
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):

Newport City Radio Community Interest Company

Proposed service name:

Newport City 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)

Newport and Chepstow

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

Ian Lamsdale: studio@newportcityradio.org

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1. Overview

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

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

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

The purpose of this form

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

Provision of information

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

Publication of information about applications and licensed services

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

Data protection

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

Keeping up to date with broadcasting matters

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

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

Philip Stuart Davies

- 2.2 Company registration number stated on Companies House:

07487426

- 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:

The Corn Exchange, High Street, Newport, Wales, NP20 1AA

- 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	Philip Stuart Davies
Job title	Programing Manager
Address	2, Grove Place, Pontnewydd, Cwmbran, Torfaen. NP44 1RD
Telephone	01633 711 030
Mobile phone	07970 131 292
Email	philip.davies@newportcityradio.org

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

www.newportcityradio.org

- 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.

Newport City Radio CIC, established in 2011 has traditionally been funded by grants from a wide variety of funding bodies and a small proportion of advertising revenue and donations. Traditionally our main source of income is through attending community events

and festivals where we levy a fee for the provision of management, promotion and hosting services.

This will continue; however, we would hope to see significant growth in advertising and sponsorship revenue from being on a digital multiplex.

No funding will come from a political organisations or a political body.

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
Philip Stuart Davies	2, Grove Place, Pontnewydd, NP441RX	UK	None	Repair Café Wales cic
Ian David Lamsdale	122, Conway Road, Newport, NP19 8NT	UK	None	Ideal Media
Kym Frederick	8, Islwyn Terrace, Tredegar. NP22 3QD	UK	None	None

- 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				

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

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; ²	No	
An individual who is an officer of a body falling within (b) or (c);	No	

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

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?

Yes (delete as appropriate).

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

Licence number	Name of service or multiplex
Unknown	16 Day RSL July 2008
Unknown	28 Day RSL Nov 2010
Unknown	28 Day RSL Nov 2011

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

No (delete as appropriate).

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

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

- 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”)?

No (delete as appropriate).

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 (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 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 (delete as appropriate).

If yes, please provide the following details:

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

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

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

n/a

3. The proposed service

About this section

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

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

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

Your proposed service and target community

3.1 What is the proposed service name?

Newport City 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.

Newport and Chepstow

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.

Kingsway Shopping Centre, 42 Emlyn Walk, Newport NP20 1HY

- 3.4 If the proposed service is a simulcast or corresponding service of an existing licensed radio service, please list that below and provide the licence number.

N/A

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

Newport City Radio will be broadcasting on the Gwent Digital Broadcasting SSDAB Multiplex, subject to license award.

Newport City Radio will be broadcasting on the Newport and Chepstow SSDAB subject to license award.

Newport City Radio will serve 25–45-year-old age group in the service area. The service will be music and speech led

Our underlying mission is to...

- give local people the tools to share local content for and about Newport via our website, radio, social media, and podcasts and events.
- provide good quality equipment, and professional mentoring for like-minded people to come together to work on their interests
- give other community projects a means to promote their activities
- provide training with a strong emphasis on transferable skills including ICT, planning, team working and confidence
- Give our volunteers safe spaces to grow, flourish and excel and the opportunity to engage with the wider community whilst reducing social isolation.

Since 2008 we have made an impact on our community with the work we do. We have many case studies of volunteers who have gone on the record to praise our work and community organisations who also agree. We provide our volunteers with safe spaces to be

creative and contribute to society whilst also building confidence and skills and building long lasting friendships. We will attract a wide diversity of participants (this has always happened naturally, but we will not be complacent) offering the equality of opportunity for all and adapting the means to volunteer where needs be. This is Newport City Radio.

Outside of the organisation we work with and support other bodies, groups and individuals who are striving to make Newport a better place. These include Dragons Rugby, Gwent Police, GAVO, One Newport partnership board, Newport Now BID, Maindee Festival, Newport Pride, Rainbow Newport. Newport County AFC, Newport LIVE, Newport City Council, Zimbabwe Newport, Newport City Homes, Pobl and notably our local music community through our 'Love Live Music' initiative amongst others.

- 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.**

Newport City Radio Community Interest Company is a company limited by guarantee, a not for profit organisation.

When extra revenue is made this is distributed back into the company to improve training and social gain to the community and securing the future provision of the service.

Revenue created from events provision, grants, advertising and sponsorship will cover the overall running costs, equipment, licenses and training.

