
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):

HORIZON RADIO LIMITED

Proposed service name:

HORIZON 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)

MILTON KEYNES (MK DIGITAL MEDIA)

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

Name: Chris Gregg

Address: 4 Brindlebrook, Two Mile Ash, Milton Keynes MK8 8EU

Tel: 07774546453

Email: chrisgregg100

Publication date: 1 June 2021

Contents

Section

1. Overview	3
2. Applicant's details	6
3. The proposed service	16
4. Compliance of the service	23
5. Declaration	28

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):

HORIZON RADIO LIMITED

- 2.2 Company registration number stated on Companies House:

14002011

- 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:

4 Abington Street, Northampton NN1 2AJ

- 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	Mr Christopher Gregg
Job title	Director
Address	4 Brindlebrook, Two Mile Ash, Milton Keynes MK8 8EU
Telephone	07774 546453
Mobile phone	07774 546453
Email	chrisgregg100@gmail.com

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

www.horizonradio.com

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

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

The service will be funded by advertising and will also apply for grant funding.

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
Christopher Robert Gregg	4 Brindlebrook, Two Mile Ash, Milton Keynes MK8 8EU	United Kingdom	Director of Revolution Radio Ltd (FM/DAB community radio station for Northampton) Director of MK Digital Media Ltd (SSDAB licence holder for Milton Keynes) Director of Northampton DAB Community Interest Company CIC (SSDAB licence holder for Northampton) Director of Taz Leisure Ltd (live events company)	Self-employed event host and DJ
Ian Ross Hickling	Pippins, 6 Horn Street, Compton, Newbury RG20 6QS	United Kingdom	Director of Revolution Radio Ltd (FM/DAB community radio station for Northampton) Partner of transplan UK (radio transmission engineering partnership)	Broadcast engineer

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

			Director of 3 C Broadcasting Ltd (dormant company) Director of BGFM Ltd (holds a Community Radio licence for Blaenau, Gwent - an 'honorary' position with no active involvement)	
Nikki James Fox	3 Dog Rose Drive, Bourne, Lincolnshire PE10 0FG	United Kingdom	Director of Cotswold Venture Group Ltd (transmission specialists)	Broadcast engineer

- 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
N/A				
Comments				
Horizon Radio Ltd is a not for profit company limited by guarantee and does not have any shareholders. It has two Members who are Christopher Robert Gregg and Ian Ross Hickling.				

- 2.10 Complete the following table, expanding if necessary, to identify any entities with which the applicant is affiliated. By affiliated, we mean companies that are related through ownership, either with one company being a minority shareholder in the other, or through multiple companies being owned by a third party.

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

Full name of the entity	Address
N/A	

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

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

Full name of entity	Address	Affiliates
N/A		

Details of persons who control the applicant

- 2.12 Complete the following table, expanding it if necessary, to list all persons who control the applicant, together with their affiliates. If any persons or bodies control the applicant jointly because they act together in concert (e.g. because of a shareholder’s agreement), each such person must be identified here:

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

Full name of individual or body	Address	Affiliates
Christopher Robert Gregg	4 Brindlebrook, Two Mile Ash, Milton Keynes MK8 8EU	None
Ian Ross Hickling	Pippins, 6 Horn Street, Compton, Newbury RG20 6QS	None

- 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

Christopher Robert Gregg	Director of Revolution Radio Ltd (FM/DAB community radio station for Northampton) Director of MK Digital Media Ltd (SSDAB licence holder for Milton Keynes) Director of Northampton DAB Community Interest Company CIC (SSDAB licence holder for Northampton) Director of Taz Leisure Ltd (live events company)	
Ian Ross Hickling	Director of Revolution Radio Ltd (FM/DAB community radio station for Northampton) Partner of transplan UK (radio transmission engineering partnership) Director of 3 C Broadcasting Ltd (dormant company) Director of BGFM Ltd (holds a Community Radio licence for Blaenau, Gwent - an 'honorary' position with no active involvement)	

- 2.14 Complete the following table, expanding it if necessary, to list all bodies corporate which are controlled by any body corporate listed in response to question 2.12, and their affiliates:

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

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

- 2.15 In relation to each body corporate identified in response to question 2.12, complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the body corporate concerned (i.e. “participants”). You may, but are not required to, exclude from this table any bodies listed in response to question 2.12. If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

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

Name of body corporate identified in response to question 2.11				
Full name of >5% participant	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				

Involvement of the applicant in specified activities

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

Activity/involvement	Yes 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?

