

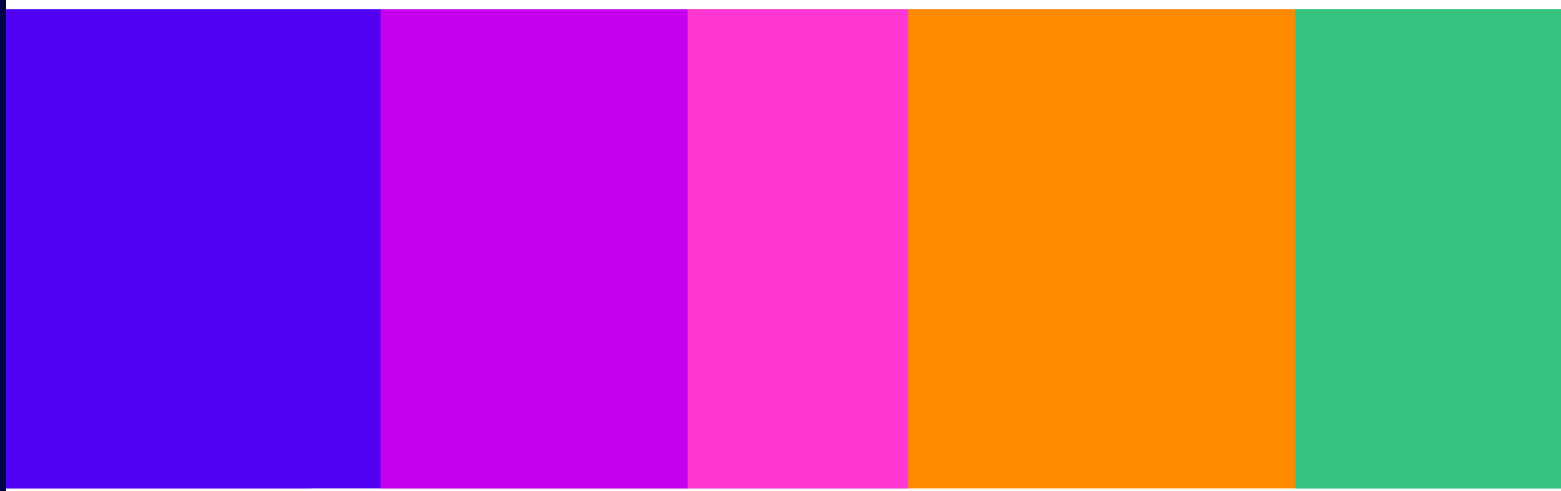


# Application form

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Community radio licence extension

Version 1.0





# The application process

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## The legal framework

The Community Radio Order 2025 (the “2025 Order”) came into force on 1 April 2025, and makes provision for renewal of community radio licences.

Ofcom has the power to extend community radio licences for a period of not more than five years on three consecutive occasions, and an extension of not more than ten years following three previous consecutive extensions.<sup>1</sup>

An application for an extension may only be made within a period beginning 18 months prior to the expiry date of the existing licence, and ending six months before that date.<sup>2</sup>

Where Ofcom receives an application for the extension of a community radio licence, it shall extend the licence for such a period as it thinks fit (not exceeding five years or ten years as the case may be), if it is satisfied:

(a) as to the ability of the licence holder to maintain the service for the period of the extension; and

(b) that the licence holder would, if the licence were extended, be in a position to comply with the conditions included in the licence in pursuance of section 106 of the Broadcasting Act 1990.<sup>3</sup>

For community radio licences, this is essentially referring to the ‘Key Commitments’ section of each station’s licence. Therefore, in considering any application for extension of a community radio licence, we will need to consider the likelihood of a licensee breaching any of its Key Commitments.<sup>4</sup>

## Completing the application form

The application form asks for:

- The station's predicted income and expenditure for the year starting from the expiry date of the current licence.
- Information about the licensee's financial situation at the time of applying.
- The licensee's commitment to continue to deliver its Key Commitments (which are included in the licence under section 106 of the Broadcasting Act 1990 (as that section has effect by virtue of the 2025 Order)).

