
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):

BritAsia Foundation CIC

Proposed service name:

Darbar Sahib 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)

North Birmingham

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

Gurpreet Singh Sandhu, Darbar Sahib Radio, 158 Broad Street, Birmingham, B15 1DT, 0121 661 5316, gurps@darbarsahibradio.com

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):

BritAsia Foundation C.I.C

2.2 Company registration number stated on Companies House:

14659303

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:

158 Broad Street, Birmingham, B15 1DT

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

Yes

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	Dasmesh Singh Shergill
Job title	Director
Address	158 Broad Street, Birmingham, B15 1DT
Telephone	0121 661 5316
Mobile phone	07884 616161
Email	tony@darbarsahibradio.com

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

www.DarbarSahibRadio.com + www.DarbarSahibRadio.co.uk (to be launched)

- 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.

SUMMARY: The funding of Darbar Sahib Radio will rest upon the generous support from BritAsia TV Network Limited. This financial assistance, combined with in-kind contributions and resource-sharing, is designed to promote community engagement and cultural enrichment without any political or religious affiliations. The collaboration between these entities will ensure the radio station's viability and underscore our unwavering commitment to serving the community.

The primary source of financial support will be provided by BritAsia TV Network Limited, the main financial donor for this community-based radio station. With a commendable 15-year presence on the SKY satellite platform and a well-demonstrated history of self-sufficiency, BritAsia TV Network Limited brings a wealth of experience and a proven track record of supporting community-oriented ventures. This financial support will encompass various facets, including use of premises, equipment procurement, and day-to-day operational costs, all vital to ensuring the smooth functioning of Darbar Sahib Radio.

With a spirit of collaboration, BritAsia TV Network Limited will further enhance Darbar Sahib Radio's financial sustainability by facilitating resource-sharing arrangements with BritAsia Radio, another station under its umbrella. This collaborative approach will ensure that Darbar Sahib Radio has access to the requisite technical and operational resources needed to establish and expand its services while maintaining cost-effectiveness and minimum operating costs.

To maintain compliance with regulations and reporting requirements for non-profit operations, Darbar Sahib Radio will have dedicated separate accounting practices under BritAsia Foundation C.I.C. These separate accounts will serve to underscore the radio station's not-for-profit status and ensure transparency in its financial operations. Any profits that may accrue at any stage, such as through grants or other financial contributions, will be utilised solely for the enhancement and improvement of the radio station. There will be no personal gain or profit motive, reinforcing the radio's unwavering dedication to its community ethos.

Beyond financial support, BritAsia TV Network Limited will generously provide in-kind resources to support Darbar Sahib Radio. This includes the provision of office space, purchase of new equipment and essential resources, all offered without charge. Leveraging the existing infrastructure of BritAsia Radio will not only reduce the radio station's operational expenses but will also uphold the quality and integrity of its services.

It is imperative to emphasise that the financial support and resources offered by BritAsia TV Network Limited do not have any association with political organisations or religious bodies. The driving force behind this support is rooted in a shared commitment to fostering community engagement, cultural enrichment, and the promotion of community-oriented content. This approach seamlessly aligns with the not-for-profit and community-centric ethos embraced by BritAsia Foundation C.I.C in particular for this venture.

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
Dasmesh Singh Shergill	158 Broad Street, Birmingham, B15 1DT	United Kingdom	BritAsia TV Network Limited (Director, Television) Creative Diversity Enterprise Limited (Director, Film Production Services)	

- 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				

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

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
BritAsia TV Network Limited (However, they have no control over the applicant operations, two entities operate independently of each other, but share the same Director)	158 Broad Street, Birmingham, B15 1DT

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

Dasmesh Singh Shergill	158 Broad Street, Birmingham, B15 1DT	BritAsia TV Network Limited
Gurpreet Singh (Member of BritAsia Foundation C.I.C)	158 Broad Street, Birmingham, B15 1DT	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
Dasmesh Singh Shergill	BritAsia TV Network Limited	N/A

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

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

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

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

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

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

Involvement of the applicant in specified activities

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

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

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

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

Details of applications, licences and sanctions

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

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

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?

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
From application	DP103322BA/2	BritAsia Radio
2018 to current	TLCS001071BA/1	BritAsia TV

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”)?

Yes, as above licences

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

Licence number	Name of service or multiplex

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

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 imposed	Date sanction imposed

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”.

The Director of the applicant also operates BritAsia TV and BritAsia Radio under the company ‘BritAsia TV Network Limited’, which is the UK’s first and largest international British South Asian broadcaster. The applicant C.I.C was incorporated to ensure a not-for-profit operation entirely for community benefit ventures. Whilst it operates from the same offices and shares resources with BritAsia TV Network Limited, this is currently donated at free of costs with no obligations.

