
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):

Gaydio Community Interest Company

Proposed service name:

Gaydio

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)

Manchester & Salford

Public contact details (i.e. Contact name and/or company name, company address, telephone number(s) and email): Ian Wallace, Gaydio CIC, 1A Manchester One, 53 Portland Street, Manchester, M1 3LF, 01612001650 ian@gaydio.co.uk

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1. Overview

You should complete this form if you are applying for a community digital sound programme licence (“C-DSP”). You can find further information about C-DSP services in the [guidance notes for licensees and applicants](#).

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

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

The purpose of this form

- 1.1 You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.
- 1.2 A digital sound programme service intended for broadcast by means of a local or small-scale radio multiplex service requires either a C-DSP licence or a local DSP licence. Ofcom’s published guidance notes set out some of the key issues that potential applicants need to consider in deciding which type of licence is suitable for them. In summary, C-DSP services are not run for financial gain and are required to provide social gain. C-DSP licences therefore include strict conditions to ensure that happens, and provide less flexibility than a local DSP licence. However, they do provide access to capacity that small-scale radio multiplex service providers are required to reserve solely for C-DSP services.
- 1.3 A C-DSP licence will be required even if the same programme service is also provided on any other platforms (e.g. FM, satellite), as separate licences are required for those.
- 1.4 As noted above, small-scale radio multiplex services will have reserved capacity for C-DSP services. Issue of a C-DSP licence does not, however, guarantee carriage on a small-scale (or local) radio multiplex service. That is a matter for agreement between the C-DSP licensee and the multiplex service provider, and there may be more C-DSP licences issued in a locality than there are reserved slots on the small-scale radio multiplex service. Note that a C-DSP service does not necessarily have to broadcast using reserved capacity. It can use unreserved capacity on a small-scale radio multiplex service or capacity on a local radio multiplex service, again subject to agreement with the multiplex service provider.
- 1.5 An application for a C-DSP licence will be accepted only once Ofcom has advertised the licence for the small-scale radio multiplex service upon which the proposed C-DSP service is intended to be provided. There is no closing-date by which an application for a C-DSP licence must be submitted (i.e. it can be submitted at any time after the licence for the relevant small-scale radio multiplex licence has been advertised).
- 1.6 You can find further information about how to determine if a service requires a C-DSP licence in Section 2 of the [guidance notes for applicants and licensees](#).

Provision of information

- 1.7 Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body applying for a licence are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.
- 1.8 It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

Publication of information about applications and licensed services

- 1.9 Information provided in **Part A** of the application form will typically be published by Ofcom in our Monthly Radio Update publication the month following the submission of your application. This may take longer if the application is received late in the month. Information provided in **Part B** will not be published.
- 1.10 In submitting this application you agree that, should a licence be granted, Ofcom may publish contact details for the licensee (specified in Section 2 of Part B of the application form), which may include personal data, on the Ofcom website and/or in other relevant publications. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).
- 1.11 Ofcom considers issued C-DSP licences to be public documents and copies of licences will be made available to third parties on request albeit, other than the Key Commitments which are tailored to the service, C-DSP licences are standard form documents. A brief description of the licensed service will be published on the Ofcom website, along with the Key Commitments which form part of the licence.
- 1.12 Ofcom publishes a [monthly radio licensing update](#) which lists new services licensed, new applications, licences revoked, licence transfers, and changes to licensed services during the past month.

Data protection

- 1.13 We require the information requested in this form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see Ofcom's [General Privacy Statement](#) for further information about how Ofcom handles your personal information and your corresponding rights.

Keeping up to date with broadcasting matters

- 1.14 We strongly recommend that the appropriate person at the applicant body signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.
- 1.15 To sign up to receive these communications, you must visit [the email updates area of our website](#) and select 'Broadcasting.'

2. Applicant's details

About this section

In this section we are asking you for details about the applicant company. This must be a body corporate which is not profit distributing.

In the first part of this section, we are asking for basic details about the applicant. These include company registration number and contact information.

In the second part of this section we are asking for details of the applicant's officers (directors or, in the case of LLPs, designated members), its shareholders and participants. Where applicable, we are also asking for details of the officers of the applicant's parent and associated companies or LLPs etc.

