
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):

Sid Valley Radio Ltd

Proposed service name:

Sid 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)

East Devon

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

Sid Valley Radio Ltd,
Stowford Community Centre,
Chambers Close,
Sidmouth,
EX10 9YL
Studio: 01395 514434
studio@sidvalleyradio.co.uk

Publication date: 1 June 2021

Contents

Section

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

1. Overview

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

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

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

The purpose of this form

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

Provision of information

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

Publication of information about applications and licensed services

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

Data protection

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

Keeping up to date with broadcasting matters

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

2. Applicant's details

About this section

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

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

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

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

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

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

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

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

Applicant information and contact details

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

Sid Valley Radio Ltd

2.2 Company registration number stated on Companies House:

11088817

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:

Sid Valley Radio Ltd,
Stowford Community Centre,
Chambers Close,
Sidmouth,
EX10 9YL

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

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	Robert Weeks
Job title	CEO/CTO/Compliance Officer
Address	Sid Valley Radio Ltd, Stowford Community Centre, Chambers Close, Sidmouth, EX10 9YL
Telephone	
Mobile phone	07973252834
Email	bob@sidvalleyradio.co.uk

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

<http://www.sidvalleyradio.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.

The service will be financed by existing income sources – membership subscriptions, donations received and fundraising activities. We do not expect to apply for any additional funding relating to the C-DSP licence and anticipate that we may be able to acquire advertising revenues from the use of the broader DAB spectrum.

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
Robert Weeks	Stowford Community Centre, Chambers Close, Sidmouth EX10 9YL	England	Director Stowford Community Centre CIC Community Centre	Cleaner. Stowford Community Centre, Chambers Close, Sidmouth EX10 9YL
Gavin Stuart	Flat 1 Magnolia Rise, Lyme Road, Axminster, EX13 5BH	England	None	Petrol Station/Post Office receptionist.
April Rose - Turley	Stowford Community Centre, Chambers	England	None	Chiropractor & Wellness Coach

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

	Close, Sidmouth EX10 9YL			
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- 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.

(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		
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- 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	
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 (delete as appropriate).

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?

Yes

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

Licence number	Name of service or multiplex
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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.

<i>SRSL102964WT/I</i>	Sid Valley Radio
<i>SRSL102606WT/I.</i>	Sid Valley Radio

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

Yes

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

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex
2-9 Aug 2019	<i>SRSL102964WT/I</i>	Sid Valley Radio
1-14 Aug 2018	<i>SRSL102606WT/I.</i>	Sid Valley Radio

- 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 (delete as appropriate).

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 (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?

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?

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 im- posed	Date sanction imposed

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

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".

Although Sid Valley Radio is an Online Station. Since its inception Is has aligned itself with the Broadcasting Code and has had two successful SRSLs

During the first RSL Ofcom requested an audio file over a query. The recording was submitted straight away and no further action was taken.

During the Second RSL. Sid Valley reported itself to Ofcom as there was a query over advertising after the news.

A request was made by Ofcom for a recording and this was sent the same day.

Advice was given was given by Ofcom and no further action was taken.

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?

Sid 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.

East Devon

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

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

The Studio has operated from
Stowford Community Centre.
Chambers Close,
Sidmouth
EX10 9YD

for 5 years.

- 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.

No

- 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.**

Sid Valley Radio has been running as an on line station since March 10th 2018 and serves the Sid Valley: Sidmouth, Sidford, Sidbury and Salcombe Regis. Although, many of its listeners are those who have visited Sidmouth in the past and those coming to the area in the near future. We also, via the internet, reach many other countries and have a fan base for our later evening shows.

The demographics of the Sid Valley are mostly aged 50's and upwards so, our daytime programming reflects our target demographics playing music from the 60's 70's and 80's. After 6PM we allow presenters to present a variety of diverse shows including Folk, 50's American Rock and Roll, Country, Classical, Alternative 80's, "Ska, Rock Steady & Reggae", Blues, Smooth Jazz and High Energy Dance; returning to a more chilled Smooth Jazz based programming through the night. Our Sunday program is made up of easy listening shows with story time and speech.

The East Devon SSDAB area including Seaton, Honiton, Axminster and Exmouth also have a similar age demographic, so our music programming will be well received in this area.

The expansion into DAB will give many of the older residents who rely on more traditional receivers the ability to listen to specific and targeted news, weather and more localised general information.