We do not believe there are any restrictions or concerns that would prevent the applicant from operating a C-DSP radio station. BritAsia TV Network Limited operates completely independently of BritAsia Foundation C.I.C, however in the spirit of disclosure, we deemed it appropriate to declare this. The two companies operate financial independently of each other and the C.I.C has an asset lock clause to ensure complete community interest only.

We do not consider that this structure would prevent Ofcom from finding the applicant fit to holding a C-DSP licence.

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?

Darbar Sahib 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.

North Birmingham (via Switch Radio)

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.

158 Broad Street, Birmingham, B15 1DT

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

N/A

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

SUMMARY: Our target community comprises the British Punjabi population residing in Birmingham. We will deliver a diverse range of programming in Punjabi and English to cater to the community's social, spiritual, and cultural needs. Our mission extends to enhancing interfaith relationships and contributing positively to the broader social fabric of Birmingham. We will uphold transparency and a not-for-profit ethos, ensuring that any surpluses are reinvested solely for the benefit and improvement of our radio station and the community it serves.

The C-DSP service of Darbar Sahib Radio is to target the large Punjabi and Sikh community residing in Birmingham. This geographical area falls well within the coverage area of the radio multiplex service, allowing us to effectively serve the needs of this vibrant and diverse community.

Birmingham is home to a significant Punjabi and Sikh population, with a notable presence dating back to the post-World War II era. Over the years, this community has grown substantially, reaching approximately 90,000 individuals in the West Midlands, making it an integral part of the city's social, political, and religious life. Importantly, the Punjabi and Sikh population is dispersed across various areas of the city, ensuring that our broadcasts will reach and resonate with the community at large.

The radio programming will be tailored to meet the social and spiritual requirements of the Punjabi and Sikh community in Birmingham. Predominantly presented in Punjabi and English, our diverse content will cater to individuals of all age groups. This includes offerings such as spiritual music (Kirtan), engaging discussions, social commentary, educational content, community updates, local news, as well as content exploring faith and philosophical themes. Our broadcasts will incorporate a blend of speech-led segments and musical presentations to provide a well-rounded and engaging listening experience.

Our aim goes beyond simply serving the Punjabi and Sikh community; it also extends to fostering interfaith relationships. We seek to enhance the understanding and cooperation between different cultural and faith groups in Birmingham. This will be achieved by raising awareness and providing information on spiritual and community matters, contributing to the city's rich tapestry of diversity and harmony.

By engaging with the Punjabi and Sikh community and facilitating cross-cultural dialogue, Darbar Sahib Radio aspires to play a pivotal role in strengthening community bonds, promoting tolerance, and sharing the values of a peaceful and inclusive society.

- 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.**

SUMMARY: We will ensure that Darbar Sahib Radio is operated on a not-for-profit basis through the implementation of distinct accounting, transparent financial reporting, and a commitment to reinvest any surplus solely for the benefit of the service and the wider community. This steadfast dedication to the principles of not-for-profit operation aligns with our C.I.C mission to serve the community of Birmingham and contribute positively to the social fabric of the region.

BritAsia Foundation C.I.C has implemented a comprehensive set of financial controls to maintain our not-for-profit venture. These controls encompass providing account access to all directors, instituting regular oversight of expenditure, and rigorous financial planning. Our Directors will not receive any income from the radio service, and they are explicitly precluded from any paid employment with the station.

We will maintain separate accounting practices exclusively for Darbar Sahib Radio. This separation of accounts will enable us to meticulously track the financial inflow and outflow associated with the radio service, ensuring that it operates independently from other activities and ventures under our C.I.C. We also have asset lock clauses in the Articles of Association to ensure any income is only used for community benefit.

Transparent financial reporting is a cornerstone of our commitment to not-for-profit operation. We will provide regular, comprehensive financial reports, clearly delineating income and expenses, to relevant regulatory authorities and the public, as required. This transparency will guarantee accountability and uphold our commitment to not-for-profit principles.

In the event of any surplus, such as profits stemming from grants, advertising or financial contributions, we pledge to allocate these funds exclusively for the betterment of the radio service and the delivery of social gain. In alignment with our commitment to not-for-profit operations, any surplus revenue generated by Darbar Sahib Radio that exceeds the day-to-day operational costs will be allocated strategically to support the service in future years.

This surplus allocation will include funding for the development of new projects, training and investments in promoting our service. This proactive approach aims to enhance our offerings to the Punjabi and Sikh community in Birmingham, ultimately contributing positively to the local community and cultural enrichment. This includes producing more diverse and impactful content, facilitating community events, and reinforcing our role in interfaith relationships to enhance social cohesion and social wellbeing.

