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**Community Digital Sound Programme**

**(C-DSP) licence**

Application form – Part A (public)

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

Wigan and St Helens Community Media CIC

**Proposed service name:**

The Old Courts Radio

**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)**

Wigan SSDAB

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

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## 1. Overview

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

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

If you encounter any issues using these forms, please contact [broadcast.licensing@ofcom.org.uk](mailto: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](mailto:broadcast.licensing@ofcom.org.uk)).
- 1.11 Ofcom considers issued C-DSP licences to be public documents and copies of licences will be made available to third parties on request albeit, other than the Key Commitments which are tailored to the service, C-DSP licences are standard form documents. A brief description of the licensed service will be published on the Ofcom website, along with the Key Commitments which form part of the licence.
- 1.12 Ofcom publishes a monthly radio licensing update which lists new services licensed, new applications, licences revoked, licence transfers, and changes to licensed services during the past month.

### Data protection

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

### Keeping up to date with broadcasting matters

- 1.14 We strongly recommend that the appropriate person at the applicant body signs up to receive Ofcom’s regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.

- 1.15 To sign up to receive these communications, you must visit the email updates area of our website and select 'Broadcasting.'

## 2. Applicant's details

### About this section

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

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

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

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

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

Before completing this section of the form, you should read [Ofcom's guidance on the definition of 'control' of media companies](#). Throughout this section, "control" has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

The response boxes and tables should be expanded or repeated where necessary, or provided in a separate annex.

'Officerships' in this section refers to: directorships of bodies corporate, designated memberships of LLPs, or membership of a governing body of an unincorporated association (including partnerships).

### Applicant information and contact details

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

Wigan and St Helens Community Media CIC

2.2 Company registration number stated on Companies House:

13595909

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

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

Gerrard Winstanley House  
Crawford Street  
Wigan  
WN11NA  
England

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

**No**

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

- 2.6 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	David Jenkins
Job title	Director
Address	The Old Courts Crawford Street Wigan WN1 1NA
Telephone	01942 409637
Mobile phone	n/a
Email	info@theoldcourts.com

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

<https://www.theoldcourts.com/about/projects-partnerships/>

- 2.8 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.

Wigan and St Helens Community Media CIC will deliver social gain through 'The Old Courts Radio' to members of our target audience across Wigan, St Helens & surrounding areas. It is financed through a blend of advertising, sponsorships (limited to fixed revenue allowance as per the threshold for community services by Ofcom) and grant funding.

Based at The Old Courts arts, heritage & community hub, the station will benefit from the expertise of fundraising staff who have successfully secured over £4m to date for a variety of social gain and capital projects, and have relationships with funders such as National Lottery Community Fund, Arts Council England, National Lottery Heritage Fund, Wigan Council 'Community Interest Fund', Power To Change, Youth Music, PRS Foundation, Co-op Foundation, Historic England, Greater Manchester Culture Fund and many more.

The station will benefit from Directors' strong relationships and track record with funders. 'The Old Courts Radio' has already gauged positive reactions from prospective funders which has allowed us to set realistic and achievable fundraising targets for the service. Our fundraising plan does not include sources that could be considered a political or religious body.

### Ownership and control of the company which will hold the licence

#### Details of officers, participants and shareholders of the applicant

- 2.9 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 <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
David Edward Jenkins	The Old Courts, Crawford Street, Wigan, WN11NA	England	Arts At The Mill CIC (90040 - Operation of arts facilities)  Square Chapel CIC (90040 - Operation of arts facilities)	

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



			Heritage Asset Management Wigan LTD (43999 - Other specialised construction activities not elsewhere classified)	
Rebecca Amy Davenport	The Old Courts, Crawford Street, Wigan, WN11NA	England	Arts At The Mill CIC (90040 - Operation of arts facilities)  Square Chapel CIC (90040 - Operation of arts facilities)	
Jonathan David Davenport	The Old Courts, Crawford Street, Wigan, WN11NA	England	Arts At The Mill CIC (90040 - Operation of arts facilities)  Square Chapel CIC (90040 - Operation of arts facilities)  Heritage Asset Management Wigan LTD (43999 - Other specialised construction activities not elsewhere classified)	
Michelle Mayor	The Old Courts, Crawford Street, Wigan, WN11NA	England	Arts At The Mill CIC (90040 - Operation of arts facilities)  Square Chapel CIC (90040 - Operation of arts facilities)	

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

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
n/a				
Comments				

- 2.11 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	

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

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

Full name of entity	Address	Affiliates
n/a		

#### Details of persons who control the applicant

- 2.13 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		

- 2.14 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		

- 2.15 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		

- 2.16 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

- 2.17 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; <sup>2</sup>	No	
An individual who is an officer of a body falling within (b) or (c);	No	

<sup>2</sup> Please refer to Sections 3 to 5 of [Ofcom's religious guidance note](#) for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences.

