

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



## Instructions

### Important notes

- > **Please note:** giving the ACMA false or misleading information – including information that may be misleading due to omission – is a serious offence.
- > Complete all questions and print clearly. An incomplete or illegible application is likely to delay assessment.
- > The ACMA may renew or refuse to renew a community broadcasting licence (section 91 of the *Broadcasting Services Act 1992* (Cth)). (Refer to notes at the end of this form.)
- > In assessing this application, the ACMA may request further information or copies of supporting documentation.
- > The renewal process for community broadcasting licences is not a competitive process. When we consider applications for renewal, we consider, among other things, the current service provided under the existing licence and not any other proposed service.
- > Queries about completing this form may be made to the Community Broadcasting and Safeguards Section on (02) 9334 7922 or by email to: [communitybroadcasting@acma.gov.au](mailto:communitybroadcasting@acma.gov.au).

### Supporting documentation

- > Supporting documents should be labelled with reference to the relevant question. For example, a document in support of an answer to Question 8 should be marked 'Response to Question 8'.

### Where to send this form

- > The completed form and supporting documents can be either:
  - > **scanned and emailed to:**  
[communitybroadcasting@acma.gov.au](mailto:communitybroadcasting@acma.gov.au)  
You do not need to send a hard copy (paper version).
  - > **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 may not be able to access files from cloud sharing services (such as Dropbox or Google Drive).

### Collection of personal information in this form

The purpose of the collection of the personal information in this form is to enable the ACMA to assess whether the applicant may continue to provide the community broadcasting service.

The ACMA will not use the personal information for any other purpose, or disclose it, unless the relevant consent has been obtained or it is otherwise permitted to do so under the *Privacy Act 1988*.

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 [acma.gov.au/privacy-policy](https://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 relating to 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](mailto:privacy@acma.gov.au).

**Section 1: Licensee 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:
Alternative contact details for the station (e.g. a general email address for the station):

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

Name:
Position in organisation:
Telephone:
Email:

4. Studio address(es):

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Is the studio(s) located in the licence area?  Yes  No  
 Is the studio operating in accordance with its apparatus licence\*?  Yes  No

\* An apparatus licence is issued under the *Radiocommunications Act 1992* to enable the community radio broadcasting service to be provided and is subject to licence conditions under Division 3 of the Radiocommunications Act.

(If insufficient space, attach additional details labelled: Response to Question 4.)

5. Provide names and positions of company directors/office holders/management committee (as appropriate), indicating how long each person has held their position (if insufficient space, attach additional details labelled: Response to Question 5.):

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

## Section 2: Community interest and service

6. Indicate whether the licensee wishes to change its community interest:  Yes  No

**Please note:** You can find your current licence information, including the community interest, on our [Register of Radiocommunications Licences](#) (RRL). If you wish to change the community interest, please attach information including the proposed changed community interest and an explanation for the proposed change as: Response to Question 6. For further information on changing your community interest, see the [ACMA website](#).

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

SL number:	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?

<b>8.A</b>	List up to <b>5</b> different ways the licensee has engaged with the local community in the previous 12 months, and provide a short explanation for each of the examples of community engagement (please attach your response labelled as: Response to Question 8.A). <i>Examples may include:</i> through community surveys, outside broadcasts, focus groups, building and maintaining connections with other community organisations in the licence area.
<b>8.B</b>	Provide a short description of how your service contributes to the diversity of programming available on radio services in the local area (please attach your response labelled as: Response to Question 8.B). <i>Consider:</i> what does your station do that other radio services in your area don't do?

## Section 4: How does the service provide material of local significance?

<b>9.A</b>	Provide a copy of the most recent weekly program schedule, showing the dates that apply to it (please attach your responses labelled as: Response to Question 9.A).
<b>9.B</b>	Identify from the most recent weekly program schedule, the programs that meet the definition of 'material of local significance' (see below), and for each: <ul style="list-style-type: none"><li>&gt; provide a short description of each program and explain how it meets the needs of the community</li><li>&gt; specify the duration of the program</li><li>&gt; specify whether it was hosted in, produced in or relates to the licence area</li></ul> (Please attach your response labelled as: Response to Question 9.B.) <b>Please note:</b> content is <b>material of local significance</b> 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 that affects the licence area (either in the sense of the geographic area or a community within the licence area).

