

Community Radio - Technical Change Request Form

Community Radio – Improvements to Existing Coverage and Coverage Extensions

Technical Change Request Form

This form should be used for any requests relating to a change in the transmission arrangements of an analogue community radio service, such as:

- changing the transmission parameters at an existing transmission site (e.g. increasing the power of a transmitter or changing the aerial height or pattern)
- changing transmission site
- adding a new transmission site (for a relay)

Complete all relevant parts of this form and provide coverage maps as appropriate. Incomplete forms may result in your application being unsuccessful.

Before completing this form, applicants are strongly advised to read the separate guidance document.

Part 1 – Applicant's details

Licence number:	CR000207
Licence area:	Uckfield & Crowborough, East Sussex
Licensee:	Ashdown Radio Limited
Station name:	Ashdown Radio
Contact name:	[XXXXXXXXXXXXXXXXXXXXXXXXXX]
Contact email address:	[XXXXXXXXXXXXXXXXXXXXXXXXXX]
Contact telephone number:	[XXXXXXXXXXXXXXXXXXXXXXXXXX]
Date of request:	26th November 2024

Part 2 – Current transmission details

Site name:	Crowborough Town Council Offices
Site address (including postcode):	Pine Grove, Crowborough, TN6 1DH
Site owner:	Crowborough Town Council
National Grid Reference:	TQ 51391 31026
Site height (aod):	226m Apx
Antenna height (agl):	15m Apx
Aerial pattern:	Vertical Only
Frequency:	94.7FM
Transmission power:	25w

If you currently have more than one existing transmission site, please tick the box below and complete one set of details for the additional existing transmission site(s) in Annex 1.

<input checked="" type="checkbox"/> There is more than one existing transmission site and I have completed the details of the additional existing site(s) in Annex 1 – part A.
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Part 3 – Details of proposed change

Improvement to existing coverage or coverage extension

3.1 Do you request an improvement to existing coverage or a coverage extension? See Section 2 of the guidance document for further information.

Licensees should first check the technical conditions in their WTA licence and assess if there might be scope for changing or upgrading equipment in order to improve the radio signal while remaining within the limits authorised under the WTA licence and Community Radio licence as it stands now.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Improvement to existing coverage within the licensed coverage area (please complete part 3a) |
| <input checked="" type="checkbox"/> | Coverage extension of the licensed coverage area (please complete part 3b) |

Technical change being applied for - transmission parameters, site move and/or additional relay transmitter

3.2 Please indicate below which technical change(s) you are applying for. In paragraphs 2.6 – 2.36 of the guidance document you can find an explanation and guidance about the different possibilities.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Changing the transmission parameters at an existing transmission site (e.g. power increase or changing the aerial height or pattern) (please complete part 4) |
| <input type="checkbox"/> | Changing the location of the transmission site (please complete part 5) |
| <input checked="" type="checkbox"/> | Adding a new transmission site (please complete part 6) |

3.3 Please provide an explanation in the section below if you are requesting a combination of changes or if you want to provide multiple options (see paragraphs 2.12 – 2.13 of the guidance document):

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3a) Coverage improvement

Complete the following section if your request is to improve the existing coverage within your licensed coverage area.

Outline of proposed change

3.4 Describe the areas in which you want to improve your existing coverage within the licensed coverage area and provide evidence of poor coverage or significant and harmful incoming interference in your licensed coverage area, including a map in which you have marked the areas in which you want to improve your coverage.¹ See sections 2.37 – 2.45 of the guidance document for further information. If you refer to annexes, please list them at question 3.6.

3.5 Set out details of the change(s) you wish to make to your transmission arrangements and explain why you think this is the best technical solution.

3.6 Provide a list of the annexes (maps and possibly other evidence).

Number	Name	Short description

Your application may be unsuccessful if you do not provide all the information requested.

¹ Please refer to the licensed coverage area map of your area on our website:
<http://static.ofcom.org.uk/static/radiolicensing/html/radio-stations/community/community-main.htm>

If you are proposing to **change the transmission parameters at an existing site**, go to **Part 4** of this application form.

If you are requesting permission to **move to a new transmission site**, go to **Part 5** of this application form.

If you are proposing to **add one or more new transmission sites** to your licence, go to **Part 6** of this application form.