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.**

SUMMARY: Darbar Sahib Radio is poised to deliver substantial community benefits by fostering social cohesion, inclusivity, and awareness within the Punjabi and Sikh community and the wider public. We are committed to promoting cultural enrichment, community engagement, and unity through our tailored programming and community training initiatives, ultimately contributing positively to the social fabric of Birmingham.

Darbar Sahib Radio is dedicated to promoting social cohesion within the Punjabi and Sikh community in Birmingham, as well as the broader public. Our distinct approach focuses on providing cultural, spiritual and motivational programming tailored to the Punjabi and Sikh community, fostering a deeper sense of unity. We aim to create a platform that transcends the geographical divisions among Punjabi and Sikh places, promoting greater understanding and awareness among community members and the wider city.

Our radio service is designed to serve as an inclusive platform, bringing together the diverse segments of the BAME community, emphasising the significance of 'seva' (selfless service) in Sikh teachings, we encourage active participation for the betterment of all mankind, regardless of their faith, background or personal views. Darbar Sahib Radio will function as a dynamic community hub, providing opportunities for collaboration through broadcasting, volunteering, training, spirituality, and education.

Furthermore, building on our commitment to community enrichment, BritAsia TV Network Limited will assist in providing community media training. They operate BritAsia Academy, which runs a free media and broadcasting bootcamp for training of community members of any background in the West Midlands, which has already benefited over 300 participants to date. Their experienced trainers alongside staff from BritAsia Radio will now extend their expertise to provide members in the city of any faith or background with training in radio operations and hosting skills. This initiative aims to empower all community individuals with the capabilities to effectively engage with media platforms and radio services. This includes practical training on radio operations, content creation, presentation, and key broadcasting skills, facilitating a more active and participatory role for community members.

Our commitment extends to supporting community-driven projects and celebrating their achievements. We offer volunteers the opportunities, training, and guidance necessary to boost their self-confidence, skills, and aspirations. Our ultimate goal is to utilise our service as a means to amplify the voice of our local community.

Recognising the linguistic diversity within our community and the city we serve, we will predominantly broadcast in bi-lingual programming split between Punjabi and English, allowing for cultural expression and the articulation of diverse viewpoints. Additionally, we will incorporate programming in English to cater to the younger British Punjabi and Sikh generation who may not be fluent in Punjabi. This multilingual approach ensures that our content is accessible and relevant to a wide range of listeners.

Our programming will feature well-rehearsed Punjabi and Sikh figures sharing non-prejudicial theological stories and advice. We will also host discussions and information programmes covering Punjabi and Sikh history, heritage, arts, and culture, with contributions from historians and professionals. These initiatives will help break down religious and cultural barriers and promote better understanding among different cultural and faith groups, encouraging unity through an interfaith perspective.

Our service will include a minimum of 12 hours of original programming daily, mixed between live and pre-recorded service. Our content will span spirituality, history, heritage, and community information. We will actively engage our listeners through debates and phone-ins on various topics of interest, providing a platform for social gain that is easily understandable and accessible.

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

Darbar Sahib Radio is committed to serving as a vibrant platform for facilitating discussions and the expression of opinions. We will host live phone-in sessions, inviting our audience to actively participate in discussions on matters of interest. These sessions will provide a direct avenue for individuals to express their opinions and engage in meaningful dialogues with our presenters and listeners.

Darbar Sahib Radio will feature community guests, specialists, and invited speakers as panel members in our programmes. These experts will play a crucial role in answering questions, sharing valuable information, and fostering informed discussions on various subjects. Their insights will enrich the depth of our content and provide diverse perspectives.

To ensure that we actively involve our target community, we will embark on community outreach efforts. This involves organising consultations and seminars in venues such as Gurdwaras, community centres, youth clubs, and using social media platforms. These interactions will help us understand the concerns, ideas, and opinions of our community members, shaping our content accordingly.

An appropriate portion of our daily programming will be dedicated to speech-based content. This allocation ensures that our programming includes ample room for discussions, debates, and conversations on various topics for community interests and concerns.

Darbar Sahib Radio's commitment to facilitating discussions and the expression of opinions goes beyond the airwaves. We aim to actively engage with our community, create open channels for communication, and promote the exchange of ideas and viewpoints. By doing so, we aspire to become a valuable platform where individuals can voice their opinions, engage in constructive dialogues, and contribute to the rich tapestry of our community's conversations.

- 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.**

SUMMARY: Darbar Sahib Radio is committed to providing accessible facilities and training opportunities to our target community. We aim to create a welcoming and inclusive environment where community members can actively participate in the radio service, receive training, and contribute to the rich tapestry of our broadcasts. We have great transport links outside the studio, with access to train, bus and direct metro services running across all of West Midlands.

