



Coimisiún
na Meán

Guide to Applications for a Community Sound Broadcasting Contract for Castlebar and its Environs

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Coimisiún na Meán ("An Coimisiún") reserves the right to amend or clarify any part of this Indicative Guide to Applications for a Community Sound Broadcasting Contract ("Guide"). The Guide provides an overview of the licensing process to help potential applicants understand the statutory provisions and the requirements that must be met when submitting an application for a community sound broadcasting contract, pursuant to section 65(8) of the Broadcasting Act 2009. This Guide does not include details of any specific sound broadcasting contract or service but indicates where these details will be included.

Any amendments, clarifications or supplementary information will be posted on An Coimisiún's website, www.cnam.ie.

Direct any questions about this guide to: licensing@cnam.ie

Or via post or telephone:

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1. INTRODUCTION

In this Guide, “An Coimisiún” refers to the organisation Coimisiún na Meán, and “the Commission” refers to the decision-making organ of Coimisiún na Meán comprising a multi-person Commission led by five Commissioners, the Broadcasting and Video-on-Demand, Media Development, Digital Services and Online Safety Commissioners and the Executive Chairperson.

As required by section 65(8) of the Broadcasting Act 2009 (“the 2009 Act”), on 27 August 2026, An Coimisiún invited, by public notice on its website and in a newspaper circulating in the relevant area, applications for a sound broadcasting contract for the provision of the following community sound broadcasting service:

Community Sound Broadcasting Contract for Castlebar and its environs

This Guide sets out the application process for the community sound broadcasting contract under the 2009 Act, indicates An Coimisiún’s related broadcasting policies, and explains the information that should be included in the application.

The Guide is not exhaustive. Applicants should also review the 2009 Act, in particular, sections 64 and 66, which detail the criteria the An Coimisiún must consider when assessing all valid applications. Section 69 sets out some of the contractual conditions that will be included in the sound broadcasting contract awarded.¹

Applicants should also review the following policies when preparing an application:

- [Broadcasting Services Strategy](#)
- [Ownership and Control Policy](#)
 - [Community Media Policy](#)
- [Social Benefit Framework](#)

These documents are available on request from An Coimisiún and are available online at www.cnam.ie. As explained in these policies, applicants must consider the core principles of community ownership, representation, diversity and inclusion, and of the broader social benefits provided for by community media in Ireland, as set out in An Coimisiún’s *Community Media Policy* and *Social Benefit Framework*.

Any queries in relation to the content of this Guide or the application process can be sent to licensing@cnam.ie.

¹ An indicative sound broadcasting contract for the provision of a community sound broadcasting service is available on request from An Coimisiún’s office or online at www.cnam.ie.

2. PROCEDURES FOR THE SUBMISSION OF AN APPLICATION

All applications for the award of the community sound broadcasting contract must meet the requirements of the 2009 Act, as explained in this Guide, as well as the Application Format prescribed in section 4 below. If an application does not meet the requirements, it will not be deemed a valid application, and An Coimisiún cannot consider it further under section 66 of the 2009 Act.

2.1 Application Requirements

- **Format:** Use the format set out in Section 4 of this Guide and include all required information. An Coimisiún encourages clear, concise and well-structured applications.
- **Presentation:** Prepare the application using Arial or Times New Roman, font size 11. Provide the main information in the body of the application and place detailed supporting material in appendices. Number and cross-reference all appendices clearly and save in a single PDF or Word document.
- **Submission:** Email your application in a Word or PDF format.
- **Language:** Submit your application in Irish or English.
- **Verification of information:** Include a signed declaration from an authorised person confirming that the information in the application and the supporting documents is true and correct to the best of their knowledge. A copy of a declaration can be found in Annex 1 of the application form.

A template declaration is provided at the end of the application form. If the applicant needs to correct information after submitting an application, the applicant must inform An Coimisiún immediately. No material changes may be made once the closing date has passed.

2.2 Publication, Deadlines, Authorisations

- **Publication:** After the closing date, An Coimisiún may make applications available for public inspection at its offices and on its website.
- **Closing Date:** Applications must be submitted by the deadline stated in the public notice inviting applications. Late applications will not be accepted.
- **Confidential Material:** Any information which the applicant considers confidential should be provided separately in a clearly marked annex to the application, together with a separate letter explaining why the material should not be made public. If An Coimisiún does not agree that the information is confidential, it will contact the applicant to seek agreement on the level of disclosure. If no agreement is reached within the specified timeframe, An Coimisiún will treat the relevant information as withdrawn and will consider the remainder as your full application.
- **Authorisations:** Include any authorisations, waivers and/or indemnities that An Coimisiún requires to publish applications.

2.3 Legal and Regulatory Obligations

- **Co-operation Agreement:** The applicant should note the Co-operation Agreement between An Coimisiún and the Competition and Consumer Protection Commission ('CCPC'), made under

Section 34 of the Competition Acts 2002-2014.² Under this agreement, An Coimisiún may disclose information to the CCPC in certain circumstances.

- **Freedom of Information:** Information may be made available to the public further to requests under the Freedom of Information Act 2014 (“2014 Act”) unless exempt under the 2014 Act. An Coimisiún may contact the applicant about the publication of any information treated as confidential at the time of submission before deciding on any Freedom of Information (‘FOI’) request received.
- **Data Protection:** To assess your application under the statutory criteria, An Coimisiún requires information about the applicant’s organisation, directors, shareholders/members and staff. This may include personal data such as job titles, contact details, salaries, and work e-mail addresses. An Coimisiún will handle all personal data in line with the General Data Protection Regulation Directive, the Data Protection Act 2018 and any other applicable data privacy laws. It will retain this information only if your application is successful and for the duration of the contract unless otherwise agreed. An Coimisiún has an appointed Data Protection Officer registered with the Data Protection Commission. You can find more information in its published Privacy Statement on its website. **Do not include unrequested personal data in your application.**
- **Third Party Agreements:** Under the 2009 act and the Freedom of Information Act 2014, any agreements that Coimisiún enters into with interested parties on confidential or commercially sensitive information do not limit its legal obligations. An Coimisiún, therefore, cannot guarantee that information labelled confidential will not be disclosed if required by law.