In addition, we require:

- Information about the company holding the licence, i.e. a completed and signed Licensee Declaration form. This is required so that we may check that the company and the directors comply with ownership and other requirements in the Communications Act 2003 and the Broadcasting Act 1990.
- Latest annual financial accounts.

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<sup>1</sup> See section 253A of the Communications Act 2003 (as that section has effect by virtue of the 2025 Order).

<sup>2</sup> Where the application is for a fourth extension and the licence would otherwise expire before 1 November 2025, that six month period is instead to be treated as a period ending eight weeks before the licence would otherwise expire.

<sup>3</sup> See subsections 253A(6) and (7) of the Communications Act 2003 (as those subsections have effect by virtue of the 2025 Order).

<sup>4</sup> Section 106(1) of the Broadcasting Act 1990 (as that section has effect by virtue of the 2025 Order) provides that a community radio licence shall include “such conditions as appear to OFCOM to be appropriate for securing that the character of the licensed service, as proposed by the licence holder when making his application, is maintained during the period for which the licence is in force”.

- Such other information as we may request, on a case by case basis, as relevant in determining the above criteria.

The financial information, along with company accounts and the licensee's annual financial reports that we have on file, is required in order to help us to understand the licensee's finances and its ability to maintain the service in a new licence period.

No application fee is required for an application for a community radio station licence extension.

## Information that we will consider

When considering a request for a licence extension we will take account of the information that a licensee sends us as referred to above (application form, Licensee Declaration and company accounts), and use these documents to determine the matters set out in the legal framework section above.

In addition, Ofcom will take into account the following information that we have on file:

- The licensee's annual radio returns which relate to its past delivery of Key Commitments and financial matters.
- The licensee's regulatory record in complying with its Key Commitments, insofar as it is relevant to satisfying ourselves that the service is able to comply with these for the duration of the new licence period.

As part of our assessment, Ofcom may contact the licensee for further information or clarification. This may be, for instance, where Ofcom needs to clarify the information provided in the application form or accompanying documents.

## Data Protection

We require the information requested in this form in order to carry out our licensing legal duties. Please see Ofcom's General Privacy Statement [www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement](http://www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement) for further information about how Ofcom handles your personal information and your corresponding rights.

## Making a decision

We will consider applications as soon as is reasonably practicable. However, applicants should be aware that it will sometimes take some time to make a decision if, for example, we need to seek clarification about an application or related matters. When we have made a decision, we will write to the licensee. In addition, we will announce licence extension decisions in Ofcom's monthly [radio broadcasting update](#) published on our website.

For further information, please contact [broadcast.licensing@ofcom.org.uk](mailto:broadcast.licensing@ofcom.org.uk)

## Applying for an extension – to be completed by the applicant

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### Applicant's details

Licence number

Station name

Name of the registered company that holds the licence, and registered company number

Launch date

Name and contact details for the purposes of this application

<b>Name:</b>	<input type="text"/>
<b>Position:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Telephone:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>

Period of licence extension sought

## Financial information

### Predicted expenditure for one year from the date of the current licence expiry

Please set out the costs you expect to operate your service during the first year of the extended licence period.

OUTGOINGS	Notes	
Items:	Please include any additional information that you think might be helpful below:	Year 1 Totals (£s)
Hp / Leasing		
General and Administration		
- Staff (please specify roles and salaries)		
- Premises		
- Legal and Professional		
- Establishment/overheads		
Engineering		
- Transmitter operating costs		
- Other (specify)		
Programming		
- Copyright fees		
- Music library		
- Acquired programming		
- News service		
- Other (specify)		
Sales cost / commissions		
Marketing and promotion		
Audience research		
Ofcom licence fees		
Others (these should be specified)		
<b>Total Outgoings</b>		

**Predicted cash income for one year from the date of current licence expiry**

Please set out how you expect to fund your service during the first year of the extended licence. *[Please add rows as may be required.]*