3b) Extension of existing coverage

Complete the following section if your request is to extend your licensed coverage area.

Outline of proposed change

1. Please provide a reasoned argument for the extension of existing coverage, including:
 - a. A description of the area you wish to extend existing coverage to include (e.g. the streets, council ward(s) or town), along with a map illustrating the area concerned (a map with the requested area marked/circled);²
 - b. The reason why you are requesting an extension of coverage into this area;
 - c. An estimate of the size of the population in the area you wish to extend into and the source of this information (e.g. local council statistics) and any evidence of demand or support for the service in the extended area;
 - d. Whether the area or locality into which you wish to extend existing coverage has a relationship or affinity to the existing licensed area, and a description of that relationship or affinity; and
 - e. Whether there are any exceptional circumstances which would justify an increase which would be reasonably considered to be "significant"; and
 - f. A short description of how the station will provide a community radio service for the target community in the extended area in accordance with the 'Characteristics of service' requirements; and
 - g. Any other reasons for the request that you wish us to consider.
2. Set out details of the change(s) you wish to make to your transmission arrangements and explain why you think this is the best technical solution.
3. If you refer to annexes like maps or evidence, please provide a list at questions 3.15 below.

Your application may be unsuccessful if you do not provide all the information requested.

See sections 2.46 – 2.53 of the guidance document for further information.

3.7 Description of the area you wish to extend existing coverage into:

Heathfield & surrounding villages

3.8 Why you are requesting an extension into this area:

Heathfield is another town within Wealden District Council's area and to the east of Uckfield (and south East of Crowborough). Many people commute between Uckfield/Crowborough and Heathfield for work and school. Heathfield is less than 10 miles from both Crowborough and Uckfield. In fact Uckfield is nearer, but because of the terrain, our aerial site in Uckfield is a lot lower than that in Crowborough. Neither site though is ideal to improve our existing coverage.

² Please refer to the licensed coverage area map of your area on our website:

<http://static.ofcom.org.uk/static/radiolicensing/html/radio-stations/community/community-main.htm>

3.9 Size of the population, the source of this information and any evidence of demand or support for the service in the extended area:

An additional population coverage of around 15,245 population to include Heathfield, Cross in Hand, Horam, Burwash and Mayfield. Details attached courtesy of Wealden District Councils elector population figures.

3.10 Relationship or affinity to existing licensed area:

Heathfield & the surrounding satellite villages are part of the same (Wealden) District Council area. It's also an area commonly known as North Wealden. We have a few of our members who live in Heathfield and we also have / have had businesses advertise and guests interviewed on the station who are also from the Heathfield district.

3.11 Exceptional circumstances to justify a significant coverage increase (if applicable):

We request that Ofcom take full account of our geographical terrain, meaning that our current transmission sites and power does not reach all parts of Heathfield and the areas we are looking to improve across Wealden.

3.12 How you will provide a community radio service for the target community in the extended area:

We are already providing a limited service to the Heathfield area, for example:
- by offering community interest interviews from local groups/organisations based in the area who have interest in Uckfield/Crowborough as well.

3.13 Any other reasons for the request that you wish us to consider (if applicable):

N/A

3.14 Proposed technical change including an explanation why this is the best technical solution:

We explored the option of a power increase in February 2023 from our site in Crowborough. OFCOM came back and said that a minimal power increase to 75W from 25W would not achieve coverage into Heathfield and it was suggested that we find a site in Heathfield to house equipment and aerial. It's just taken nearly two years to find somewhere.

3.15 List of annexes:

Number	Name	Short description
1	Wealden District Council Profiles	Breakdown of populations in the area
2	Proposed Coverage Improvement Map	A selection of plots which have been provided to us to demonstrate the area we are looking to cover
3	Letters of Support	Various letters of support including from Parish Council, Businesses and Local Residents
4	Letter from [XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX]	Letter saying they support our application to site a transmitter on their site

If you are proposing to **change the transmission parameters at an existing site**, go to **Part 4** of this application form.

If you are requesting permission to **move to a new transmission site**, go to **Part 5** of this application form.

If you are proposing to **add one or more new transmission sites** to your licence, go to **Part 6** of this application form.

