

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):

Premier Radio CIC

Proposed service name:

Wrexham Premier 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)

Wrexham

Wrexham DAB Limited

Ryan Davies

Ryan.davies@likemedia.group

07508837642

Contents

Section

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

1. Overview

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

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

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

The purpose of this form

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

Provision of information

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

Publication of information about applications and licensed services

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

Data protection

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

Keeping up to date with broadcasting matters

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

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

Premier Radio CIC

- 1.17 Company registration number stated on Companies House:

12921497

- 1.18 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:

Unit C1, Eagles Meadow, Wrexham. Wales, LL13 8DG

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

Yes/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.

- 1.20 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	Paul Griffiths
Job title	Director/Manager
Address	Unit C1, Eagles Meadow. Wrexham. LL13 8DG
Telephone	
Mobile phone	07980080566
Email	Paul@Premier-radio.co.uk

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

Premier-radio.co.uk

- 1.22 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.

Public Donations

Funding from Donations Moon dance £9000 Donation.

National Lottery £9998 Grant.

Revenue created from Advertising and Sponsorship will also be added to our Funds.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

- 1.23 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
Paul Anthony Griffiths	Unit C1, Eagles Meadow, Wrexham. Wales, LL13 8DG	Wales		Full time Manager and Business owner

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

Mark Jones	Unit C1, Eagles Meadow, Wrexham. Wales, LL13 8DG	Wales		Full time employed and Business owner
Simon Robinson	Unit C1, Eagles Meadow, Wrexham. Wales, LL13 8DG	Wales		Full Time employed

- 1.24 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
Paul Griffiths	0	0	0	33.3%
Mark Jones	0	0	0	33.3%
Simon Robinson	0	0	0	33.3%
Comments				
Wrexham Premier Radio CIC is a company limited by guarantee and has no other participants engaged in the operation or governance of the CIC.				

- 1.25 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	

- 1.26 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

- 1.27 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		

- 1.28 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 of- ficership held	Affiliates of that body
N/A		

- 1.29 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 corpo- rate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled

- 1.30 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% partici- pant	Number of shares	Total invest- ment (£s)	Total invest- ment (%)	% of voting rights
N/A				
Comments				

Involvement of the applicant in specified activities

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

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority	No	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	No	
A body whose objects are wholly or mainly of a religious nature; ²	No	
An individual who is an officer of a body falling within (b) or (c);	No	
A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	No	
An advertising agency or an associate of an advertising agency	No	

Details of applications, licences and sanctions

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

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.

No.

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

Licence number	Name of multiplex

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

No.

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

Licence number	Name of service or multiplex

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

No.

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

- 1.35 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

- 1.36 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

- 1.37 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

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

No.

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

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

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

No.

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

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

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

No.

If yes, please provide the following details:

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

- 1.41 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 subse-

quently 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

2. 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

2.1 What is the proposed service name?

Wrexham Premier Radio

2.2 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.

Wrexham DAB Limited

2.3 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.

