

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):

OCEAN CITY RADIO COMMUNITY INTEREST COMPANY

Proposed service name:

OCEAN CITY RADIO

Radio multiplex service(s) on which the proposed C-DSP service is to be provided (note this must be a small-scale multiplex area either previously advertised or currently being advertised by Ofcom as shown in the multiplex licence advertisement)

PlymDAB

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.

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- 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):

OCEAN CITY RADIO COMMUNITY INTEREST COMPANY

2.2 Company registration number stated on Companies House:

12500781

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:

16 Kitley View, Brixton, Plymouth. PL8 2PD

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

Yes

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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	TREVELLYAN JACKETT
Job title	DIRECTOR/COMPANY SECRETARY
Address	KINGSETT HOUSE. ALBASTON, GUNNISLAKE, CORNWALL. PL18 9AL
Telephone	
Mobile phone	07970 963511
Email	TREVELLYAN.JACKETT@OCEANCITYRADIO.CO.UK

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

<https://www.oceancityradio.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.

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Advertising, sponsorship, fundraising events, membership subscriptions, director loan.

We have created a financial forecast that sets out our annual operating costs including fees payable to PlymDAB, income from advertising and membership subscriptions, and predicted income from events compared to that of the last three years. A director's loan has been made as reserves for any unforeseen outgoings. We have been successful in grant funding applications in each of our last four accounting years and expect that trend to continue. Contingency has been made for any income in excess of our financial outgoings be set-aside for the benefit of the community. We have also factored-in potential for inflation over the forthcoming two years..

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
STEPHEN ANNISS	16 KITLEY VIEW, BRIXTON, PLYMOUTH. PL* 2PD	UK		
SANDRA ANNISS	16 KITLEY VIEW, BRIXTON, PLYMOUTH. PL8 2PD	UK		CHEF WITH AGE UK
TREVELLYAN JACKETT	KINGSETT HOUSE. ALBASTON, GUNNISLAKE. PL18 9AL	UK		PLYMOUTH CITYBUS

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

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RICHARD PALFREY	30 HARVEY STREET, TOR-POINT, CORNWALL. PL11 2BU	UK		TEACHING ASSISTANT
SOPHIE GIBSON	26 CAYLEY WAY, PLYMOUTH. PL5 2UA	UK		TEACHING ASSISTANT
JONATHAN KIRBY	88 FEGEN ROAD, PLYMOUTH. PL5 1HZ	UK		TEACHING ASSISTANT
NEAL STONEMAN	St ANNES HOUSE. JENNYCLIFF LANE, PLYMOUTH. PL9 9SN	UK	Neal Stoneman Holdings Limited (other building completion & finishing). Jack Stoneman Scaffolding Limited (other building completion & finishing). St Annes House Plymouth limited (other letting & operating of own or leased real estate).	BUSINESSMAN

- 2.9 Complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the applicant (“participants”). If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
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.

C-DSP licence: Application form (Part A)

(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

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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	

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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?

No

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

Licence number	Name of multiplex

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

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.

C-DSP licence: Application form (Part A)

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

Licence number	Name of service or multiplex

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

No

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

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

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

No

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

Licence number	Name of service or multiplex

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

No

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

Licence number	Name of service or multiplex

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

No

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

Licence number	Name of service or multiplex

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

No

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

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

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

No

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

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

C-DSP licence: Application form (Part 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

- 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".

Neal Stoneman was a director of Neal Stoneman Scaffolding that went into liquidation in March 2022.

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?

Ocean City Radio

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

PlymDAB

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

St Annes House. Jennycliff Lane, Plymouth. PL9 9SN

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.

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- 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.

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- 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.**

C-DSP licence: Application form (Part A)

Our focal point is the people of Plymouth and surrounding areas.

We provide an all-inclusive service which caters for the whole community irrespective of social barriers that they might face in everyday life.

We operate in harmony with The Equality Act 2010 and strive to exceed its expectations.

We are very conscious of the limitations placed upon mainstream radio due to financial constraints and focus our programming upon the gaps in their agenda. We model our output on the actual “needs” of real people and introduce partner agencies into our programming to relay information and guidance over-the-air. We engage our listeners in such a way that they feel included and a member of something worthwhile. Somewhere in which they have a voice and that their opinion matters.