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.**

Newport City Radio will deliver locally sourced entertainment and community information and community involvement in Newport.

The main output will come from volunteers who receive training on how to produce and present regular radio programmes.

Giving the target age group a platform to improve their confidence and social skills with public speaking whilst following broadcast guidelines (something we have kept too despite being internet only in recent years)

Re-engaging with the dis-engaged by offering learning experiences and showing that there are a wide range of great opportunities other than mainstream conventional routes

Maintaining our engagement with our community outside of our base by attending community events and raising awareness of the opportunities we offer and the services we

provide.

We pledge to maintain positive relationships with the bodies listed previous to ensure Newport City Radio remains relevant and delivers for our City.

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

Newport City Radio is and will be the go-to place for all things positive in within our City and the immediate surrounding areas. With a firm eye on the 25-40 yr old group, we will as all good community radio stations do be open and available to the wider age ranges.

We accept contributions from all our community, volunteers, charitable groups, businesses. We engage with listeners on social media platforms, email and community engagement sessions at events we attend across the city, across the year. We also invite our audience to be part of it by inviting them into the studio and on air via zoom/video/audio calls.

- 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 have many varied points of access to Newport City Radio, direct electronic communication and conversations held at the events we attend and referrals from various sources.

We welcome all volunteers and support them from initial induction to exit interview with successive development plans in place for all built around their needs and our growth.

We provide radio training, but this is built around the development of their group work and communication skills. This is then further supported by 1-1 meetings. In the last 4 years we have upgraded our studio and OB facilities to ensure we offer a realistic experience for those looking to break into the media industry.

We are also proud of our ability to promote intergenerational working; this has been proven already with training and current shows. We also welcome everyone regardless of age, culture, and sexual orientation. Proven this by working closely with Pride in the Port, Newport's first LGBTQIA+ pride event

We also guide interviewees, and musicians visiting us to ensure they get the best possible experience.

- 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**.

We support individuals grow confidence, social skills and life skills, industry skills to ensure they are well equipped when moving into the next chapter of their journey.

They will have input on programming for radio, podcasts, event management, social media, and website development. They also help us shape the direction of the business through online groups and regular individual and group meetings. We bring the fun and the positivity. We already have hourly weather reports and What's on information during daytime. We will support health content, education, social wellbeing, including mental wellbeing and any other subjects of concern to our listeners

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

Newport City Radio directors Philip Davies, Ian Lamsdale and Kym Frederick have been working in the radio industry combined for over 75 years.

They have been at the forefront of leading the business for 10 years and 14 years respectively. Philip has a fantastic understanding of modern radio, the community business sector and retail knowledge. Ian has a BA (Hons) in Broadcasting Studies awarded by Plymouth (studying in Falmouth). Ian has corporate experience, worked in radio sales, and managed his own sole trader business for 30 years. Both act in leadership roles outside of Newport City Radio and are deeply connected within the wider Newport Community. They have run Newport City Radio as a broadcast station since 2008, despite being internet only. Kym joined our board in 2022. As one of our volunteers previously, Kym has vast experience of radio, coupled with the leisure industry. Kym leads on our team building and live music initiatives.

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.**

To ensure that members of our target communities have ample opportunities to participate in the operation and management of Newport City Radio, we propose the following inclusive strategies:

We actively recruit volunteers from diverse backgrounds to reflect Newport's rich cultural tapestry. Recruitment drives are held at community events, through local colleges, and through social media campaigns. Volunteers undergo comprehensive training covering broadcasting, content creation, and technical skills to ensure they can contribute meaningfully to the station's operations and management.

We will involve community members in content creation by hosting regular workshops and brainstorming sessions. These sessions encourage residents to pitch ideas, produce segments, and even host their own shows. By providing resources and support, we empower community members to take ownership of the content.

We will host monthly Open Studio Days, inviting community members to tour our facilities, meet the team, and learn about opportunities to get involved. These events demystify the broadcasting process and encourage more residents to participate.

We will implement regular feedback mechanisms, including surveys, focus groups, and listener panels, to gather input from our audience. This feedback informs our programming decisions, ensuring we meet the community's needs and preferences.

We will maintain transparent governance practices, with regular updates and reports shared with the community. By keeping our operations open and accountable, we build trust and encourage more active participation.

We will strengthen partnerships with local organisations. These partnerships help us reach underserved populations and provide additional avenues for community involvement.