Part 4 – Modification to existing transmission site(s)

Complete the following section if your request is to modify the transmission parameters (e.g. power increase, change to aerial pattern) at an existing transmission site.

4.1 Site name (use the same name that you have used in part 2 of the form)

4.2 I request a change to the following transmission parameters:

<input type="checkbox"/> Increase to the transmission power (Ofcom will determine the transmission power that you need to improve or extend the coverages in the areas you have described in section 3a or 3b of this application form)
<input type="checkbox"/> Change to the aerial height
<input type="checkbox"/> Change to the aerial pattern

4.3 Explain the requested change in the transmission parameters:

4.4 If you are requesting permission to make modifications at more than one existing transmission site, tick the box below and complete one set of details for each such site in Annex 1 of this document.

<input type="checkbox"/> I want to request permission to make modifications to more than one existing transmission site and I have completed the details in Annex 1 – part B.

Part 5 – Proposed move of the transmission site

Complete the following section if your request is to move to a new transmission site.

5.1 Provide details of the existing transmission site and the proposed new transmission site.

Current transmission details		Proposed new transmission site	
Site name:		Site name:	
Site address:		Site address:	
Site owner:		Site owner:	
National Grid Reference:		National Grid Reference:	
Site height:		Site height:	
Antenna height:		Antenna height:	
Aerial pattern:		Aerial pattern:	
Frequency:		Frequency:	N/A
Transmission power:		Transmission power:	To be determined by Ofcom
Comments			

5.2 If you are requesting permission to move more than one existing transmission site, tick the box below and complete one set of details for the other site(s) in Annex 1 of this document.

I want to request permission to move more than one existing transmission site and I have completed the details in Annex 1 – part C.

Annex 1. Additional request forms for transmission sites

Part A – Additional current transmission details

Part A of the annex is only relevant if you have more than one existing transmission site. Please provide the details below in addition to the details in part 2 of the document.

Existing transmission site 2

Site name:	Bird-In-Eye Farm
Site address (including postcode):	Bird-in-Eye Hill, Uckfield. TN22 5HA
Site owner:	Peter Berry
National Grid Reference:	TQ 483207
Site height (aod):	48m
Antenna height (agl):	13m
Aerial pattern:	Mixed (Vertical and Horizontal
Frequency:	105FM
Transmission power:	125W (in each direction)

Existing transmission site 3

Site name:	
Site address (including postcode):	
Site owner:	
National Grid Reference:	
Site height (aod):	
Antenna height (agl):	
Aerial pattern:	
Frequency:	
Transmission power:	

Part B – Modification to additional existing transmission site(s)

Part B of the annex is only relevant if you want request to modify the technical parameters of more than one existing transmission site. Please provide the details below in addition to the details in part 4 of the document.

Request for modification of existing transmission site 2

B.1 Site name (use the same name that you have used in part 2 or part A)

B.2 I request a change to the following transmission parameters:

- Increase to the transmission power (Ofcom will determine the transmission power that you need to improve or extend the coverages in the areas you have described in section 3a or 3b of this application form)
- Change to the aerial height
- Change to the aerial pattern

B.3 Explain the requested change in the transmission parameters:

Request for modification of existing transmission site 3

B.1 Site name (use the same name that you have used in part 2 of the form or the annex)

B.2 I request a change to the following transmission parameters:

- Increase to the transmission power (Ofcom will determine the transmission power that you need to improve or extend the coverages in the areas you have described in section 3a or 3b of this application form)
- Change to the aerial height
- Change to the aerial pattern

B.3 Explain the requested change in the transmission parameters:

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Part C – Proposed move of the transmitter site

Part C of the annex is only relevant if your request is to move more than one existing transmission site. Please provide the details below in addition to the details in part 5 of the document.

Request for moving existing transmission site 2

Provide details of the existing transmission site and the proposed new transmission site.

Current transmission details		Proposed new transmission site	
Site name:		Site name:	
Site address:		Site address:	
Site owner:		Site owner:	
National Grid Reference:		National Grid Reference:	
Site height:		Site height:	
Antenna height:		Antenna height:	
Aerial pattern:		Aerial pattern:	
Frequency:		Frequency:	N/A
Transmission power:		Transmission power:	To be determined by Ofcom
Comments			

Request for moving existing transmission site 2

Provide details of the existing transmission site and the proposed new transmission site.

