

Application for a community radio broadcasting licence

(in the broadcasting services bands, for the purposes of section 80 of the *Broadcasting Services Act 1992*)



Effective 15 March 2021

Lodgement information

Important notes

- > Complete all questions. An incomplete application is likely to delay assessment.
- > In considering an application for a community radio broadcasting licence, the ACMA conducts an assessment against the matters at subsection 84(2) of the [Broadcasting Services Act 1992](#) (BSA). (Refer to *Notes* at the end of this form.)
- > The ACMA is not obliged to allocate a licence and may seek further information from an applicant in order to inform its decision as to whether to allocate the licence, and to whom.
- > **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 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

Please note we are unable to access files from cloud sharing services (such as Dropbox, Google Drive etc.).

Collection of personal information in this form

The [Privacy Act 1988](#) (Privacy Act) imposes obligations on the ACMA for 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 provide the community broadcasting service. This information is required under section 80 of the BSA.

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 a licence may not be processed.

Further information on the Privacy Act and the ACMA's Privacy Policy is available from the ACMA website at www.acma.gov.au/privacy-policy. 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 about the privacy of information requested in this form should be directed to the ACMA's privacy contact officer on 1800 226 667 or by email to privacy@acma.gov.au.

Section 1: Applicant details

1. Company name, ABN and registered address:

2. Contact details for the Applicant company (e.g. Secretary or Public Officer):

Name
Position in organisation
Telephone
Email

3. Preferred contact for processing of application (if different to the contact for the Applicant company):

Name
Position in organisation
Telephone
Email

Section 2: Community interest and service (Clause 9 (2)(b) of Schedule 2 to the BSA)

4. What licence is the applicant applying for: SL _____

5. What community interest does the applicant propose to represent?

General

Other (please specify) _____

6. What is the proposed service's call sign and on-air identifier?

Call sign:	On-air identifier:
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Section 3: The extent to which the proposed service will meet the existing and perceived future needs of the community in the licence area (paragraph 84(2)(a) of the BSA)

The nature and diversity of the interests of the community in the licence area (paragraph 84(2)(b) of the BSA)

Identifying and responding to community needs

7A

How will the proposed service identify the existing and perceived future needs of the community in the licence area? (For example, identifying and monitoring community needs through community surveys, analysing Census data, documenting/analysing feedback from community members at outside broadcasters, leading and/or participating in focus groups, building and maintaining connections with other community organisations in the licence area).

7B

Please identify and list below up to **5** key community needs of the selected community interest for the proposed service, and how these needs will be addressed by the proposed service.

Community need identified	How was the need identified? (For example, through analysis of census data, community surveying)	How the proposed service will address that need
1.		
2.		
3.		
4.		
5.		

7C

How will the proposed service meet the identified needs of the community (for example, number of local interviews per week, or a particular weekly program in a language or languages other than English)?

Section 4: The extent to which the proposed service will provide material of local significance (paragraph 84(2)(ba) of the BSA)
The nature and diversity of other broadcasting services that are available in the licence area (paragraph 84(2)(c) of the BSA)

Programming – nature, selection and provision

8A	Provide a copy of the proposed weekly program schedule showing 168 hours per week of programming. Attach as APPENDIX 8.
8B1	Referring to the proposed weekly program schedule, how many hours of programming each week will meet specific community needs that are not met by other broadcasting services in the licence area (e.g., youth, seniors, Indigenous, ethnic, local sports, local community events)? ____ hours
8B2	Include a breakdown of the hours by community needs at APPENDIX 8 (e.g., 2 hours youth, 2 hours indigenous, 3 hours local sport)
8C1	<p>Provide a list of programs from the proposed weekly schedule that will be material of local significance and indicate how these programs will meet the definition, below, of material of local significance. Attach as APPENDIX 8.</p> <p>Content is material of local significance if it is hosted in, produced in, or 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).</p>
8C2	<p>Referring to the proposed weekly program schedule, how many hours of programming each week will be material of local significance? ____ hours.</p> <p>Any additional comments related to the proposed amount of material of local significance can be provided at APPENDIX 8. (e.g., a description of the activities the applicant would undertake to increase the amount of material of local content during the licence period).</p>
8D	<p>How many presenters live or work in the licence area? _____</p> <p>How many of these presenters will be on-air in a typical week? _____</p>
8E	Referring to the proposed weekly program schedule, how many hours of programming each week will be sourced from CBAA's Community Radio Network (CRN) or other third-party programming suppliers? ____ hours
8F	<p>Will the proposed service have a program committee or sub-committee? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Provide a description of the governance processes and/or policies in place to encourage participation in the selection and provision of programs at APPENDIX 8.</p>
8G	<p>Will the applicant provide information to the general community on procedures for making program proposals? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> If yes, please attach information about how this information will be provided to the general community and a copy of the application form for making a program proposal as APPENDIX 8.</p>

