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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):

KOHINOOR MEDIA LTD

Proposed service name:

KOHINOOR FM

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)

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

Manjit Johal, Kohinoor Media Ltd, Unit 2, 308 St. Saviour's Road, Leicester LE5 4HJ.

Tel: 0116 2734949, email: info@krfm.co.uk

**Publication date:** 1 June 2021

# Contents

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## 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](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):

Kohinoor Media Limited

- 2.2 Company registration number stated on Companies House:

06471760

- 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:

109 Coleman Road, Leicester. LE5 4LE

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

**Yes**

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

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

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

Full name	Manjit Kaur Johal
Job title	Director
Address	Unit 2 308 St. Saviour's Road Leicester LE5 4HJ
Telephone	0116 2734949
Mobile phone	07891840981
Email	info@krfm.co.uk

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

[www.krfm.co.uk](http://www.krfm.co.uk) (operational)

- 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 broadcasting service will be funded by existing income sources.

These are: donations, fundraising activities, workshops, project grants, advertising/sponsorships.

We will not need to apply for any additional funding relating to the C-DSP licence and anticipate that other sources of revenue can be made available if required (e.g. community festivals).

## 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 <sup>1</sup>	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Manjit Kaur Johal	Unit 2, 308 St.Saviour's Road, Leicester LE5 4HJ	England	None	Para-legal officer
Amarjit Singh	Unit 2, 308 St.Saviour's Road, Leicester LE5 4HJ	England	None	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.

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



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

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

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

Full name of the entity	Address
N/A	

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

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

Full name of entity	Address	Affiliates
N/A		

### Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

- 2.13 Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those bodies. An “officership” refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

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

Full name of individual	Name of body in which officership held	Affiliates of that body
N/A		

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

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

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

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

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

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

## Involvement of the applicant in specified activities

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

Activity/involvement	Yes 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

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

**Yes**

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

Licence number	Name of multiplex
CR000180BA/2	Kohinoor FM

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

**Yes**

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

Licence number	Name of service or multiplex
CR000180BA/2	Kohinoor FM

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

**Yes**

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex
2008-present	CR000180BA/2	Kohinoor FM

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

**Yes**

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

Licence number	Name of service or multiplex
CR000180BA/2	Kohinoor FM

- 2.21 Is the applicant (i.e. the body corporate that will hold the licence) controlled by an existing licensee or by any person who is connected (within the meaning of Schedule 2 to the Broadcasting Act 1990) with an existing licensee (i.e. as a “participant”)?

**No**

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

Licence number	Name of service or multiplex

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

**No**

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

Licence number	Name of service or multiplex

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

**No**

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

Licence number (or equivalent)	Name of service or multiplex	Details of the investigation

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

**No**

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

Licence number (or equivalent)	Name of service or multiplex	Nature of the breach	Sanction im- posed	Date sanction imposed

- 2.25 Has the applicant – or any person(s) controlling the applicant – ever been convicted of an unlicensed broadcasting offence?

**No**

If yes, please provide the following details:

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

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

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

N/A

### 3. The proposed service

#### About this section

This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a 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?

Kohinoor FM

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.

Leicester

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>

<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.



Unit 2, 308 St. Saviour's Road, Leicester LE5 4HJ

- 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.

Kohinoor FM. Licence number CR000180BA/2

- 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 target community is the Panjabi speaking people in Leicester. The Panjabi speakers originate from the Panjab area of North India and Pakistan but are now into the fifth generation who have settled over here in Leicester. The people are mainly of Hindu, Muslim and Sikh faiths but share a common language, Panjabi.

The broadcast provision will cater for all ages with a wide genre of music covering bhangra dance, poetry, ballads, folk, classical and traditional.

The broadcast service will provide access to those who are at work or in education as well as those who are socially isolated, excluded, unemployed, disaffected, housebound, frail elderly, parents of preschool children who cannot access information through the normal media channels mainly on account of having English as a second language or no grasp of the English language. The broadcast service will provide culturally appropriate entertainment with the objective of increasing intergenerational understanding and thereby strengthening community cohesion through local civic pride and participation to increase tolerance and understanding across the communities.

- 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.**

We have been operating as a not-for-profit organisation since 2008. Any profit will, as in previous years, be reinvested back in to the company to accommodate keeping the studio equipment fully operational through replacement or refurbishment for the benefit of the community broadcasting. The surplus funds will also be used to support running costs, upgrades, maintenance and workshops to bolster the achievement of our Social Gains. Accounting procedures have been in place since 2009 to meet all financial criteria for operating a community radio station.