Our team are very mindful of the sometimes complex needs of our audience and can often relate to their needs. We reach out to people with poor mental health, physical disabilities, special educational needs and those who struggle with prejudice due to colour/ethnicity, gender/sexuality, faith and age. We can offer an empathy that mainstream radio cannot.

We include local business in our output and support them to thrive. We have strong connections with local churches and include them in our programming when appropriate. We promote local charitable events and activities both on-air and via our website and social media channels.

- 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.

C-DSP licence: Application form (Part A)

Our success is measured by listenership and followers as opposed to profit. We continuously analyse our income & outgoings to ensure we can meet our financial obligations with contingency for inflation and unforeseen expenses in the year ahead. The directors of the company meet quarterly to agree budgets and collectively approve or disapprove expenditure. We maintain metrics to compare income and outgoings against those of previous years and make changes to the way we attract funds.

Our annual submissions to HMRC for the past three years have shown small losses which we quickly recoup through the regular community events that we organise. We have a company policy that agrees that any cash surplus after liabilities is ploughed back into events for the benefit of the community.

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.**

C-DSP licence: Application form (Part A)

Ocean City Radio provides the people of Plymouth with a choice (in radio terms). We recognise the fact that many members of the community will choose nationally networked radio over ours. But for those that want it, we provide a service presented by local people with a local accent who know Plymouth well.

Our output is very interactive both on-air and through our website and social media channels. Listeners can take part in radio discussions either live or via our alternative mediums. We also invite our listeners into the studio to take part in debates. We have regular shows that include...

- Interviews with local agencies like Age UK, Citizens Advice, MIND, St Lukes Hospice etc
- Advice sessions with the local authority, PCSOs. Local councillors, StepChange etc
- Interviews with local celebrities
- Radio dramas created by local people
- Local sports reports
- What's on and when
- Schools projects

We also attend local events and venues like Drakes Island in Plymouth Sound, local theatres from where we provide show reviews, concerts to interview artists and occasions such as SailGP.

Ocean City Radio was invaluable during "lock-down". We provided the friendly local link with the local community that mainstream radio could not. We were able to update people on issues that affected them.

We launched in 2018 with a view to restore the sense of community that once existed in years gone by and we are slowly doing so by offering a hub for all things local in Plymouth.

We have a daily programme that showcases local bands and hopefully launches them onto the road to success. Our latest project is to provide a space where budding musicians can come to try out different instruments and test out their vocals. In addition, they can record it.

We live broadcast "Remembrance Day" each year from various local locations. Along-the-way, we turn a microphone over to a local clergyman to deliver a sermon.

All our output is measured for popularity through digital statistical software. The data we collect determines the future of different aspects of our broadcasting. We also regularly conduct surveys of the public on our website and on social media. This helps shapes the future of our shows and find out what the people of Plymouth want from their local community radio station.

We have shows that are entirely based on song requests for which we provide an app that is accessible and easy to use by all.

Our radio service is currently internet only and for that we provide a phone app, Alexa skill and subscribe to numerous online radio directories. We hope that there is at least one option that suits each person.

Our studio is set in tranquil secluded grounds overlooking the sea. It is a safe and secure environment that is regarded as friendly and welcoming. For anyone seeking space to escape and privacy.

Here is our mission statement...

Mission:

C-DSP licence: Application form (Part A)

Ocean City Radio was born of a clear vision to rebuild community life in Plymouth and return it to times of old. We will provide radio services, community activities and attend public events with an aim to reach those members of the Plymouth population that are under-represented by the regular media.

Vision:

To bring people together by ridding our city of social isolation, loneliness and persecution resulting from issues of inequality. We will achieve this by providing a radio service which promotes social inclusion and breaks down barriers that cause inequality. We will provide a platform that provides a voice for all, irrespective of social grouping. We strive to engage our listeners with value and respect.

Core Values:

We strongly promote diversity of thought, opinion and perspective. Our service is conducted to high moral standards and maintains complete neutrality over political, ethical and morality issues. Our team of volunteers come from a vast array of lifestyles and backgrounds which is reflected in our programming.