A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	No	
An advertising agency or an associate of an advertising agency	No	

**Details of applications, licences and sanctions**

- 2.18 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
n/a	n/a

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

**No** (delete as appropriate).

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

Licence number	Name of service or multiplex
n/a	n/a

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

**No** (delete as appropriate).

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex
n/a	n/a	n/a

- 2.21 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
n/a	n/a

- 2.22 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
n/a	n/a

- 2.23 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
n/a	n/a

- 2.24 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
n/a	n/a	n/a

- 2.25 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
n/a	n/a	n/a	n/a	n/a

- 2.26 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
n/a	n/a	n/a

- 2.27 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?

The Old Courts Radio

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

Wigan

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).<sup>3</sup>

The Old Courts, Gerrard Winstanley House, Crawford Street, Wigan WN11NA

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<sup>3</sup> 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 coverage area of the radio multiplex service on which you intend to broadcast. **Answer in fewer than 400 words.**

'The Old Courts Radio' is designed to celebrate the creativity in the everyday lives of the people of Wigan, St Helens & the surrounding areas. We champion creative expression as a shared language that can bond communities and bridge differences. We will provide locally led, vibrant, and creatively rich content - no matter what the subject matter. We understand the incredible importance of creativity, not simply for entertainment, but as the fundamental threads in the fabric of everyday life. We believe that arts and culture should not be exclusive to the well-travelled nor a social tool for privileged circles, but be accessible and creatively led by the people who live in our places.

Based within The Old Courts arts centre, 'The Old Courts Radio' benefits from the hub's strong social media following and existing audiences of 140,000pa. People who engage with The Old Courts are predominantly based in Wigan's metropolitan centre - Swinley, Orrell, Standish, Hindley, Westhoughton, Shevington, Bryn, Ashton in Makerfield. This community includes 121 volunteers, resident bands, artists & start-up social enterprises, people of all ages who attend a year-round music, theatre, visual arts, dance, spoken word & family events, & over isolated residents that have benefitted from over 1,000 phonecalls from The Old Court's Covid-19 befriending phoneline.

'The Old Courts Radio' will extend this reach and broadcast to Wigan, St Helens & surrounding areas. Our target areas are post-industrial towns in North-West England which share a working-class heritage, a down to earth attitude and a rich sense of humour.

St Helens is ranked the 26th most deprived local authority in England (out of 317). Nearly a quarter of St Helens population (23.4%) live in neighbourhoods that fall within the 10% most deprived nationally (42,877 people).[i] 19% of children in St Helens live in low-income families.[ii] In Wigan, 42% of people live in areas that are amongst the 20% most deprived nationally.[iii] 22.2% of the working aged population have long-term or work-limiting disabilities[iv] and approximately 5,000 people aged 65 and over claim Disability Living Allowance.[v] It has been reported that children and young people in Wigan are growing up amongst the 24 least socially mobile areas in England[vi]. As such, most communities we will engage with across Wigan, St Helens and the surrounding areas are facing economic disadvantage, social, institutional, and disabling barriers that traditionally prevent people from participating in arts, culture & heritage.

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[i] Indices of Deprivation 2019 St Helens Summary Report

[ii] Info4.sthelens.gov.uk

[iii] Indices Multiple Deprivation 2019

[iv] Annual Population Survey, 2019

[v] ONS, 2018

[vi] The long shadow of deprivation: differences in opportunities, Social Mobility Commission 2020

- 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.**

Wigan and St Helens Community Media CIC is a community interest company limited by guarantee with an asset lock that prevents the distribution of profits other than for community benefit. The CIC has no shareholders. The company Articles specify that it has a not-for-profit status. Our CIC structure means that our C-DSP service will be run on a not-for-profit basis. All profits will be exclusively used for securing and improving the future provision of the service, with surplus reinvested into activities for the delivery of social gain. We follow the recommended good governance framework provided in 'Governance For Community Interest Companies, 2015'. This includes:

1. Effective Board Procedure: Our board will be clear about how decisions are reached and will set high standards, so that good decisions are made in the best interests of the CIC. Directors are clear about roles and responsibilities, and governance procedures are kept up to date.

