
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):

Radio Panj Ltd

Proposed service name:

Radio Panj

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)

Coventry Community Digital Radio CIC

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

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1. Overview

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

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

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

The purpose of this form

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

Provision of information

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

Publication of information about applications and licensed services

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

Data protection

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

Keeping up to date with broadcasting matters

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

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

Radio PANJ Limited

2.2 Company registration number stated on Companies House:

09284653

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:

6 Longford Road, Longford, Coventry, England, CV6 6DX

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

Yes

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

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

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

Full name	Jaswinder Dulay
Job title	Director
Address	6 Longford Road, Longford, Coventry, England, CV6 6DX
Telephone	02476 581521
Mobile phone	07976223323
Email	SHINDA@RADIOPANJ.ORG

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

WWW.RADIOPANJ.ORG

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

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

Our funding comes from a combination of donations, on-air advertising, sponsorship, and fundraising events, such as community and religious festivals. We will not need to apply for any additional funding relating to the C-DSP licence, and anticipate that our regular sources of income will cover the additional costs of the service. The low-cost provision by Coventry Community Digital Radio CIC means that we can afford long-term carriage on this multiplex.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

- 2.8 Complete the following table, expanding it if necessary, to provide the following details for each director or designated member of the applicant (i.e. the body corporate that will hold the licence):

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Jaswinder Singh Dula	6 Longford Road, Longford, Coventry, England, CV6 6DX	UK	HARPER TYRES LIMITED (06495880) Maintenance and repair of motor vehicles. RSDM Ltd (09616982) Letting and real estate.	
Amandip Kaur Jarnail Singh	87 Morris Avenue, Coventry, England, CV2 5GS	UK	SUREELA LIMITED (12705136) Retail sale of bread, cakes, flour confectionery and sugar confectionery in specialised stores	

- 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

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

N/A				
Comments				

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

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

Full name of the entity	Address
COVENTRY DAB LTD (13806101)	6 Longford Road, Longford, Coventry, England, CV6 6DX

- 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 of-ficership 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 corpo-rate 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% 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

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

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

Details of applications, licences and sanctions

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

Yes

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

Licence number	Name of multiplex
CR100535BA	Radio PANJ

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

- 2.18 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
CR100535BA	Radio PANJ
	Radio 5 and Various RSLs

- 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
01/01/17 - Present	CR100535BA/3	Radio PANJ
		Radio 5 and Various RSLs

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

Yes

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

Licence number	Name of service or multiplex
CR100535BA	Radio PANJ

- 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
N/A	

- 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
N/A	

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

No

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

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

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

No

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

Licence number (or equivalent)	Name of service or multiplex	Nature of the breach	Sanction imposed	Date sanction imposed
N/A				

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

No

If yes, please provide the following details:

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

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

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

N/A

3. The proposed service

About this section

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

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

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

Your proposed service and target community

3.1 What is the proposed service name?

Radio PANJ

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.

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3.3 Where is your proposed studio located? Please note that this must be located within the coverage area of the small-scale radio multiplex service identified in answer to 5.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).³

³ If you propose to provide your service on a local, rather than a small-scale, radio multiplex service, there is no requirement for your studio to be located within the licensed area of that local radio multiplex service.

6 Longford Road, Longford, CV6 6DX

- 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.

1521 KHz & 99.6FM (CR100535BA/3)

- 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.**

Radio PANJ offers a distinctive, relevant, thoughtful and entertaining radio service focused on members of Coventry and Warwickshire's Punjabi community. We operate with an inter-faith approach, which underpins the station's programming and activities. We play music that is predominantly from the Indian sub-continent, but also by local Asian musicians from the UK and locally to Coventry and Warwickshire. Our programmes discuss and engage with local, national and international news, community information, advice, and discussions, as relevant to the lives and interests of the Punjabi community in Coventry and Warwickshire. Our programmes are broadcast in Punjabi, English, Urdu and Hindi. Some material in other languages may also feature.

Our programmes cater for people of all ages, with a wide genre of music covering traditional, dance, poetry, ballads, folk, classical, as well as contemporary. Our programmes are designed to support community engagement by acting as a hub for the Punjabi community to establish links and associations. We recognise that a large part of our programming provides companionship and updated information for people who may be socially isolated or excluded from full participation in community life, due to language difficulties, unemployment, ill health or age, for example. We take pride in providing programmes and information about community services and activities for people who may not be able to access information through the normal media channels, mainly because English is their second language, or they only have a limited grasp of the intricacies British civic life and culture. Our broadcast services provide culturally appropriate entertainment with the objective of increasing inter-faith and generational understanding, thereby strengthening community cohesion through local civic pride and participation. Our aim is to increase tolerance and understanding across the communities of Coventry and Warwickshire.

