

Application for renewal of a community radio broadcasting licence (in the broadcasting services bands)



Effective from 5 September 2018

Lodgement information

- > This form does not apply to licensees that represent the Indigenous community interest in remote licence areas.

Important notes

- > Complete all questions. An incomplete application is likely to delay assessment.
- > In considering an application for the renewal of a community radio broadcasting licence, the ACMA conducts an assessment against the matters at subsection 84(2) of the *Broadcasting Services Act 1992* (Cth). (Refer to Notes at the end of this form.)
- > **Please note that giving the ACMA false or misleading information—including information that may be misleading due to omission—is a serious offence.**
- > Queries about completing this form may be made to the Community Broadcasting and Safeguards Section on (02) 9334 7922.

Appendices to this form

- > Supporting documents should be labelled with reference to the relevant question. For example, a document in support of an answer to **Question 7** should be marked **Appendix 7**.

Where to send this form

- > The completed form and supporting documents should be scanned and emailed to communitybroadcasting@acma.gov.au
It is not necessary to send a hard copy (paper version).
- > If not emailed, the completed form and supporting documents should be posted to:
The Manager
Community Broadcasting and Safeguards Section
Australian Communications and Media Authority
PO Box Q500
Queen Victoria Building NSW 1230

Collection of personal information in this form

The *Privacy Act 1988* (Cth) (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the [Australian Privacy Principles](#).

The ACMA may only collect personal information if it is reasonably necessary for, or directly related to, one or more of the ACMA's functions or activities.

The purpose of the collection of the personal information in this form is to enable the ACMA to assess the applicant's capacity to continue to provide the community broadcasting service. This information is required under subsection 91(2A) of the *Broadcasting Services Act 1992* (Cth).

The ACMA will not use the information for any other purpose, nor disclose it, unless the relevant consent has been obtained or it is otherwise permitted to do so under the Privacy Act.

If the information requested in this form is not provided, the application for licence renewal may not be processed.

Further information on the Privacy Act and the ACMA's Privacy Policy is available from the ACMA website www.acma.gov.au/privacypolicy. The Privacy Policy contains details about how personal information that is held by the ACMA may be accessed, and how such information may be corrected, where appropriate. It also explains how a complaint about a breach of the [Privacy Act](#) may be lodged and how the ACMA will deal with such a complaint.

Any questions relating to the privacy of information requested in this form should be directed to the ACMA's privacy contact officer on telephone 1800 226 667 or by email to privacy@acma.gov.au.

Section 1: Licensee details

1. Licensee company name and ABN:

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2. Company's registered address and secretary or public officer's contact details:

Name	
Address	
Licensee Email	
Telephone	Mobile
Email	

3. Preferred address and person to contact for processing of application:

Name	
Address	
Position in organisation	
Telephone	
Mobile	
Email	

4. Names and positions of company directors/office holders/management committee (if insufficient space, attach additional details as APPENDIX 4):

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Section 2: Community interest and service

5. What community interest does the licensee represent?

 General Other (please specify) _____6. Please indicate whether the licensee wishes to change its community interest: No Yes** If yes, please attach evidence for request to change community interest as APPENDIX 6 (for further information, see the *Community broadcasting guidelines for request to change community interest*).

7. What is the licensee's service licence (SL) details?

SL:	Licence area:
Call sign:	On-air identifier:

Section 3: How is the service meeting the existing and perceived future needs of the community in the licence area? (Paragraph 84(2)(a))

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What are the key features and/or main characteristics that represent the nature and diversity of the interests of the community in the licence area? (Paragraph 84(2)(b))

Identifying and responding to community needs and interests

8. Provide details of actions taken to identify community needs and interests.

In answering this question, provide copies of any or all of the following:

- community consultation strategy and structured engagement program, including copies of activity or progress reports for the past 12 months
- number of on-air promotions broadcast in a typical week, encouraging members of the community to contact the licensee with feedback about the service and to participate in the operations of the service
- copies of advertisements or articles placed by the licensee in local papers in the past 12 months, encouraging members of the community to contact the licensee with feedback about the service and to participate in the operations of the service
- copies of pamphlets or flyers of local events attended by the licensee in the past 12 months, where the licensee handed out membership forms to encourage members of the community to become involved in the licensee's activities
- names and dates of outside broadcasts and/or coverage of community events (such as local sports and multicultural days) held at local schools and/or community organisations in the past 12 months
- copies of social media posts, seeking feedback from members of the community and/or encouraging them to participate in the licensee's activities
- copies of newsletters, printed or electronic, circulated in the past 12 months.

