
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):

FORTH VALLEY RADIO

Proposed service name:

FORTH VALLEY 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)

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

Publication date: 1 June 2021

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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 properness to hold a C-DSP licence.

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

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

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

Applicant information and contact details

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

FORTH VALLEY RADIO

- 2.2 Company registration number stated on Companies House:

679283

- 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:

63 HIGH STREET
TILlicOUNTRY
CLACKMANNANSHIRE FK13 6AA

- 2.4 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.

- 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	STEPHEN MCFARLANE
Job title	DIRECTOR
Address	63 HIGH STREET TILlicOUNTRY CLACKMANNANSHIRE FK13 6AA
Telephone	07858 305 306
Mobile phone	AS ABOVE
Email	forthvalleyradio@yahoo.com

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

www.forthvalleyradio.co.uk

- 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.

Funding for the station is provided by local sponsors through advertising, community grants and national lottery funding.

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
COLIN MILLS	63 HIGH STREET, TILlicOUNTRY FK13 6AA	ENGLAND		
STEPHEN MCFARLANE	63 HIGH STREET, TILlicOUNTRY FK13 6AA	SCOTLAND		
LLINOS WILLIAMS	63 HIGH STREET, TILlicOUNTRY FK13 6AA	SCOTLAND		CHEF

- 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.

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

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
STEPHEN MCFARLANE				33.33
LLINOS WILLIAMS				33.33
COLIN MILLS				33.33
Comments				

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

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

Full name of the entity	Address
N/A	

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

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

Full name of entity	Address	Affiliates
N/A		

Details of persons who control the applicant

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

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

Full name of individual or body	Address	Affiliates
N/A		

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

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

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

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority	NO	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	NO	
A body whose objects are wholly or mainly of a religious nature; ²	NO	
An individual who is an officer of a body falling within (b) or (c);	NO	

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

A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	NO	
An advertising agency or an associate of an advertising agency	NO	

Details of applications, licences and sanctions

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

~~Yes~~/ No (delete as appropriate).

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

Licence number	Name of multiplex
N/A	

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

~~Yes~~ / No (delete as appropriate).

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

Licence number	Name of service or multiplex
N/A	

- 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~~ / No (delete as appropriate).

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

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

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

Yes / No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

Yes / No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

Yes / No (delete as appropriate).

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

Licence number	Name of service or multiplex

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

~~Yes~~ / No (delete as appropriate).

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

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

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

~~Yes~~ / No (delete as appropriate).

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

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

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

~~Yes~~ / No (delete as appropriate).

If yes, please provide the following details:

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

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

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

N/A

3. The proposed service

About this section

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

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

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

Your proposed service and target community

3.1 What is the proposed service name?

FORTH VALLEY RADIO

3.2 On which radio multiplex service do you intend to broadcast? If the relevant radio multiplex licence has not yet been awarded, please state the name of the area that the multiplex service is intended to cover, as defined in the multiplex licence advertisement.

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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

63 High Street Tillicoultry FK13 6AA

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

N/A

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

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.

Primarily the target community of Forth Valley Radio is the Clackmananshire area, as this is where the station is based. However, due to the geographical position of the station, this target community expands across the wider Forth Valley area and incorporates Falkirk and Stirling (and their surrounding communities) which are located within the multiplex area, for the proposed licence. Although each area has their own individual identity (run by three different councils) and geographically they are apart, there are inherent cultural ties that bring them together. All presenters live (and have ties) within the broadcast area and are therefore best placed to understand needs/wants of the target community.

As a fully operational online station we have a record of working together with local youth community groups, local colleges, local councils and CTSI.

Forth Valley Radio wish to continue broadcasting across this concentrated area, of the Forth Valley and are pleased to be given the opportunity to apply for this licence.

- 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.**

Forth Valley Radio is a CIC Business (Community Interest Company) which removes the opportunity for individuals to profit from the enterprise i.e. profits are put back into the business. This is adhered to by the appointed Financial Controller who is overseen by an independent Financial Accountant appointed by the Company.

All our staff are volunteers.

The financial terms upon which we operate are to invest all income generated back into the Company to benefit the community. The improvement of the station for the community will be achieved:

- The setting up of a radio training school affiliated to local schools on a day release basis
- The improvement of the station itself by means of capital investment into new larger facilities, assisted by National Lottery Grant Aid
- Further interaction with the local community, promotion of local businesses to assist the local economy
- Gaining this licence (C-DSP) would enable the station to develop and grow as it needs to access a free to air conventional radio platform.