2.Strong Leadership: Strong leadership is needed to implement good governance and is essential to enable a CIC to work successfully and achieve its goals. The duties of our Directors are to act in the best interests of the CIC at all times, to set and safeguard the vision, values and reputation of the not-for-profit entity.

3.Organisational Strategy: Ensuring a CIC has a reasoned and clearly explained strategic vision will help it to deliver its stated purposes and aims. The board will set out a clear organisational strategy, so that everyone is clear where the CIC is going, and the policies and procedures that underpin it. This includes regularly evaluating the impact and performance of the service against budgets and targets.

4.Accountability and Transparency: Accountability and transparency of a CIC builds public trust and confidence. The board will take steps to ensure that there is accountability and transparency both internally and externally (for example, ensuring yearly accounts are publicly available)

### 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.**

By broadcasting radio that is inclusive, exciting and reflects the unique blend of interests, culture and identities on our doorstep, more people will enjoy local radio, learn new things & feel that their local radio is relevant to their daily lives. We aim to produce the following community benefit:

**Creative Expression:**

‘The Old Courts Radio’ aims to give everybody the right to express themselves creatively. We will achieve this through exposing local people to new artists & ideas on the airwaves, and by supporting local people in volunteering posts, placements, training & support.

The benefit: Individuals are supported to mobilise their own creativity

The indicators: Number of volunteers, number of placements, number of individuals attending training, number of artists receiving support, % of artists, partners, audiences, clients, participants, visitors that feel more confident or creative as a result of engaging (survey)

**An Inclusive Community:**

‘The Old Courts Radio’ aims to bring a community sense of identity and cohesiveness that is enhanced through interaction and collective action.

The benefit: Artists, partners, audiences, clients, participants, visitors & staff feel safe & included in their local radio station.

The indicators: % that state they feel safe & included (survey), % that agree the content reflects their lives as local people (survey), % staff score in relation to wellbeing (survey), % of artists, partners, audiences, clients, participants, visitors that are ethnically diverse, % of artists, partners, audiences, clients, participants, visitors that are disabled.

**An Informed Community:**

‘The Old Courts Radio’ aims to ensure that local people have access to diverse viewpoints and information that may help them to get involved within their community. To do this, we can invite people and community groups who are resident at The Old Courts (e.g. Wigan Autistic Theatre Company) and external partners (e.g. Boroughwide Community Network, a grassroots network of community organisations) to help shape content.

The benefit: Listeners informed and aware of what is happening around their community

The indicators % of listeners who feel more aware of what is happening around their community (survey)

**A Stronger Community:**

'The Old Courts Radio' will build upon existing relationships and reputation within Wigan & St Helens and support community sector partnerships to develop. We will do this by featuring local community content and linking with local partnerships such as Culture Unlocked (a network of schools and cultural organisations), the Social Enterprise Network and the Wigan Arts Festival consortium.

The benefit: Other community organisations are facilitated & supported

The indicators: Number of unique community organisations included in the radio programme, number of partnerships 'The Old Courts Radio' is a part of.

**Evidencing our impact:**

'The Old Courts Radio' will utilise existing systems at The Old Courts to monitor and track our progress against our social impact goals.

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

**Programming:**

'The Old Courts Radio' will work with presenters who have a genuine interest in local discussion and expression of opinion so that our programme is always open to new thoughts and ideas. We will design programmes that encourage local people to participate, such as 'My Town' (community-led content about the area & its heritage) and 'My Life' (community-led content that shines a light on outstanding individuals & organisations), and other features that platform local individuals/community organisations and their voices.

**Partnership Working:**

We recognise that the most marginalised people within our community may not yet feel comfortable to participate in discussion and expression of opinion. We aim to build on existing local relationships with key community partners to ensure that a wide range of voices are encouraged, empowered and listened to.