<b>Confirmed (secured) Cash Funding:</b>			
Details of Funding Provider:	Terms and conditions placed on funding (if any).	Amount of Funding (£s).	% of Total Funding
<b>Unconfirmed (not yet secured) Cash Funding:</b>			
<b>Commercial and Other 'in-house' Sources</b>			
On-air spot advertising			
Programme sponsorship			
Commercial revenues from off-air activities			
'In-house' non-commercial revenues			
<b>Total First Year Income and Revenue Funding:</b>			<b>(Total 100%)</b>

### Contingency plans

If there is shortfall in the resources during the first year of the extended licence period, please explain below how you would cover any outstanding costs. Please explain what you would intend to do with any additional resources, if there is a surplus.

### Predicted in-kind income for one year from the date of current licence expiry

Please set out the in-kind support you expect to have for your service during the first year of the extended licence. *[Please add rows as may be required.]*

Confirmed (secured) 'In-Kind' Support			
Details of 'In-Kind' Support Provider:	Terms and conditions placed on this 'in-kind' support (if any).	Estimated equivalent value of support (£s).	For each item please show % of total 'in-kind' support
Unconfirmed (not yet secured) 'In-Kind' Support e.g. Volunteer support			
Total Value of First Year 'In-Kind' Support:			(Total 100%)



## Current financial position

Please provide information relating to the company's financial situation at the time of applying. This should include:

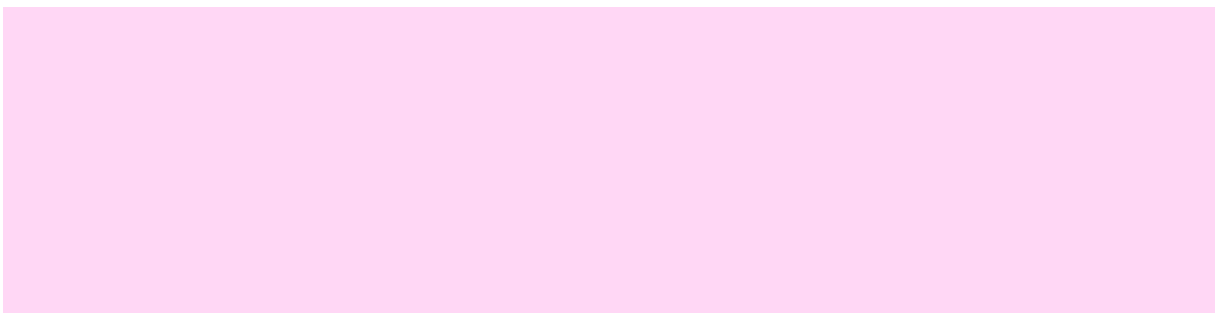
- a breakdown of debtors (i.e. amounts owed to the company) and creditors (i.e. amounts owed by the company) and the amount of cash in the bank as at a) the most recent financial year end and b) the date of application for an extension. Please reconcile the cash position at the date of application for an extension to a copy of your bank statement.
- a breakdown of income and expenditure for a) the most recent financial year and b) the period between the end of the last financial year and the time of application for an extension.
- if expenditure exceeded income in the most recent financial year please provide details of how the company financed the shortfall.
- any other information you think is relevant to enable Ofcom to assess the company's current financial health.

Please also provide a copy of the company's most recent set of financial accounts.



## Key Commitments

Please confirm that the station will continue to deliver its Key Commitments, with details on how this will be achieved.



## Other information

Please supply any further information which you think may assist in your application for an extension of your community radio licence.



## Licensee declaration

Please complete and sign the Licensee Declaration form (available via our website [here](#)) regarding the ownership and control of your radio service, and return it together with this application form.

### Declaration

I hereby apply to Ofcom for a community radio licence extension for

and declare that the information given in this application and any additional documentation is, to the best of my knowledge and belief, correct

<b>Name (Block Capitals):</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Signed:</b>	