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.**

Forth Valley Radio's relationship with its target communities and the general public is incredibly important and vital to the development of the station. The station is largely driven with the key focus to deliver local news, traffic/travel updates, events, information and entertainment, which is highly beneficial to its primary target community of Clackmananshire and expanding this service to the wider Forth Valley area, predominantly Falkirk and Stirling and their surrounding communities. The station also delivers specialist programming for more diverse, minority target communities. Forth Valley Radio has also been developing ties with local educational establishments (Forth Valley College).

Some examples of community benefits Forth Valley Radio bring to our target communities and the general public:

Currently broadcasting the 'Community Corner' programme every Thursday which discusses/highlights local organisations/charities/events through interviews, social media links.

Specialist programmes such as Soul, Folk, Blues, Country, Scottish, Classical. Working with the Macroberts Arts Centre (in Stirling), promoting shows and events, along with interviews with performers, artists, exhibitors, patrons. Training for students at Forth Valley College for presenter/producer roles within the station, providing valuable industry experience.

Working with local veterans with on air training and the production of their own specialist shows.

Involvement at local hospitality and arts festivals – promotion and interviews for local whiskey festivals (Slanj Events Clackmanashire Whiskey Festival) and music festivals ('Tilly In The Park')

Competitions for family passes to wildlife and adventures parks or flowers for a variety of occasions (Mothers Day) and ticket giveaways for shows performing in venues across our target communities (local theatre, touring shows).

We appeal on the station for local people to join us on the airwaves as volunteers and feel the opportunities available with a regulated broadcaster will contribute to social gain.

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

Forth Valley Radio broadcasts a mixture of music and speech-based content programmes, across its schedule, which drive forward the facilitation of discussion and the expression of opinion which comes from its variety of presenters and from the open channels (social media, emails) available to the target communities and the general public. These open channels (as well as letters through the post) allow various platforms for the target communities and the general public to communicate with the station's presenters, which creates open discussion between both. A variety of organisations and individuals (from the target communities) are regularly invited on air to discuss and express their own opinions as well as positively promote their work/events etc. Presenters also, on occasions, contribute to other shows which has also expanded on air discussion.

- 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**.

Forth Valley Radio operates an open-door ethos with the members of our target communities, allowing them access to the facilities of the station. These facilities are easily accessible due to the location of the station. Training is on offer for presenter/producer roles with one-to-one training provided from a variety of presenters from the current line-up. Formal offers of presenter/producer training are posted online across social media (Forth Valley Radio Facebook channel). Informal offers of presenter/producer training usually stem from approaches made either by current presenters to members of the target communities or from members of the target communities approaching presenter of the station. As previously mentioned, presenters of the station live and work within the target community so are also easily accessible and approachable. This can create a conducive symbiotic relationship between both that is highly beneficial for the target community and station.

As we are a fully functioning radio station we have a full studio 2 setup which enables interviews to be recorded and setup later. This also functions as a training studio and we have been involved in training on our state of the art Myriad 6 playout software. This software facility provides the ability to function anywhere, it is possible to present from remote locations.

- 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.**

Forth Valley Radio aims to work with local councils to help inform our target communities and the general public about their local areas through news, events, interviews on a weekly basis. At present the station has been working closely with local village councils. This working relationship has given the station a better understanding and greater acceptance of the potential opportunities, and barriers, to delivering local content for local communities. Expanding and developing the educational training relationship with Forth Valley College will also advance the stations understanding of our target community and strengthen its links through it links with students and staff.

- 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.**

Forth Valley Radio has a variety of presenters who have quite extensive experience within the professional radio industry so are best placed to provide training for non-experienced future presenter/producers.

Stephen McFarlane, Colin Mills (Directors) and Ian Ogg (Station Manager) all have over 30 years experience in the industry working on numerous radio stations.

The station also provide educational links for local students who have progressed further within the media industry. The variety of presenters also bring a broad selection of industry and local contacts that benefit on-air content (as discussed in section 3.7) which has a positive impact towards our target communities.

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.**

As all presenters/producers within Forth Valley Radio live and work within the target community, they are all given opportunities to participate in the operation of the service with their on-air involvement. Recently the current weekday breakfast presenter was promoted to the role of Station Manager, directly providing an opportunity to participate in the management of the station. All presenters are encouraged to interact with the local communities and raise awareness of local events and the benefits of using local businesses within the community. The station/presenters bring local businesses, personalities etc for interview to generate interaction with the station. Volunteer roles will be offered and training will, as ever will be at the heart of these opportunities. We will welcome trainees and will encourage schools/colleges to place us on the list for work experience placements.