² A copy of the Agreement is available on An Coimisiún’s [website](#)

3. APPLICATION GUIDELINES

3.1 Statutory and Policy Framework

Part 6 of the 2009 Act provides the statutory framework for the licensing of television and radio broadcasting services. The applicant must comply with the radio licensing requirements under section 64, 65, 66 (in particular, subsections 66(2), 66(3), 66(4)) and section 69 of the 2009 Act. The applicant should also consult An Coimisiún's policy documents including:

- The Broadcasting Services Strategy,
- Ownership and Control Policy,
- Community Media Policy,
- Social Benefit Framework and
- Media Service Code and Rules applicable to broadcasters.

The applicant must explain how the proposed service meets the requirements and objectives of the 2009 Act and the applicable policies, codes and rules. An Coimisiún encourages applicants to meet and, where possible, exceed these minimum requirements.

3.2 The Specified Area

The specified area means the geographic area described in the public notice inviting applications.

4. APPLICATION FORMAT

Please read the instructions and guidance carefully before you start. The sections below set out the information the applicant must provide in each part of the application form. The numbering below corresponds to the application form.

Section 1 – Applicant Details

The applicant must be a single legal entity. Include a copy of the Certificate of Incorporation and Constitution (Memorandum and Articles of Association) with the application.

Provide the following information about the applicant:

- The applicant's name, registered address, main contact person, telephone/mobile number, and email address.
- Trading name and registered company name.
- Nominate at least one individual to deal with press or public enquiries and provide their name, telephone number, and email address.
- Proposed station name.
- Summarise in one short paragraph the type of community radio service proposed.
- Provide the details of the applicant's:
 - Consultants
 - Auditors
 - Solicitor
 - Bank.

Do not include any additional personal details (such as home addresses or private contact information) unless specifically requested.

Section 2 – Ownership, Management and Governance of the Applicant

This section requires information on the applicant's members/owners and how the service will be operated. The applicant must show how the service meets the requirements detailed in the *Community Media Policy*³ for representation and accountability at every level of the service.

The applicant must be representative of and accountable to the community concerned.⁴ A community sound broadcasting service must be owned and operated by a not-for-profit organisation whose structure provides for membership management and operations, and programming primarily carried out by members of the community.⁵

These commitments should be included in the applicant's official founding documents (such as the Co-operative's Rules or the Memorandum and Articles of Association) submitted with the application.

2.1 Organisation Structure and Governing Body

- 2.1.1 Describe the legal entity established to operate the community radio service. (For example, a company limited by guarantee with no share capital, a co-operative or other not-for-profit organisation).
- 2.1.2 State the type of governing body proposed, such as the Board of Directors or the Committee of Management.
- 2.1.3 Provide the following information about the Board of Directors or Committee of Management:
 - The number of directors.
 - The Board or Committee of Management structure and rules for nomination, election and appointment, and whether the governing documents (e.g. Memorandum and Articles of Association) set out these procedures.
 - State the number of representative directors, if any, and the groups or organisations they represent⁶
 - For each representative director, provide:
 - The name of the represented group or organisation
 - How they represent and are accountable to the community
 - How this position on the governing supports representation of the community
- 2.1.4 For each director, provide:
 - Name, occupation and address
 - Position on the Board or the Committee of Management.
 - Relevant background and experience (for example, in media, broadcasting, community, financial and management experience).
 - Directorships in other legal entities.
 - Details of any significant interests in other radio or television broadcasters.⁷

³ [Community Media Policy 2021](#)

⁴ Section 64(a) of the 2009 Act.

⁵ An Coimisiún's *Community Media Policy*.

⁶ For example, representative of communities, community interests, groups or of geographical areas.

⁷ A significant interest is a shareholding exceeding 10% of the issued share capital of the legal entity that operates a broadcasting service,

- If previously or currently involved in a radio or television service: provide the station name, role and dates.

Ensure these details align with the information held by the Companies Registration Office (CRO).

Provide the same information for any individuals whom the applicant is considering appointing to the Board.

2.1.5 **Mandatory Documentation**

Include the Certificate of Incorporation, Constitution/Rules or Memorandum and Articles of Association.

2.2 Membership Structure

Note:

Rules for membership differ depending on the legal entity and are set out in the applicant's Constitution (Memorandum and Articles of Association) or, in the case of a co-operative, its Rules.

Irish company law defines a member as someone whose name appears on the legal entity's Register of Members. A community radio service, by its nature, will have people from the geographical community who volunteer to support its operations. However, volunteers, staff and other community members should not be listed in this section unless they are members recorded in the Register of Members.

The Register of Members must contain:

- the member's full name and postal address,
- the date they became a member, and
- the date they ceased to be a member (if applicable).

For this application you must provide two lists:

1. a copy of the official register of members, and
2. a separate list of non-member staff and volunteers.

Members

- are a member of the legal entity and their name will be recorded in the Register of Members,
- they may need to pay a fee, depending on the rules of the organisation, and
- have the right to vote at Annual General Meetings (AGMs), Extraordinary General Meetings (EGMs) and on other matters as set out in the applicant's constitution.