Attach documents as APPENDIX 8.

9. Please list up to **five** key community needs identified in the past 12 months. Against each community need, please provide details of how the licensee responded to that need or interest eg an influx of a particular ethnic group into the licence area identified through community meetings resulted in the licensee providing a new weekly program in the language of that ethnic community.

Community need identified and how the need was identified	How the licensee responded to need
1.	
2.	
3.	
4.	
5.	

Section 4: To what extent does the service provide material of local significance? (Paragraph 84(2)(ba))

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How does the service add to the nature and diversity of other broadcasting services that are available in the licence area? (Paragraph 84(2)(c))

Programming – Nature, Selection and Provision

10. Provide a copy of the most recent weekly program schedule, showing the applicable dates. Attach as APPENDIX 10.

Please review the program schedule and provide the following information for that week:

	HOURS*	
	SPOKEN WORD†	MUSIC‡
PRE-RECORDED LOCALLY PRODUCED (within the licence area)		
LIVE-TO-AIR LOCALLY PRODUCED (within the licence area)		
AUSTRALIAN PRODUCED (produced in Australia, outside the licence area)		
OVERSEAS PRODUCED (anywhere overseas)		
Sub-Total		
TOTAL	168 HOURS	

* The total of both columns should equal 168 hours.

† Magazine style programs should have their hours split evenly between SPOKEN WORD and MUSIC.

‡ AUSTRALIAN PRODUCED MUSIC Programming refers to music programming that is produced in Australia (compared to within the licence area or overseas), not whether the music is Australian. For example, A Jazz Hour from CRN would count towards Australian Produced Music Programming.

How many presenters were on air that week? _____

11.

Please review the program schedule and provide the following information for that week:

MATERIAL OF LOCAL SIGNIFICANCE	NUMBER OF HOURS
HOSTED AND PRODUCED IN THE LICENCE AREA	
HOSTED <i>BUT NOT</i> PRODUCED IN THE LICENCE AREA	
PRODUCED <i>BUT NOT</i> HOSTED IN THE LICENCE AREA	
AUSTRALIAN PRODUCED MATERIAL THAT RELATES TO THE LICENCE AREA*	
OVERSEAS PRODUCED MATERIAL THAT RELATES TO THE LICENCE AREA*	

* Material could **relate to the licence area** if, for example, it relates to a person, community organisation or event in the licence area, or if it relates to a social, economic, political or cultural issue as it affects the licence area (either in the sense of the geographic area or a community within the licence area).

Does the licensee broadcast CRN programming or other programming provided by third parties for community broadcasters (such as Deutsche Welle)? Yes No

If yes, how many hours does the licensee broadcast a week? _____ hours _____ hours

Explain how the spoken-word and music programs provided in that week were different to and/or complemented the spoken-word and music programs provided by the national (ABC, SBS), commercial, open narrowcasting and/or other community broadcasting services available to the community in the licence area.

Provide the program titles from the weekly program schedule that meet specific needs of the community that are not available on other broadcasting services in the licence area (eg for youth and/or seniors, for Indigenous and/or ethnic groups, coverage of local sports and/or community events).

Attach response as APPENDIX 11.

12.

Does the licensee have a Program Committee or sub-committee? Yes No

If **Yes**, who are the Program Committee or sub-committee members? (if insufficient space, attach additional details in APPENDIX 12):

Name	Station member Y/N?	Volunteer Y/N?	Paid staff Y/N?	Management Committee / Board member Y/N?

Where the Program Committee/sub-committee includes paid staff and/or Management Committee/ Board members: do they have voting rights within the Program Committee/sub-committee?

Yes No

How is the Program Committee formed and for what duration?

Elected annually Appointed for _____-year term

How many program proposals were received in the past six months? _____

How many of those proposals were approved and broadcast? _____

How does the licensee provide information to the general community on procedures for making program proposals?