**Open Calls/Expressions of interest:**

We will hold call outs/recruitment campaigns that invite new ideas. In summer 2021 an initial call out received over 30 enquiries - many from local potential presenters with their own ideas. 'The Old Courts Radio' will keep in conversation with all who expressed interest, and aims to release further call outs with the launch of the C-DSP.

- 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.**

#### **Base at The Old Courts**

The Old Courts is based in Wigan Town Centre and is accessed easily by public transport, on foot and by car. The building's office hours are 10am-4pm, with 24/7 access for studio residents. The Old Courts welcomes assistance/guide dogs and a number of staff have been trained by Dementia Friends in an effort to be sensitive to the support that our community members with Dementia need. The Old Courts has a Super Trac suitable for standard-sized wheelchairs and a wheelchair ramp for access to basement level, where there is an accessible toilet. Our base within a well known arts, heritage & community hub means that local people are more likely to hear about - and therefore more likely to get in touch and gain access to - our facilities and training.

#### **Roles & Training**

From an initial expression of interest, we know that people wanting to get involved have varying levels of experience with radio - from established presenters to students looking for their first step into the media industry.

One of our target groups is the existing community that engages with The Old Courts, including existing volunteers that already have a strong interest in creative expression. To build on our great team of passionate volunteers, we plan to call out widely via community partners who hold deep community relationships. We aim to create an inclusive platform that encourages access to facilities and training, particularly targeting those who face economic disadvantage, social, institutional, and disabling barriers that traditionally prevent people from participating in arts, culture & heritage. We seek to build stronger relationships with local schools & colleges, and to explore shadowing and training opportunities for young people once we are fully established.

We will ensure that members of the community can gain access to facilities and training by providing structured roles and opportunities via a formal application process which includes completion of an application form, an informal interview and training for the role they have been recruited for. The Station Manager will lead on developing and delivering training for all roles and opportunities. The Station Manager will be supported by the Directors who hold a diverse set of skills between them and who are passionate about the development and training of local people (the Directors began Arts At The Mill as just a few local volunteers - The Old Courts is now home to 121 volunteers and 40+ staff members).

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.**

### **Content that is local & relevant**

Currently, there are minimal listening options for local people that represent what life is really like in Wigan, St Helens and the surrounding areas. 'The Old Courts Radio' aims to platform voices and stories that are quintessentially of this place so that local people feel seen, heard and represented in our content. We will champion local content that may be overlooked by larger stations, such as local 'what's on' guides, and give air time to delve into subjects that local people care about.

We will listen & respond to our community so that 'The Old Courts Radio' always remains relevant. We encourage people to use our website, email, social media & phone to get involved and use service as a means to use their voices. By working this way, we expand the range of programmes that are available to listeners in our area and highlight issues that are important to our communities.

### **Strengthening Links**

Based at The Old Courts, the station will be embedded in the local arts, heritage & community scene. We will take part in networks, involve local partners in conversations & highlight good local work to strengthen links between community partners.

- 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.**



All Directors have evidenced experience in social gain provision through founding Arts At The Mill CIC (AATM), based at The Old Courts community hub. Each Director brings a complementary skill set - from financial direction, to communications, artistic programming & project management. The group have 5 years experience working together at Board level to provide social gain, evidenced by:

- 'We're Backing Wigan' award for social enterprise with evidence of impact
- Consistently voted #1 'Thing To Do' Wigan (TripAdvisor)
- Celebrated by HRH Prince Charles special visit in 2019

Born into a time when there was little-to-no access to arts & culture for Wigan's 326,000 residents, AATM and 121 volunteers transformed a derelict building into the beating heart of Wigan's cultural community. Under this leadership, AATM is engaging 140,000 people in 2,000 arts/culture/heritage/community events per year and are giving democratic access to arts for the people of Wigan, the North-West and beyond. In 2019, the Directors led a team of 40+ staff that platformed 300+ artists & delivered 89+ individual/community support sessions. AATM leads & is part of collaborative social gain initiatives locally, regionally & nationally: Wigan's Cultural Education Partnership, Wigan's Heritage Action Zone cultural programme, Wigan Arts Festival, Collaborative Touring Network.

