

---

# 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):

BFBS Edinburgh

Proposed service name:

BFBS Edinburgh

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)

Edinburgh DAB

Public contact details : Simon Monk, [BFBSRadio@bfbs.com](mailto:BFBSRadio@bfbs.com), BFBS Chalfont Grove, Narcot Lane, Chalfont St Peter, Bucks, SL9 8TN

Publication date: 1 June 2021

# Contents

---

## Section

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

# 1. Overview

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

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

If you encounter any issues using these forms, please contact [broadcast.licensing@ofcom.org.uk](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 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):

BFBS Edinburgh Ltd

2.2 Company registration number stated on Companies House:

08445107

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:

BFBS, Chalfont Grove, Narcot Lane, Gerrards Cross, Bucks SL9 8TN

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

**No** (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    | Howard Alexander Lambert                                   |
| Job title    | Company Secretary                                          |
| Address      | Chalfont Grove, Narcot Lane, Gerrards Cross Bucks, SL9 8TN |
| Telephone    | 02037504142                                                |
| Mobile phone |                                                            |
| Email        | Howard.lambert@bfbs.com                                    |

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

Bfbs.com

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

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

The service is funded under contract with the MOD. Any shortfall would be covered by the BFBS Charity.

## 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 |
|-------------------------|-------------------------------------------------------------------|----------------------|----------------------------------------------------------------|------------------|
| Martine McNee           | Dreghorn Barracks, Redford Road Edinburgh, EH13 9QW               | UK                   | None                                                           | Civil Servant    |
| Ross Paterson           | BFBS, Chalfont Grove, Narcot Lane, Gerrards Cross, Bucks, SL9 8TN | UK                   | None                                                           | Military Officer |
|                         |                                                                   |                      |                                                                |                  |

- 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                                                  |                  |                       |                      |                    |
|                                                      |                  |                       |                      |                    |

<sup>1</sup> 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                                                                                      | N/a       |                                                                                                                                  |
| A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body | N/a       |                                                                                                                                  |
| A body whose objects are wholly or mainly of a religious nature; <sup>2</sup>                          | N/a       |                                                                                                                                  |
| An individual who is an officer of a body falling within (b) or (c);                                   | N/a       |                                                                                                                                  |

<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); | N/a |  |
| An advertising agency or an associate of an advertising agency                                                                                                             | N/a |  |

## Details of applications, licences and sanctions

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

**Yes** (delete as appropriate).

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

| Licence number | Name of multiplex                |
|----------------|----------------------------------|
| CR000079       | BFBS Edinburgh                   |
| LRSL104481     | Inverness                        |
| LRSL1014483    | Inverness (Fort George) Ardesier |

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     |
|----------------|----------------------------------|
| CR000079       | BFBS Edinburgh                   |
| LRSL104481     | Inverness                        |
| LRSL1014483    | Inverness (Fort George) Ardesier |

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     |
|------------------------------------------------|---------------------------|----------------------------------|
| 14/8/2006                                      | CR000079                  | BFBS Edinburgh                   |
| 26/1/2012                                      | LRSL104481                | Inverness                        |
| 26/1/2012                                      | LRSL1014483               | Inverness (Fort George) Ardesier |

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

**No**

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

| Licence number | Name of service or multiplex |
|----------------|------------------------------|
|                |                              |
|                |                              |
|                |                              |

- 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<br>(or equivalent) | Name of service or<br>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<br>(or equivalent) | Name of service<br>or multiplex | Nature of the<br>breach | Sanction im-<br>posed | Date sanction<br>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<br>(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".

## 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?

BFBS Edinburgh

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.

Edinburgh DAB

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.

Building 19, Dreghorn Barracks, Redford Road, Edinburgh, EH13 9QW

- 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.

CR000079 – BFBS Edinburgh

- 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.**

Military personnel, their dependants and civilians employed by the MOD who are living and / or working at the military establishment(s) in Edinburgh.

- 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.**

The service is funded under a fixed contract with the MOD.

## 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.**

The studio is located within the licenced coverage area and is open to members of the target community.

The service broadcasts information, news and entertainment relevant and specific to the target community.

Volunteers are actively encouraged to be involved in the Radio station's output and activities on and off air.

Procedures are in place to provide education and training of volunteers and community members who wish to participate in the radio station, as well as opportunities for listeners to contribute to the operation and management of the service.