Please attach a copy of the application form for a program proposal.

Attach responses as APPENDIX 12.

Section 5: Does the licensee have the capacity (management, financial, technical and compliance capacity) to continue to provide the service? (paragraph 84(2)(d))

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Management

13. Please provide copies of the following documents:

- current constitution or articles of association and certificate of registration
- diagram of the organisation structure, showing the board / management committee and committees / subcommittees, as well as staff positions
- list of current members of the board / management committee, indicating the term of each member
- minutes of the last two AGMs and most recent annual report
- membership application form, showing membership categories and schedule of membership fees
- list of staff positions—please specify paid (salaried and commissioned) and unpaid (volunteer) positions.

Attach documents as APPENDIX 13.

Is the licensee a member of an industry group? Yes No

If **Yes**, name of industry group/s: _____

14.

Member numbers



Year	Financial (voting)	Residing in the licence area
At date of application		
12 months before application		

Number of volunteers who are also financial members of the station

Year	Administration	Programming	Technical
At date of application			
12 months before application			

Number of volunteers who are not financial members of the station

Year	Administration	Programming	Technical
At date of application			
12 months before application			

Financial																													
<p>15. Please provide copies of the following documents:</p> <p><input type="checkbox"/> audited financial statements for two years available at the date of application (if the company is not required to audit accounts, copies of unaudited financial statements should be provided)</p> <p><input type="checkbox"/> five-year business plan</p> <p><input type="checkbox"/> five-year budget</p> <p>Attach as APPENDIX 15.</p>	<input type="checkbox"/>																												
<p>Please complete the following table (revenue sources such as grants, donations, sponsorship, membership fees; expenditure items such as rent and electricity)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: left;">Percentages of licensee's five key revenue sources</th> <th colspan="2" style="text-align: left;">Percentages of licensee's five main expenditure items</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">1.</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: center;">100%</td> <td></td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Percentages of licensee's five key revenue sources		Percentages of licensee's five main expenditure items		1.				2.				3.				4.				5.				TOTAL	100%		100%	<input type="checkbox"/>
Percentages of licensee's five key revenue sources		Percentages of licensee's five main expenditure items																											
1.																													
2.																													
3.																													
4.																													
5.																													
TOTAL	100%		100%																										
Technical																													
<p>16. Please provide the following information:</p> <p>Check the licensee's technical details on its apparatus licence(s) against the technical specifications for the licence (transmitter site, maximum effective radiated power (ERP), antenna radiation pattern, antenna polarisation and antenna height).</p> <p>Are they the same or different? Same <input type="checkbox"/> Different <input type="checkbox"/></p> <p>If different, does the licensee have ACMA approval to use different technical specifications?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, please complete ACMA Form B12¹ and attach as APPENDIX 16A.</p> <p>Is the studio located in the licence area? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the licensee have a studio-to-transmitter link (STL) and transmission backup?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the licensee has an STL, does the licensee have an apparatus licence for it?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>																												

¹ Available on ACMA website: <http://www.acma.gov.au/theACMA/Library/Corporate-library/Forms-and-registers/broadcasting-forms-spectrum-for-broadcasters-acma>

<p>If No, please complete ACMA application form for a <u>fixed</u> apparatus licence² and attach as APPENDIX 16B.</p>							
Compliance							
<p>17. Did the licensee have any renewal actions at the last licence renewal? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, did the licensee provide copies of all material requested to the ACMA? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, please attach outstanding material as APPENDIX 17.</p>	<input type="checkbox"/>						
<p>18. Licensees are required to keep a record of complaints and responses and to make information available to the ACMA on request (Code 7.5). Number of complaints received in the three years from the renewal date of the licence:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Year 1</th> <th style="padding: 5px;">Year 2</th> <th style="padding: 5px;">Year 3</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table> <p>Please provide copies of policies for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Corporate governance (Code 1.2) <input type="checkbox"/> Membership (Code 1.4) <input type="checkbox"/> Internal conflict (Code 1.5) <input type="checkbox"/> Complaints handling (Code 1.6) <input type="checkbox"/> Community participation (Code 2.1) <input type="checkbox"/> Programming (Code 2.2) <input type="checkbox"/> Volunteering (Code 2.3) <input type="checkbox"/> Sponsorship (Code 6.1) <p>Attach documents as APPENDIX 18.</p> <p>Are all the policies freely available? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, where are they available? (Tick where applicable) <input type="checkbox"/> Station / Studio <input type="checkbox"/> Licensee Website</p>	Year 1	Year 2	Year 3				<input type="checkbox"/>
Year 1	Year 2	Year 3					