Darbar Sahib Radio is dedicated to ensuring an inclusive approach for all communities in Birmingham to have practical, formal, and informal access to our facilities and opportunities for training. We draw inspiration from the accessibility approaches employed by BritAsia Academy media bootcamps, but will tailor them to radio broadcast.

Our primary means of community engagement is through an open volunteering policy. We invite individuals from all communities to become volunteers by providing an online application process. No prior experience is required, and we welcome all members of the local community who wish to get involved. We invite applicants to introductory meetings to understand their training needs and interests. This allows us to create roles that align with their aspirations and contribute to strengthening the station. Once individuals commit to volunteering with us, they receive comprehensive training and mentorship from highly experienced team members and trainers.

BritAsia TV Network Limited already have a successful track record in running a media and broadcasting bootcamp, led by qualified and experienced trainers. This will reflect our radio training, which is designed to provide comprehensive training to adults from deprived areas of Birmingham, equipping them with the necessary skills and knowledge to embark on a fulfilling career in the media sector. Our training will serve as a bridge between underrepresented individuals and the media industry, offering a structured path to gain experience and secure employment.

This commitment will be central to enhancing the participation of the wider BAME community in Birmingham. Our radio training opportunities will also cover a wide range of roles, including management, production, presenting, discussions, debates, news and research. This multifaceted approach will allow volunteers to develop their skills, increase their self-confidence, and instil self-esteem. Our open-door policy ensures that community members and organisations also have access to these training opportunities.

Our radio training not only will impart technical skills but also fosters personal and professional growth, empowering participants to overcome the challenges associated with underprivileged backgrounds. By extending these training opportunities to the BAME community, we aim to address issues of unemployment, low educational attainment, and social and economic deprivation, which are prevalent concerns in Birmingham.

Our training facilities, including our studios and office space, will be accessible to the community where capacity allows. We will have access to a well-equipped radio broadcasting setup, with recording studios, editing facilities, audio treatment studios and research office space.

- 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.**

SUMMARY: Through our radio service, we aspire to create a more informed, connected, and harmonious community, transcending traditional boundaries and fostering a greater sense of collectiveness.

Darbar Sahib Radio's approach to providing a better understanding of our target community and strengthening community links is multifaceted, drawing inspiration from successful strategies employed by over 15 years of international television and radio broadcasting experience.

Our radio service will actively support and participate in cultural events, festivals, and significant historical commemorations within the local British Punjabi and wider Sikh community. These celebrations will be highlighted on air, with community members taking part in radio broadcasts. By providing a platform for these events, we aim to foster a sense of togetherness and celebrate important occasions collectively.

We will actively involve community members in various aspects of radio, including content creation and the presentation of cross-generational, inter-cultural and inter-faith programmes. We will be devising a broadcast ethos of community-centric programmes. By featuring diverse voices from the community, we aim to bridge gaps and champion a sense of unity and understanding among community members. To further facilitate the exchange of views and ideas within the wider community, we will organise discussion forums. These forums will serve as a communication point where members and experts can express their thoughts and suggestions. This engagement will contribute to a deeper understanding of community needs and aspirations.

- 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.**

SUMMARY: Darbar Sahib Radio is founded on a robust foundation of professionals with multifaceted expertise. We merge legal acumen, media proficiency, and a strong commitment to community welfare to deliver a radio service that promotes understanding, unity, and empowerment within our target community.

Our dedication to social gain is reflected in our successful free media and broadcasting training led by experienced professionals and trainers. This initiative provides individuals, particularly those from underprivileged backgrounds, with valuable skills, training and hands-on experience for pursuing careers in the media sector.

Our team members have a track record of actively engaging in various community projects and selfless service initiatives through their involvement within the media industry. This involvement extends to working closely with community centres, well-being centres, and places of worship on a voluntary basis, highlighting their dedication to community well-being and fostering positive relationships within our target community.

Beyond their social and legal commitments, our team members bring a wealth of media and broadcasting experience to the table. With backgrounds in international television operations, radio, social media and renowned presenting, they are well-equipped to deliver high-quality and engaging content.

Our Director enjoys widespread recognition within the community for their active involvement in numerous social gain projects. Their consistent support and leadership in initiatives aimed at improving community well-being underscore a deep commitment to social responsibility.

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.**

SUMMARY: Darbar Sahib Radio aims to foster an environment where members of our target community are not only valued participants but also active contributors to the radio station's operations and management, reinforcing our commitment to community engagement and empowerment.