No (delete as appropriate).

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

Licence number	Name of multiplex

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex
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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.

- 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
12/2/2013 to 26/10/2016	DP163	MKFM (DSP) Licensed as THEBEAT Ltd
7/9/2015 to 26/10/2016	CR100797BA/7	MKFM (FM)
18/10/2017 to present	CR000110BA/3	BGFM
14/5/2021 to present	CR103405BA/1	Revolution Radio (FM)
28/6/2023 to present	DP105030BA/1	Revolution Radio (DSP)

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

No (delete as appropriate).

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

Licence number	Name of service or multiplex

- 2.21 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 (delete as appropriate).

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

Licence number	Name of service or multiplex
CR000110BA/3	BGFM
CR103405BA/1	Revolution Radio (FM)
DP105030BA/1	Revolution Radio (DSP)

- 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

- 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

- 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?

Pending - see 2.26 below (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".

Revolution Radio has been found in Breach for failing to comply with key commitments of its community radio license twice and for failing to provide logger recordings once. We are confident that both of these issues have been resolved and that we are fully compliant with our license terms. Revolution Radio is currently being considered for a statutory sanction for the above breaches of compliance with key commitments.

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?

Horizon 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.

Milton Keynes

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.

Midsummer Place Shopping Centre, 67 Midsummer Place, Milton Keynes MK9 3GB

- 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.

No

- 3.5 What is the target community of the service? Please include the geographical area that you wish to serve in addition to the interests or characteristics that define your target community. The area you wish to serve must be geographically located within the coverage area of the radio multiplex service on which you intend to broadcast. **Answer in fewer than 400 words.**

Our target community is persons living, working or undergoing work or training in the area covered by the Milton Keynes SSDAB multiplex.

This community is characterised by the local area in which they reside or work (most of the borough of Milton Keynes and adjoining areas including Leighton Buzzard).

We believe this community are interested in information and content related to the local area including coverage of local weather, news, sport, community groups, charities and businesses in the area.

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

Horizon Radio is a not for profit company limited by guarantee, so it is by definition not a profit distributing organisation.

If there is any financial surplus, it will be re-invested in the organisation for the improvement and sustainability of the service (e.g. upgrading equipment).

Horizon Radio aims to generate income by sale of airtime for advertisements by businesses in and around the locality, sponsorships, grants and time given by the volunteers in-kind.

Any funds generated will be used to cover the overhead costs of running the radio service- which will include rent of premises, utility bills, telephone charges, insurance cover, licensing and IT costs, purchase of capital equipment and various other expenses.

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.**

Horizon Radio will benefit our target community in the following ways:

- We will provide free media training to volunteers from the community on a regular basis which will assist with developing communication, literacy and transferrable skills enhancing employability prospects for many.
- Charities will benefit from free coverage of their fundraising, events and appeals for volunteers and we will be working with a wide range of local charities including MK Community Foundation, Milton Keynes Food Bank, Willen Hospice, Harry's Rainbow, Henry Allen Trust, Ride High, MK Charities, MK SNAP, Macintyre, InterAction MK, AGE UK MK, Cancer Research UK, Keech Hospice, MK ACT and many others.
- Community Groups will benefit from free coverage of their activities, appeals for volunteers and a platform for their messages on our hourly community noticeboard feature. We will be working with a range of these groups including MK Islamic Arts & Culture, Community Action MK, Milton Keynes Pride, MK Youth Cabinet, Citizens MK, Blood Transfusion Service, Citizens Advice MK, Arts For Health MK, MK Safety Centre and many others
- Grassroots Sports organisations will also benefit from coverage of their activities including running event such as Milton Keynes Marathon and the Festival of Running, MK Regatta, cricket, rugby and more obscure sports such as frisbee golf. We will also be working with Sport MK to support their annual awards and raise awareness of their member organisations.
- We will support local businesses with affordable advertising opportunities as well as coverage of local business news stories and activities involving Milton Keynes Chamber of Commerce as well as local jobs fairs and employment opportunities
- We will support local musicians, bands and music venues with a weekly show focussing on local music hosted by Jodie Erica every Monday evening.
- We will also assist with the promotion of local events and activities with an hourly what's on guide and attendance at local events such as carnivals, Christmas light switch ons and music events. Our Directors are already working with Fenny Poppers Festival, Bletchley and Fenny Stratford Town Council, The Parks Trust (MK Play Day), Frosts Garden Centre food festivals and MK Food and Leisure Awards.
- Our Director Chris Gregg has extensive connections with these and many other local organisations having previously been the founder of a community radio service in the local area (MKFM)

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

Horizon Radio will feature regular programmes which enable members of our community to have their say on the issues which are important to them. Local politicians from Milton Keynes Council and the local Members of Parliament will be invited to appear regularly on the radio to enable listeners to discuss the issues that they are concerned about with them, and we will encourage listeners to call the radio station if there is something they would like to talk about. By having the studio in a prominent and accessible location and an active social media presence, website and app, we hope our target community will find it easy to contact us and get their voice heard.

- 3.9 How will you ensure that members of your target community(ies) can gain access to the facilities used to provide your service, and receive training in using these? In particular, please set out how this will be done practically, formally and/or informally. **Answer in fewer than 400 words.**

We will have high profile studios in the local area in a location with high footfall and this will make it very easy for members of the target community to access our facilities and talk to us about issues or events they would like us to cover on air. Alongside this our contact details will be regularly announced on air, on our website and social media and we will have multiple ways to do this including phone, text, whatsapp, email and social media in-box messages. It will be made clear that all volunteers will receive professional media training. As well as volunteers for presenting on air and working behind the scenes, we will offer facilities for people to make podcasts and on demand audio which we will publish via our website and app. Induction training sessions will be held with each new cohort of volunteers which will cover basic operations, rules, Broadcasting Code compliance, legal training and basic broadcasting training followed by regular group training sessions which will develop broadcasting skills with specific topics (e.g. editing interviews, multi track editing, script writing, etc). Training sessions will be run by Chris Gregg who has extensive professional radio experience. There will also be informal support for all volunteers who will be able to phone a member of the management team if they have a technical question or issue at any time.

- 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.**

The service will build bridges between different sections of our target community by providing a platform for the discussion of issues and topics relating to these groups. For example, the organisers of the local Diwali celebrations could talk about the significance of the festival, or members of the Polish community could discuss their experiences.

There will also be specific shows presented by specific community groups – for example the LGBTQ+ community, which will provide further opportunities to build understanding and community cohesion.

- 3.11 Please summarise the relevant experience of the group or its members in activities related to the provision of social gain or other relevant non-broadcast areas (such as third sector, training or education). **Answer in fewer than 200 words.**

Our Director Chris Gregg has recently spent 4 years working for Willen Hospice in Milton Keynes as a fundraiser and within this role was responsible for engaging and coordinating volunteers. He is also a member of several local community organisations including the Fenny Poppers Festival Committee and was on the committee of Milton Keynes Islamic Arts Heritage and Culture with responsibility for helping to organise community events. During his time as the Programme Director of MKFM community radio he was involved with numerous community groups and provided radio workshops in local schools. He has also run media training courses under the Radio Masterclass brand.