2.2.1 State how many members the organisation currently has, as recorded in the Register of Members.

2.2.2 List the categories/types of membership you plan to have and explain how they will represent the community serve. Include the documentation that records this membership structure if the categories are not set out in the Constitution / Memorandum and Articles of Association,

- 2.2.3 If membership involves shares or fees, specify the types and costs. Include any other costs for membership⁸.
- 2.2.4 Explain how the applicant will encourage new members and grow membership from a broad cross-section of the community throughout the contract term. Outline the strategies that will be used.
- 2.2.5 Mandatory documentation: A copy of the Register of Members must be provided. This should include all members' names and the category of membership they hold. Remove personal contact details and home addresses.
- 2.2.6 Where an organisation/legal entity is a member, state whether it holds any interests (for example, shareholdings, ownership or directorships) in any other broadcasters, including radio or television.

2.3 Management Structure

- 2.3.1 Describe the current or planned management structure, clearly indicating the roles and status of management staff to be appointed (full-time, part-time, paid staff and/or volunteers). Provide a chart or diagram if available.
- 2.3.2 If the management structure uses sub-committees,⁹ provide:
- Terms of Reference (including its purpose and responsibilities)
 - Reporting structure to the Board of Directors/ Management Committee
 - Members (e.g., Director, volunteers, etc.)
 - Appointment/selection method
- 2.3.3 For the Station Manager and Compliance Officer, provide:
- Name
 - Qualifications
 - Relevant experience
- Do not provide home addresses or private contact details.
- 2.3.4 Provide details on any employment support, grants, or training schemes the applicant receives for paid staff. Detail any agreements made and any commitments given or received as part of these schemes.

2.4 Mandatory Documentation

2.4.1 Character of the Applicant

An Coimisiún has a duty to ensure that broadcasting contracts are awarded to persons of suitable character who have adequate expertise, experience, and financial resources. A 'Character Test' is expressed in the form of eight (8) questions which must be answered using a "yes" or "no", on behalf of each of the directors, shareholders having a substantial or controlling interest, the station manager and the compliance officer. If the answer is "yes" to any of the following questions, provide full details.

⁸ Ensure that membership policies are in line with those set out in the memorandum and articles of association. If there are differences, this will need to be addressed or policies updated.

⁹ As sub-committees of the Board of Directors.

1. Has the applicant ever been convicted of an offence (excluding 'spent convictions') relating to any of the following: - fraud or dishonesty; membership of a criminal organisation; corruption; terrorist offences; money laundering; terrorist financing; child labour; human trafficking?
2. Has the applicant ever been restricted or disqualified as a Company Director or convicted of any offence under the Companies Acts 1963-2006 (as amended) in this jurisdiction or under equivalent legislation in any other jurisdiction?
3. Has the applicant ever been adjudicated bankrupt, become insolvent, entered into a voluntary arrangement with creditors, or had a receiver appointed to any of his/her assets in this or any other jurisdiction?
4. Has the applicant ever been a company director to which a receiver was appointed, which went into compulsory liquidation, creditors' voluntary liquidation, examinership or which made any arrangement with its creditors or class of creditors?
5. Has the applicant ever been convicted of an offence under any legislation by which Broadcasting and/or Wireless Telegraphy is regulated in this or any other jurisdiction?
6. Has the applicant ever had a licence or contract issued by a broadcasting licensing body or any other statutory body suspended or revoked in this or any other jurisdiction?
7. Have you ever been the subject of any of the following: - adverse findings by a tax authority; adverse findings by a regulatory body in relation to gross professional misconduct; adverse findings by a competition authority in relation to anti-competitive conduct?
8. Is the applicant aware of any reason why it may not be a fit and proper person to be awarded a contract?

A template is provided with the application form. Applicants must include a completed form for each individual mentioned above.

Section 3 – Community Interests and Social Benefit

In this section, the applicant must demonstrate its knowledge and understanding of the community's needs. Include plans for the community's active participation at all levels of the service operation. Show that the service will address the interests of, and provide a social benefit to, the community served. Include supporting documentation and research to support this. When listing documents, provide the source, author, publisher and year of publication where relevant

The applicant's plan for community access and participation must demonstrate clear alignment with the social benefit indicators in the *Social Benefit Framework*. These indicators should follow the S.M.A.R.T. model and be specific, measurable, achievable, relevant and time-bound.

3.1 Geographic Community to be served

- 3.1.1 Define and provide a profile of the geographic community to be served.

3.2 Community Interests and Social Benefit

- 3.2.1 Explain how the proposed service will meet the diverse needs and interests of the people in the community. If research or evaluations support this answer, include them.

- 3.2.2 Describe how the proposed service will strengthen the social benefit activities offered throughout the contract term. Demonstrate this using at least three of the six areas identified in the *Social Benefit Framework*¹⁰ include timelines and evidence sources as listed in the application form.
Note: Only three indicators will be assessed even if more are provided.
- 3.2.3 Explain how the applicant will evaluate the social benefits provided by the station, including the methodologies to be used and the frequency with which such evaluations will be conducted. Also, state the budget you plan to assign to this activity in the financial section of the application.

Section 4 – Programming

In this section the applicant must explain how the service will:

- serve the community within the franchise area;
- promote and support active community participation in its programmes;
- add to programming diversity in the franchise area; and
- operate in line with the ethos of community media.

The applicant's programming approach should align with the social benefit indicators in the *Social Benefit Framework*. Where possible, the applicant should demonstrate how its programming links with those indicators. Any indicators included in the application must follow the S.M.A.R.T. model and be clear and easy to verify over a defined timeframe.

4.1 Programming Strategy

4.1.1 Set out the strategies the applicant will put in place for:

- programme research;
- programme production;
- quality control;
- ensuring the service complies with all legal requirements and contract obligations; and
- ensure the service operates in line with the community media ethos.

