberland is open to all individuals aged 18 or over, subject to satisfactory completion of standard volunteer recruitment checks, induction processes and appropriate training. There are a large variety of roles open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, administration, finance, and pro-motion.

All our volunteers are provided with induction training and all the necessary training for the relevant roles within our organisation. Training is led by a training officer supported by experienced volunteers.

Radio Northumberland has training facilities at its studios based in New Hartley which is in a community centre.

We encourage the use of the latest technology to record and produce shows and features for broadcast at home and out and about in Northumberland.

We encourage local groups to advertise their events for free by recording their own "adverts" for our What's On feature "YOU Tell Northumberland".

- 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.**

Radio Northumberland has existed as a community radio service since 2012. We have over 25 existing volunteers, drawn from all backgrounds and walks of life, reflecting the experiences of a broad cross section of our community. We encourage our presenters to talk about their experiences and the communities that

they live and work with and to engage with our listeners and to involve them in our programmes. We encourage our listeners and local organisations to engage with us to talk about the things they do, including the initiatives and events that they are involved in. We always aim to be proactive in contacting people with a story to tell or something to say; we offer to promote what they are doing and encourage our listeners to get involved and let us know how they are getting on.

We showcase volunteer and other opportunities that we believe will interest our listeners and encourage them to get involved in our community, thereby benefiting both themselves and the wider community.

Making Radio Northumberland available on DAB will enable us to engage with more listeners.

- 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.**

Our volunteers are drawn from many walks of life and age groups. They have a wealth of business, community-based and third sector experience, including small and large business owners, healthcare professionals, teachers and retirees. Radio Northumberland has been online since 2012. Since that time, we have worked closely with Leading Link, a youth charity to provide training and experience. During Covid we worked with Northumberland County Council's Northumberland Communities Together and continue to co-ordinate with local voluntary groups, the County Council, local Town Councils and business groups across Northumberland.

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.**

Radio Northumberland is a membership organisation. Roles are open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, administration, finance, and promotion. Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication. Our experience shows that volunteers appreciate the variety of opportunities available, often joining to undertake one role and then becoming more interested and involved in others. We appreciate, however, that a long-term, regular commitment is not suitable for everyone and also offer less 'time-demanding' and project-based opportunities. Volunteer opportunities are promoted on-air, on our website and through social media. For those roles that are related to on-air work, volunteers are trained in the operation of our studio equipment, general presentation and interviewing skills and their legal and compliance obligations. This training is led by a training officer and also by those experienced volunteers currently involved in operating the service. Suggestions for additional programming are readily accepted as long as they meet with OfCom guidelines and are of a suitable quality for broadcast. We invite and allow interested parties to attend the regular Open Sessions at our Management meetings. Our studio is based in a community centre where we interact directly with our listeners.

Accountability

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

As well as the usual contact methods of email, telephone and post, we extensively utilise Social media. Suggestions for additional programming are readily accepted as long as they meet with OfCom guidelines and are of a suitable quality for broadcast. We invite and allow interested parties to attend the regular Open Sessions at our Management meetings.

- 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.**

Suggestions for programming are readily accepted as long as they meet with OfCom guidelines and are of a suitable quality for broadcast. Constructive criticism is always welcomed and all comments received are discussed at our regular Management Meetings with a formal response where required.

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	Radio Northumberland
Service Description	Radio Northumberland is a radio service intended to serve the people and communities of Northumberland. Radio Northumberland's Target Audience are those interested in Northumberland, what's going on in Northumberland and the people of Northumberland THE LOCALITY IS NORTHUMBERLAND: Radio Northumberland's Target Audience are those interested in Northumberland, what's going on in Northumberland and those who like specialist music genres. Whilst this C-DSP is for the Alnwick and Morpeth SSDAB, we will continue to cover the whole County "From the Tyne to the Tweed" which is the traditional boundaries of the county. MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES: 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.
Transmission Schedule	The service broadcasts: - Music. The main type of music broadcast over the course of each week is: mainstream music from the fifties to the present-day including specialist music output during the evenings and weekends - Speech output featuring: - Local and community news and information, weather and travel. - Local History - Local business news and information - Local sport
Multiplex	ALNWICK AND MORPETH

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 Regulation of Premium Rate Services Order

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).

Stewart Allen – Station Manager. Stewart volunteered with Radio Tyneside for over 35 years including when it held an Ofcom LPAM Licence. He also worked as a freelance presenter and producer at BBC Newcastle during the 1990s and received BBC training then. Stewart is also a daily presenter on Ofcom Licenced Together Radio across 3 SSDAB Mux in the Northeast of England.

- 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.

Stewart Allen – Station Manager. Stewart volunteered with Radio Tyneside for over 35 years including when it held an LPAM Licence. He also worked as a freelance presenter and producer at BBC Newcastle during the 1990s and received BBC training then. Stewart is also a daily presenter on Ofcom Licenced Together Radio across 3 SSDAB Mux in the Northeast of England.