Unit C1

Eagles Meadow

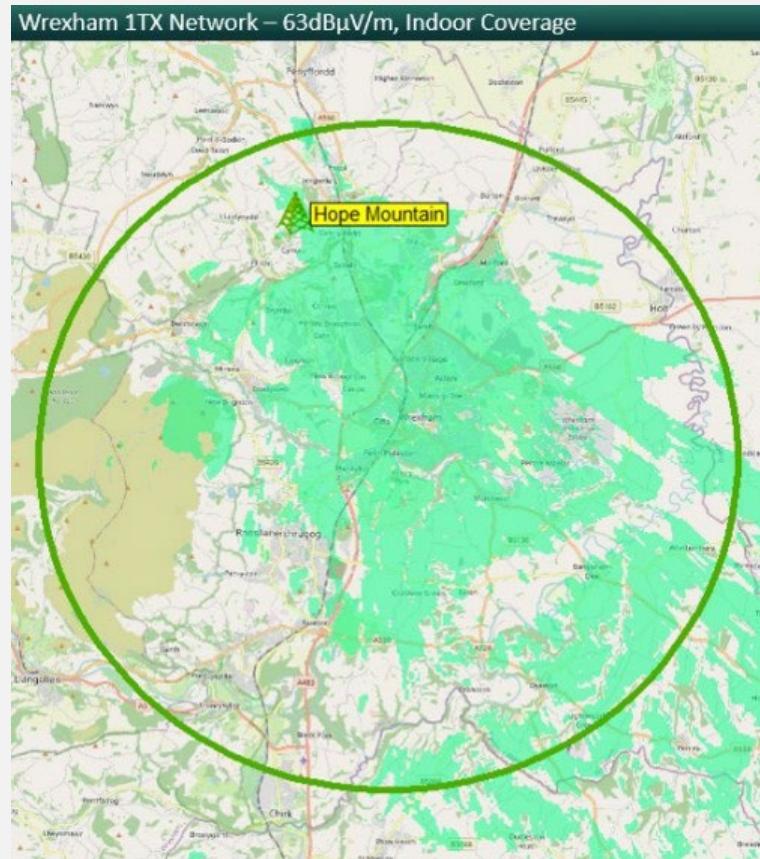
Wrexham

LL13 8DG

- 2.4 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.

- 2.5 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.**

All Communities of Wrexham to be targeted within the Broadcasting area.



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

We have been an Internet Radio Station for over 3 years, registered with HMRC as a Not for Profit Organisation and Accountant employed to Account for us. All profit will be used to update equipment, Promote the station and Technically Train Presenters. Members of the Public are free to come in and "Have a go at Radio" as we say. We are also supporting 3 Presenters currently that have completed or studying a media degree but never had the use of a Broadcast Studio to progress. We also support Disabled members of the Public as we have fully Disabled Accessible Studios. We will also be furthering our applications for Community and National Grants.

Social gain

- 2.7 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.**

We have always engaged with the Public fully and always encourage them to tour the Studio Complex and get involved as most do not or have not had the chance previously to engage with a Radio Station. Mark Jones (Director) has been a Presenter & Producer on Commercial and BBC radio Stations over the previous 35 Years and brings knowledge and skills as well as Paul Griffiths who has also worked in Commercial Radio from a young age.

We have supported many Charitable and not for profit groups in Wrexham and offer Free advertising for them and their events they hold, these include Groups such as:

Yellow and Blue Hub

Wrexham Youth Services

Dynamic now

Rockin Horse Media

Plus many more in the future.

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

We currently have regular interviews with local people and Artists from all Nationalities and Cultures. We are currently surveying the local Community on many of their ideas on how we can discuss and plan discussions in the future.

- 2.9 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 an open door policy and hold tours weekly, we encourage anyone who wants to be involved to join up as a Volunteer and advertise this openly on air and on our web-site, this will then enable them to receive free training and skills provided by ourselves as well as experienced Volunteers currently part of the membership.

We will assign a member to pair up with a new member to gain confidence and the Technical experience that they will require to present on air. We hold regular meeting Monthly for volunteers to have their say also and always keen to listen to their views and ideas.

Directors & Managers also meet regularly to ensure these needs are met and everything is being covered.

- 2.10 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 are targeting to be out in the Community at events and weekends in public to allow our Target Community to build up a relationship with their Community Radio Station which is at the end of the day their Station.

- 2.11 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.**

We have free First Aid Training for all Volunteers provided by one of our Volunteers who run a Training Business. We have a number of members who have been involved Professionally in Broadcasting for a number of years who will pass their Training and Skills on to Volunteers. We have an Administrator who looks after Membership and Clerical matters who will Train anyone keen to be involved in Clerical duties, also we have a Director who is Trained in Safe Guarding and Social care etc.

We have also a production suite available for Podcasting & Recording which is also nearly completed which has full Disabled access.

We will be inviting Schools and Groups from the Community to tour the studios regularly and strengthen the links for the future with these Schools & Groups.

Participation

- 2.12 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.**

We regularly open our doors for people to come in and look around to see what we are about, we will encourage Schools and Colleges to become involved with us and create a media training programme that may lead to a certification endorsed by the Education Authorities.

Accountability

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

The Community that is targeted will be able to contact us via:

Calling in at the Studio's

Email

Telephone

Social Media

Message us on our App

Leaflets and Flyers

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

Wrexham Premier Radio believed that a dialog with listeners and supporters enhances our work, and that feedback from our community is an important tool in understanding how our service is being received, and whether our objectives are being met. Queries are acted on by delegated members of our management team and Directors, who are trained to provide a timely and appropriate response, in line with our published complaints process. Most matters that are raised in this way are straightforward and usually require only an acknowledgement or explanation. Where the matter raised is considered important or where further action is appropriate, it will be formally considered by the management team. In addition to resolving the query, we will use the experience of providing feedback to learn how to engage more fully with members of our community, and thereby generate further interest and goodwill. Serious matters of a safeguarding nature will be dealt with in line with Wrexham Premier Radio's safeguarding policy. Correspondents with Issues related to programming that can't be resolved internally will be advised to relate their concerns to Ofcom.