We maintain an open and inclusive policy for volunteering, welcoming individuals from diverse local communities to become a part of our radio station. We encourage all interested community members, regardless of prior experience, to get involved in various roles, spanning programme content, production, research, journalism, music scheduling, programme administration, and event coordination. Our approach also actively encourages community involvement through scheduling, producing, interviewing, presenting, researching, and administration roles. Listeners, guests, and visitors will be encouraged to contribute their feedback and suggestions through surveys and drop-in visits.

Our radio station operates under a structure where the primary responsibility for service management falls to our management board, comprising both directors and volunteers from the station. This collaborative approach allows members of the community to transition from volunteers to organisational roles, further integrating them into the operational and management aspects of Darbar Sahib Radio.

We propose holding internal quarterly meetings that encompass the entire station to discuss our policies, positioning, and seek input from all volunteers. Additionally, annual meetings open to the general public will provide an opportunity for community members to visit the station, offer input, and contribute to the station's operational decision-making.

Opportunities for volunteering will be actively promoted on-air, through our website, and by leveraging our extensive network of community organisations and places of worship in the West Midlands.

Accountability

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

We are committed to maintaining open channels of communication that allow members of our target community to contact our service and have a meaningful influence on its operation.

As part of our approach to community engagement, we will host annual meetings open to the general public. These meetings will provide community members with the opportunity to visit the station, interact with our team, and offer input into how the station operates. We will actively promote these meetings to ensure broad community participation.

To maintain an ongoing dialogue with community groups, we will host formal quarterly meetings. These meetings will serve as platforms for gathering feedback and discussing our objectives, ensuring that we continue to provide broadcasting that aligns with the evolving needs and preferences of our community.

We are dedicated to proactively seeking comments and suggestions from our community through multiple feedback mechanisms. These include ongoing focus groups and direct outreach. Feedback collected through these means will play a pivotal role in shaping our service to align with the priorities of the local community.

To maintain transparency and accountability, we will publish an annual report that highlights our achievements from the previous year and outlines our goals for the upcoming twelve months. This report will be accessible on our website and serve as a platform for the public to scrutinise our plans and performance, providing feedback based on the context of our annual report.

- 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.**

SUMMARY: Darbar Sahib Radio aims to establish a culture of openness, responsiveness, and community engagement. We will actively consider, discuss, and act upon the feedback, suggestions, and criticisms received from our target community, ensuring that their voices are heard and their concerns are addressed effectively and with transparency.

Darbar Sahib Radio is committed to actively and effectively considering suggestions and criticisms from members of our target community and taking appropriate actions. All suggestions, whether they are critical or supportive, will be systematically discussed at meetings of our management board. Station directors will table these suggestions, and they will be thoroughly examined and considered in this forum. The management board will deliberate on the feedback and decide on appropriate actions. Depending on the nature of the suggestions, actions can vary from immediate and specific measures to gradual or mild amendments to our procedures and practices.

To ensure that all our volunteers and team members understand and appreciate the sentiments of the local community, we will bring these suggestions to the broader station meetings. This will enable us to disseminate this valuable information among our team, fostering a greater understanding of the community's perspectives.

It is our practice to ensure that those who provide suggestions receive responses unless they request otherwise. This commitment to responsiveness underscores our dedication to actively addressing concerns and feedback from the community.

In line with our commitment to transparency and accountability, we will publish a complaints policy on our website. This policy will outline the procedures and mechanisms through which we handle complaints from members of the public, demonstrating our commitment to addressing concerns promptly and professionally.

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
DARBAR SAHIB RADIO	<p>DARBAR SAHIB RADIO is a radio service intended to serve the Punjabi and Sikh community of all ages in Birmingham.</p> <p>Darbar Sahib Radio is dedicated to benefiting the local Punjabi and Sikh community in Birmingham with the majority of its programming in Punjabi and English. The station serves as a cultural hub, allowing the community to express its heritage, language, and values. This fosters a deep sense of belonging and cultural enrichment, particularly among the British Punjabi and Sikh population.</p>	Monday to Sunday, 24 hours per day	North Birmingham

	<p>The radio service also plays a vital role in providing spiritual, educational, and theological programs, offering guidance to those seeking a deeper understanding of Sikh teachings and values. It functions as a spiritual compass, enabling individuals to connect with their faith and heritage. Promoting inter-faith discussions and dialogue is a core aspect of Darbar Sahib Radio. By encouraging interaction between different religious communities, the station contributes to fostering understanding and tolerance. This results in a more cohesive and harmonious multicultural society in Birmingham.</p> <p>Our service will include a minimum of 12 hours of original programming daily, mixed between live and pre-recorded service. Our content will span spirituality, history, heritage, and community information. Furthermore, we are deeply committed to addressing local issues, offering local news, and providing service information in both Punjabi and English. We will actively engage our listeners providing a platform for social gain that is easily understandable and accessible.</p> <p>Community involvement is a fundamental principle of the station, providing volunteer opportunities and training for individuals. This active engagement empowers community members to participate in shaping the station's content and direction.</p> <p>Darbar Sahib Radio collaborates with external organisations to promote training and education opportunities for the Punjabi and Sikh community. This support can lead to improved employment prospects, skill development, and personal growth for community members.</p>		
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C-DSP licence: Application form (Part A)