### 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.**

### Starting point

For 5+ years The Old Courts arts centre has established a positive rapport with the community and built a volunteer base of 121 volunteers. 'The Old Courts Radio' will maintain and grow volunteer participation by continuing to recruit, and recruiting in a way that ensures diverse representation from local communities.

### Multiple ways to participate

'The Old Courts Radio' will foster an environment that is inclusive and promotes honest dialogue. We will ensure that there are multiple ways to participate in the operation & management of the service. We will:

- Call out for expressions of interest from our community. We will develop and publicise a further expression of interest close to station launch so that local people's ideas are heard, logged & responded to.
- Ask artists, partners, audiences, clients, participants, visitors & staff to participate in regular surveys to provide positive & constructive feedback.
- Ensure that volunteer needs are met & understood, ideas are listened to through one point of contact and clear processes. We expect that volunteers will make contributions to the station within their area of expertise, and encourage the sharing of information and ideas.
- Day to day, members of our target community will be invited to take part in programmes through interviews, by contributing to discussions and providing ideas for inclusion by phone, social media or email.

### Accountability

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

Members of 'The Old Courts Radio' target community will contact the service and influence its operation through a variety of different access routes, so that it is easy and accessible for anyone to get in touch.

Members of the public may get in touch through social media, email, phone, website and through annual surveys. Volunteers/placements & community groups that work closely with us may make direct contact through the Station Manager who will log enquiries in line with clear process and procedures.

- 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.**

Feedback is reviewed by 'The Old Courts Radio' management and due consideration is given to programme/content suggestions. We value the advice and suggestions offered by our community, and will invite these through clear contact routes and surveys. Volunteer comments will be continuously logged by the Station Manager who acts as the point of contact for volunteers. Annual surveys for artists, partners, audiences, clients, participants, visitors & staff will be collated into digestible reports for review by the Station Manager and Directors. In regular management meetings, we will discuss feedback from volunteers and members of the public.

'The Old Courts Radio' has a complaints procedure that details protocols and timescales for handling complaints which will be shared on air and on our website. The procedure outlines the multiple ways that people can get in touch with us. We seek to mediate any individual issues in a timely and professional manner. The Directors have a diverse skill-set and strong track record of resolving issues by tackling relevant issues that arise as soon as possible.

### 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
<b>'The Old Courts Radio'</b> the on-air name of the programme service as in question 3.1 of this application)>	<b>'The Old Courts Radio'</b> <i>is a radio service intended to serve</i> NOTE: The next 3 headings below are the components of the 'character of service'. <b>local and working class communities</b> <i>in</i> <b>Wigan, St Helens and the surrounding area</b> NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column> ( <i>"the target community"</i> ) <i>by</i>		<b>Wigan SSDAB:</b> as in question 3.2 of this application, specify if small-scale or local multiplex the radio

	<p><b>providing locally-led, vibrant and creatively rich content that celebrates the creativity in the everyday lives of local people. (describe in no more than 50 words&gt;</b></p> <p>***</p> <p><i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</i></p> <p><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></p> <ul style="list-style-type: none"> <li>• <i>the facilitation of discussion and the expression of opinion,</i></li> <li>• <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></li> <li>• <i>the better understanding of the particular community and the strengthening of links within it.</i></li> </ul> <p><i>Members of the target community shall contribute to the operation and management of the service.</i></p> <p><i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i></p>		<p>station plans to broadcast on&gt;</p>
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4. Compliance of the service

**About this section**

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

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

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

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

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

The Station Manager is familiar with The Ofcom Broadcasting Code, The BCAP Code and the The Phone-paid Services Authority Code of Practice. The Station Manager intends to become a member of the Community Media Association, will adopt their key principles, will attend relevant events/training, and will tap into their expertise and support networks.

The Station Manager has a degree from Manchester School of Sound and Recording and has 10+ of experience within sound engineering and design for live shows, films and movies. They will be supported (in-kind) by technical/production staff from Arts At The Mill CIC (based in The Old Courts building) who are familiar with licencing for sound radio frequency. Once licensed, we expect that the Station Manager will undergo compliance training and/or mentoring with an established community station ahead of launch. The Managing Director will undertake all training and ensure the Station Manager is supported in compliance.

- 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.