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.**

Our high profile studios in a location with high footfall will make it very easy for members of the target community to meet us and talk to us about getting involved. Alongside this, volunteering opportunities will be promoted on air, on our website and social media, in local press, on posters around the area and on specific local volunteer opportunity websites including MK CVO website. It will be made clear that all volunteers will receive professional media training. Our management team will consist of volunteers from the local community who have suitable skills and experience to contribute to the management of the service and we will encourage all our volunteers to put themselves forward for these opportunities when they become available or suggest additional roles which match their interests and skillset.

Accountability

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

We will encourage our target community to feed back on our service and let us know their opinions on the on air content and our off air activities, and this will take the form of an ongoing listener survey promoted online and on social media, alongside direct contact via a form on our website or contact via any of the usual channels. Members of the community can also get in touch with their feedback on the service by coming in to our prominent studios at any time when they are open, or requesting a meeting with a member of the management team.

- 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 from members of our target community will be discussed at our regular management meetings and the outcomes fed back in writing with the opportunity offered to discuss the matter verbally or face to face. We will endeavour to take prompt action on any reasonable suggestions and the deal with criticism in an open and transparent way by offering an on air apology if necessary, and if we are unable to resolve the issue, we will direct the complainant to the relevant regulator or body – for example, for on air issues this would be Ofcom.

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
HORIZON RADIO	HORIZON RADIO <i>is a radio service intended to serve THE ADULT POPULATION in THE AREA COVERED BY THE MILTON KEYNES MULTIPLEX (“the target community”) by BROADCASTING A FULL SERVICE OF LOCAL INFORMATION COVERING LOCAL CHARITIES, COMMUNITY GROUPS, SPORTS TEAMS AND LOCAL MUSIC ALONGSIDE MUSIC AND ENTERTAINMENT RELEVANT TO THE TARGET COMMUNITY.</i> <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</i>		MILTON KEYNES SSDAB

	<i>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>		
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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).

Chris Gregg is a very experienced radio programme controller who has worked professionally for over 25 years including 6 years as Horizon Radio/Horizon Milton Keynes Programme Controller which included extensive compliance training with GCap Media and Global Radio. He was also responsible for compliance at MKFM for 6 years with no recorded breaches and has been responsible for Revolution Radio since its launch. He has also undertaken several training courses on legal compliance including defamation, contempt of court and due impartiality.

- 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.

Chris Gregg has been responsible for compliance at several radio stations for many years and is fully competent to carry out this role.

His compliance experience consists of:

May 2020 – Present: Revolution Radio (Northampton) Managing Director

November 2010 – October 2016: MKFM Programme Director

November 2006 – November 2010: Heart (Milton Keynes) Programme Controller

June 1999 – May 2006: Revolution Radio (Oldham) Programme Manager

He has also completed Ofcom compliance training with Global Radio.

- 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.

Three staff are responsible for overseeing compliance:

Technical Director is responsible for ensuring that logging recordings are being made reliably and retained safely. He also oversees the overall compliance processes within the radio station and ensures processes are being followed.

Managing Director is responsible for initial training of all staff, in both on and off air roles and ensuring that all presenters have signed a document to confirm they have completed and understood the training and will comply with the procedures. There is also an annual refresher course which is also his responsibility. He is also responsible for approving all on air competitions and promotional activity to ensure they are compliant and that accurate records are kept. He also oversees commercial production to ensure that commercial messages have been correctly cleared. He is responsible for initially responding to any listener complaints.

Deputy Programme Controller is responsible for ensuring that all music loaded on to the playout system is a radio edit with no potentially offensive content and for checking any syndicated and recorded programmes are compliant.

- 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.

We will have a detailed training session which all new starters are required to attend which is presented by the Programme Controller and includes a summary of each section of the Ofcom Broadcast Code with further discussion on the more relevant sections, a discussion about the use of language and the range of words which could be deemed offensive in particular contexts and our in-house systems for ensuring compliance. It also covers Contempt of Court, Defamation and Elections, and includes some house rules relating to things such as never swearing in the studio or in front of a microphone at home when voicetracking, and treating listeners respectfully on and off air. Each member of the team will then be required to sign to confirm they have attended the training and undertake to follow the rules before being allowed on air. We will also remind all staff of the rules and update them on changes to the regulations during regular team meetings.