During lock-down we remained operational as a “necessary service provision”. It was particularly evident at that time that there were many lone adults, often aged that were isolated from the outside world. It was then that we served as a link to relieve that situation as best we could. We increased the information side of our service and increased our provision for phone-ins and other forms of communication including chat channels, social media and email. We also encouraged anyone with special needs eg: requiring shopping, collection of medication etc to phone into the studio from where we organised collection and delivery to the individual without charge. We effectively created a befriending service and where possible created linked between different people and agencies.

The Ocean City Radio structure is flexible enough to be able to ramp up our service at short notice to deal with similar situations in the future.

Our everyday service is almost identical to the lock-down procedure with the exception of providing a collection and delivery service.

C-DSP licence: Application form (Part A)

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

Our discussion shows stimulate interest and motivate opinions. Ocean City Radio takes a neutral stance on everything it discusses on-air and does not try to influence the opinions of others. We invite people to have their say in all we do and respect their freedom of thought and personal perspective. Discussion is not limited to the studio either...we seek the opinions of others at every outside event that we attend. That dialogue is either broadcast live or recorded for inclusion on a later show. For studio based discussions and debates, we use a chat service as well as social media to collect the opinions of others. We also take VOIP phone calls on air and add them to the mix. We ask our listeners in advance for ideas on what issues they would like us to discuss and receive healthy responses. We have recently created a debate/discussion area where members of the community are invited to come into the studio and take part. We even offer transport to and from our premises.

- 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**.

C-DSP licence: Application form (Part A)

All our facilities are open to everyone. We have made adjustments to our premises to allow easy access for wheelchairs and mobility aids. Our location is well served by a local bus service and easily found by car.

Within the team is a fully qualified teacher of adult learning and NVQ assessor. We also have people who are DBS checked and hold qualifications in childcare which allows them to work with children.

All our volunteers are given a health & safety induction which includes fire safety. In addition, they are given a basic introduction to GDPR and how it affects the day to day running of the station. Our facilities meet the requirements of HASWA and fire safety regulations. Regular H & S risk assessments are carried out and hazards are dealt with if discovered.

Newcomers are offered a selection of options with regard to learning how to use the studio apparatus. If that person does not meet the required standards to broadcast autonomously after a given period of time, they are encouraged to team up with another presenter until they feel confident enough to do so. Sometimes this results in long-term co-presenting.

In the event that a person applies to become involved in sound engineering or I.T, we have a trainer for that too.

If a member of the team shows particular promise in their specialism, Ocean City Radio offers to put them through a formal qualification. But no pressure is placed upon anyone.

- 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.**

- 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.**

C-DSP licence: Application form (Part A)

Ocean City Radio is fortunate enough to have a number of professionals within the team. We have some-one who has worked in television production, a number of people who possess a degree in one of the media subjects, those who work in the care sector and someone who has experience of delivering English and maths qualifications. We are proud of the fact that we place people in positions that they would not normally be afforded. Ranging from supervisory positions, to management and onto directorship. We harness people's qualities and push them to be the best they can be. Those who suffer lack of confidence and interpersonal skills are lured into things like conducting interviews, making company telephone calls and emailing clients and customers. It has been evident from these activities that it boosts self-confidence/belief and generally prepares our volunteers to find worthwhile employment. It is our volunteers that manage our social media accounts and with a little nurturing they gain valuable journalistic skills.

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.**

We will continue to operate in conjunction with numerous other charities and statutory bodies. These relationships in turn have and will continue to provide opportunities for their clients. We have a significant involvement in a number of social media platforms in addition to our well established website. Our followers are vast and members of the community seek positions in the organisation every week. We have a director whose role is dedicated to interacting with our target audience. These range from schools, colleges, grass-roots sports clubs, concerts through to the BBC.

Our prime objective is to provide opportunities to people who have not been afforded them through other means. We do so by harnessing their skills and attributes and help grow them through training, coaching, trusting and believing in them. Our ethical stance dictates this, which is evident in everything we do.

We promote our organisation heavily through every medium we have access to, whether it be through employment agencies or leaflet drops. Positive word-of-mouth helps too.