Radio Northumberland is part of the group that hold the Morpeth and Alnwick SSDAB licence. We can call on the experience of others in the group including Jonathan Morrell and Richard Finch who also operate the Newcastle and Gateshead SSDAB Mux and also the Darlington and Bishop Auckland SSDAB Mux. Jonathan Morrell has worked as a broadcast journalist for the past 30 years and was trained by the BBC (1994) where he currently works. He has regular refresher sessions on the Ofcom code from his current employer. His last compliance training session was in May 2021. He has a thorough understanding of the Ofcom code, the

BCAP Code and the Phone Paid Services Authority Code of Practice. He was one of the founders of the community radio station Pride Radio and looked after compliance for the first few years of the station's operation as an FM community station.

Keith Newman, Director, is a successful PR professional with decades of Event PR, Crisis Management and Media Training experience.

- 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.

Roles are as follows:

Station Manager Director and Directors (The Board)

Sets and monitors the Radio Northumberland's programme policy and manages the programme schedule.

Station Manager

Reviews music and other material before it is uploaded to the online database and/or scheduled for broadcast.

Training Manager

Works with the Compliance/Station Manager to ensure that presenters understand and meet required standards.

Training new recruits and reviewing when they are competent to broadcast on their own.

Delivers induction and presenter training for new presenters, from the start of through to the completion of their initial training.

The Training Manager also provides ongoing training for presenters to ensure that they maintain standards in line with the Broadcasting Code and with station policy and guidelines.

- 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.

Training sessions would be held to which all team members MUST attend. A presentation would set out the code and what is expected by the broadcaster of team members. It would be led by an experienced broadcaster who has 30 plus years in the industry and understands the code thoroughly. A question-and-answer session will be held at the end and there are handouts for each team member to take away. These sessions would continue a regular basis. The Station Manager and Directors will always be on hand on the premises or on the phone to advise if there are any urgent/last-minute questions.

- 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.

All volunteers must sign our Volunteer Agreement before their role and involvement with Radio Northumberland is confirmed. A copy of the Ofcom Broadcasting Code is provided to all volunteers.

By signing the Agreement each volunteer agrees to abide by the rules and values of Radio Northumberland including, amongst other things, to comply with the Ofcom Broadcasting Code, other legislation and station policies.

- 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).

-) 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.

Secure Recording of all transmitted output both live and prerecorded.

The Station Manager will be responsible for all aspects of output. As mentioned earlier, all team members will have been trained and will continue to be trained in compliance sessions. All interviews and features on the output of the station will be assessed by the Station Manager – this would apply whether the programme is live or recorded. All music would be listened to for inappropriate language or other elements by the Station Manager. If issues arise about any programme content, the Station Manager can call on the experience of outside experts who have many decades of experience when it comes to the Ofcom code.

-) 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.

Following compliance checks, the Station Manager will be responsible for all the loading and scheduling of pre-recorded material including that of trusted third parties.

Only a small number of experienced presenters are permitted to use their own music collections, and their shows are closely monitored by the Station Director and the Compliance Manager for compliance with the Broadcasting Code and station policies.

- 4.7 Please set out how you will ensure the ongoing delivery/compliance of the **on-air** character of service as set out in the Key Commitments. This should be focused on the content you will broadcast on the station.

In your answer, please ensure you include details on each of the following points:

- a) How you will monitor that the character of service is being delivered;
- b) who will be responsible for monitoring this;
- c) how often will they monitor it;
- d) how you ensure this information is published; and
- e) where the information will be published/made publicly available.

-) Feedback and social media channels.
-) The Management team is responsible for ensuring that compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed as a minimum annually but are subject to discussion where issues arise at Board and Team Meetings. This will be also be a role for a volunteer who will monitor on what's published on social media channels and our website and report to the Management Team.
-) This will be a monthly job to see what's been published online and which organisations have been involved.
-) This will be published on our website and social media channels.
-) Selected features are retained within our website archive to demonstrate how we have fulfilled our Key Commitments.

- 4.8 Please set out how you will ensure the ongoing delivery/compliance of the **off-air** social gain activities as set out in the Key Commitments.

In your answer, please ensure you include details on each of the following points:

- a) How you will monitor that off-air social gain activities are being delivered;
- b) who will be responsible for monitoring this;
- c) how often will they monitor it;
- d) how you ensure this information is published; and
- e) where the information will be published/made publicly available.

- a) Feedback and social media channels.
- b) The Management team is responsible for ensuring that compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed as a minimum annually but are subject to discussion where issues arise at Board and Team Meetings. This will be also be a role for a volunteer who will keep monitor what's published on social media channels and our website and report to the Management Team.
- c) This will be a monthly job to see what's been published online and which organisations have been involved.
- d) This will be published on our website and social media channels.

e) News stories about our activities are published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment our social gain commitments.

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.**

All are fluent in English.

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:
-) 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;
 -) 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
 -) 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
 -) 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 influence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

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

STEWART ALLEN

Date of application:

30 May 2025

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](#).