4.2 Programme Policy Statement

The Programme Policy Statement (PPS) sets out the programming commitments the applicant is prepared to make to An Coimisiún. It will serve as a yardstick against which the successful applicant's future performance is measured and assessed, and, as such, will form part of the contract between An Coimisiún and the successful applicant, subject to further negotiations between An Coimisiún and the successful Applicant.

4.2.1 Broadcasting Philosophy and Community Ethos

- Provide the applicant's broadcasting philosophy and vision for the service.
- Describe how community access and active participation will be facilitated and encouraged in programming.
- Explain how the service will represent local communities or communities of interest and how it will be supported by relevant community groups and stakeholders (for example this may include how the service facilitates communication between individuals and groups, promotes inclusion and representation among the community, and reflects the cultural diversity within the community)

¹⁰ An Coimisiún *Social Benefit Framework*: http://www.bai.ie/en/media/sites/2/dlm_uploads/2020/06/Community-Radio-Delivering-Social-Benefit-.pdf An Coimisiún *Community Media Policy*: <https://www.bai.ie/en/download/136264/>

4.2.2 Broadcast day requirements

Provide the following information about the broadcasting day:

- Specify the total daily broadcasting hours
- Specify hours of live programming per day
- Specify the hours of repeat programming each day; and
- Specify the hours of pre-recorded programming each day.

Content percentage requirements

Provide the percentage of broadcasting hours for the 07:00-19:00 dedicated to:

- Music programming
- Speech-based content (that is not news and current affairs)
- News and current affairs
- Commercial communications (advertising, sponsorship) as defined in An Coimisiún's General Communications Code for the 07:00 -19.00 period

Provide the same percentages for the total broadcasting day for:

- Music programming
- Speech-based content (excluding news and current affairs)
- News and current affairs
- Commercial communications as defined in An Coimisiún's General Communications Code for the 07:00 -19.00 period

4.2.3 News

Explain the approach to news programming, including:

- The types of news programmes to be broadcast (local, community, etc.) and their community focus and relevance to the community.
- How various types of news will be sourced.
- The number and duration of bulletins (if applicable) and extended news programmes (weekdays and weekends).

4.2.4 Current and Community Affairs

Explain the approach to current affairs programming, including:

- The format, duration and frequency (weekdays and weekends)
- How programmes will contribute to the diversity of content in the area and their relevance to the community.

4.2.5 Statutory News & Current Affairs Requirement

Demonstrate how the applicant will comply with the statutory requirement¹¹ of:

- 20% across the total broadcast day, and
- if the service is provided for more than 12 hours in any one day, not less than two hours of broadcasting between 07:00 and 19:00.

4.2.6 Sports

Explain the approach to sports programming, including:

¹¹ Section 46L(5) of the Broadcasting Act 2009

- Types of sports covered and their relevance.
- How the content adds diversity to the existing sports programming in the area.

4.2.7 Speech Programming (not news, current affairs or sport)

Explain the approach to general or specialist speech-based programming that does not focus on news, current affairs or sport. This could include, for example, arts and entertainment, culture, history, education, and minority interests. Set out the following details:

- The format (documentary, magazine, etc.), language, duration, content and frequency (weekly, monthly, etc.)
- The relevance of these programmes to the community and their contribution to diversity of speech and/or programming in the area.

4.2.8 Explain the programming approach that supports gender, equality, diversity, and Inclusion (GEDI), environmental sustainability, and media literacy. Set out the following details:

- The format (such as documentary or magazine), language, duration, content, and frequency (e.g., weekly or monthly) of such programmes, and
- How the content supports these themes.

4.2.9 Irish Language and Irish Culture

State the amount and describe the type of programming:

- In the Irish language
- Bilingual¹² programming (state approximate Irish-language proportion)
- Programming relating to Irish culture.

The PPS must include a commitment to support the development of Irish language programming further to An Coimisiún's review of the provision of Irish language services and content across all media.

4.2.10 General and Specialist/Niche Music

Describe the proposed music programming policy, including:

- the range and type of music across the broadcast day, (genres, eras, origins charts), including details of the percentage for each type; and
- how the policy reflects community interests and adds diversity of music and/or other programming in the area.

4.2.11 Irish Music

Define the Irish music to be broadcast. Indicate the approximate amount of Irish music to be played across the total broadcast day as a percentage of total music output.

4.2.12 Promotion of Irish Culture and Talent

Describe how the service will support Irish talent in music, drama, and entertainment through:

- community partnerships or initiatives
- programming
- production
- sponsorship

¹² Bi-lingual programming may contain a maximum of 60% content in the English language

4.2.13 Purchase and Sale of Broadcast Material

Describe policies relating to the purchase, sale, or sharing/networking of broadcast material from both other broadcasters and third-party content providers (if applicable).

4.2.14 Data Collection

Provide commitments on programming data collection relating to:

- Environmental sustainability
- Gender, equality, diversity, and inclusion (GEDI)
- Media literacy
- Irish language

For each of the themes above, confirm that data will be collected and retained on performance in relation to the commitments made in each area, and that the applicant will provide reports to An Coimisiún upon request.

4.2.15 Other Programming Proposals

Describe any additional programming proposals, including:

- Programming in other languages
- Specialist speech programming
- Other relevant content types

4.3 Indicative Programme Schedule

Provide a typical weekly programme schedule (as a separate document) including:

- proposed broadcasting hours.
- details of programme content
- explanatory notes showing how programming meets PPS commitments.

Section 5 – Operations and Resources

5.1 Studios

The applicant must provide studios that are accessible to all. Provide the following information:

5.1.1 Studio and Office Drawings and Layout

- Provide, **as a separate document**, a drawing of the proposed studio and office complex indicating room sizes, corridor widths, door opening widths and building entrance dimensions.