Accountability

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

C-DSP licence: Application form (Part A)

We have an array of contact methods. Four are integrated into Facebook, Twitter, Instagram, website and miscellaneous software that we employ. We have a range of different email addresses that serve different purposes in addition to each member of the team having their own account. All these methods are promoted heavily on-air, through leaflet drops and through distribution to partner agencies. We have invested in a VOIP phone system which has three lines for different purposes.

We encourage others to have a say in the running of the station by publicising a quarterly critique across all available platforms. We also periodically invite members of the public to take part in strategy meetings at the studio.

It is also planned to hold regular consumer panel meetings at the studio to feedback suggestion for change.

- 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.**

All opinions both positive and negative are valued by Ocean City Radio as are suggestions to improve the service we provide. People can get in touch with us through email, our website, the chat facility or by telephoning the studio. We encourage the written options to minimise disturbance in the studio environment. All such communications are collated and discussed at quarterly director meetings. Issues raised by consumer panels will be fed back to directors for consideration at their meetings.

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 Sched- ule	Multiplex
Ocean City Radio (the on-air name of the programme service as in question 3.1 of this application)>	Ocean City Radio <i>is a radio service intended to serve</i> NOTE: The next 3 headings below are the components of the 'character of service'. Plymouth <i>in Devon</i> Plymouth and surrounding areas NOTE: this can be all, or a subset of, the area covered by the radio multiples service described in the next column> (<i>"the target community"</i>) by		PlymDAB

	Providing local radio for local people <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>		
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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).

Standards laid down by the Ofcom broadcasting code will form a part of the induction for those who are liable to use broadcast equipment. Upon completion of their induction, recruits will be asked to sign to confirm their understanding of the code and their promise to abide by it.

Likewise, The UK Code of Broadcast Advertising will be fully explained and a signature obtained to promise conformance.

We are not currently active in the area of paid phone services and have no plans to venture into it. However, should that situation change in the future, we will incorporate the codes of practice in to the same induction.

All three codes of practice will be wall mounted in print at an easily accessible position in the studio.

Any person found to be not in compliance with the codes will be subject to disciplinary action.

Our compliance commitment will be published at our website.

- 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.

Our community liaison director is an experienced auditor, though not relating to broadcast and advertising codes. He has however, fully familiarised himself with the laid down standards and translated them into a context suited to our clients.

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.

Operations director

Director of community liaison

Business compliance manager

Business compliance director

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 training will be delivered by our training officer using Microsoft Powerpoint, videos and handouts. There will be a knowledge test at the end of the training. Anyone falling short of the requirements will have their start-date postponed until the test can be completed successfully.

- 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.

Every member of the existing team and newcomers will receive the relevant training irrespective of their role within the organisation.

- 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.

We will introduce a complaints procedure dedicated to the reporting of inappropriate programme content. The procedure will encourage whistleblowing and be publicised as making a disclosure in the public interest. There will be an online form to complete and submit in “real-time”. The duty operations manager will be automatically alerted to receipt of a report via notification on his/her mobile phone. This will allow for almost immediate remote disconnection of a live or pre-recorded programme. The form will be submitted anonymously. The form will be accompanied by a concise version of the broadcasting code.

- 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.

Pre-recorded material produced by third-party organisations will only be used if Ocean City Radio has pre-listened and checked for suitability prior to broadcast. In addition, we will accept material from creators who also hold a OFCOM licence to broadcast. Remote third-party live streaming will only be accepted if a licence is held by the third party organisation.

- 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.

Ocean City Radio will ensure ongoing compliance with our key commitments by refresher training of staff, inclusion of the Ofcom broadcasting code on our intuitive interface training portal and provide such information in print format and distributed to all personnel. Furthermore, management will take responsibility for random screening of our output.

- 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 a community liaison director who already conducts quarterly audits that cover a number of facets that make up our commitments to social gain and will continue to do so. He feeds back his data at director meetings. We are steered by our ethical stance and will always strive to serve our audience better. Should we fall short of our commitments, we will revisit our practises and make changes. Outcomes of audits are made public on social media and on our website.

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

English only.

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.

4

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:

Stephen John Anniss

Date of application:

11/07/2023

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