Current transmission details		Proposed new transmission site	
Site name:		Site name:	
Site address:		Site address:	
Site owner:		Site owner:	
National Grid Reference:		National Grid Reference:	
Site height:		Site height:	
Antenna height:		Antenna height:	
Aerial pattern:		Aerial pattern:	
Frequency:		Frequency:	N/A
Transmission power:		Transmission power:	To be determined by Ofcom
Comments			

Part D – Proposed additional transmission site(s)

Part D of the annex is only relevant if your request is to add more than one additional transmission site. Please provide the details below in addition to the details in part 6 of the document.

Proposed new transmission site 2	
Site name:	
Site address:	
Site owner:	
NGR:	
Site height:	
Antenna height:	
Aerial pattern:	
Frequency:	To be determined by Ofcom
Transmission power:	To be determined by Ofcom
Comments	

Proposed new transmission site 3	
Site name:	
Site address:	
Site owner:	
NGR:	
Site height:	
Antenna height:	
Aerial pattern:	
Frequency:	To be determined by Ofcom
Transmission power:	To be determined by Ofcom
Comments	

Proposed new transmission site 4	
Site name:	
Site address:	
Site owner:	
NGR:	
Site height:	
Antenna height:	
Aerial pattern:	
Frequency:	To be determined by Ofcom
Transmission power:	To be determined by Ofcom
Comments	