## 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.**

Kohinoor FM broadcasts mainly to and for the Leicester Panjabi community with information and programmes for the varied social, cultural, religious, music, sports, youth, disabled and minority activities and interests of the community. Local business and community organisations are encouraged to sponsor or advertise on air. Kohinoor FM operates a 24 hour service, 7 days per week.

The services that Kohinoor FM provides are entirely unique. Programmes are presented by members of the local Panjabi community and focus on community information to provide participatory programming covering local issues, health, welfare, culture and social engagement. Debates and phone-ins on community and other topics of interest to listeners are encouraged.

Relationships have been developed with relevant statutory and voluntary organisations and projects that can provide a better quality of life for the benefit of the Panjabi community.

We highlight and showcase all the differing organisations and events specific to the Panjabi community. We have developed good working relationships with Leicester City Council, Leicester CCG, NHS Departments, Police, Local Gurdwaras/Temples and Community Centres, Grassroots football (girls and boys) cricket and hockey clubs, Women support groups where we work on projects and provide on air information to the community.

Workshops and project have been held with NHS departments for Better Health to reduce Obesity, Winter Vaccines, Silver Bus Diabetes testing, Mental Health Awareness along with many other health projects.

Projects with the Leicester City Council have included promotion of Fostering, Recycling, Energy Saving Grants for small businesses and How To Stay Safe At Diwali.

Other projects have been for awareness and promotion of supporting Domestic Violence victims, Drug & Alcohol Abuse with Turning Point, Business Fire Safety Events with Leicestershire Fire & Rescue Service, Improved Nutrition with Elephant Atta and Anti- Grooming with Sikh Helpline.

Kohinoor FM will continue to be actively involved in providing more socially and personally relevant projects in the future.

Kohinoor FM has organised events and been involved in the promotion of a wide range of community events ranging from live music concerts to poetry readings, Vaisakhi and Diwali festivals, drama productions, health workshops, community debate events, and sports festivals .

Kohinoor FM has provided and will continue to provide training opportunities for a wide range of participants which have included partially sighted, wheelchair users and those with learning disabilities, mental health issues and various other medical conditions.

All of these activities are leading to social cohesion, social gains, equality of access to information, and opportunity for the Panjabi target community.

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

Kohinoor FM facilitates and will continue to facilitate discussion and the expression of opinion by :

- Hosting live phone call-ins on discussion on matters of interest.
- Having invited community guests, specialists and invited speakers as panel members to ask and answers questions, provide information,
- Going out into the community to hold consultations, seminars in community centres, youth clubs, colleges, to build on the ongoing consultations and expression of interest. We have found this approach to be most useful in engaging with the target community.
- Ensuring speech content is at least 30% to allow inclusion of discussions.

- 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**.

Kohinoor FM offers radio broadcasting, training, air time and open days to encourage participation by Panjabi community organisations and individuals

Since our first broadcast in 2009 we have carried out regular training for interested people and provided them with air time or involvement in other aspects of the broadcasting. We have a dedicated training person along with a group of senior members who induct and train new people.

Training to members of the community is available through on-site and off-site links with other organisations on e.g. IT training, vocational, volunteers placements, production of radio programmes, all resulting in the raising of self esteem, confidence, and certificated approval, or participation certificates.

Access by community members and training is vital to ensure success of our social gain objectives. The parameters we use are:

- Provision of training or education – we will maintain an inclusive, open access operation and freely offer opportunities for informal training to people who desire and show a suitability to become a radio presenter. We have built up our presenter team from people who had no previous broadcasting experience – including young and elderly people, and disabled – and will continue to offer opportunities to new people.
- Young local children will be involved in competitions, including broadcasting on air. Visits to the studio by youth groups plus individuals and groups of children with special needs are encouraged and take place regularly. On each of the visits there are opportunities for visitors to go live on air.
- Members of our target community make suggestions as to the types of programmes and music they want to hear. These proposals are always formalised by the management group and appropriate programmes are then put on air.
- Provision of training in office administration including the use of the internet to research and find information is provided.
- Provision of training in studio operation and presenting. Newcomers are trained in the following disciplines/skills: audio desk and audio device use, microphone techniques, computer-based play-out systems, programme preparation and programme presentation. All trained people are given the opportunity of live presenting.
- Kohinoor FM takes on students 16-18 year olds from local schools for training and work placements arranged by Leicester College and Leicester Education Business Company. These placements are generally of 1-4 weeks duration and provide a good insight into different areas of community broadcasting.