Draft Key Commitments

Below is an example of the licence annex where the Key Commitments appear. Should a licence be awarded, the entries you provide below will form the Key Commitments section of your licence. Holders of a community radio analogue licence that is to be simulcast, or a corresponding service, are expected to provide key commitments that are in line with their existing service(s). As such, applicants may refer to the existing key commitments of the relevant simulcast or corresponding service(s) to ensure that the draft below is in line with those of the existing service(s).

Please provide entries where specified in **BOLD** below. The information you enter here should reflect your answers to Sections 3 and 4 of the Part A of your completed Application Form. This will form the basis of your Key Commitments alongside the mandatory text in italics. Do not amend the text in italics as every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.

ANNEX TO LICENCE

LICENSED SERVICE NO tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
Wrexham Premier Radio (the on-air name of the programme service as in question 3.1 of this application)>	Wrexham Premier Radio <i>is a radio service intended to serve</i> NOTE: The next 3 headings below are the components of the 'character of service'. Music: The main types of music broadcast over the course of each week are: easy listening, with specialist music genres, and music from local musicians and local DJs.		<Wrexham DAB LIMITED

	Speech: The main types of speech output broadcast over the course of each week are: news, features on topics of local interest, information about the arts, current affairs and interviews. <i>Inclusion: Involve the Community in all that we do “ Helping to put the Unity back into our Community”</i> Wrexham and surrounding areas NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column> (<i>“the target community”</i>) by <i>We are committed to helping other Social enterprises, business startups and Charities and organisations to reach a local audience and raise awareness and to promote their products, services or events. Any not for profit organisations or services, Charities or something for the benefit of our community WILL NEVER pay for advertising on the station and we would hope to build lasting relationships with these services so that we can continually help their cause and raise awareness of anything they do in the future. We as a station are committed and dedicated to helping the villages, and the town and the people within our community and this will ALWAYS be the case.</i> <i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</i> <i>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</i> • <i>the facilitation of discussion and the expression of opinion,</i>		
--	---	--	--

C-DSP licence: Application form (Part A)

	• <i>the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</i> • <i>the better understanding of the particular community and the strengthening of links within it.</i> <i>Members of the target community shall contribute to the operation and management of the service.</i> <i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i>		
--	--	--	--

3. 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.

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

The directors have experience of developing compliant broadcast content, and have dealt with editorial complaints and questions in their role as senior volunteers. Wrexham Premier Radio hosts and facilitates regular training and engagement sessions for volunteers, both in-person and online. Wrexham Premier Radio training is supported by Mark Jones, who has over Thirty years media training experience, and has supported training for compliance with many varied community media groups, both broadcast, print and online, as well as being a former Professional Presenter/Producer. Wrexham Premier Radio's training is designed to be accessible and memorable, given the diverging needs of our volunteers, so volunteers are encouraged to follow-up with questions and regular planning sessions with more experienced programme volunteers.

- 3.2 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.

Each of the station 3 directors have experience of developing compliant broadcast content. Wrexham Premier Radio has been broadcasting as an Internet Radio Station for over 3 years. We have well established systems and processes to monitor and ensure compliance with the appropriate codes, rules and legislation that applies to our service. Wrexham Premier Radio compliance team also works closely with the team to develop training for new and existing presenters. Key topics include (but are not limited to); the Broadcasting Code and how the Code relates to our programming, programme content, avoiding bias, offensive language, religion, and the election rules for broadcasters.

- 3.3 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.

Programme Manager:

Sets and monitors the Wrexham Premier Radio's programme policy and manages the programme schedule. Reviews music and other material before it is uploaded to the online database and/or scheduled for broadcast. Works with the Compliance Officer and Training Officer to ensure that presenters meet required standards. The Programme Manager maintains an in-depth working knowledge of the Broadcasting Code and other legislation relevant to Wrexham Premier Radio. The Programme Manager is responsible for ensuring that Key Commitments are met in so far as they relate to the content of programmes and broadcast content. Compliance Officer: Reporting to the Programme Manager, the role holder monitors station output to ensure compliance with the requirements of the Broadcasting Code and with Wrexham Premier Radio's policy and guidelines. Schedules music and other content to meet station policy and following guidelines provided by the Programme Manager. Training Officer: Reporting to the Programme Manager, the role holder develops and delivers a training programme to ensure that station policy and regulatory requirements, including the requirements of the Broadcasting Code are met. Delivers induction and presenter training for new presenters, from the start of their membership through to the completion of their initial training. The Training Officer also provides ongoing training for presenters to ensure that they maintain standards in line with the Broadcasting Code and with station policy and guidelines.