- 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.**

Sid Valley Radio is a private limited company without share capital and is therefore run as a not-for-profit organisation. Any surplus is reinvested back into the company to assist with future operating costs such as the repair or replacement of equipment which will benefit both the members in broadcasting and the community who are listening to our content

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.**

- Sid Valley Radio supports the local community with outside broadcasts, school visits and training for students during work experience.
Sid Valley Radio can be found at with outside broadcasts at:
- The Sidmouth Science Festival. Broadcasting during the week and at weekends.
- Sidmouth Chamber of Commerce Car Show with live broadcasts from the show ground.
- Sidmouth Christmas Light Switch-on
- Sidmouth Late Night Shopping.
- Sidmouth International Folk Festival with live reports, specialised show tailored for the festival goers.

Sid valley radio also provides PA and support for the Armistice Day Parade with interviews and reports throughout the day.

The C-DSP license will mean we can reach more people and hopefully inspire people to attend these events.

We are in negotiations with the Town Council to provide a special service at the annual Air Show.

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

Sid Valley Radio has always encouraged debate and have people from all walks of life in our studios to discuss a verity of interests.

We invite people to have their say in all we do and respect their freedom of thought and personal perspective. 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.

There are a range of methods to contact the station including email, live chat, text and the station has dedicated "Live desk" phone line to bring opinion or alternative points of view.

- 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**.

Sid Valley Radio is generally open to people aged 18+ however, we have been accredited by Careers South West to offer broadcast training to 14+ in accordance with School Work Experience guidelines. The presenter who trains the young adults carries an enhanced DBS accreditation and is assessed by School personnel prior to training commencing.

For Adults wishing to present programmes, we provide hands on training in the studio, which include industry-standard digital desks and a suit of broadcast software.

Having been online since 2018 we have generated a lot of goodwill in our local community and many of the presenters have gone on to professional broadcasting which brings motivation the team.

We provide an in-depth training plan on how the software and desk works together giving the applicant a full hands-on experience. There is always one of the experienced staff in the studio until the new member is ready to "Go Solo". From there on, the new member is shadowed with remote screen software. The training phase can last for 6 months or more if the new presenter is not comfortable with being on their own.

We provide an induction program so our team is aware of their responsibilities as broadcasters so they can align with the Broadcast Code.

- 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.**

DAB will allow the station to reach beyond our normal "online" service including members of the community who find modern technology difficult.

As all our presenters are local to the Sid Valley, they are often approached with comments and suggestions on future shows and indeed people to interview. It is important to recognise that Sid Valley Radio is a family station and many of our regular listeners consider themselves as part of the radio family.

The nature of our outside broadcasts brings more discussion and content to the listeners.

- 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.**

Our volunteer presenters come from all walks of life: Accountants, builders, shop workers and professional people. Most have no formal broadcasting experience and yet bring a passion to the station, and this is reflected in their shows.

The CEO comes with 20+ years experience broadcasting Blues on American online and FM stations. Dekadance-radio, WIFI and WNJC along with UK Harefield Hospital Radio.

The remaining presenters come from other community stations.

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.**

Sid Valley Radio will continue to operate in conjunction with numerous other local charities, the Town Council and the Sidmouth Chambers of Commerce. In the past we have attended Town Council meeting and Chamber of commerce events which have provided a number of new ideas on how best to facilitate the areas requirements.

The station is located in a Community Centre which is an ideal place for anyone to drop in and chat. Often people coming to classes come into the station and bring up suggestions and ways to improve the service.

Accountability

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

Sid Valley Radio has a bespoke messaging system taking text and Live chat messages from either the web page or iphone/android apps to be displayed on the presenter's screen. All messages pass through a spam filter before passing them on to on to the presenter.

Every message received is recorded in an offsite database along with rejected spam messages for further reference. In addition to the live chat system, SVR has its own social media accounts on Facebook and X where presenters check for incoming messages.

The Live Chat system has now been extended to processes incoming emails addressed to studio@sidvalleyradio.co.uk so these again pass through a filter and displayed directly into the presenter's screen.

Sid Valley Radio is very proud of this ability message to desk in less than 10 seconds gives listeners the feel that they are being responded to directly instead of the next show/week.

- 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.**

The Directors take all feedback very seriously, including negative comments. Although, In 6 ½ years of operating we have only had a very small number of negative comments. These were acted on immediately and resolved. At the monthly directors meetings we discuss comments and ways to make the service better.

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
Sid Valley Radio	<i>Sid Valley Radio is a radio service intended to serve Sidmouth and the Surrounding Area</i> by Providing a true Community Radio for the people by the people. Providing original content that benefits the demographics of the region. Providing a safe place for people of all works of life to learn and express their passion for broadcasting. To develop close ties with the Local community.	7 days a week 24 hrs a day	East Devon

	-- <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).