5.1.2 Provide the address of the studio building and the total floor area available. If the premises span multiple floors or separate buildings, specify the floor area for each section.

5.1.3 Studio Premises Description

- Provide a detailed description of the proposed building, including its construction, age of building, permitted classes of use, level of access to people with disabilities, including availability of a lift for multi-floor installations, and why it is suitable for use as a radio studio and/or office location.

5.1.4 Planning Approvals

- Confirm whether any planning applications have been made and/or approved for the studio facility.

5.1.5 Accessibility Requirements

- Confirm that the proposed studio premises will be accessible to people with disabilities. If the proposed studio premises are to be located over two or more floors a lift must be provided.

5.1.6 Technical Layout Drawings

- Provide (as a separate document) detailed drawings showing studio dimensions, technical facilities, office and administration areas and acoustic treatments.
- The drawings must demonstrate compliance with Part M of the Building Regulations and the NDA Buildings for Everyone Guidelines. In particular, studios must be designed and built to meet the studio circulation requirements in Annex 1.

5.1.7 Accessible Bathroom Requirements

- Provide a dimensioned drawing of the disabled toilet to include the position of the door, toilet and wash basin. The drawing should also show the position of the disabled toilet in relation to the studio and office areas and the route from the studio to the disabled toilet if not immediately adjacent to the studio and office areas.

5.1.8 Mechanical and Electrical

- Provide details of the proposed heating, ventilation, and standby power plant and where such equipment is to be located.

5.1.9 Security Requirements

- Describe the security mechanisms proposed to guard against unauthorised access to the on-air studio.

5.1.10 Equipment requirements: If new equipment is required

- If new studio equipment is required, provide an itemised list of costs for the building refurbishment, studio construction, office fixtures, fittings, IT, studio equipment and broadcast-related technical equipment.

5.1.11 Condition of Existing Equipment

If existing studio, office or computer equipment or buildings will be used, provide:

- the age of the equipment/facilities
- expected lifespan of the equipment
- replacement/refurbishment plan for such equipment/facilities for the contract duration

5.1.12 Community Access to Facilities

Explain how community access will be promoted and facilitated in the various aspects of the service, for example, the location of, and accessibility to, studios.

Note: No guarantee is given that studio premises currently in use by any sound broadcasting contractor will be approved for use under any new contract. In proposing premises, applicants must strictly adhere to the requirements set out in this section.

Applicants should submit the details as requested in this section for any proposed additional/opt-out studios.

5.2 Transmission

5.2.1 Transmission Site Requirements

The transmission proposal should typically be based on a single site within the franchise area, with a nominal ERP of 50W. The site should be at an appropriate but not excessive height and, when combined with the antenna radiation pattern, provide coverage to most of the proposed area while minimising overspill coverage to areas outside the proposed franchise area.

Multiple transmission sites may be permissible depending on the size of the franchise area and local topography, but this may be considered on a case-by-case basis.

Applicants must provide the following:

- A rationale for the transmission plan, including a general description of the proposed coverage and of areas that may receive marginal or unsatisfactory reception.

5.2.2 Required Transmission Information

- A technical characteristic table of the proposed transmitter station (format below).

Site Name	Site Coordinates	Site Height ASL	Antenna Height AGL	ERP per pol
Cnoc Beag	123456E 123456N	120m	20m	17dBW per pol

The site coordinates must be provided in either:

- Metric format, i.e., Eastings and Northings. These can be easily determined from a 1:50000 scale map.
- Latitude/Longitude format. These must be provided in degrees, minutes and seconds, e.g., 52° 14' 56" North, 7° 45' 34" West.
- A Google/Bing map with an "x" marking the spot can also be provided to clarify the transmitter's location.

5.2.3 Provide confirmation from the transmission facility's owner and/or operator that the site can be used for this purpose.

5.2.4 State whether a planning application has been made and/or approved for the transmission facility.

5.2.5 Provide technical information, including

- Details and type of antenna system required to meet the radiation pattern proposed for the transmitter station.
- Details of the bandpass filter/combiner system and directional coupler proposed to ensure compliance with the licence terms.
- Details of the audio feed from the studio to the transmitter.
- Confirm if an emergency backup generator or other standby power supply will be provided for use by the applicant at the transmission facility.
- Details of the transmitter building location, waterproofness and ease of accessibility. Details of the proposed physical location of the transmitter equipment. All equipment must be located so that access to it complies with H&S regulations in relation to safe working at heights, etc., and that there is adequate space for safe use of test equipment.
 - Floor level (ground floor, roof etc.)
 - Details of stairs or lift access if not on the ground floor
 - Mounting structure of the transmitter

- If located externally, details of the housing cabinet, including its waterproofing and frost protection specifications
- (f) In cases where the applicant group proposes to locate on or in close proximity to an existing mast, information regarding the owner and principal users of said mast is required. If there are other occupants on the site, detail the following:
 - A list of all other occupants
 - The proximity of the other antennas or masts at the site in relation to the proposed antenna and mast
 - The radio equipment that the other occupants are using.

Confirm again if a planning application has been made and/or approved for the transmission facility.

Note: Documentary confirmation of planning approval, where needed, will be required.

- 5.2.6 Provide a computer-predicted coverage plot that can be achieved using the proposed transmission characteristics, superimposed on a suitable map.

The level of coverage should be clearly demonstrated by using a suitable colour palette that is based on an incremental step of between 3 and 6dB μ V/m. The prediction model, clutter attenuation, resolution of the terrain database, height of the receive antenna above ground and the consequential minimum signal level required for stereo reception in urban and rural areas must be provided.