- 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 Radio station supports and assists the target community in organising community events including carnivals, community processions, educational seminars and fairs, get-togethers, Diwali road show supported by Leicester City Council and talent shows to highlight cultural heritage and richness of the Panjabi speaking community of all faiths. These events allow Kohinoor FM to formally and informally engage with the community in different environments to constantly improve our understanding of the community changes and allow us to adapt our broadcasting accordingly.

Poetry and folk ballad evenings are a regular feature and attract a different genre of listeners. Dharmic music is also very popular and programmes are dedicated accordingly with live participation.

The radio disseminates information about community events and thereby encourages multi-agency and voluntary partnership working.

Kohinoor FM holds Quarterly discussion forums with the community to further allow expression of views and ideas and acts as a communication point for the community

Links will be further strengthened by involving members of the community in all aspects of radio broadcasting including input into programming, presenting news compilation, editing, presenting publicity newsletter, plus the presentation of cross generational programmes and programming.

- 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.**

Kohinoor FM has a very experienced management group with skills and expertise that cover a very extensive area of relevance to the broadcasting. Additionally there is core group of presenters who have been involved in radio broadcasting for over 20 years each. Overall the group has members who have professional qualifications and experience in project management at a corporate level, teaching, engineering, law, quality deliverance, diversity and equal opportunities, media studies, counselling, public speaking, financial management and operating community groups. Other providers have been partnered when required from Leicester College and Leicester University.

## 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.**

All of the current members of the management & volunteers are from the local community. As such, further people are encouraged to join the team to take part in whatever aspect of the station they feel comfortable with. There are always over 100 people involved as volunteers.

Lack of experience is not a barrier. People are encouraged to participate in the following ways:

- Provide inputs or be directly involved in Interviewing, Presenting, Office Tasks, Liaising With Voluntary Groups/Charities/Schools/Youth Clubs.
- People are encouraged to participate via on air promotions.
- Guests and visitors are always encouraged to provide comments about the radio and its activities. Listeners are able to and do contribute via surveys, e-mail, SMS text message and letter.
- Avenues are regularly open for people to serve on the management steering committee on a rotating basis. The management advertises extensively for public participation as the aim is to operate with a mainly volunteer staff.

The events and activities in the community are regularly broadcasted and community organisations are encouraged to provide input into the programming and where suitable be involved in broadcasting. There are several community groups who have regular programmes on the radio.

## Accountability

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

The station receives continued evaluation from the management team as well as local community associations. Continued assessment both written and by telephone is encouraged on a regular basis. The community is encouraged to provide feedback and this is then acted upon by the management to satisfy community requirements.

Kohinoor FM encourages contribution through e-mails, SMS text message comments and other social media applications.

Presenters are also asked to encourage listeners for comments and suggestions during their shows to be sent to us. These are then discussed and responded to by the management.

Kohinoor FM provides a consistently high quality of live events which encourages a wide cross section of its listenership to attend and participate. These include regular gigs with a range of music genres, poetry readings, drama performances as well as informative sessions attended by local businesses. Attendees are always encouraged to discuss their views at these events with regards to operation of the radio station.

More formal quarterly meetings are held with community groups to illicit feedback and discuss our objectives to ensure we keep providing the appropriate broadcasting for the community.

- 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.**

Kohinoor FM has developed a successful feedback / comments / complaints procedure. Any suggestions and criticisms are addressed by the management at its monthly meeting and resolved with urgency.

An open door policy is operated for any member of the public to visit and make comments/suggestions that are then passed onto the management.

Community members are encouraged to meet the staff or presenters in person at festivals, events and open days.



## 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>KOHINOOR FM</b> (the on-air name of the programme service as in question 3.1 of this application)>	<b>KOHINOOR FM</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>THE RADIO SERVICE IS AIMED AT THE PANJABI SPEAKING COMMUNITY OF ALL AGES IN THE CITY OF LEICESTER.</b>  <b>THE SERVICE WILL COVER ALL THE AREA OF THE RADIO MULTIPLEX SERVICE FOR THE LEICESTER AREA. ENTER A DESCRIPTION OF THE LOCALITY</b>	<b>Monday to Sunday . 24 hours/day throughout the year</b>	<b>LEICESTER</b>  <b>(as per the licence advert):</b> as in question 3.2 of this application, specify if small-scale or local multiplex the radio

	<p>NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column&gt; (<i>“the target community”</i>) by</p> <p><b>The focus is to provide social gains and promote inclusion through raising achievement and self-esteem of the Panjabi community by featuring a wide variety of music, local news, events, information and discussion broadcasts. Individuals and community organisations will be offered radio broadcasting, training and Open days to encourage participation.</b></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>		station plans to broadcast on>
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**C-DSP licence: Application form (Part A)**

	<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).