- 3.6 How will you ensure that your proposed C-DSP service is run on a not-for-profit basis? Please give details of specific measures or arrangements in place to ensure this, and how

any profit will be wholly and exclusively used for securing or improving the future provision of the service, or for the delivery of social gain. **Answer in fewer than 400 words.**

We have been operating as a not-for-profit organisation since 2017, and prior to that we have supported many cultural and community activities on a not-for-profit basis going back to our first RSL Radio 5 in 2006. Any surplus that is generated from the operation of Radio Panj is reinvested back into the radio station to support and keep the studio equipment fully operational, through replacement or refurbishment, and for improvements to our capacity to host volunteers at our studios. Funds raised by the station are also invested in training for the benefit of community broadcasting, and any funds that are generated continue to support running costs, up-grades, maintenance and workshops, with the aim of bolstering our social gain commitments. We have appropriate accounting procedures in place, and we continue to meet all financial criteria for operating a community radio station.

Social gain

- 3.7 What community benefits will your service bring to your target community(ies) and, if applicable, the general public. Please include summaries of evidence to support your answer, including details about other organisations you intend to work with. **Answer in fewer than 500 words. Please do not provide names of individuals in your answer.**

Radio Panj broadcasts mainly to and for the Coventry and Warwickshire Punjabi community. We aim to provide information and programmes for the varied social, cultural, religious, music, entertainment, civic engagement, healthcare, mental health and culturally specific activities and interests of our community. Radio Panj operates a twenty-four-hour service, seven days per week. The programmes that Radio Panj provides are entirely self-originated. Programmes are presented by members of the local Punjabi community, and focus on community information. We provide participatory programming covering local issues, health, welfare, culture and social engagement. Local business and community organisations are encouraged to sponsor or advertise with us.

We are committed to providing opportunities for our volunteers and listeners to take part in debates, discussions and phone-ins, focussing on community relevant topics of interest to our listeners, and topics that are relevant to the experience of all residents in Coventry and Warwickshire. We have a strong commitment to relationship building between voluntary organisations and community projects within the Punjabi community, which help to enhance a better quality of life for the benefit of all residents of our communities. Our programmes regularly highlight and showcase all the differing organisations and events specific to the Punjabi community, and also through common activities such as the Coventry City of Culture.

We have developed good working relationships with Coventry City Council, Coventry and Warwickshire CCG, NHS Departments, Local Gurdwaras/Temples and Community Centres and Indian support groups, where we work on projects and provide on-air information to the community. Radio Panj continues to organise events and regularly takes part in the promotion of a wide range of community activities, including live music concerts to poetry readings, festivals, drama productions, health workshops, community debate events, and religious festivals and charitable fundraising events. Radio Panj will continue to provide training opportunities for a wide range of participants, which have included people with mental health issues and various other medical conditions. These activities support social cohesion, equality of access to information, and opportunities for the Punjabi community to connect.

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

Radio Panj facilitates discussion and the expression of opinion by hosting live phone call-ins and discussion on matters of interest. We regularly invite community guests, specialists and expert speakers to take part in our programmes as panel members, so that our volunteers can ask and answers questions, and help to provide information and deal with misinformation. We invite our listeners to follow our discussions on social media and to maintain dialogue in their community groups. We regularly attend community events to hold consultations and seminars in community centres, which we use to listen to feedback about our programmes, and then follow-up any expressions of concern about stories and topics that are relevant to our listeners. We are a tight-knit community, and we find that an interpersonal relationship approach to community engagement is best suited to the needs of our listeners and our target community, who prefer to regularly see and interact with trusted people from across the Coventry and Warwickshire Punjabi community.

- 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.**

Radio Panj offers radio broadcasting training and open days to encourage participation by Punjabi community organisations and individuals. Since our first broadcast in 2017 we have carried out regular training for interested people, and supported them in their desire to participate in presenting and producing programmes. We encourage volunteers to get involved in other aspects of the operation of the station, such as administration, event management, social media and business administration. We run weekly training sessions, delivered by a senior member of our station management team, who inducts and trains new people in how the station operates and what their responsibilities are as broadcasters. The aim of our training is to raise the self-esteem and confidence of our volunteers to originate programme content for themselves. We ensure that our volunteer's participation and contribution is recognised by sharing certificates at regular celebration events. We believe that access by community members and training is vital to ensure the success of our social gain objectives. We have built-up our presenter team from people who had no previous broadcasting experience, including young and elderly people, and disabled, and we will continue to offer opportunities to new people. Members of our target community make suggestions as to the types of programmes and music they want to hear. These proposals are always formalised by the management group and appropriate programmes are then put on air. Newcomers are trained in the following skills: audio desk and audio device use, microphone techniques, computer-based play-out systems, programme preparation and programme presentation, research and performance, in addition to their compliance responsibilities. All trained people are given the opportunity of live presenting.