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

Members of the target community will be invited to take part in interviews and discussion about service life, equipment and military activities taking place within the MOD at Unit level as well as operationally and across the wider tri-service areas of Defence.

Listeners will be able to engage with Radio presenters online and via social media channels as well as by email/telephone.

- 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.

The Radio Station is located within the military Edinburgh defence estate and is accessible to the target audience during normal office hours. Training for volunteers is overseen by BFBS Head of UK Radio and delivered by a combination of on the job training, shadowing and online sessions. On Air volunteers are encouraged and trained to an adequate standard to present and produce their own voice-tracked shows.

- 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.

BFBS presenters live and work alongside the armed forces and spend time on base, engaging with the Unit executives, members of the community of all ranks, including families and dependents, as well as taking part in community activities and covering military events.

- 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.**

BFBS Edinburgh Limited is already delivering a successful radio service on FM, online and via the BFBS app. This application is to allow the target community to access the service via SSDAB. The Radio Presenters are well established within the military community of Edinburgh and have an excellent rapport with and access to the target audience.

## 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.**

The BFBS studio is open to members of the military community for anyone wishing to drop in. The station email address and telephone numbers are communicated on air and are published around the Military Units in Edinburgh.

The Licencees are active members of the military establishment and they promote and endorse BFBS services and interaction at every opportunity; this includes encouraging volunteering and taking part in interviews on air.

## Accountability

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

We invite members of the target community to complete our satisfaction survey and we welcome feedback in person, by email. Contact information is published on our website, on air and posted around the Unit(s) in Edinburgh.

BFBS Radio is ISO90001 accredited and has a process of continuous review of our procedures, feedback and any complaints to ensure we are delivering high quality, relevant and engaging programmes and content for our listeners.

- 3.14 How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words.**

Feedback is reviewed by BFBS radio management and due consideration given to programme/content suggestions. We have acted upon such feedback and included station personnel and subject matter experts in interviews around relevant subjects.

Complaints and criticism of the service is not common but when we do receive such comments, BFBS Management will acknowledge, investigate and responds promptly to the individual(s). Corrective action would be taken if and when it is deemed necessary to do so.

## 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 |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|
| BFBS Edinburgh   | <p><b>BFBS Edinburgh</b> is a radio service intended to serve Service Personnel, MOD civilian employees and their families who make up the military community at Edinburgh Garrison.</p> <p>Description of character of service</p> <p>BFBS Edinburgh is for the Service personnel, MOD civilian employees, and their families who make up the military community at Edinburgh Garrison. It provides an entertaining and informative welfare and communications package to the target community to make listeners aware of current Armed Forces, MOD and local community</p> | See attached          | Edinburgh |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>information. It raises awareness of support, facilities and opportunities available to the intended audience.</p> <p>The service broadcasts:</p> <ul style="list-style-type: none"> <li>• Music. The main types of music broadcast over the course of the week are: contemporary hits, Adult Contemporary music and Forces favourites from the last four decades.</li> <li>• Speech: The main types of speech output broadcast over the course of each week are: news bulletins and an extended bulletin each weekday; features and interviews; information about MOD and Command initiatives, military support, welfare agencies and support services; output to keep military personnel in touch with their families during periods of deployment, exercises or operations; and speech-led programmes covering forces sports events and results, and a weekly defence analysis programme.</li> <li>• The service provides locally-produced output for a minimum of 17.5 hours per week (except for periods of unit leave, during an obituary or a catastrophic event). At all other times programming from BFBS HQ and other BFBS stations around the world is broadcast.</li> </ul> <p>The studio is located within the licensed coverage area.</p> <p>The service provides a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air, and in doing so, achieves the following objectives: ☐</p> <ul style="list-style-type: none"> <li>• the facilitation of discussion and the expression of opinion, ☐</li> <li>• 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</li> </ul> |  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

**C-DSP licence: Application form (Part A)**

|  |                                                                                                                                                                                                                                                                                                                                             |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <ul style="list-style-type: none"><li>• the better understanding of the particular community and the strengthening of links within it.</li></ul> <p>Members of the target community contribute to the operation and management of the service. The service has mechanisms in place to ensure it is accountable to its target community.</p> |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

## 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).

Simon Monk has worked in radio for more than 30 years, for BBC, commercial and now BFBS services, in management positions where he has been responsible for licences, legal training and compliance. For 25 years he has been responsible for ensuring presenter/producer compliance training and regularly uses external suppliers to support the training requirements

- 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.