	<p><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></p> <p><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></p> <ul style="list-style-type: none"> • <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> <p><i>Members of the target community shall contribute to the operation and management of the service.</i></p> <p><i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i></p>		
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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 responsible for compliance at Darbar Sahib Radio, who holds the overall responsibility for ensuring content adheres to regulatory codes and rules, has extensive experience and training in this regard. They have been a legal advisor in the media industry for over 15 years, providing advisory services to multiple media outlets. Their legal expertise and familiarity with industry regulations make them well-equipped to oversee compliance with the Ofcom Broadcasting Code, the BCAP Code, and Phone-paid Services Authority Code of Practice.

In the case of Darbar Sahib Radio, the compliance lead's legal background and experience ensure a deep understanding of the regulatory landscape. This expertise is essential for maintaining compliance and upholding the highest standards of content delivery. It is worth noting that compliance is a top priority, and the compliance lead's qualifications and continuous involvement in the media industry demonstrate a strong commitment to regulatory adherence.

Furthermore, the station managers at Darbar Sahib Radio have access to qualified professionals and trainers who have over 15 years of experience in running television and media platforms and complying with Ofcom regulations. These professionals are well-versed in industry codes and regulations and stay updated to ensure compliance with all relevant rules.

The combination of a legal advisor with significant media industry experience and access to qualified professionals provides a robust framework to ensure compliance with regulatory codes and rules for programming and advertising in Darbar Sahib Radio. This comprehensive approach aligns with Condition 17 of a C-DSP licence, emphasizing the importance of having effective compliance procedures in place. Darbar Sahib Radio is well-prepared to meet these compliance requirements and maintain a high standard of content delivery.

- 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.

The person responsible for compliance at Darbar Sahib Radio, who holds the overall responsibility for ensuring content complies with the relevant codes and rules, possesses substantial practical compliance experience. With over 15 years of experience in the media industry, including running a bi-lingual television station on the SKY satellite platform, they are well-versed in the strict compliance requirements set by Ofcom regulations and the Codes of Broadcast. The nature of satellite broadcasting demands rigorous adherence to these regulations, making compliance a top priority.

Moreover, Darbar Sahib Radio has access to a network of mainstream broadcasting professionals who will assist with compliance. These professionals bring a wealth of knowledge and practical experience in the broadcasting industry, further enhancing the station's compliance capabilities.

The Station Manager of Darbar Sahib Radio, with a decade of experience in broadcasting, actively carries responsibilities related to broadcasting compliance. This hands-on experience has made the Station Manager fully conversant with compliance responsibilities and the Ofcom Broadcasting Code.

The combined experience of the compliance advisor, the Station Manager, and support from a network of mainstream broadcasting professionals ensures that Darbar Sahib Radio is well-prepared to handle compliance effectively. Their practical compliance experience, bolstered by the operation of a satellite television station and collaboration with industry professionals, positions them to navigate the regulatory landscape with confidence. This practical compliance experience is a valuable asset in maintaining a high standard of content delivery and adherence to regulatory codes and rules.

- 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.

Darbar Sahib Radio's compliance team comprises key roles dedicated to ensuring the service's compliance with regulatory codes and rules.

The Director of Compliance holds the overall responsibility for compliance, providing strategic guidance and ensuring that the station operates within the framework of the Ofcom Broadcasting Code and other pertinent regulations.

The Station Manager takes charge of day-to-day compliance responsibilities, delivering compliance training to all team members. This role is instrumental in ensuring that all programs and creative content meet regulatory requirements and serves as the initial point of contact for addressing compliance issues or complaints.

Working closely with the Station Manager, the Training Manager plays a vital role in ensuring that all presenters receive comprehensive training on the Broadcasting Codes and Compliance Policy during their induction. This role is responsible for providing regular updates and training on Practice Codes to all presenters, contributing to a well-informed and compliant team.

In addition to these key roles, the station employs Compliance Monitors, individuals responsible for reviewing the station's content at specific intervals and assessing it for potential compliance issues. These monitors provide essential feedback to ensure that Darbar Sahib Radio maintains its commitment to adhering to regulatory standards, delivering content that is compliant with the necessary requirements.

