

B66b Application for renewal of a community radio broadcasting licence (in the broadcasting services bands)



Instructions

Completing this form

- Giving the ACMA false or misleading information – including information that may be misleading due to omission – is a serious offence.
- Complete all questions. An incomplete application is likely to delay assessment.
- Any additional information or supporting documents should be labelled with reference to the relevant question. For example, a document in support of an answer to Question 13 should be marked 'Response to Question 13'.
- In assessing this application, the ACMA may request further information or copies of supporting documentation.
- Queries about completing this form may be made to communitybroadcasting@acma.gov.au or by phoning (02) 9334 7922.

Submitting the form

- **email to:**
communitybroadcasting@acma.gov.au
- **or post to:**
Community Broadcasting 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). Please contact the Community Broadcasting Section for assistance if application files are too large for email.

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. 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.

Part 1: Licence details

1. Company name, ABN and registered address:

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2. Please confirm that the company registration status remains current:

☐ Yes ☐ No

3. Service licence number and on-air identifier:

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4. Contact details for the company (e.g., Secretary or Public Officer):

Name:
Position in company:
Telephone:
Email:
Alternative contact details (e.g., a general email address for the station):

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

Name:
Position in company:
Telephone:
Email:

6. Studio address(es):

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7. Is the studio(s) located in the licence area?

☐ Yes ☐ No

8. Is the service operating in accordance with its related transmitter licence?

☐ Yes ☐ No

Please note: A transmitter 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 Part 3.3 of the *Radiocommunications Act 1992*.

9. Provide names and positions of company directors/office holders/management committee, indicating how long each person has held their position

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

10. Does the licensee wish 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. For further information on changing your community interest, see the [ACMA website](#).

11. Is any one person or entity that is involved in the company in a position to exercise control of more than one community broadcasting 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 licensee and the other community broadcasting licence in the same licence area.

12. Are any of the following in a position to exercise control of the community broadcasting licence?

- the Australian Government ☐ Yes ☐ No
- a state or territory government ☐ Yes ☐ No
- a political party ☐ Yes ☐ No

If yes to any of the above: please 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.

13. List up to 5 examples of how you have engaged with or sought feedback from the local community in the previous 12 months, to ensure that the service remains relevant and responsive.

Examples may include: community surveys, outside broadcasts, station open days.

14. What steps have you taken in the previous 12 months to recruit members, volunteers and presenters?

15. As at the date of application, please specify:

Number of financial members:	
Number of volunteers, including presenters:	
Number of local presenters on air each week:	

16. Are volunteers required to be members of your organisation?

☐ Yes ☐ No

17. Provide a copy of the most recent weekly program schedule, showing the dates that apply to it.

Please mark on your schedule which programs are hosted or produced in the licence area, or relate to the licence area, (including music playlists that are created by your organisation) and which programs are sourced from third parties. Please provide this as an attachment titled 'Response to Question 17'.

18. Identify from the program schedule provided 5 programs that are hosted or produced in the licence area, or relate to the licence area and for each:

- provide a short description of each program and explain how it meets the needs of the local community
- specify the duration of the program
- specify whether it was hosted in, produced in or relates to the licence area.

Please provide this as an attachment titled 'Response to Question 18'.

19. Explain how programs are selected for broadcast, including how members of the local community can participate in the selection and provision of programming and how decisions are made to select the program. If this information is contained within a programming policy, please include it as an attachment titled 'Response to Question 19'.

For example: How information regarding program proposals is made available; how someone can participate in the program sub-committee.

20. How many proposals for new programs were received in the past 12 months?

How many of those proposals were approved and broadcast?

21. Attach copies or provide links to the following documents:

- ☐ Current constitution or articles of association.
- ☐ The most recent AGM minutes.
- ☐ Membership application form.
- ☐ The most recent financial statements.

22. Do you have in place the policies that are required by the Community Radio Broadcasting Codes of Practice 2025?

☐ Yes ☐ No

Note: The CBAA Guidance notes for Code 2.1 state that it is important that stations have policies and procedures covering corporate governance, complaints and disputes, community participation, programming, volunteering, sponsorship, and privacy.

If yes: please provide a link to where these policies can be found online or provide an explanation on how members of the public can access these policies.

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23. How many complaints did you receive in the previous 12 months?

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Part 2: 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 should be lodged no more than 12 months and no less than 26 weeks before the licence is due to expire.
- The ACMA may refuse to renew a community broadcasting licence that is a broadcasting services bands licence if, having regard to the following, the ACMA considers that the licence should not be renewed:
 - (a) the extent to which the service or services provided under the licence, if renewed, would continue to meet the existing and perceived future needs of the community within the licence area;
 - (b) the nature and diversity of the interests of that community;
 - (c) the extent to which the service or services provided under the licence, if renewed, would continue to 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 licensee to continue to provide the 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.
- The renewal process for community broadcasting licences is not a competitive process. When the ACMA considers applications for renewal, it considers, among other things, the current service provided under the existing licence and not any other proposed service.

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* and with the Community Radio Broadcasting Codes of Practice 2025.