- 5.2.7 Provide a description and diagram of the link network that includes an indication of the level of protection or back-up systems that will be deployed. The total capital cost and associated annual charges should be provided.
- 5.2.8 Provide itemised capital costs for the proposed transmission equipment, including VHF transmitters, receivers, RDS encoders, band pass filters, directional couplers, feeder cable, and antenna system, modulation limiter, radio links, building, heating, ventilation, standby power plant, antenna support structure and installation of all of the above.
- In cases where an existing transmission company is providing facilities, the capital and annual cost and details of the level of equipment and service are required.
 - In cases where an applicant proposes to use existing transmission equipment, the age of the equipment proposed to be used, the life expectancy of the equipment and a plan, that includes costs, to replace and refurbish such equipment during the lifetime of any new contract must be provided.
- 5.2.9 Provide details of a suitably qualified person or transmission company responsible for the transmitter installation and description of the ongoing technical expertise available to the institution. The name of the owner of the transmitter, or if rented, the name of the rental company.
- 5.2.10 If an RDS licence is required. Specify the eight RDS non-scrolling characters that will be used to identify the station.

Note: An Coimisiún is not bound to accept any aspect of a transmission proposal. It is open to An Coimisiún and ComReg to require alterations to any part of the transmission plan as part of contract negotiations with any successful applicant.

Selecting transmitter locations, particularly in urban areas, should be carefully considered to avoid de-sensitising domestic receivers in the immediate area. Transmitters should, therefore, be located on elevated positions away from residential areas.

All VHF-FM transmitter installations must conform to the technical conditions set out in ComReg Technical Document 12/04a, available on ComReg's website at www.comreg.ie.

5.3 Resources (Staffing)

5.3.1 Staffing Diagram

- Provide a staffing diagram showing all roles and whether each position is full-time, part-time, paid or voluntary.

5.3.2 HR Policies

- List the applicant's proposed HR Policies for both paid staff and volunteers (if available online, provide links).

5.4 Paid Staff (if applicable)

For applicants with paid staff, provide details of:

- salaries for full-time and part-time roles
- recruitment plans
- industrial relations policy, including how it recognises trade union membership
- pay and benefits policy (pension and insurance schemes, etc.)
- training and development policy, including the planned annual budget
- other employment support or training schemes and information on any agreements or commitments related to these schemes
- policies, if any, on paid staff involved in governance (for example, membership of the organisation, committees, etc.)

5.5 Volunteers

The applicant's volunteer strategy should align with the *Social Benefit Framework*.

Provide details of:

- Current volunteer numbers and numbers required for the proposed service
- Volunteer recruitment plan
- Volunteers' involvement operations (for example, management, programme planning, production, presentation, fundraising).
- Any proposals or policies for the representation of volunteers in the ownership, control or management (for example, membership of the organisation, subcommittees).
- Volunteer training, supporting, and developing volunteers, including the proposed annual budget.
- Any other employment support or training schemes and information on any arrangements or commitments provided or received under such schemes.

Section 6 – Finances and Business Plan

The applicant must have adequate financial resources. The financial strategy must follow good business and economic principles. The service must be self-funded and not-for-profit.

6.1 Overall Financial Strategy

Explain the financial plan for the first three years. Include how pre-operational and set-up costs will be covered (if required) and how funding will be secured to move to a full-term service (where applicable).

The plan must be clear, realistic, and match the projected accounts and supporting documents provided. Include:

- lessons from successful past strategies,
- risks and how they will be managed; and
- inflation and other expected costs.

Outline assumptions informing the plan, such as:

- past funding track record,
- cost of equipment upkeep and replacement; and
- future inflation and other factors.

6.2 Funding Proposal

6.2.1 Fill out Table A and B below

If not in full operation, provide details of the total funding requirements and how these will be met. Complete Tables A and B.

Table A – Funding	€
Share Capital/Members' Subscriptions	
Medium/Long-Term Borrowing	
Leasing/HP Facilities (capital value)	
Grants	
Fundraising	
Bank Overdraft	
Other (please specify)	
TOTAL	€0.00

Table B – Expenditure	€
Capital Expenditures (including capital value of leases)	
Other Pre-operational Expenditure, if applicable	
Working Capital (at on-air date)	
TOTAL	€0.00

6.3 Sources of pre-operational Funding and Expenditure (if relevant)

6.3.1 Describe how pre-operational revenue will be sourced from the funding sources listed in Table A.

6.3.2 Provide details for any loans or credit facilities required to fund service setup, including:

- amount, type and length of the loan of facility
- drawdown schedule (when and how the funds will be drawn down)

- security or guarantees required
- principal covenants/conditions precedent
- warranties/undertakings in the event of default
- timeframe for putting these facilities in place

6.3.3 Provide details of the funding in place before the contract signing, and before and after service is launched.

6.3.4 Show the proportion of the capital expenditure budget has been allocated to transmission, studio buildings, studio equipment, office fit-out, and other relevant costs.

6.4 Financial Projections

6.4.1 Complete the table provided to show financial projections for the next three years and a summary of the accounts for the previous three years. Ensure annex documents support these figures.

6.4.2 Detail the assumptions behind the financial projections and link them clearly to other parts of your application. Assumptions could include the rate of inflation, expected sources of income, etc.

6.4.3 Explain steps to take if your financial projections are not met (for example, covering shortfalls or handling increased borrowings during the contract term).

Mandatory Documentation

Include the information below in an annex and clearly label each document.

Financial projections

- Provide detailed projected income and expenditure accounts for the first three years. Show expected income sources (for example, advertising, sponsorship, fundraising, grants) and break down expenditure by the area (for example, staffing and programming).
- Include projected balance sheets for the first three years.
- Provide projected monthly cash-flow statements showing gross inflows and outflows for the first three years.

Financial statements and management accounts

- Include full, audited financial statements for the previous 3 years.
- Include management accounts for the period from the end of the last audited accounts to one month before submission.