The compliance team, including the Compliance Monitors, plays a pivotal role in upholding the station's dedication to operating within the framework of the Ofcom Broadcasting Code and other relevant regulations, ensuring the integrity and compliance of the proposed radio service.

- 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.

Compliance procedures at Darbar Sahib Radio are formally integrated into the training process for staff responsible for live programming, including compliance staff, presenters, and producers. The station places a strong emphasis on ensuring that all team members are well-versed in compliance procedures and regulatory rules.

The compliance training for all volunteers, members, and staff follows a structured format. Before commencing their roles, individuals undergo mandatory training, encompassing Health & Safety training, wellbeing guidance, social responsibility, broadcast etiquette and Ofcom compliance training.

The Ofcom compliance training module also refers to:- [compliance_checklist_for_radio_broadcasters.pdf](#) ([ofcom.org.uk](#)). Participants are required to read the relevant codes and subsequently use this knowledge to answer scenario-based questions that encourage them to apply the code's content to specific circumstances. Successful completion of this training is a prerequisite for volunteers to initiate their roles at the station.

Moreover, Darbar Sahib Radio reinforces compliance awareness through discussions during the initial training meetings with presenters and volunteers. The station team pays extra attention to the early contributions made by individuals, ensuring that compliance with regulatory codes is maintained from the outset.

In addition, the Training Manager plays a central role in providing compliance training to all presenters and volunteers before they are authorised to present live programs or engage in station activities. This training encompasses an in-depth understanding of the regulatory rules outlined in the Ofcom Broadcasting Code, the BCAP Code, and other relevant codes governing phone services. Newly trained presenters receive ongoing support and close monitoring by senior members in the studio until they are fully confident in their compliance knowledge, alongside pre-recorded sessions to begin with before going live.

Regular meetings with presenters will be held to provide updates on compliance matters and address any related issues. Compliance training is an integral component of the station's commitment to maintaining high standards of regulatory compliance and content integrity.

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.

The training described in response to question 4.4 will be mandatory for all staff and volunteers at Darbar Sahib Radio. The station places a strong emphasis on ensuring that compliance training is provided to all individuals who are part of its team, regardless of their specific roles or responsibilities. By making compliance training mandatory for everyone, Darbar Sahib Radio ensures that all team members are well-versed in regulatory procedures, thereby upholding high standards of content integrity and adherence to broadcasting and advertising regulations across the board.

- 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.

Darbar Sahib Radio has implemented a comprehensive system to ensure compliance with Ofcom's codes and rules, particularly when broadcasting live content. This system is designed to prepare presenters and guests pre-broadcast and to swiftly address any non-compliant content during the broadcast.

As part of our compliance strategy, all presenters and guests will be required to undergo mandatory compliance training as part of their induction. This training will familiarise them with the Broadcasting Codes, the station's compliance policies, and the importance of adhering to regulatory standards. This ensures that every team member involved in live programming understands the compliance requirements and their role in upholding them.

During training, presenters will be made aware of their ultimate responsibility for maintaining compliance during live broadcasts. They will be educated on what constitutes compliance, how to ensure it is upheld, and the appropriate steps to take if non-compliant content is encountered. The importance of compliance will be emphasised, and clear procedures will be communicated to handle compliance-related issues during broadcasts.

To prepare for heightened risk scenarios, such as debates or discussions with the potential for non-compliance, presenters will have the option to pre-record segments. Furthermore, Darbar Sahib Radio is actively working on implementing a software-based "dump" feature, which will introduce a time delay allowing content to be dumped if necessary. Presenters will also have access to an emergency "shut-off" switch, which can temporarily interrupt the live broadcast until senior staff or management address the situation, which will revert broadcast to pre-recorded music and jingles.

In the event of a compliance concern, presenters are required to report it to the Compliance Manager immediately, who will determine the appropriate course of action. This approach ensures that any non-compliant content is dealt with swiftly and effectively, maintaining the station's commitment to regulatory compliance during live programming.

The system is reinforced by continuous monitoring by the Compliance Manager, the Station Manager, and other senior presenters to ensure that all programming remains compliant with the relevant codes and rules. Guests appearing on air will be briefed on the codes before going live, and procedures are in place to halt any non-compliant programming immediately if identified by the management or senior presenters. All broadcasts will be recorded, enabling random checks for compliance and serving as valuable material for compliance workshops and training. Additionally, emergency contact information will be prominently displayed in the studio to provide support if required, ensuring that compliance remains a top priority in all aspects of Darbar Sahib Radio's operations.

- 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.