If any of the individuals named in your responses are known by more than one name/version of their name, all names must be provided.

Certain persons are disqualified from holding a C-DSP licence. This section asks the questions which enable us to consider this for those types of disqualification which apply specifically to bodies corporate. It also asks questions which are relevant to our assessment of the applicant's fitness and 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):

Gaydio CIC

2.2 Company registration number stated on Companies House:

60596997

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:

1A Manchester One, 53 Portland St, Manchester, M1 3LF

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

Yes (delete as appropriate)

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

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

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

Full name	Ian Wallace
Job title	Business Director
Address	1A Manchester One 53 Portland St Manchester, M1 3LF
Telephone	01612001650
Mobile phone	
Email	ian@gaydio.co.uk

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

Gaydio.co.uk / gaydioacademy.co.uk

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

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

The funding will mirror that of our service operating under our community radio licence. This will be in commercial funding through advertising and sponsorship (on and off air), grant funding through various public and foundations such as the National Lottery and funding through other activities such as delivery of events.

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
Toby Whitehouse	1A Manchester One, 53 Portland St, M1 3LF	UK	Director Gaydio Brighton, Gaydio Digital	Real world – audio production for radio
Ian Wallace	As above	UK	Director Gaydio Brighton, Gaydio Digital, St Wilfrids Management company	None
John Ryan	As above	UK	2ZY Ltd (audio production company)	Self employed audio production company, Managing Editor Nation Broadcasting & part time programme Manager Bolton FM

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

Dean Ali	As above	UK	None	None
Amber Stevens	As above	UK		Marketing Campaigns Manager (North), Ambition School Leadership
Anthony Williams	As above	UK	Ganda Consulting (accountancy)	Self employed accountancy services

- 2.9 Complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the applicant ("participants"). If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
Comments				
There are no shares in the company. All directors have equal voting rights				

- 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

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

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

Full name of entity	Address	Affiliates
Gaydio Digital Ltd	1A Manchester One, 53 Portland St, Manchester, M1 3LF	

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
Comments				
N/A				

Involvement of the applicant in specified activities

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

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement

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

Details of applications, licences and sanctions

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

Yes / (delete as appropriate).

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

Licence number	Name of multiplex
CR00186	Community radio licence operating in Manchester

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.

DP000067	DSP licence operating on London 3 multiplex and SSDAB multiplexes in Manchester (trial), Brighton (trial), Bristol East, Bristol West, Cardiff, Birmingham North, Birmingham South, Dudley & Stourbridge, Sheffield, Leeds, Glasgow, Edinburgh & Portsmouth.

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

Yes (delete as appropriate).

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

Licence number	Name of service or multiplex
	As above

- 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 (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
Sept 15 – April 20		John Ryan – MAX on Trial Manchester
June 2010- Present	CR00186	Toby Whitehouse – Director, Gaydio & Gaydio Digital Ian Wallace – Director Gaydio & Gaydio Digital
Oct 2018 – present	CR10128	Toby Whitehouse – Director Gaydio Brighton Ian Wallace – Director Gaydio Brighton
July 22 – present		John Ryan – Managing Editor Nation Broadcasting Ltd
Oct 2020 – Present		John Ryan – Programme Manager Bolton FM

Oct 2005 – Mar 2012		John Ryan – Managing Editor BBC Radio Manchester
Jan 2004 – Oct 2005		John Ryan – Managing Editor BBC Radio Leeds
Nov 1999 – Jan 2001		John Ryan – Managing Editor BBC Radio Northampton
May 1997 – July 1999		John Ryan – Managing Director CTFM Radio Canterbury
July 1988 – Feb 1994		John Ryan – BBC, various roles including presentation on BBC radio Newcastle, BBC Radio York, BBC Radio Lancashire & BBC Southern Counties Radio

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

Yes (delete as appropriate).

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

Licence number	Name of service or multiplex
CR000186	Gaydio
DP000067	Gaydio on London 3, Manchester Trial, Portsmouth Trial, Brighton Trial and SSDAB services in Bristol (E&W), Birmingham (N, S & Dudley), Cardiff, Edinburgh, Glasgow, Leeds & Sheffield

- 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”)?