The Station Manager holds overall responsibility for the compliance of the service and has read and understood the Ofcom guidance. The Managing Director will undertake all training and ensure the Station Manager is supported in compliance. As Station Manager they will receive and participate in any available Ofcom-supported Compliance-related training. The named person will also deliver compliance training to other members and volunteers and will be supported in their role by other volunteers who have worked in Radio and other broadcast sectors.

- 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.

The Station Manager will be responsible for ensuring overall compliance from all members and voluntary presenters, will ensure that other members of the station management are up to date in the form of compliance checks and will ensure all services are correctly licensed. The Managing Director will undertake all training and ensure the Station Manager is supported in compliance.

We have built-in mandatory annual training on the Ofcom broadcasting code that is delivered to all Presenters and new volunteers, as part of their induction process, and is an ongoing internal process.

We share all relevant Compliance advice and information from Ofcom with our volunteers and Presenters. We also have targeted training for any individual that is unable to physically attend and will provide access to training slides via our social media platforms. The Ofcom handbook will always be available in our studio/office area.

All on-air personnel are issued with our own station Compliance Guide within their Volunteer Agreement. There are regular opportunities to discuss and ask questions of our Compliance team. They have to sign and keep a copy as a record that they have read and understood the Guidelines. The induction will ensure that all key points are included from the Ofcom Broadcasting Code and to ensure they are aware of the code, including rules around, swearing, hate speech and competition rules.

- 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.



The Station Manager will have overall responsibility for ensuring compliance, this includes making sure up to date files are kept of each of the relevant regulatory codes and rules for programming and advertising. Station Manager will hold regular refresher courses to ensure compliance remains current including any Ofcom Compliance Training workshops are available. All volunteers sign a Volunteer Agreement which will be supported by a range of appropriate and relevant policies. There is due process for Presenters who breach the agreement.

The Station Management will be accountable in ensuring that the UK Code of Broadcast Advertising is adhered to when writing, creating, or publishing any on-air commercial or community advertising. All on-air staff must make themselves aware of these items and they must be able to demonstrate that they have read the relevant codes.

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.

Volunteer staff, Presenters and Producers, as part of their induction, will receive initial training to ensure they remain compliant and evidence of this will be kept on file to document when this training took place. Files will be kept accessible for each area of the code for any volunteer that needs to reference something, and frequent refresher courses will be held including extra training given should the rules and code change or be amended. In order to ensure our service remains compliant. We have copies available in the office and studios of the relevant regulatory codes and the rules surround 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

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

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

All broadcast output is logged and backed up on our server. This is to both ensure compliance and also so it is available to be reviewed for compliance, quality, training purposes and any further action. Furthermore this will enable compliance with the minimum of 42 days recording required should Ofcom seek recordings for audit purposes.

Targeted Scheduling ensures that programming complies with Ofcom codes. Listening and sample programming is taken and constructive feedback is given to presenters and a disciplinary process is available where presenters are found to have not upheld the desired standards. Presenters are encouraged to discuss any content if they are unsure about its appropriateness. We will maintain and update an accurate development record of each participant.

The Station Manager, other staff and senior volunteers will be available during normal office hours for any questions an individual may have and emergency contact numbers will be accessible on-site for any volunteer needing to contact someone with an out of hours concern.

- 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.

The station output will also be monitored by members of the station management during main hours of operation and all pre-recorded material will undergo a similar process as appropriate. There will be arrangements in place for any radio advertisement that is contained within the special categories of radio advertising to be centrally cleared.

- 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 management will hold regular meetings to ensure we are compliant with our Key Commitments for our target community. Reports on performance will be made available at these meetings and to discuss any concerns that may have been raised.

- 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.

The people involved in 'The Old Courts Radio' are drawn from the local community and programming is targeted to support and reflect the local community. Through our social media platforms and email we encourage the community to participate and engage with the programming. In this manner we expect to develop and deliver our Key Commitments in a manner that is relevant to local views and needs.

Building on the processes outlined in 4.7 (above) the Station management team will compile regular reports of our adherence to our Community and Social Gain related Key Commitments including our community output in order to highlight our successes and share this information to volunteers, members, Presenters and all other stakeholders. We will utilise existing systems for monitoring and reporting on our impact at The Old Courts.

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.**

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 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:**

DAVID JENKINS

**Date of application:**

23/08/2021

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**