**Section 5: Does the licensee have the capacity to continue to provide the service?**

**Management and financial capacity**

<b>10.A</b>	Attach copies of the following documents labelled as: Response to Question 10.A: <input type="checkbox"/> Current constitution or articles of association. <input type="checkbox"/> Diagram or description of the organisation structure, showing the board/management committee and committees and subcommittees (if applicable). Indicate all staff positions, specifying paid (salaried and commissioned) and unpaid (volunteer) positions. <input type="checkbox"/> The most recent approved AGM minutes. <input type="checkbox"/> Membership application form, information about membership categories and a schedule of membership fees. <input type="checkbox"/> The most recent audited financial statements (if the company is not required to audit accounts, unaudited financial statements should be provided).
<b>10.B</b>	In the next 5 years, what are the licensee's objectives? What are the major challenges facing the licensee? How will the licensee prepare for these challenges?  Please attach your responses labelled as: Response to Question 10.B.  <b>For example:</b> in the next licence period, the licensee may want to upgrade studio or transmitter equipment. A major challenge to achieving this objective may be the potential downturn of sponsorship revenue. The licensee could prepare for this challenge by increasing efforts of other revenue sources. This information may be included in a 5-year business or strategic plan.

**Compliance with licence conditions and Community Radio Broadcasting Codes of Practice**

**11.A** Specify:  
 > Number of financial members as at the date of application: \_\_\_\_\_  
 > Number of financial members on the day 12 months before the date of this application: \_\_\_\_\_  
 > Number of volunteers, including presenters as at the date of application: \_\_\_\_\_  
 > Number of volunteers, including presenters, on the day 12 months before the date of this application: \_\_\_\_\_

**11.B** Are volunteers required to be members of your organisation?  No  Yes

**11.C** Explain how programs are selected for broadcast, including how members of the local community can participate in the selection and provision of programming (please attach your response labelled as: Response to Question 11.C)  
  
**For example:** How information regarding program proposals is made available; how someone can participate in the program sub-committee.

**11.D** How many proposals for new programs were received in the past 12 months? \_\_\_\_\_

**11.E** How many of those proposals were approved and broadcast? \_\_\_\_\_

**11.F** Noting that the method of proposing new programs may differ between stations, is there anything else you would like to add about how the service encourages new programs or presenters?  
 No  Yes (if yes, please attach your responses labelled as: Response to Question 11.F)

**11.G** Based on the most recent program schedule provided above, how many presenters are on air each week? \_\_\_\_\_  
**(Please note:** only count each presenter once)

**11.H** How many complaints were received by the licensee in the previous 12 months? \_\_\_\_\_

**11.I** Indicate whether you have each of the following policies, as required by the Community Radio Broadcasting Codes of Practice (note that these policies may be stand-alone or components of a single policy document):

> Corporate governance (Code 1.2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Membership (Code 1.4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Internal conflict (Code 1.5)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Complaints-handling (Code 1.6)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Community participation (Code 2.1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Programming (Code 2.2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Volunteering (Code 2.3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
> Sponsorship (Code 6.1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**11.J** Are the above policies available on the station website? If so, provide the URL(s). If not, how can members of the public access these policies? Please attach your responses labelled as: Response to Question 11.J.

**Section 6: Who is in a position to exercise control of the licence?**

**12.** Is any one person or entity in a position to exercise control of more than one community broadcasting licence in the same licence area?  
Yes  No   
If yes, provide:  
> 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.  
Please attach your response labelled as: Response to Question 12.

**13.** Are any of the following in a position to exercise control of the community broadcasting licence?  
> the Commonwealth Yes  No   
> a state or territory Yes  No   
> a political party Yes  No   
If yes, provide:  
> 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.  
Please attach your response labelled as: Response to Question 13.

**Section 7: Certification**

This application for the renewal of community radio broadcasting licence held by (company name):

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is made on:

Day:	Month:	Year:
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with the authority of the licensee company.

Certified by: Presiding member of the board of directors or management committee of the licensee company:

Signature:
Print name:
Title:

Certified by: Secretary or public officer:

Signature:
Print name:
Title:

**Applications**

Community broadcasting licences are in force for 5 years.

An application for renewal of a community broadcasting licence is expected to be lodged 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 subsection 91(2A) 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
- (c) the extent to which the proposed service or services would provide material of local significance
- (d) the nature and diversity of other broadcasting services (including national broadcasting services) available within that licence area
- (e) the capacity of the applicant to provide the proposed service or services
- (f) 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
- (g) 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 paragraph (c), material is of **local significance** if:

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

The ACMA may refuse to renew the licence after considering the matters listed at subsection 91(2A) of the *Broadcasting Services Act 1992*.

Please note the ACMA may request additional material to complete our assessment.

**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) 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.

**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*.