Yes / No (delete as appropriate).

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

Licence number	Name of service or multiplex
	N/A

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex
	None

- 2.23 Is the applicant – or any person(s) controlling the applicant - subject to any current or pending investigation by any statutory regulatory or government body in the United Kingdom or abroad in respect of any broadcast-related matter?

No (delete as appropriate).

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

Licence number (or equivalent)	Name of service or multiplex	Details of the investigation
		No

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

No (delete as appropriate).

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

Licence number (or equivalent)	Name of service or multiplex	Nature of the breach	Sanction 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 (delete as appropriate).

If yes, please provide the following details:

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

- 2.26 Please provide any further information you hold, relating to the past conduct of the applicant or those individuals listed, in regulatory matters or in matters going to honesty and/or compliance, which may be relevant to Ofcom’s consideration of whether or not the applicant is fit and proper to hold a broadcast licence. If the applicant or the form signatory fails without reasonable excuse at this point to declare any matter of which Ofcom subsequently becomes aware, and which we do consider to be relevant to the applicant’s eligibility to hold a licence, we will take it into account in determining the question of whether the applicant/licensee remains fit and proper to hold a licence.

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

N/A

3. The proposed service

About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a simulcast on the proposed C-DSP service can replicate the existing analogue key commitments as it is our expectation that the key commitments for simulcast services are to be in keeping with one another. If a licence is granted, the information you provide in this section will be used to form the basis of the annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence.

In this section, you will also need to set out how your service will provide social gain, community participation and how you will be accountable to the target community. This is in line with statutory requirements for the granting of C-DSP licences. **The information provided in this section is also the basis on which decisions are made.**

If you hold, or intend to hold, multiple C-DSP licences, the answers given in this section and the intended delivery of your Key Commitments must apply to the locality in which your proposed service will broadcast (as set out in the Draft Key Commitments in this application form).

Your proposed service and target community

3.1 What is the proposed service name?

Gaydio

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.

Manchester & Salford

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.

Manchester One in Manchester City Centre. This is our existing studio which we have resided in for the last 12 years.

- 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.

Yes – Gaydio, CR000186

- 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.**

Our service, a simulcast of our existing community radio licence, will target the LGBTQ+ community living in Manchester and Salford. This includes individuals who identify as lesbian, gay, bisexual, transgender, queer/questioning, or any other non-heterosexual or non-cisgender identity. It is important to note that the LGBTQ+ community is diverse and includes people of all ages, races, ethnicities, socioeconomic backgrounds, and abilities.

The geographical area that the radio station intends to serve is Manchester and Salford, on the new SSDAB service launching in June 2023. These cities have a vibrant LGBTQ+ community and are home to many LGBTQ+ organisations, events, and venues.

The interests and characteristics that define the target community are vast, but our output would include topics related to LGBTQ+ rights, culture, and experiences. The radio station will provide a platform for discussions on LGBTQ+ issues, music by LGBTQ+ artists, and interviews with local LGBTQ+ activists and leaders. It will also cover topics such as coming out, mental health, relationships, and community events.

- 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.**

Gaydio is already a non-profit organisation and has been since we registered as a community interest company in 2008. To ensure that the proposed C-DSP service is also run on a not-for-profit basis, the radio station would apply our existing measures and arrangements that ensure any profit generated by the service is used solely for securing or improving the future provision of the service, or for the delivery of social gain.

We are already registered as a Community Interest Company (CIC) and this would continue to be the case. This ensures that any profits generated by the service are used for the benefit of the community, rather than for the benefit of private shareholders or owners.

Gaydio has an established board of directors to oversee the management of the service, who meet monthly. This board have a mandate to ensure that the service is run on a not-for-profit basis, and that any profits generated are used in line with the station's policy for reinvestment and social gain. The board are fully responsible for setting and agreeing our annual budget, including all staff remuneration and all Directors work on a volunteer basis. We also keep a regularly updated register of interests to avoid any undue conflicts when making decisions.