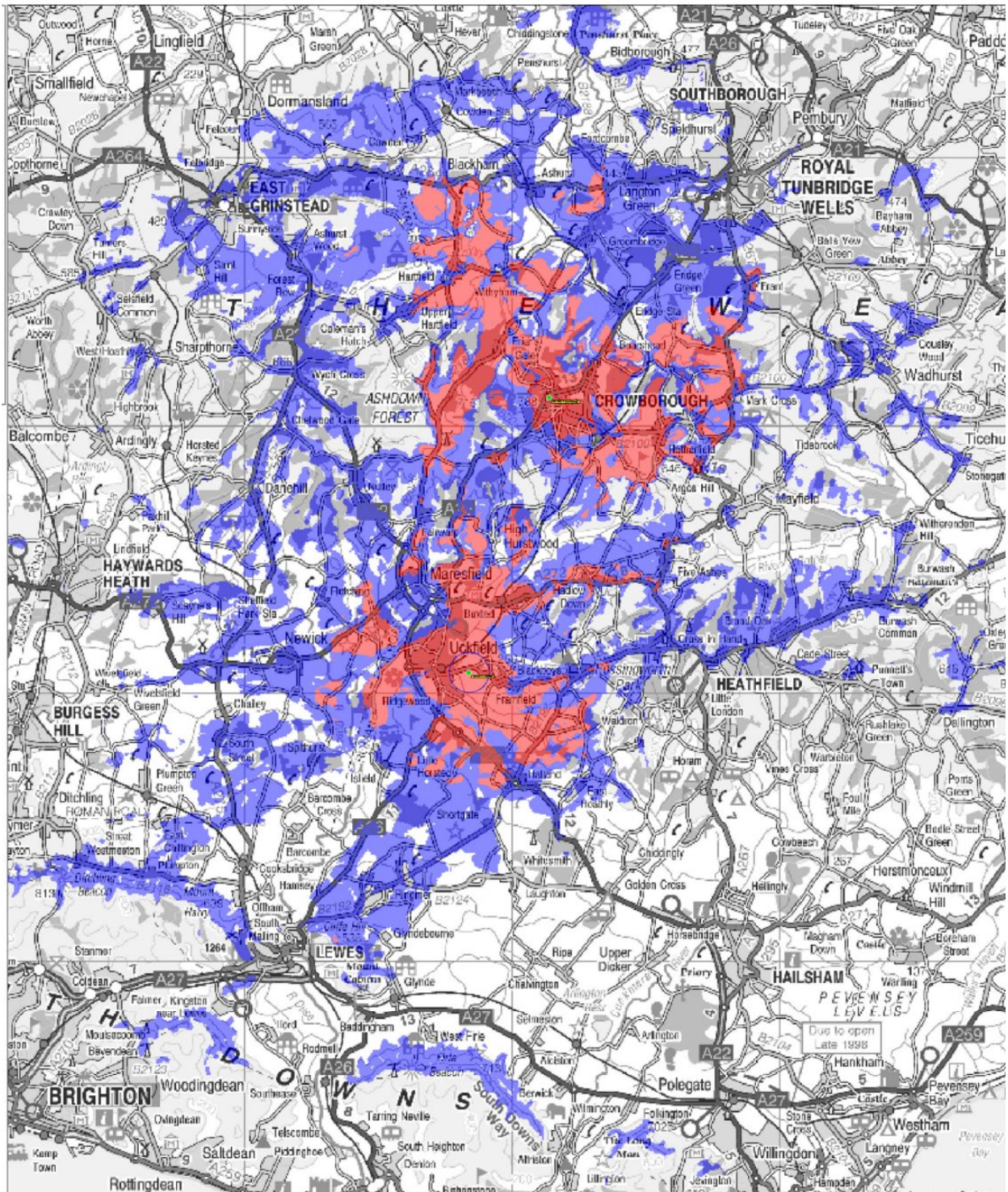
Wealden District Council

Analysis Polling District with Areas for February 2020 Register

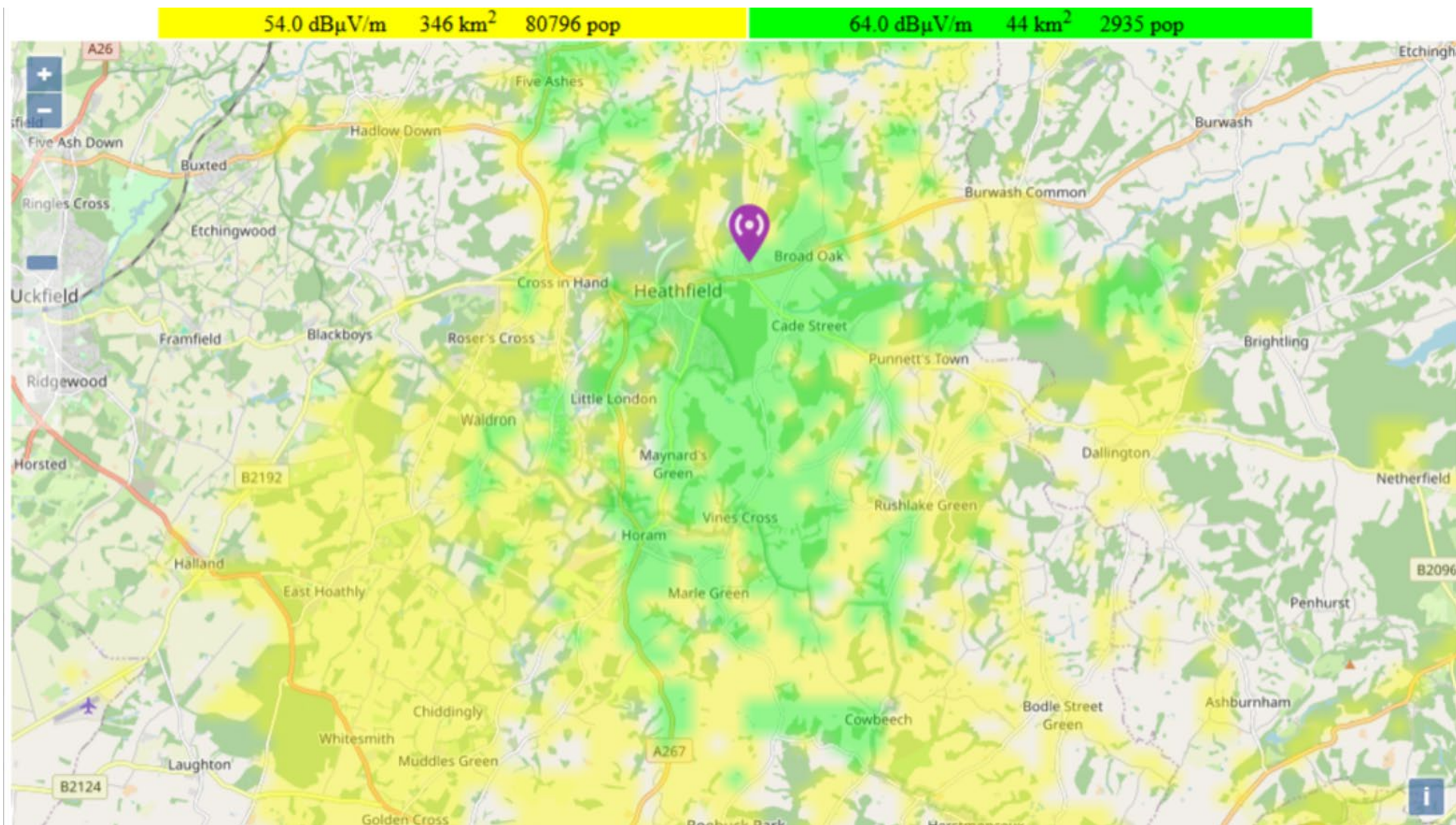
Polling District	Property	Elector	Parish Ward	Parish	District	County	Parliamentary
BAEL - Cowbeech	97	184	Herstmonceux (Cowbeech)	Herstmonceux	Hellingly	Arlington, East Hoathly & Hellingly	Bexhill and Battle
BHEA - Burwash Road	59	82	Heathfield & Waldron (Heathfield North)	Heathfield and Waldron	Heathfield North	Heathfield & Mayfield	Bexhill and Battle
BHEB - Heathfield Town	1,643	2,550	Heathfield & Waldron (Heathfield North)	Heathfield and Waldron	Heathfield North	Heathfield & Mayfield	Bexhill and Battle
BHEC - West Heathfield	429	567	Heathfield & Waldron (Heathfield North)	Heathfield and Waldron	Heathfield North	Heathfield & Mayfield	Bexhill and Battle
BHED - Heathfield Park	37	68	Heathfield & Waldron (Heathfield South)	Heathfield and Waldron	Heathfield South	Heathfield & Mayfield	Bexhill and Battle
BHEE - Heathfield South	1,467	2,732	Heathfield & Waldron (Heathfield South)	Heathfield and Waldron	Heathfield South	Heathfield & Mayfield	Bexhill and Battle
BHEF - Swaines	142	241	Heathfield & Waldron (Heathfield South)	Heathfield and Waldron	Heathfield South	Heathfield & Mayfield	Bexhill and Battle
BHEG - Marshlands	22	43	Heathfield & Waldron (Heathfield South)	Heathfield and Waldron	Heathfield South	Heathfield & Mayfield	Bexhill and Battle
