

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



Instructions and lodgement information

Completing this form

- Print clearly. Illegible, unclear or incomplete application details may delay processing.
- Attach supporting documents as a series of appendices. Label each appendix to match the corresponding question. For example, a document in support of an answer to **Question 7** should be marked **Appendix 7**.
- Questions about completing this form may be directed to the Community Broadcasting Section on (02) 9334 7922.
- Giving the ACMA false or misleading information – including information that may be misleading due to omission – is a serious offence.

Payment

Do not make any payment for the apparatus licence until you are requested to do so.

Additional form

Complete ACMA form B12 *Application for an apparatus licence in the Broadcasting Services Bands*, and lodge together with ACMA form B42 *Application for a temporary community radio broadcasting licence*.

Additional information

In some cases, the ACMA may request additional information.

Where to send this form (and ACMA form B12)

The Manager
Community Broadcasting Section
Australian Communications and Media Authority
PO Box Q500
Queen Victoria Building NSW 1230

Fax: (02) 9334 7799

Email: communitybroadcasting@acma.gov.au

(Please note, the ACMA does not routinely acknowledge applications received.)

Collection of personal information in this form

- The *Privacy Act 1988* (Cth) 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 your capacity to provide the temporary community broadcasting service. This information is required under section 92E of the *Broadcasting Services Act 1992*.
- 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 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/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 1800 226 667 or by emailing privacy@acma.gov.au

Please note: If you are applying for a subsequent temporary community broadcasting licence, answer only those questions where circumstances have changed since the last application and attach copies of supporting documents. Licensees should retain a copy of the initial completed B42 and B12 forms. In all cases, section 4 must be signed and returned to the ACMA with ACMA form B12, accompanied by payment for the apparatus licence fee.

Section 1: Applicant details

- 1. Applicant company name and ABN** (please attach copy of registration and constituting documents as Appendix 1)

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- 2. Company's registered address and public officer's contact details**

NAME
ADDRESS
TELEPHONE
MOBILE
EMAIL

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

NAME
ADDRESS
TELEPHONE
MOBILE
EMAIL

- 4. Names and positions of company directors/office holders**

Name	Position
1.	
2.	
3.	
4.	
5.	
6.	

5. Are any of the persons involved in another broadcasting service, e.g., a commercial, community or narrowcasting service?

- Yes (please attach details as an attachment marked Appendix 5)
 No

Section 2: Community interest and service

6. What community interest does the applicant represent? (Please tick one – see notes to this form)

- General
 Other (please specify) _____

7. What is the service's proposed licence area and on-air identifier?

Proposed licence area:	On-air identifier:
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8. What is the service's proposed licence period? (See notes to this form)

- Maximum 12 months
 Less than 12 months (please specify) _____

9. What is the service's proposed program format? Please attach proposed weekly program schedule marked as Appendix 9

Section 3: Organisation details

10. Please provide a diagram setting out details of the organisational structure, showing the elected and appointed positions, board and committee positions, and the relationships between them. Please attach organisation chart marked as Appendix 10.

11. Please provide a list of paid and unpaid positions, indicating the proposed salary where relevant. Please attach list marked as Appendix 11.

12. What strategies are in place to attract and retain financial members and volunteers? Please attach membership application form and fee schedule marked as Appendix 12.

13. Please explain how decisions will be made on:

- requests for airtime
- program proposals or CDs provided by a member of the community.

Please attach airtime fee schedule and flowchart/diagram or written policy/procedure document for considering program proposals marked as Appendix 13.

14. Does the company already hold a licence to provide a community broadcasting service in the proposed licence area?

- Yes (please specify) _____
 No

15. Is the company more than 50% reliant on financial and/or in-kind support from the Commonwealth, a state or a territory or a political party?

- Yes (please specify) _____
 No

Section 4: Certification of application

- We have read and understand the contents of the ACMA's *Temporary community broadcasting guidelines*.
- If allocated a licence to provide a temporary community broadcasting service, we undertake to broadcast regular announcements to advise our members, volunteers, sponsors and audience that we hold a temporary community broadcasting licence.

This application for a temporary community radio broadcasting licence is made on:

Day	Month	Year
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by

Company name

with the authority of the board of directors of the applicant company.

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

SIGNATURE
PRINT NAME
TITLE

Secretary or public officer:

SIGNATURE
PRINT NAME
TITLE

Notes

Eligibility for temporary community radio broadcasting licences

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.

Community interest

'Community interest' means the needs or interests of a group of people who:

- live or spend a substantial amount of time in a particular geographic area
- share an ethnic or cultural background
- share religious beliefs
- share, or identify with, some other particular characteristic or interest.

For example, an applicant may choose to represent one of the following community interests:

- the community in the general geographic area
- the Indigenous community
- youth
- country music.

Deciding whether to allocate a licence

In deciding whether to allocate a TCBL, the ACMA **may** have regard to criteria set out at subsections 92(E)(1) and (2) of the *Broadcasting Services Act 1992*:

- the undesirability of one person being in a position to exercise control over more than one community broadcasting licence that is a broadcasting services bands licence in the same licence area
- the undesirability of the Commonwealth, a state or a territory, or a political party being in a position to exercise control of a TCBL
- the extent to which the proposed service would meet the existing and perceived future needs of the community within the licence area
- the nature and diversity of interests of the local community
- the extent to which the proposed service would provide material of local significance
- the nature and diversity of other broadcasting services available within the licence area
- the capacity of the applicant to provide the 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) 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.

Duration of temporary community broadcasting licences

Temporary community broadcasting licences are allocated for a maximum period of 12 months and cannot be renewed.

If a licensee wishes to apply for another licence, a new application must be lodged at least one month before the expiry date of the licence.

Licensees should be aware that making spectrum available again for temporary community broadcasting purposes, or allocating subsequent licences, is not automatic. The ACMA retains the discretion to not make a frequency available for temporary community broadcasting purposes.

Conditions

The ACMA may allocate multiple temporary community broadcasting licences for shared use of the same frequency in the same licence area.

The ACMA may determine a maximum number of temporary community broadcasting licenses that can share a particular frequency.

Apparatus licences

The ACMA issues an apparatus licence at the same time it allocates a temporary community broadcasting licence. An apparatus licence is issued under the *Radiocommunications Act 1992* and is also subject to licence conditions.

Compliance requirements

Temporary community broadcasting licensees are required to comply with the conditions on the temporary community broadcasting licence (and the apparatus licence).

Temporary community broadcasting licensees are also required to comply with the licence conditions set out in Part 5 of Schedule 2 to the *Broadcasting Services Act 1992* (other than paragraph 9(1)(h)) and the Community Radio Broadcasting Codes of Practice.