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.**

An LGBTQ+ radio station can bring many community benefits to its target community, including providing a safe and inclusive platform for LGBTQ+ individuals to express themselves and share their experiences. The station can also help to promote LGBTQ+ rights and equality, raise awareness about issues affecting the LGBTQ+ community, and provide important resources and information to listeners. Manchester has a large and diverse community and over the 12 years of operating as a community radio station, we have provided many of these benefits.

Gaydio has a proud history of working with other organisations to bring more benefits to our target community. Some examples include.

- The LGBT Foundation, where we promote some of their projects, courses and their helpline
- Princes Trust, who work with us to deliver courses for young LGBTQ+ people from across the city
- Manchester Pride, who we've partnered with for many years to promote and support the annual Pride festival
- Cultural organisations across Manchester, though our funding through the GMCA Culture fund
- Other radio stations, such as Reform Radio, where we share content, partner on project delivery and help build a case for a thriving none-profit media industry in the city.

In terms of evidence to support the benefits of LGBTQ+ radio stations, studies have shown that media representation can have a positive impact on the mental health and well-being of LGBTQ+ individuals. A study by the Williams Institute found that exposure to positive media representations of LGBTQ+ individuals can lead to decreased levels of anxiety, depression, and suicidal ideation among LGBTQ+ youth.

Additionally, LGBTQ+ radio stations have the potential to reach a wide audience and educate the general public about LGBTQ+ issues, thereby promoting greater understanding and acceptance of the LGBTQ+ community. Studies have shown that exposure to media featuring LGBTQ+ individuals can reduce prejudice and increase support for LGBTQ+ rights among the general public.

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

We have many ways that, as a station, we facilitate discussion and expression of opinion. On air we often invite and read out interaction from our audience. People are encouraged to share their thoughts and opinions on everything we say on the station via text, email or social media. We also regularly invite guests onto the station to cover everything from a news story to an event in the local area. We find the best example of this, is where we are able to hold people in positions of power to account, given the high-profile nature of the station in Manchester.

- 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**.

Each year we offer training to around 200 people and opportunities to volunteer to a further 100 people at our Manchester studios. Some of this is on air and some of it is in other functions of the radio station. In terms of our formal training opportunities, we run the Gaydio Academy, the umbrella that houses all of our formal training and development opportunities (gaydioacademy.co.uk). Some of the training that we deliver is funded from our existing resources, with many short-term programmes supported by various grant funders, to which we apply to meet a specific identified need.

In the last year we have received funding from Manchester City Council to work with unemployed people, The National Lottery to work more generally on volunteering and The Princes Trust to offer opportunities to young people. We work hard to make sure that our training and development takes in the needs of the individuals and produces tangible results that help address disadvantage.

We also engage and work with the wider community more generally. This includes inviting members of the community to participate in live broadcasts, providing opportunities for guest appearances on shows, and encouraging community members to contribute content such as news reports, interviews, and music playlists. We also work heavily with organization across the city, where we can provide some added value and support them in their goals.

- 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**.

One way that Gaydio provides better understanding of the target community is by featuring a diverse range of programming that reflects the experiences and perspectives of LGBTQ+ individuals. This includes speech-based shows that discuss issues facing the community, interviews with LGBTQ+ activists and community leaders, and music shows that highlight LGBTQ+ artists and musicians.

Another way Gaydio strengthen links within the community is by providing opportunities for community members to get involved in the station's activities. This includes inviting members of the community to participate in live broadcasts, hosting events that bring together LGBTQ+ individuals and allies and provides opportunities for community members to contribute content such as news reports, interviews, and music playlists.

Gaydio also serves as a platform for promoting LGBTQ+ events and initiatives in the local community. This includes promoting pride parades and other LGBTQ+ festivals, highlighting local LGBTQ+ organisations and initiatives, and providing information on resources for LGBTQ+ individuals such as support groups and health services.

Gaydio plays an important role in providing a voice and a platform for the LGBTQ+ community, promoting understanding and acceptance, and strengthening links within the community. By featuring diverse programming and providing opportunities for community involvement, an LGBTQ+ radio station can help to create a sense of community and connection among LGBTQ+ individuals and allies.