² Available on ACMA website: <http://www.acma.gov.au/theACMA/Library/Corporate-library/Forms-and-registers/radiofrequency-spectrum-forms>

Section 6: Who is in a position to exercise control of the licence? (paragraphs 84(2) (e) and (f))		ACMA USE
<p>19. Is any one person in a position to exercise control of more than one community broadcasting licence that is a broadcasting services bands licence in the same licence area?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please provide:</p> <ul style="list-style-type: none"> > details and/or copies of any trusts, agreements, arrangements, understandings or practices that are in place between the licensee and the other community broadcasting licence in the same licence area. <p>Attach documents as APPENDIX 19.</p>	<input type="checkbox"/>	
<p>20. Is the Commonwealth, a State, a Territory or a political party in a position to exercise control of the community broadcasting licence?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please provide:</p> <ul style="list-style-type: none"> > details and/or copies of any trusts, agreements, arrangements, understandings or practices that are in place between the licensee and the Commonwealth, a State, a Territory or a political party. <p>Attach documents as APPENDIX 20.</p>	<input type="checkbox"/>	

Section 7: Certification

This application for the renewal of community radio broadcasting licence held by:

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(Company name)

is made on:

Day	Month	Year
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With the authority of the board of directors of the licensee company.

Presiding member of the board of directors of the licensee company:

Signature
Print name
Title

Secretary or public officer:

Signature
Print name
Title

NOTES

Community radio broadcasting licences

Applications

An application for renewal of a community broadcasting licence must be made one year before the licence is due to expire.

Applications should contain sufficient relevant information to enable the ACMA to conduct an assessment against the considerations at section 84(2) of the *Broadcasting Services Act 1992*.

In deciding whether to allocate a community broadcasting licence that is a broadcasting services bands licence to an applicant or to one of a group of applicants, the ACMA is to have regard to:

- (a) the extent to which the proposed service or services would meet the existing and perceived future needs of the community within the licence area of the proposed licence
- (b) the nature and diversity of the interests of that community
- (ba) the extent to which the proposed service or services would provide material of local significance
- (c) the nature and diversity of other broadcasting services (including national broadcasting services) available within that licence area
- (d) the capacity of the applicant to provide the proposed service or services
- (e) the undesirability of one person being in a position to exercise control of more than one community broadcasting licence that is a broadcasting services bands licence in the same licence area
- (f) the undesirability of the Commonwealth, a State or a Territory or a political party being in a position to exercise control of a community broadcasting licence.

For the purposes of (ba), material is of **local significance** if:

- (a) it is hosted in the licence area of the proposed licence; or
- (b) it is produced in the licence area of the proposed licence; or
- (c) it relates to the licence area of the proposed licence.

The ACMA may refuse to renew the licence if, having regard to those statutory considerations, it considers that it would not allocate such a licence if it were deciding whether to allocate the licence to the licensee (section 91(3) of the *Broadcasting Services Act 1992*).

Community broadcasting services

Community broadcasting services are defined in section 15 of the *Broadcasting Services Act 1992* as broadcasting services that:

- (a) are provided for community purposes
- (b) are not operated for profit or as part of a profit making enterprise
- (c) that provide programs that:
 - (i) are able to be received by commonly available equipment
 - (ii) are made available free to the general public
- (d) comply with any determinations or clarifications under section 19 in relation to community broadcasting services.

Community broadcasting licences remain in force for five years.

Compliance requirements

Community radio broadcasting licensees are required to comply with the licence conditions set out in Parts 1, 2 and 5 of Schedule 2 to the *Broadcasting Services Act 1992*, as well as the Community Radio Broadcasting Codes of Practice.

Apparatus licences

The ACMA also issues an apparatus licence to the licensee to enable the community radio broadcasting service to be provided. An apparatus licence is issued under the *Radiocommunications Act 1992* and is also subject to licence conditions.