Darbar Sahib Radio has implemented a comprehensive approach to ensure that all pre-recorded content complies with Ofcom's codes and rules, demonstrating its commitment to meeting regulatory standards. In this method, the station employs a risk-based strategy for assessing and monitoring pre-recorded material. For new shows and presenters, a proactive screening process is carried out, with all content scrutinised in detail before broadcast. This initial screening allows the station to identify and rectify any potential compliance issues stemming from presenters' limited familiarity with the codes or unintentional oversights. By reviewing the content in advance, the station can provide guidance and support, ensuring that it aligns with regulatory standards.

As presenters gain experience and consistently produce compliant material, the frequency of full screenings may be reduced, mirroring the process for live presenters who have established a track record of compliance. Nevertheless, periodic reviews are still conducted to maintain oversight. In addition to planned assessments, pre-recorded content is subject to random compliance monitoring by the station's compliance monitors, introducing an extra layer of assurance into the process.

To further minimise risks, the station schedules pre-recorded content during times when children are less likely to be listening. This strategic scheduling approach, while reducing potential impacts, does not diminish the station's unwavering commitment to maintaining compliance standards. Furthermore, the content upload process is closely managed, with programme scheduling under the exclusive responsibility of the Station Manager. Pre-recorded material is uploaded onto the playout system by the Station Manager or a senior volunteer with comprehensive compliance training, ensuring that it undergoes a rigorous assessment by individuals well-versed in the station's compliance policy and the Broadcasting Codes before being broadcast.

By following these established procedures, Darbar Sahib Radio maintains a robust system that ensures all pre-recorded content, whether produced in-house or sourced from third parties, complies with Ofcom's codes and rules. This approach guarantees the protection of the public and a steadfast commitment to regulatory standards.

- 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.

To ensure ongoing compliance with the Key Commitments related to Darbar Sahib Radio's broadcasting content, the responsibility lies with the station manager, who plays a pivotal role in monitoring and ensuring adherence to these commitments. The station manager, equipped with a comprehensive understanding of the station's key commitments, is well-positioned to oversee their implementation and verify that they are being delivered as intended.

Monitoring of the Key Commitments is conducted on a monthly basis, allowing for regular and systematic review of programming content to ensure compliance. As part of this process, programmes are meticulously planned and produced in alignment with the Key Commitments to maintain the station's commitment to high standards. All presenters actively engage in discussions regarding their format and programming content, which are subjected to ongoing scrutiny to assess compliance.

Furthermore, the Station Manager regularly evaluates the content and format of programmes, serving as a gatekeeper to maintain alignment with the Key Commitments. Their assessments and findings are then reported to the station's management team, which collectively evaluates the programming content for appropriateness and adherence to the Key Commitments. This collaborative effort ensures a comprehensive and thorough review of the station's programming.

Importantly, Darbar Sahib Radio takes a proactive approach to transparency and community engagement. Information pertaining to the station's performance and adherence to Key Commitments is made available to the public and community members. This is achieved through quarterly meetings with the community, during which the station discusses and shares information about programming content, adherence to Key Commitments, and any relevant updates. Additionally, information on compliance is disseminated at events organized by the radio station, ensuring that the community remains informed and engaged.

This multifaceted approach to ongoing compliance oversight, coupled with regular evaluations and active community engagement, allows Darbar Sahib Radio to effectively monitor and uphold its Key Commitments while fostering transparency and accountability within the community.

- 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.

To ensure ongoing compliance with the Key Commitments related to Darbar Sahib Radio's off-air social gain activities, the station manager plays a central role in overseeing and ensuring the delivery of these commitments.

The off-air social gain activities primarily encompass training, education, and community empowerment initiatives. Monitoring these commitments involves a two-pronged approach: one focused on station volunteers and members and the other extending to individuals in the broader community who may not yet be part of the station's volunteer team.

Monthly monitoring serves as the foundation for keeping track of compliance with off-air social gain activities. This regular evaluation ensures that the station is consistently meeting its key commitments in this regard. Although many of these projects may operate on longer timeframes, the monthly checks allow for timely intervention, if necessary, to rectify any deviations from the commitments.

Darbar Sahib Radio places a strong emphasis on transparency and accountability in its approach to monitoring social gain activities. This commitment is underscored by the publication of an annual report that provides an overview of the station's off-air social gain activities. This report serves as a comprehensive document that details the station's performance in delivering on its key commitments and offers insights into the impact of its initiatives on the community.

The responsibility for monitoring these off-air social gain activities and ensuring ongoing compliance ultimately rests with the station manager, who, in conjunction with the monthly assessments and the annual report, reinforces the station's commitment to social gain activities and their importance in the community.

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

Punjabi and 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 the compliance team members are fluent in Punjabi and English.

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:

Dasmesh Singh Shergill

Date of application:

8 November 2023

I am authorised to make this application on behalf of the applicant in my capacity as (**delete as appropriate**): company director

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