- 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.**

Gaydio has extensive experience in providing social gain alongside operating our community radio licence. We currently have two full time members of staff who run our Academy programme, which provides much of the off-air social gain. We also have a member of staff who focus on delivering high quality volunteering opportunities across the business.

At board level too, we have a wealth of experience of delivering social gain for the community that we serve. Our Chair of the board has, for many years, worked with other non-profit organisation including Manchester Pride and Bolton FM and champions the off-air benefits that we offer as a radio service and training organisation.

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.**

From a leadership perspective, we have regular open calls for people to join our board of Directors and an established process to ensure that we attract a diverse group of talent that meets our needs and reflect the wider community. Our directors are always volunteers and declare any interests that may be cause for conflict. We have recently introduced an automatic renewal point for Directors, so we can ensure that the board is made up of committed and diverse people.

On a day-to-day basis, we work hard to give people a say in what we do. All of our volunteers are encouraged to formally and informally feed back their perceptions and experience, which we learn from and, where necessary, allows us to make changes.

Accountability

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

There are several ways for the community that we serve to influence what we do. Gaydio does the following;

- Provides multiple channels for communication: this includes phone, email, social media, and through website. This makes it easier for members of the community to connect with the radio station in a way that is convenient for them.
- Encourage community feedback and participation: Gaydio actively encourage feedback and participation from members of the target community through on-air announcements, social media posts, and other marketing efforts. This can include requesting song requests, feedback on programming, and calls for community contributions.
- Hosting community events: Gaydio hosts regular events in the target community that are designed to foster engagement and connection. These events include live broadcasts, meet-and-greet sessions, and fundraising events and business networking. This gives members of the community an opportunity to connect with the radio station in person and provide feedback on the station's operation in a much more personal way.
- Monitor and respond to feedback: Gaydio actively monitors feedback from members of the target community through various channels and respond to them in a timely manner. This will demonstrate to the community that the radio station values their opinions and is committed to meeting their needs.

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.**

We have experience of lots of different types of feedback coming into the station and a process for escalation where necessary. Most feedback is picked up from the presentation team, for example informal contacts on social media. Where there is something that requires a response, then this will be escalated to the senior management team and we would aim to respond within few days, but often less. On the rare occasion we receive a complaint then this would always be escalated to Director level and, if appropriate be raised to the board. Where we were found to be at fault, or identify an area for improvement, this would be acted upon immediately and included in the board papers for our board meeting to ensure its actioned.

Draft Key Commitments

Below is an example of the licence annex where the Key Commitments appear. Should a licence be awarded, the entries you provide below will form the Key Commitments section of your licence. Holders of a community radio analogue licence that is to be simulcast, or a corresponding service, are expected to provide key commitments that are in line with their existing service(s). As such, applicants may refer to the existing key commitments of the relevant simulcast or corresponding service(s) to ensure that the draft below is in line with those of the existing service(s).

Please provide entries where specified in **BOLD** below. The information you enter here should reflect your answers to Sections 3 and 4 of the Part A of your completed Application Form. This will form the basis of your Key Commitments alongside the mandatory text in italics. Do not amend the text in italics as every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.

ANNEX TO LICENCE

LICENSED SERVICE NO tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
Gaydio (the on-air name of the programme service as in question 3.1 of this application)>	<i><Gaydio> is a radio service intended to serve</i> People that identify as LGBTQ+ in Manchester & Salford by raising the profile of our target community, offer opportunities for training and development and giving a platform for expression <i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach</i>		Manchester & Salford: as in question 3.2 of this application, specify if small-scale or local multi-

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	<i>of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</i> <i>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</i> <i>• the facilitation of discussion and the expression of opinion,</i> <i>• the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</i> <i>• the better understanding of the particular community and the strengthening of links within it.</i> <i>Members of the target community shall contribute to the operation and management of the service.</i> <i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i>		plex the radio station plans to broadcast on>
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4. Compliance of the service

About this section

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

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

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

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

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

Our board Director Toby Whitehouse will have overall responsibility for compliance for this licence. Toby is also the person in charge of compliance for Gaydio's FM licence in Manchester & Gaydio Brighton FM licence for the last 13 years. In that time we have had to complaints upheld for broadcasting issues on either licence. Toby is knowledgeable of broadcast compliance issues and receives regular updates on changes to any rules, guidance or legislation.