By implementing these strategies, Newport City Radio ensures that our target communities are active participants in our service's operation and management. This inclusive approach helps us stay true to our mission of amplifying local voices and fostering a vibrant, connected community.

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 ensure that Newport City continues to reach out to its target audience via online radio (already with 2000 listeners each week) on Facebook (8300+ followers), Twitter (5350+ followers) and Instagram (1500+ followers) as well as a growing army of followers on our podcast page and website. We will continue to improve in all these areas.

Ian has recently attended 10 sessions of digital marketing training that is being implemented into the business and share with our volunteers. Our aim is to launch a quarterly newsletter and look to add Tik Tok into our social media armoury. We have developed interactive flyers with QR code and linktree and aim to engage closer with our community with listener panels. We have also recently upgraded our website.

We fully expect a large audience on DAB as we have been building up to broadcast with brand awareness for nearly 16years

- 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.**

As a well-established community interest company, we are always clear that we are here to operate on behalf of the wider Newport public. They can contact us via website and social media channels and in person at events. We also invite our community to get involved across interviews, What's on guide or at events. This will be further supported by regular meetings and discussions accessible both online and in person. Several of volunteers feel excluded in this digital age, so we are very aware of limitations in this internet

We will maintain an open door policy to allow members of the target community to talk through and voice their concerns and grievances.

Any valid criticisms will be taken on board and acted upon immediately through discussion and steering groups.

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
Newport City Radio (the on-air name of the programme service as in question 3.1 of this application)	<p>Newport City Radio is a community radio service intended to serve 25-40 year olds in Newport, South Wales and the immediate surrounding areas</p> <p>This service is all about promoting the good in Newport. We broadcast music, with a focus on Dance, Reggae, Urban and Rock hits from the last 30 years as well as playing tracks from local musicians.</p> <p>Our speech content will include mainly locally hosted radio show alongside, sports coverage, local weather and travel, what's on information and local news.</p>		Newport and Chepstow

C-DSP licence: Application form (Part A)

	<p>The service will provide original output for a minimum of 14 hours per week.</p> <p>The service provides locally produced output for a minimum of 2 hours per day.</p> <p>The studio is located in the licensed coverage area.</p> <p>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:</p> <ul style="list-style-type: none">• the facilitation of discussion and the expression of opinion,• the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and• the better understanding of the community and the strengthening of links within it. <p>Members of the target community shall contribute to the operation and management of the service.</p> <p>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</p>		
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4. Compliance of the service

About this section

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

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

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

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

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

Newport City Radio compliance will fall under the jurisdiction of our Programme Director, Philip Davies utilising 30 years of broadcasting knowledge and experience

- 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.

Philip and Ian have been operating Newport City Radio as a broadcast station on the internet since 2008 and are fully aware of the broadcasting rules and the responsibilities of maintaining a radio service.

- 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.

Newport City Radio has no paid staff at this point and a team of 35 dedicated volunteers

Our Programme Director will oversee all elements of programming, and systems of delivery through processes and systems and has additional responsibilities of managing the relationship with our landlord.

Our Managing Director will oversee the day to day running of the business. This includes staffing (rotas, training, and 1-1 development), planning and finances and business compliance, alongside online, social media, website.

Our Live Music and Events Director will oversee the provision of event services and connections to the local music community and team building initiatives.

- 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.

Newport City Radio provides all volunteers with radio skills training regardless as to whether they are on or off-air personnel. Training is conducted on a regular basis. All on air volunteers have additional training on broadcast, compliance, and libel rules. We audit skills and provide support through personal development plans.

- 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. All team members, presenters and volunteers will receive training.

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

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

All content will be review in a show plan before going live on air. We have an approval process for all content. We also use the myriad system to aid compliant production of radio shows.

- 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.

All music and content will be fully vetted by trained volunteers before broadcast and review prior to broadcast by our Programme Director.
All music is provided by record labels/reputable sources and not taken from third parties (streaming services).
This will also include any content supplied by guests.
For local recorded music, this will be led by our Live Music Director

- 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.

A regular review of output will always be monitored and is the responsibility of our programme director. We have acted as a broadcast station throughout our existence.

- 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.

All volunteers and presenters will be advised of our key commitments that we agree to deliver and will be asked to comply with them regularly. The programme director will monitor all output ensuring that we comply to all key commitments.

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

English and Welsh.

- 4.10 For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules.
Please do not give names of individual members of staff.

English 3

Welsh 1

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:

Philip Stuart Davies

Date of application:

16th May 2024

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