BHEH - Five Ashes	316	578	Mayfield and Five Ashes (Five Ashes)	Mayfield and Five Ashes	Mayfield & Five Ashes	Heathfield & Mayfield	Bexhill and Battle
BPSA - Pevensey Bay East	775	1,144	Pevensey (Pevensey Bay)	Pevensey	Pevensey Bay	Pevensey & Stone Cross	Bexhill and Battle
BPSB - Pevensey Bay West	942	1,360	Pevensey (Pevensey Bay)	Pevensey	Pevensey Bay	Pevensey & Stone Cross	Bexhill and Battle
BPSC - Rattle Road	137	177	Westham (Stone Cross)	Westham	Stone Cross	Pevensey & Stone Cross	Bexhill and Battle
BPSD - Stone Cross	1,625	2,695	Westham (Stone Cross)	Westham	Stone Cross	Pevensey & Stone Cross	Bexhill and Battle
BPSE - Pevensey Rural	146	246	Pevensey (Pevensey Rural)	Pevensey	Herstmonceux & Pevensey Levels	Pevensey & Stone Cross	Bexhill and Battle
BPSF - Westham	963	1,722	Westham (Westham)	Westham	Herstmonceux & Pevensey Levels	Pevensey & Stone Cross	Bexhill and Battle

COVERAGE MAPS

Crowborough 75W DIR Uckfield 125W NL coverage



[XXXXXXXXXXXXXXXXXXXXXXXXXXXX] 25W Plot



LETTERS OF SUPPORT

Email from [XXXXXXXXXXXXXXXXXXXXXXXXXXXX]

P O [XXXXXXXXXXXXXXXXXXXXXXXXXXXX]

To : sales@ashdownradio.com

[XXXXXXXXXXXXXXXXXXXXXXXXXXXX]

Ashdown Radio Limited

Uckfield

East Sussex

24/1/2023

Dear [XXXXXXXXXXXXXXXXXXXX]

My son is the owner of [REDACTED] in Heathfield. It is a new business only set up the end of last year. My son is fully qualified, a registered sole trader, insured and a member of check a trade.