On a day-to-day basis, our network content manager (Kriss Herbert) will oversee all of our output and receives regular training – while not as a formal course, he has been given on going by broadcast professionals and regularly reads the broadcast bulletins.

- 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.

Toby has led the organisation since inception in 2008, serving as an executive director until 2020 and then as a non-executive in the period since. In this time, Toby has been responsible for delivering training to the team (e.g legal training) and ensuring that we have systems and procedures to ensure that the station remains compliant (for example, ensuring that we check all music for inappropriate content and that our output is fair and balanced when required).

Toby has also been responsible for dealing with complaints about the service to Ofcom and to other organisations such as the advertising standards authority. On all occasions of complaint, we have dealt with them properly and to have never had a broadcast complaint against us upheld.

- 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

Compliance officer – the compliance officer (board level) will maintain overall responsibility for compliance across the licence (and other licences that we operate). They will be responsible for ensuring that the processes we have in place are adequate and suitable to ensure that the station remains compliant. They will also hold the executive team to account, to ensure that training and all necessary actions are taken to minimise any risk.

Station Manager – on a day to day basis, the station manager will operate our compliance procedures and ensure on-the-ground compliance. They will keep a register of training activity and ensure that it's understood, keeping necessary records. This person will be the first point of call for any compliance related questions.

- 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.

All of our team already receive training as part of their existing role. This includes anyone with on air and production responsibilities and all station management. This includes legal training and training around the Ofcom broadcast code. They will also be taught to exercise caution, to refer up where necessary and to challenge either other.

- 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.

It is mandatory for all staff and refreshed on an ongoing basis when there are changes or annually if sooner

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

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

As an Ofcom licenced station already, we have many of these systems in place already. This includes

Training for all on-air staff and volunteers, so they fully understand the broadcast code and our responsibilities. This also includes legal training around defamation, libel and slander.

A standard introduction for all guests and contributors prior to going onto a live broadcast

An assessment before guest go live to judge any risk, and where appropriate using a delay or pre-record.

Restrictions around song that presents are able to play; for all but senior staff, this is limited to pre-checked system songs.

A reporting system for any potential breaches, which allow for us to take action where appropriate

- b) Set out in detail below how the applicant intends to ensure that pre-recorded material will comply with Ofcom's codes and rules. Pre-recorded content could include, for example, material obtained from, or streamed from, third party sources as well as content produced by the licensee.

Pre-recorded material will generally fall into the same procedures as live content, and subject to the same standards, i.e. all people producing pre-recorded content will be expected to go through the same level of training and checks.

Where content is produced externally by a third party a risk assessment will be taken before anything is broadcast. This will assess the experience of the producer and their training, the type of show it is (spoken or pre-recorded music show) the history of compliance of the producer and the time of day the content will be broadcast. Where there is a medium or high risk identified, then the content will be listened to before it goes to air.

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

The station manager will be responsible on-the-ground for ensuring compliance with the Key commitments and will report to our board of Directors who will performance manage the role.

As a business we have monthly board meetings, with papers produced in advance. This details how we comply with our key commitments (on and off air) and ensures that any potential issues are highlighted and contingencies put in place.

We also produce an annual report each January which highlights our work over the past calendar year. This is available on our website and demonstrates the social outcomes that we deliver as a station. We also report some information to Ofcom regarding the operation of our Manchester community radio licence.

In the 13 years of operating on a community radio licence we have fully met our on and off air obligations.

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

As described in 4.7, we produce an annual report that details all of our social outcomes both on and off air. In terms of how we record and monitor this, the station uses a range of tools, including a volunteer management system (Time Counts), which records, monitors and tracks all of our volunteers and project participants. We use this data to ensure that we are meeting the Key commitments of the licence and any commitments relating to any funders. We can also use this information to make sure that as a business we are reflective of the diversity of the wider community that we serve.

- 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 team 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:
- 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:

Ian Wallace

Date of application:

4th May 2023

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

You also need to complete the [confidential section \(Part B\) of the application form](#)