- 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.

Yes, the training will be mandatory for all staff and volunteers regardless of their roles.

- 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.

We will use a computerised playout system, which is restricted to only allow content loaded on the system can be played out on air from the studio. All music on the system is checked to ensure compliance. We ensure that only team members who have completed the mandatory training described above are given a login to our playout system and the Programme Controller and Deputy Programme Controller regularly spot check recently added audio. In the event that unsuitable audio is found, we are able to identify the individual who loaded it and take appropriate action which may involve re-training or more formal sanctions.

As outlined above, all those involved in broadcasting and content creation are required to undertake mandatory compliance training which includes policies and procedures with how to deal with compliance issues that may occur during broadcast, including incident logging and reporting procedures.

In addition to ensuring all on air staff and volunteers have undertaken mandatory compliance training, we are conscious of the risks of allowing individuals on air who have not completed this training as contributors or guests.

All guests are required to read and sign a form which clearly states that they understand and agree to follow the rules and summarises specific details, including the use of language, sex, drugs and crime references, mentioning court cases, defamation, etc. Guests who are intending to perform live music are asked if their lyrics include any potentially offensive content ahead of broadcast. We also ask all guests if they are an electoral candidate.

We also remind all callers to the studio not to swear before taking the call to air.

In the event of subsequent inappropriate content being inadvertently broadcast, all presenters have been trained to issue an immediate apology and we have a pre-recorded apology on a 'hotkey' which is always ready to play if there is a problem on air while the studio is unmanned and this can be played remotely if necessary.

- 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.

Before accepting a pre-recorded programme from a third party, we undertake due diligence to establish that they have a sufficient level of experience and competence to be able to adhere to our standards. We then clearly set out our expectations that programmes should be fully compliant with the Ofcom codes and that we expect all programmes broadcast to be free of any content which may cause offense at all times regardless of the watershed as we aim to be a 'family friendly' radio station. Once this has been agreed to our satisfaction, we allow transmission, however we check the first four episodes of every show in full and then check the track listing of each programme and any songs which concern us are checked before transmission. We also monitor all of the pre-recorded programmes on the radio station regularly and spot-check them for compliance.

For presenters who are 'voicetracking' their shows, we have clear rules which apply equally whether in the radio station studio, working remotely or on an outside broadcast which include never swearing in front of a microphone. They are reminded that equipment can fail or human error can occur and it is possible to be broadcast without your knowledge when this happens.

We also include in our training the importance of not misleading the audience during pre-recorded programmes by implying that they are live (e.g. by soliciting for interaction).

- 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 Managing Director will be ultimately responsible for ensuring compliance with Key Commitments. We will hold a monthly management meeting in which the management team will review on air compliance with our Key Commitments and confirm that we are maintaining compliance. Any concerns will be flagged up and acted upon promptly. We will published statistics on the Key Commitments page of our website to show how our performance relates to these commitments. For example, the number of hours of locally produced and original programming on our programme schedule, the number of local bands we have supported, and the details of charities and community groups supported on air. This page will also include feedback on any comments received from listeners relating to the output of the radio station.

- 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.

We will hold a monthly management meeting in which the management team will review the Key Commitments and confirm that we are maintaining compliance. Any concerns will be flagged up and acted upon promptly. We will also set ourselves targets for specific aspects of off air social gain, such as the number of training sessions held each month, the number of volunteers from our target community we are engaging with and the number of community events we have attended which will be published on the Key Commitments page of our website.

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 three compliance team members 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:

MR CHRISTOPHER GREGG

Date of application:

20/8/2023

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

Company secretary / company director / designated member (in the case of a Limited Liability Partnership)

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