- 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.**

Radio Panj supports and assists the target community of the Punjabi community in Coventry and Warwickshire by organising and taking part in community events, including carnivals, community processions, educational seminars and fairs, get-togethers, Diwali events and talent shows to highlight cultural heritage and richness of the Punjab speaking community of all faiths. These events allow Radio Panj to engage with the community in different environments so that we can gauge how we can constantly improve our understanding of the community challenges that are being considered. This then allows us to adapt our broadcasting accordingly. Music is very popular, and many of our programmes are dedicated to entertainment by playing a range of different musical styles from India, which are popular with our listeners. Radio Panj holds a yearly public meeting at a local temple, where we invite discussion with the community to further allow expression of views and ideas about our services. The station manager acts as the primary communication point for feedback and engagement with individuals and community partners. Volunteers are encouraged to discuss matters of concern with the station management team, who review all aspects of our broadcasting to ensure that it is relevant to the needs and interests of the Punjabi community in Coventry and Warwickshire.

- 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.**

Radio Panj has a very experienced management group with skills and expertise that cover extensive area of relevance to the broadcasting. Our station manager started broadcasting with RSLs in 2006. Additionally, there is core group of volunteer presenters who have been involved in radio broadcasting over this time, and who have remained with the station. We also have volunteers who are recognised for their qualifications and experience in commercial, civic, professional and educational activities, such as business management at a corporate level, teaching, engineering, law, public administration, safeguarding, diversity and equal opportunities. Many of our volunteers work in public services organisations, and are familiar with safeguarding and public engagement activities for public benefit.

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.**

Radio Panj engages in an ongoing conversation with our community through social media, as well as via traditional methods of contact (telephone, post, email). Our volunteers and presenters are encouraged to actively engage with our listeners and target community, and to research and invite discussion of what they want from the station and our presenters. Central to the running of the station is the station management team, which in addition to the station directors, represents the views of our volunteers and people from our target communities. We encourage listeners to get in touch with the station by broadcasting messages on-air, where we regularly solicit feedback. We will do this in a manner which encourages listeners to provide constructive criticism of the service. All feedback is discussed at the station management meetings and acted upon as necessary. We have recently changed our website, so we are planning to include a feedback section for comments to be made, either openly or anonymously, and to provide news and updates about the activities the station undertakes. We find that seeking feedback from our volunteers on an ongoing basis is highly effective, in addition to regular discussions between volunteers and the station manager, as this is where the tacit community knowledge is shared.

Accountability

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

The output and key commitments of Radio Panj are continually evaluated by the management team in discussion with our volunteers and with community partners. Continued assessment is mainly verbal, but we are moving towards more written forms of record keeping. We ask listeners and members of the Coventry and Warwickshire Punjabi community to leave feedback by telephone or email. This feedback is then acted upon by the management team to ensure that a quick follow-up response is given. Radio Panj encourages contribution through e-mails, SMS text message comments and other social media applications. Presenters are also asked to encourage listeners for comments and suggestions during their shows to be sent to us. Feedback and comments are then discussed and responded to by the management team. Radio Panj also attends regular live events where we encourage a wide cross section of our listeners to attend and participate. These include regular performances with a range of music genres, poetry readings, drama performances, as well as informative sessions attended by local businesses. Attendees at these events are always encouraged to discuss their views with regards to operation of the radio station and how it might be improved.

- 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.**

In addition to direct discussion with the station manager and the volunteers, Radio Panj has established a successful feedback, comments and complaints procedure. Any suggestions and criticisms we receive are addressed by the management at our regular meetings, and those that need to be resolved with urgency are acted upon. We have an open-door policy so that any member of the public may visit the station and make comments or suggestions, that are then passed onto the station management team. Community members value direct contact with the presenters, so we encourage listeners to meet our volunteers and presenters in person at festivals, events and open days.

Draft Key Commitments

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

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

ANNEX TO LICENCE

LICENSED SERVICE NO tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
<ENTER THE SERVICE NAME (the on-air name of the programme service as in question 3.1 of this application)>	<Radio Panj> is a radio service intended to serve NOTE: The next 3 headings below are the components of the 'character of service'. <ENTER DESCRIPTION OF TARGET AUDIENCE> in Coventry <ENTER A DESCRIPTION OF THE LOCALITY> 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		Coventry <ENTER THE RADIO SERVICE MULTIPLEX SERVICE (as per the licence advert): as in question 3.2 of this application, specify if small-scale or local multiplex the radio

	<ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words> To provide Coventry and Warwickshire's Punjabi community with information, advice and discussion through distinctive, relevant and entertaining radio programming. We will promote access and participation in radio programme making for members of the Punjabi community with a focus on inter-faith dialogue. <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> • <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>		station plans to broadcast on>
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4. Compliance of the service

About this section

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

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

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

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

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

The Station Manager is responsible for compliance of all programming, and has been running broadcast radio services since 2006, and has been station manager of Radio Panj since 2017. The Station Manager has regular conversations with colleagues in other stations to determine the relevance and implication of the Broadcast Code, and any updates published by Ofcom, or any matters indicated in the Broadcast Bulletin. The senior volunteers are familiar with the Ofcom Broadcasting Code, the BCAP Code and the Phone-paid Services Authority Code of Practice.