For 25 years he has been responsible for presenter/producer compliance training and regularly uses external suppliers to support the learning outcomes.

- 4.3 For each role within your compliance team please provide job title and a brief description of the functions of the role specific to ensuring compliance of the proposed service. Please do not give names of individual members of staff – this question relates to job roles rather than currently employed individuals.

The Deputy Director Radio & Live Events is solely responsible for ensuring that compliance is maintained. As the Director of all UK BFBS Stations he regularly listens in on shows and his direct reports – Station Managers – hold weekly meetings to ensure all stations are compliant.

- 4.4 How does the applicant intend to formally train staff in compliance procedures? Please include details of the compliance training that will be given to those responsible for live programming, including compliance staff, presenters and producers.

BFBS staff have usually studied radio broadcasting at university and/or have radio presenter/production experience with another broadcaster. On joining BFBS, all presentation staff receive thorough induction training before they are allocated their own radio show. Volunteers are given on the job training and are expected to demonstrate an adequate standard before presenting on air. The training is delivered by Radio managers with many years of radio broadcasting experience, in BFBS Studios, and includes familiarisation with BFBS studio equipment as well as procedures for recording/ voice tracking shows, conducting interviews, presenting live shows and familiarisation with the Ofcom Broadcast Codes.

Third party training providers are also engaged for regular update training for staff.

Regular reviews take place between managers and presenters to ensure the programmes are of sufficient quality and follow BFBS's own editorial standards.

- 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

- 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.

BFBS Radio presenters are already broadcasting live shows and news from our studios in Edinburgh. The content is compliant with Ofcom's codes and rules and, as above, all staff are experienced presenters.

- 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.

As above, BFBS's team have been producing and broadcasting pre-recorded content under Ofcom's codes for many years, always under the experienced eye of the management team. We conduct regular internal reviews and feedback sessions, have our own editorial standards, and procedures in place to ensure any acquired third-party content, meets the required standard and is appropriately licenced.

- 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.

All presenters work to the key Commitments and the BFBS Station Managers are responsible for all station to be compliant with these. Regular updates are held with the Deputy Director of Radio. They work closely with the presenters to ensure the standards set are maintained.

- 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.

Whether Live Radio, communication via social media or at the attendance of any events, the presenters adhere to the strict guidelines of BFBS as well as those set by Ofcom. The presenters work with their managers to ensure the continual adherence.

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

English

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

2 and in English.

## 5. Declaration

### About this section

This form must be submitted by the applicant named in response to question 2.2. An agent may not sign **the form**.

The person authorised to make the declaration on behalf of the applicant must print their name and must be one of the following :

- A director of the company or the company secretary where the applicant is a company.
- A designated member where the applicant is a Limited Liability Partnership.

The declaration must also be dated.

- 5.1 I hereby apply to Ofcom for the grant of a licence for the community digital sound programme service described above and declare that the information given in this application form is, to the best of my knowledge and belief, correct.
- 5.2 I further declare and warrant:
- a) that I am not a disqualified person within the meaning of that expression as defined in Part II of Schedule 2 to the Broadcasting Act 1990, as amended, or as a result of a disqualification order under Section 145 of the Broadcasting Act 1996;
  - b) that having made all reasonable enquiries neither the applicant nor any person controlling the applicant, as a result of the grant to me of the licence, breach any requirement of Schedule 14 to the Communications Act 2003 with regard to the accumulation of interests in broadcasting services or to the restrictions on cross-media interests; and
  - c) that the applicant is not disqualified by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 in relation to political objects and the provisions of section 144 (3) of the Broadcasting Act 1996 in relation to the provision of false information or through the withholding of information with the intention of misleading Ofcom; and
  - d) that no director or person concerned directly or indirectly in the management of the applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.
- 5.3 I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influ-

ence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

**Full name (BLOCK CAPITALS) of the applicant or person authorised to make the application of behalf of the applicant:**

HOWARD ALEXANDER LAMBERT

**Date of application:**

30<sup>th</sup> August 2022

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

Company secretary

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