The named Director in part B is responsible for compliance and was trained in 2009 when Kohinoor FM first started broadcasting, and then further trained at several compliance workshops. The Station Manager has the daily responsibility for compliance and reports to the Director who has total overall responsibility. Both are totally familiar with The Ofcom Broadcasting Code, The BCAP Code and the Phone-paid Services Authority Code of Practice. Kohinoor FM is a member of the Community Media Association and uses their support network as required.

- 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 named Director has over 15 years experience in radio broadcasting and the Station Manager has 30 years experience in radio broadcasting. In this time both have had responsibilities of broadcasting compliance. They are fully conversant with compliance responsibilities and the Ofcom Broadcasting Code. The Station Manager delivers compliance training to all members and volunteers on a regular frequency and is supported in this role by other senior members who have worked in Radio and other media industries. Our training sessions are updated regularly to include all new information regarding compliance.

- 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.

There are five members from the Management team in the Compliance team. The team consists of:

- Director, overall compliance responsibility
- Station Manager, day to day compliance responsibility, training responsibility, ensures all programmes and creatives are in compliance with requirements
- Studio compliance officer, ensures all presenters/volunteers have been trained, maintains all records, monitors content
- Engineering compliance officer, ensures all broadcast engineering is in accordance with guidelines and recording is in adherence of Ofcom requirements
- Financial compliance officer, ensures all accounting strictly adheres to Ofcom Codes, works closely with the Accountant

The Ofcom Broadcasting Codes are always available and accessible for everyone involved. All presenters are volunteers and are given appropriate compliance training as part of their induction.

- 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 provides training to all presenters and volunteers before they start presenting live programmes. This training includes going through the regulatory rules of the Ofcom Broadcasting Code, BCAP Code and Phones services codes and Kohinoor FM guidelines. The training is mainly in house but sometimes an outside body is used. Meetings are held with all presenters on a monthly basis to provide updates and to address any issues regarding compliance and other matters. Kohinoor FM has developed, with modifications every year, a handbook for all presenters detailing the good and bad practices of presenting. These are provided to all presenters.

After completion of induction and training all presenters and volunteers are required to confirm, by signing the confirmation form, that they understand the regulations of broadcasting and advertising 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.

Training mentioned above is mandatory for all and staff and volunteers. Compliance with the Broadcasting and Advertising codes is given prominence above all other matters to ensure everyone involved at the radio station is fully aware of the regulations. Refresher training is provided annually for all and training is modified annually to keep abreast of changes.

- 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.

Presenters are only allowed on air after they have completed the formal induction and training which includes compliance training. Every presenter is therefore aware of the Broadcasting Codes and ensures they and any guests on air stay within the guidelines. The Director and the Station Manager monitor all presenters and have also put into place that all presenters listen to any other programmes they can to support each other to ensure that everyone is fully compliant. Guests are always briefed about the codes prior to going live on air either by the Station Manager or the presenter. Procedures are in place to ensure that a programme is stopped immediately if the Director, Station Manager or other presenter feels there are issues with any programme being non-compliant.

The broadcasting is recorded at all times and randomly used in workshops for compliance and training. An emergency contact is always displayed in the studio for support if required.

- 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.

Kohinoor FM very rarely uses pre-recorded material. If pre-corded material is to be used the presenter has to have this cleared by the Station Manager before it is broadcasted. The Station Manager will check any pre-recorded matter to ensure it is in compliance with all Broadcasting Codes.

- 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 management review all programming on a monthly basis. Programmes are planned and produced to ensure compliance with our Key Commitments. All presenters discuss their format and content programming on a regular basis and this is then monitored by the Station Manager who reports back to the management which then assess if the programming content is appropriate. This information is then published and discussed with community members at quarterly meetings and also provided at the events organised by 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.

Kohinoor FM's named Director will be responsible for ensuring our compliance with the station's off-air social gain activities. These will be reported at the monthly management meetings and the quarterly meetings with the community. These activities primarily involve community engagement to ensure we are delivering the right programming content, community empowerment to ensure participation and accountability, provision of training and maintenance of records and preparation of all reports. Appropriate compliance has been maintained since 2009 when Kohinoor FM first started broadcasting.

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

Primarily Panjabi with a limited amount of English and Hindi

- 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 compliance team members are fluent in speaking, reading and writing Panjabi, Hindi and 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:**

MANJIT KAUR JOHAL

**Date of application:**

22<sup>nd</sup> MARCH 2022

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**