- 4.2 Please give details of any practical compliance experience (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e. the individual who holds overall responsibility for compliance of the service) has with respect to the relevant codes and rules.

The station manager has over fifteen years' experience in radio broadcasting, with the senior volunteers similarly experienced. Over this period the station manager has had responsibility checking all programming and broadcasting compliance, and has built up familiarity with the compliance responsibilities and the Ofcom Broadcasting Code. The station manager delivers compliance training to all members and volunteers on a regular frequency and is supported in this role by other senior members of the station management team who have worked in radio and other media industries. Radio Panj's training material are updated regularly to include all new information regarding compliance, and are translated into Punjabi for the benefit of non-English fluent volunteers.

- 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.

Radio Panj operates with a focussed station management team. The directors undertake multiple tasks, and are on hand to support and help volunteers as required. In addition, there are several long-standing volunteers who have considerable broadcast experience, and who regularly interface with presenters and volunteers. The station manager has day to day compliance responsibility, ensuring that all programmes follow Broadcast Code requirements, as well as health and safety and safeguarding requirements. In addition, our assistant station manager ensures that all presenters and volunteers have been trained, and maintains all records of their participation in the station. The directors undertake all financial compliance duties. All presenters and volunteers are given appropriate compliance training as part of their induction.

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

The station manager provides training to all presenters and volunteers before they start presenting live programmes. This training includes going through the regulatory rules of the Ofcom Broadcasting Code, BCAP Code and Phone services codes and Radio Panj guidelines. The training is mainly in house but sometimes an outside body is used, such as colleagues from similar stations. Regular meetings are held with all presenters to provide updates and to address any issues regarding compliance and other matters. Radio Panj has developed a handbook for all presenters detailing the good and bad practices of presenting. After completion of induction and training all presenters and volunteers are required to confirm in writing that they understand the regulations of broadcasting and advertising codes.

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

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

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

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

Presenters are only allowed on air after they have completed the formal induction and training which includes compliance training. Every presenter is therefore aware of the Broadcasting Code and must ensure that any guests stay within the guidelines. A station volunteer listens to programming output throughout the day, and alerts the station manager of any issues that need a response. Presenters are encouraged to listen to other programmes so they can support one another, and ensure that everyone is fully compliant. Guests are always briefed by the station manager, where possible, about the codes prior to going live on air. Procedures are in place to ensure that a programme is stopped immediately if the station manager, or other experienced presenters, feel there are issues with any programme potentially being non-compliant. All output from the station is recorded at all times and used in workshops for compliance and training. An emergency contact is always displayed in the studio for support if required.

- b) Set out in detail below how the applicant intends to ensure that pre-recorded material will comply with Ofcom's codes and rules. Pre-recorded content could include, for example, material obtained from, or streamed from, third party sources as well as content produced by the licensee.

Radio Panj very rarely uses pre-recorded material. If pre-recorded material is to be used the presenter has to have this cleared by the station manager before it is broadcasted. The station manager will check any pre-recorded matter to ensure it is in compliance with all Broadcasting Codes.

- 4.7 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to what you will broadcast on the station, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

The management team review all programming on a weekly basis. Programmes are planned and produced to ensure compliance with our Key Commitments. All presenters discuss their format and content programming with the station manager on a regular basis, and this is then monitored and reported back to the volunteers, which then assess if the programming content is appropriate.

- 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.

Radio Panj's station manager is responsible for ensuring that the service meets its social gain activities. These commitments are discussed regularly with members of the station management team, and at events and meetings with members of our target community. These activities primarily involve community engagement activities, so we can ensure we are delivering the right programming content, and to ensure participation and accountability, provision of training and maintenance of records and preparation of all reports. Appropriate compliance and annual reporting have been maintained since 2017 when Radio Panj first started broadcasting.

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

Punjabi, English, Urdu and Hindi.

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

Please do not give names of individual members of staff.

All compliance team members are fluent in speaking, reading and writing Punjab, Hindi and English.

5. Declaration

About this section

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

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

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

The declaration must also be dated.

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

Jaswinder Dulay

Date of application:

12th September 2022

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

Company director

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