- 3.4 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.

All volunteers are provided with induction training and the additional and ongoing training that is necessary to carry out the relevant roles within Wrexham Premier Radio. For those roles that are related to on-air work, volunteers are trained in the operation of our studio equipment, general presentation and interviewing skills. Training is led by experienced volunteers. New presenters are mentored by our training officer and experienced Presenters, who will monitor their progress and is available to answer any questions that they might have. All on-air presenters are trained to understand their legal responsibilities. The Broadcasting Code is covered during training and a copy is provided to all volunteers. We do not intend to require presenters to adhere to a detailed style guide, and will rely on individual discussions with experienced volunteers to nurture and support volunteers to experiment with creative approaches to programming, as they feel confident. The timescale for training depends on each individual volunteer and their outside commitments, but most new members complete their initial training within a three-month period. Our output is monitored by the Wrexham Premier Radio Directors & Managers, and constructive feedback is provided to presenters on things they have done well and those areas that require improvement. Where there is concern that standards are not being met or there is a risk that the Code might be breached, remedial action will be taken as required. This may involve further training or may require the temporary or permanent removal of that presenter from broadcasting on the service.

- 3.5 Will the training described in response to question 4.5 be mandatory for all staff and volunteers? If not, outline who will receive it.

As detailed in section 4.4, induction training is mandatory for all new volunteers. Additional training is provided as required depending on the role, but is mandatory for all volunteers that will present on-air. All volunteers must sign our Volunteer Agreement before their role and involvement with Wrexham Premier Radio is confirmed. By signing the Agreement each volunteer agrees to abide by the rules and values of Wrexham Premier Radio including, amongst other things, to comply with the Broadcasting Code, other legislation and station policies.

- 3.6 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.

Only experienced presenters are permitted to undertake live broadcasts by themselves, and with the authority of the programme manager, who will take a decision having reviewed the presenters training record, experience and other aspects of the presenter's development needs. Initially, this will be under the supervision of a more experienced presenter. The programme manager will make checks to ensure that the presenter understands the requirements of the Broadcasting Code, and understands how to deal with problems that might occur when on-air, including compliance breaches and the actions of guests.

- 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.

Music and pre-recorded features may only be loaded into our playout system by the programme manager or by an experienced volunteer, following compliance checks. Only a small number of experienced presenters are permitted to use their own music collections and their shows are closely monitored by the programme manager and compliance officer for compliance with the Broadcasting Code and station policies. Some programmes and features are produced by outside sources, for example syndicated shows. We only schedule shows from reputable and reliable sources, however, series and shows of this nature will be reviewed by the programme manager before we agree to broadcast them. All volunteers must sign our Volunteer Agreement before their role and involvement with Wrexham Premier Radio is confirmed. By signing the agreement each volunteer consents to abide by the rules and values of Wrexham Premier Radio including, amongst other things, to comply with the Broadcasting Code, other legislation and station policies.

- 3.7 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.

Wrexham Premier Radio directors are responsible for ensuring that compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed at directors' meetings, and a written summary is included within our annual report and accounts, which is made publicly available on our website. News stories about our activities are published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment to health and wellbeing programming and to our social gain commitments.

- 3.8 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.

Wrexham Premier Radio directors are responsible for ensuring that compliance with our Ofcom Key Commitments are kept. Compliance with these Commitments is reviewed at directors' meetings, and a written summary is included within our annual report and accounts, which is made publicly available on our website. News stories about our activities are published on our website and social media accounts. Selected features are retained within our website archive to demonstrate how we have fulfilled our commitment to health and wellbeing programming and to our social gain commitments.

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

English

- 3.10 For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules.

Please do not give names of individual members of staff.

All Presenters are Fluent in English Speaking with 2 of these Welsh Fluent Speakers

4. 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.

- 4.1 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.
- 4.2 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.
- 4.3 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:

Paul Griffiths

Date of application:

12/11/2023

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

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

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