Accountability

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

Members of the target community can contact the station through a variety of platforms such as social media (the station operates its own Facebook channel) and directly by email. Individual presenters also operate their own social media (Facebook channels for their own programmes for more direct contact from target communities). Our target community can also contact the station by phone and post.

Most importantly we will use our website to ensure these methods of contact are easily available and are just a click or call away and the contact details will always be prominently displayed on the website. The use of an eye-catching logo and area name has already worked wonders in establishing local broad recognition and regular on air plugs for the website and the specific ways to get in touch encourage the ease of access and transparency.

Our target communities can also visit the station due to its accessible location. This contact is important to the station's development and expansion by constantly and consistently listening to opinions and feedback from our target communities. These opinions and feedback regularly help shape the operation and programming of the station as it is vital to know the likes/dislikes of our target communities.

- 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.**

Suggestions and/or criticisms, made to Forth Valley Radio, from members of our target community(ies), will always be considered and predominantly acted upon by management and at the very least discussed amongst management and presenters who may be involved or affected by these suggestions and/or criticisms.

The station is reliant on the local community for its survival, as such all local engagement will be treated in a manner appropriate to a client/service arrangement thereby showing mutual respect. Forth Valley Radio is in the business of listening to our members ensuring they get satisfaction from our service. Should any complaints be received a written procedure for dealing with this is in place.

Suggestions and criticisms often form the foundation of positive programming ideas it should not be dealt with by criticizing the criticism.

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
<Forth Valley Radio (the on-air name of the programme service as in question 3.1 of this application)>	<Forth Valley Radio> <i>is a radio service intended to serve</i> NOTE: The next 3 headings below are the components of the 'character of service'. <offering NTER DESCRIPTION OF TARGET AUDIENCE> <i>in</i> <Stirling and Falkirk> 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>) <i>by</i>		<Stirling and Falkirk (as per the licence advert): as in question 3.2 of this application, specify if small-scale or local multiplex the radio

	<offering a full community radio service. The station will always prioritize local people's interest in terms of output and will always prioritise the input of local people when it comes to staff and running the station <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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C-DSP licence: Application form (Part A)

	To provide community information and the discussion of locally relevant content along with music and entertainment for all ages whilst providing training and development opportunities for local people.		
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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).

All directors of the company will receive regulatory industry training and updates as required.

All on air presenters will receive legal and BCAP training and updates as required

Currently no phone paid services

- 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.

Stephen McFarlane (Director) and Ian Ogg (Station Manager) ran a legal training and compliance session at our station offices last month. Both named above have worked professionally at 2 radio stations and in the past have received several years of training from an ex BBC Manager and consultant.

- 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.

Training & Programme Controller – listens closely to daily output to ensure all presenters comply with rules and regulations. A monthly review meeting held with on air team and directors to review all commitments are being met and rules and regulations are adhered to.

Technical Director – works along side the Programme Controller listening to daily output and logging and recording output

- 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.

All compliance and training will be delivered every 6 months in a group session.

- 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.

It will be mandatory for all staff to receive training.

- 4.6 It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom's codes and rules (e.g. Ofcom's Broadcasting Code, which sets requirements on standards to be observed in programme content for the protection of the public).
- a) Set out in detail below the systems the applicant intends to have in place to ensure it will be able to comply with the codes and rules when the service is broadcasting live content. Your response should include details of what you will do to prepare presenters and guests pre-broadcast and the process for ensuring that any non-complaint content is dealt with swiftly during the broadcast.

Before presenters are permitted on air they will be subject to a rigorous induction which will include acknowledgement of all our policies and procedures.

After induction of a presenter they will shadow a senior presenter for at least 1 month until we are confident in their ability and of their understanding of the rules.

If a presenter was to breach any of the Ofcom rules or our internal policies they would be removed from our schedule with immediate effect and subject to our disciplinary policy. A full investigation would follow. We would work with Ofcom to assist in their investigation. The severity of the breach would be considered alongside results of the investigation and the most likely outcome would be expulsion from the station.

We have a Zero tolerance on rule breaking and expect our team to comply with our rules and Ofcom regulations.

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

All pre recorded material will be listened to by 2 members of the team and approved before aired.

- 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.

Directors monitor the output on a daily basis and if a show or presenter is not fulfilling our key commitments then a meeting would be held and further training would be given if required.

- 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.

We have an engagement officer who monitors, organises and review and build our stations off air social gains projects

A weekly meeting with Directors to ensure our goals and social gain projects are effective and performing

Forth Valley Radio works along side local College delivery radio workshops.

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

English

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

All Staff

5. Declaration

About this section

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

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

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

The declaration must also be dated.

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

individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

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

COLIN JOHN MILLS

Date of application:

04/07/2023

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