

# Application for a temporary community radio broadcasting licence

(in the broadcasting services bands)



Effective from 12 March 2014

## 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*.

### 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](mailto:communitybroadcasting@acma.gov.au)  
*The ACMA does not routinely acknowledge applications received.*

## 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 your capacity to provide the temporary community broadcasting service. This information is required under section 92E 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 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](http://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](mailto:privacy@acma.gov.au).

If using ACMA Form B42 to make an application for a subsequent temporary community broadcasting licence before the expiry of the maximum allowable 12-month licence period, please answer only those questions where circumstances have changed since the last application and attach copies of supporting documents. So make a copy of ACMA Form B42, and ACMA Form B12, and place on file before sending to the ACMA. 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 eg a commercial, community or narrowcasting service?

Yes (Please attach details)

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? [ Attach proposed weekly program schedule 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.

[ Attach organisation chart as APPENDIX 10]

11. Please provide a list of paid and unpaid positions, indicating the proposed salary where relevant. [ Attach list as APPENDIX 11]

12. What strategies are in place to attract and retain financial members and volunteers? [ Attach membership application form and fee schedule as APPENDIX 12]

13. Please explain how decisions will be made on:

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

[ Attach airtime fee schedule and flowchart/diagram or written policy/procedure document for considering program proposals 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 2009*.
- 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

[ ]
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(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

### Temporary 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; and
- 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; or
- share an ethnic or cultural background; or
- share religious beliefs; or
- 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, or
- the Indigenous community; or
- youth; or
- country music.

#### 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; and
- (b) are not operated for profit or as part of a profit-making enterprise; and
- (c) that provide programs that:
  - (i) are able to be received by commonly available equipment; and
  - (ii) are made available free to the general public; and
- (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.

#### 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*.