Section 5: The capacity (management, financial, technical and compliance) to provide the proposed service (paragraph 84(2)(d) of the BSA)

Management

9 Please provide copies of the following documents:

- constitution or articles of association and certificate of registration
- diagram of the organisation structure, showing the board/management committee and committees or subcommittees, as well as staff positions
- list of current office holders of the applicant company (e.g., Chair or President, members of the board or management committee) indicating the term of each member and the skills or expertise that they will bring to the proposed service
- minutes of the most recent approved AGM and most recent annual report
- membership application form, showing membership categories and schedule of membership fees.

Attach documents as APPENDIX 9.

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

If yes, name of industry group/s: _____

Members, volunteers and staff

10A How many financial members (i.e., eligible to vote in the annual general meeting of the organisation) did your organisation have in the previous financial year? _____

10B How many of these members live or work in the licence area? _____

10C How many people volunteer at your organisation? _____

10D How many people are employed at your organisation? _____

10E In what ways will your organisation grow its members and volunteers if allocated a licence?

Financial

11A Please provide copies of the following documents:

- the most recent audited financial statements (if the company is not required to audit accounts, copies of unaudited financial statements should be provided)
- 2-year business plan
- 2-year budget

Attach as APPENDIX 11.

Technical

12 Please provide the following information:

- > details of transmission infrastructure, including proposed transmitter site, studio location and availability of transmission backup
- > the technical skills and expertise that will be available to the applicant to provide a service that complies with technical specifications.

Attach documents as APPENDIX 12.

Compliance

13 The Community Broadcasting Codes of Practice require a community broadcasting licensee to have written corporate governance policies and procedures that support management, financial and technical operations to meet all legal requirements (Code 1.2). Compliance with the Codes of Practice require policies such as: Membership (Code 1.4), Internal conflict (Code 1.5), Complaints-handling (Code 1.6), Community participation (Code 2.1), Programming (Code 2.2), Volunteering (Code 2.3) and Sponsorship (Code 6.1).
Copies of these policies should be available to the community (preferably via the applicant's website).

Does the applicant have these policies in place? Yes No

If yes, are they available to the community? Yes No

**Section 6: The undesirability of one person being in a position to exercise control of more than one community broadcasting licence in the licence area (paragraph 84(2) (e) of the BSA)
The undesirability of the Commonwealth, a state or territory or a political party being in a position to exercise control of a community broadcasting licence (paragraph 84(2)(f) of the BSA)**

14 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?
Yes No

If **Yes**, please provide:
> details and/or copies of any trusts, agreements, arrangements, understandings or practices that are in place between the applicant and the other community broadcasting licensee in the same licence area.

Attach documents as APPENDIX 14.

15 Is the Commonwealth, a state, a territory or a political party in a position to exercise control of the community broadcasting licence?
Yes No

If **Yes**, please provide:
> details and/or copies of any trusts, agreements, arrangements, understandings or practices that are in place between the applicant and the Commonwealth, a state, a territory or a political party.

Attach documents as APPENDIX 15.

Section 7: Certification

This application for a community radio broadcasting licence by:

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(Company name)

is made on:

Day	Month	Year
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With the authority of the licensee.

Presiding member of the board of directors of the company:

Signature
Print name
Title

Secretary or public officer:

Signature
Print name
Title

NOTES – community radio broadcasting licences

Eligibility

An applicant for a community radio broadcasting licence must:

- > be a company that is formed in Australia or in an external territory
- > represent a community interest.

Applications

An application should contain sufficient relevant information to enable the ACMA to conduct an assessment against the matters at section 84(2) of the BSA.

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 the:

- (a) 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) 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) nature and diversity of other broadcasting services (including national broadcasting services) available within that licence area
- (d) capacity of the applicant to provide the proposed service or services
- (e) 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) 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 is not required to allocate the licence to any applicant (section 85 of the BSA).

Community broadcasting services

Community broadcasting services are defined in section 15 of the BSA 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) 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 5 years.

Commencement date of community radio broadcasting service

A successful applicant must begin to broadcast within one year of being allocated the licence, unless the ACMA notifies a longer period in writing (paragraph 9(1)(h) of Schedule 2 to the BSA).

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 BSA. The ACMA may investigate complaints about the licensee's compliance with these licence conditions and with the Community Radio Broadcasting Codes of Practice.

Apparatus licences

The ACMA also issues an apparatus licence to the successful applicant 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.