It would be great to have coverage of Ashdown Radio 94.7fm in the Heathfield area to help promote local business, especially when a newly qualified young family man is starting his own business and building clients in such difficult times.

Kind regards

[XXXXXXXXXXXXXXXXXXXX]

[Redacted]

Business Development Manager

Ashdown Radio

02 February 2023

Dear [Redacted]

Re: Expansion of radio Services in Sussex

I am writing on behalf of the Chamber of Commerce to lend support to Ashdown Radio's application to expand the reach of their transmitter in Crowborough, in order to improve their service into the Heathfield area.

A local radio station would be a great addition to both residents and businesses in the area, where local information, events and advertisement could be shared / accessed directly in the community.

Yours sincerely



[Redacted]

[Redacted] Heathfield Chamber of Commerce

[Redacted] [@heathfieldchamber.co.uk](mailto:[Redacted]@heathfieldchamber.co.uk)

www.heathfieldchamber.co.uk



19th January 2023

[REDACTED]
Business Development Manager
Ashdown Radio

Re: Expansion of radio service

Dear [REDACTED]

I am writing on behalf of the Parish Council to give their support to Ashdown Radio's application for a power increase from their FM transmitter site in Crowborough in order to improve and provide their service to residents in Heathfield.

We would welcome the chance for this local radio station to reach local residents and to be able to advertise local events and businesses on the radio station.

Yours sincerely

Helen
[Handwritten signature]

[REDACTED]
Heathfield and Waldron Parish Council

Ashdown Radio Ltd,
Bird in Eye Farm,
Uckfield, TN22 5HA

25 January 2023

Dear 

Being a resident in Cross In Hand, where I run a business from home, I would fully welcome and support Ashdown Radio coverage in Heathfield.

As a Public Relations consultant with many clients in the area, I know how much this would mean to them, being able to use the platform as a medium for advertising too.

It's such a great local station. Allowing more people in the areas surrounding areas to Uckfield to be able to enjoy it is a good thing, especially with Heathfield being such a large community.

Kind regards,





Wealden Works
www.wealdenworks.co.uk
Heathfield Youth Centre, High Street, Heathfield TN21 0UP

[Redacted]
Ashdown Radio Limited
Uckfield

25/1/2023

Dear [Redacted]

I wanted to write to you and express how helpful it would be to have Ashdown Radio covering the Heathfield area.

As a local charity based in Heathfield, there are still many people that are unaware of the support we offer to young people aged 16-24. Being able to have a local radio that covered our area and the small surrounding villages would be extremely helpful in raising our profile within our local area.

If you require any further information, please do not hesitate to contact me.

Your Sincerely

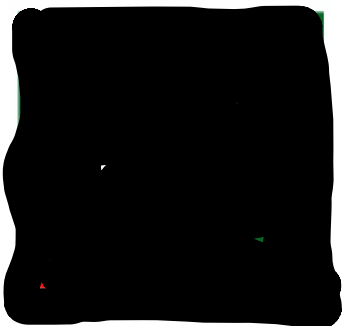
[Redacted]
[Redacted]

Wealden Works

[Redacted]
www.wealdenworks.co.uk

Letter from [REDACTED]

18th November 2024



[REDACTED]

Asndown Radio
Bird in Eye Farm
Uckfield
TN22 5HA

[REDACTED]

Dear [REDACTED]

It was a pleasure to meet you last week. I have spoken with [REDACTED] the owner of [REDACTED] and can confirm that she is, potentially, happy to site your equipment at the [REDACTED] we discussed situated at the higher end of the [REDACTED]

I hope this is all you need but please do not hesitate to contact me if you require any additional information or confirmation.

Yours sincerely

[REDACTED]

[REDACTED]
On behalf of [REDACTED]