Section 7 – Proposed Commencement of Broadcasting

7.1 Readiness Date

Provide the expected start date for the service.

7.2 Critical path analysis

List the actions with timescales the applicant must carry out from contract award to on-air date.

5. EVALUATION OF APPLICATIONS

The Commission must consider criteria in sections 64 and 66, subsections (2), (3) and (4) of the 2009 Act ("Statutory Criteria") when determining the most suitable applicant for the award of the community sound broadcasting contract. Under section 65(10) of the 2009 Act, the Commission must assess and score each application in accordance with the criteria and requirements set out in section 66. The section below references the 2009 Act and explains how its requirements inform and shape the Commission's assessment of the application.

Section 64 requires the Commission to be satisfied that the applicant satisfies the following requirements:

- Section 64(a): those members are representative of, and accountable to, the community concerned, and
- Section 64(b): the supply of programme material in pursuance of the contract will be effected with the sole objective of (i) specifically addressing the interests of, and seeking to provide a social benefit to, the community concerned, and (ii) achieving a monetary award of no greater amount than is reasonably necessary to defray the expenses that will be incurred in effecting that supply.

The Commission will assess and score these requirements under 66(2)(k) of the 2009 Act, which also allows consideration of any other matters necessary to secure the orderly development of broadcasting services.

For guidance, and to assess and score the application, the Commission has grouped the Statutory Criteria under four headings: (1) ownership and control; (2) programming; (3) studios and transmission; and (4) financial and business plan. An applicant's track record under any broadcasting contract held at or before the application date will be assessed under each heading.

5.1 Ownership, Management and Governance

The requirements under section 66 of the 2009 Act on the ownership and control structure of an applicant are:

- Section 66(2)(i): the desirability of allowing any person, or group of persons, to have control of, or substantial interest in, an undue amount of the communications media in the area specified by the notice;
- Section 66(2)(k); the members of the applicant are representative of, and accountable to, the community concerned;
- Section 66(4): the overall quality of performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making an application.

- Section 66(2)(a): the character, expertise and experience of the applicant or, if the applicant is a body corporate, the character expertise and experience of the body and its directors, manager, secretary or other similar officer and its members and the persons entitled to the beneficial ownership of its shares;
- Section 66(2)(g): to have control of, or substantial interest in, an undue number of sound broadcasting services in respect of which a sound broadcasting contract has been awarded under this Part (Part 6 of the 2009 Act);
- Section 66(2)(h): the desirability of allowing any person, or group of persons, to have control of, or substantial interest in, an undue number of sound broadcasting services in the area specified in the notice;

These criteria, along with An Coimisiún's *Community Media Policy*, will be applied in assessing proposals, including:

- composition of the applicant's Governing Body;¹³
- proposed membership structure;
- proposed management structure; and
- track record if the applicant previously or currently holds a sound broadcasting contract.

5.2 Community Interests & Social Benefit

The Commission considers the extent to which the service will provide a social benefit to the community concerned and support the overall development of broadcasting services.

The requirements under section 66 of the 2009 Act regarding the community to be served are:

- Section 66(2)(k): the extent to which the service will provide a social benefit to the community concerned;
- Section 66(4): the overall quality of performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making an application.

These criteria, in conjunction with the relevant sections of An Coimisiún's *Community Media Policy* and *Social Benefit Framework*, will be applied in assessing proposals including the following:

- The applicant's definition and understanding of the community.
- How the service will meet the diverse interests and needs of the community
- Proposals to ensure the service provides social benefits to the community and to develop and enhance social benefit over the term of the contract.
- Proposals for the evaluation of the service from (i) a community needs and (ii) a social benefit perspective.

¹³ Board of Directors, Committee of Management or other governing body.

- **Programming** The requirements under section 66 of the 2009 Act regarding

- Section 66(2)(c) and (j): the quality, type and range of programming proposed to be provided by the applicant.
- Section 66(2)(d): the quantity, quality, type and range of programmes in the Irish language and the extent of programmes relating to Irish culture proposed to be provided;
- Section 66(2)(e): the extent to which the applicant will create within the proposed broadcasting service new opportunities for talent in music, drama and entertainment and in particular, in respect of Irish culture;
- Section 66(2)(f): the desirability of having a diversity of services in the franchise area;
- Section 66(2)(j): the extent to which the service proposed - serves recognisably local communities and is supported by the various interests in the community, or serves communities of interest;
- Section 66(2)(f): the desirability of having a diversity of services in the franchise area;
- Section 66(2)(k): Any other matters which the Commission considers to be necessary to secure the orderly development of sound broadcasting services, and, in this instance, the extent to which programme content supports - (i) gender, equality, diversity, and inclusion, (ii) environmental sustainability, and (iii) media literacy.
- Section 66(4): the overall quality of performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making an application.
- 66(2)(k): Any other matters which the Commission considers to be necessary to secure the orderly development of sound broadcasting services, and, in this instance, the compliance arrangements in place to ensure programming complies with all statutory and contractual obligations.

programming are:

These criteria, in conjunction with the relevant sections of An Coimisiún's [Community Media Policy](#) and [Social Benefit Framework](#), will be applied in assessing the applicant's proposals including the following:

- The proposed programming strategy and programming commitments and the extent to which it addresses the needs of the community with a focus on community representation, empowerment, diversity and inclusion;
- The proposed programme schedule;
- The applicant's proposed compliance arrangements for ensuring compliance with Part 3B of the 2009 Act; which relates to duties, codes and rules applying to media service providers and sound broadcasters, and

- The track record of the applicant is a previous and/or current holder of a sound broadcasting contract.

5.3 Operations (Studios, Transmission & Resources)

Studios and Transmission

The Commission considers developing and maintaining appropriate studio and transmission facilities as necessary to secure the orderly development of broadcasting services.