The person named as compliance officer is the Current Officer for Sid Valley Radio and was The compliance Officer during two successful RSL's and Compliance Director for Dekadance Radio for 5 years.

- 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.

When operating for Dekadance-radio the compliance officer had to change operating procedures to align with both Ofcom and the FCC.

The Compliance officer contacted Ofcom during an RSL when clarification was required. Regarding rule: 10.3. "No commercial reference, or material that implies a commercial arrangement, is permitted in or around news bulletins or news desk presentations."

The compliance officer or their delegate is responsible for checking on air content and issuing advice regarding content that may be deemed contrary to Rule 1.14:

"The most offensive language must not be broadcast...when children are particularly likely to be listening".

- 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.

Compliance Officer:

The station manager is ultimately the compliance officer for the station. They will deal with all complaints about compliance issues or any items raised to them by the compliance monitors. They are the first point-of-contact for Ofcom or the public in relation to content compliance or complaints. They will provide support in both monitoring of the output, but advice and support for presenters and others across the station in relation to compliance. The Compliance Officer will train the Compliance Delegates.

Compliance Delegates:

In addition to the station manager, we propose to also implement Compliance Delegates, who will help with the practical process of pre, live and post-screening of content produced by the station. Compliance Delegates will listen to the station at specific points in time and report back any potential compliance issues or incidents. These compliance delegates will receive additional training from other established stations in the East Devon multiplex.

In addition, the compliance delegates will also review our 'listen again' content, allowing them to identify potential compliance issues quickly.

- 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.

Sid Valley Radio intends to provide formal compliance training to all staff involved in live programming, including compliance staff, presenters, and producers. The training will cover legal and regulatory requirements, ethical and editorial standards, and the use of technology to ensure compliance. The training will be ongoing and will be regularly updated to reflect changes in laws and regulations. The compliance team will be responsible for overseeing compliance procedures and providing guidance and support to staff.

This training will be delivered by both internal members of the team, as well as with external support where required. Through our contacts within the East Devon DAB multiplex, training packages from other community radio may be suitable for delivery at Sid Valley Radio.

- 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.

Compliance training is part of the induction process, each member of staff will be monitored and receive "top up" additional training on an ongoing process.

- 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.

All incoming content coming from a trusted source is reviewed by the presenter before transmission. Trusted sources can be defined as Library tracks already played and pre cleared tracks from Commercial sources played by other station.

Content from external agencies are reviewed by a Compliance Delegate and signed off “fit for transmission”.

Where an outside recording is received by a third party then the recording is examined in full before being cleared for transmission.

All Shows are recorded and retained. It is Ofcoms requirement to retain recording for 42 days. Sid Valley Radio has retained all of its recordings for 6 ½ years in a number of Offsite facilities. Any request by Ofcom can be actioned in a matter of hrs including shows over 6 years old.

Sid Valley Radio has identified that the main issue comes from guests in the station. Sid Valley Radio welcomes discussion and sometimes this can get heated especially regarding current world topics. Firstly, all guests in the station are briefed by the Presenter/producer as to accepted behaviour and to Ofcom’s Broadcasting code. However, should any comment be made which may infringe Rule 1.14: then the discussion is stopped and an apology is made. The compliance officer is notified, and the recording is prepared for transmission to Ofcom.

It is difficult with live discussion especially when debate becomes heated. For this reason shows of this nature are to be recorded and if sensitive, broadcast after the watershed.

- 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.

Please see answer 4.6(a) as I believe we have answered this there

- 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.

Sid Valley Radio maintains high standards and has aligned itself with the broadcasting code since its inception. The Directors and other presenters all listen to each other's shows and flag possible issues and aid when guidance is needed.

The station is a big family with everyone helping each other. Because of this the standard of the shows have been excellent.

If an issue of severity is logged by staff of general public then a full report will be will be published on our website.

- 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.

The station is fully integrated into the Community and is thought very highly in all circles in the local area.

All Sid Valley Presenters are constantly reminded of Ofcom's broadcasting standards. This is done by Email and at team meetings.

Sid valley Radio train all presenters in compliance and the importance of the Broadcasting Rules and refresher one-to-one training is done off on a parodic basis to ensure there can be no deviation.

The output, and key commitments is constantly monitored by the Station Manager for radio compliance as laid down by Ofcom.

- 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

5. Declaration

About this section

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

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

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

The declaration must also be dated.

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

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

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

ROBERT WEEKS

Date of application:

8/05/2024

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

You also need to complete the [confidential section \(Part B\) of the application form](#)