The requirements under section 66 of the 2009 Act regarding studios and transmission are as follows:

- Section 66(2)(k): the adequacy of the studios and transmission proposals.
- Section 66(4): the overall quality of performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making an application.

These criteria will be applied in assessing the applicant's proposals, including under the following:

- the proposed timeframe for the commencement of transmission;
- the adequacy of studio and transmission facilities, including accessibility;
- the suitability of transmission proposals; and
- the applicant's track record, if a previous and/or current holder of a sound broadcasting contract.

Resources (Staffing) ¹⁴

The Commission considers the adequacy of the staffing resources and the community's involvement in all aspects of the operation of the community radio service necessary to secure the orderly development of broadcasting services.

- Section 66(2)(k): the adequacy of the applicant's staffing resources and its structures and policies to support staff.
- Section 66(4): the overall quality of performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making an application.

These criteria will be applied in assessing the applicant's proposals, including under the following:

- the proposed staffing structure and areas of deployment;
- the applicant's staffing policies;
- the applicant's staff training, support and development policy; and,
- any staff remuneration and benefits.

¹⁴ The applicant's staffing structure includes both paid staff and volunteers.

5.5 Finance and Business Plan

The Commission considers that the supply of programme material should aim solely to recover costs reasonably incurred in providing that supply, in order to support the orderly development of broadcasting services.

The relevant provisions under section 66 of the 2009 Act in respect of finances and business plans are as follows:

- Section 66(2)(k): the supply of programme material will be effected with the sole objective of achieving a monetary reward of no greater amount than is reasonably necessary to defray the expenses that will be incurred in effecting that supply;
- Section 66(2)(b): the adequacy of financial resources available to the applicant and the extent to which the application accords with good business and economic principles; and
- Section 66(4): the overall quality of performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making an application.

These criteria, as well as the relevant sections of An Coimisiún's [Community Media Policy](#), will be applied in assessing the applicant's proposals, including under the following:

The applicant's financial and business plan, including:

- the applicant's overall financial strategy;
- the applicant's investment proposals;
- sources of funding and expenditure;
- the applicant's financial projections;
- strategies to be put in place for achieving the projections;
- confirmation that the funding structure complies with the requirement to be self-funded and not-for-profit; and
- the applicant's track record where it previously or currently holds a sound broadcasting contract.

5.6 Scoring Matrix

Section 65, subsections (10) and (11) of the 2009 Act provides the statutory framework for the consideration and scoring of applications:-

(10) In considering applications for the award of a sound broadcasting contract [the Commission] shall determine applications in accordance with section 66 and assign a score to each, or a combination of, the criteria specified in section 66(2). [the Commission] shall inform each person who has indicated his or her intention of being an applicant for a contract of such assignment.

(11) [The Commission] shall, in reaching a decision as to the award of a sound broadcasting contract, assign an agreed score to each of the applications received in accordance with subsection (10).

The Commission also assesses and scores the criteria in section 64, section 66(3) and section 66(4). The Commission considers some criteria more important for achieving legislative and policy objectives than others. As a result, some requirements carry greater weight in the evaluation process. The sample table in

Annex 2 illustrates this: a criterion with a weighting of eight (8) is more important than one with a weighting of six (6), which, is more important than one with a weighting of four (4) and so on.

The applicants must achieve at least fifty per cent (50%) of the available score under each applicable criterion.¹⁵ Applications that do not meet this threshold are not eligible for the award of a community sound broadcasting contract. Refer to the Scoring Matrix attached in Annex 2.

5.7 Decision-Making Process

The Commission follows the procedure below to determine the most suitable applicant for the award of the community sound broadcasting contract.

The Commission conducts an initial evaluation of each qualifying application, including a review of the submitted application and staff assessment. The evaluation is structured using the headings and statutory criteria set out in section 5 *Evaluation of Applications* of this Guide and highlights issues relevant to the statutory criteria in section 64 and section 66 of the 2009 Act.

If clarification or additional information is required, the Commission may seek it through one or both of the following:

- **Supplementary Questions:** the Commission may request applicants to complete a list of supplementary questions to address queries or clarify aspects of an application. Written responses will be publicly available on the same basis as the written application.
- **Oral Presentations:** The Commission may request applicants make an oral presentation of their proposals for the sound broadcasting service. Presentations may be public or private and provide additional information to assist the Commission in considering the viability and merits of the relevant applications.

After oral presentations and/or responses to supplementary written questions, the Commission scores each application under the statutory criteria in the Scoring Matrix in the Annex to this Guide following collegiate discussion.

A majority vote of the Commission determines the final score assigned to each application.¹⁶

Applications that do not achieve a qualifying score under any of the criteria are disqualified. If no application achieves a qualifying score under each statutory criterion, the Commission shall conclude the licensing process. Unsuccessful applicants will be notified of their scores and the reasons for the decision.

The application that achieves a qualifying score under each criterion and the highest score overall may be considered the most suitable applicant.

The Commission reserves the right not to award the sound broadcasting contract.

¹⁵ If an applicant has not previously held a broadcasting contract, the “overall quality of performance” or “track record” score under section 66(4) of the 2009 Act is excluded when verifying compliance with the minimum 50% score for each criterion. Where this score applies, its weighting depends on the type of contract previously held. For example, a temporary contract will carry less weight than a pilot community contract, and a pilot contract will carry less weight than a full-term community contract.

¹⁶ Refer to Section 64, 65 and Section 66 of the 2009 Act.

6. CONTRACT AWARD

The award of a community sound broadcasting contract is subject to the successful applicant agreeing to the terms and conditions as determined by the Commission. If the successful applicant does not agree to or fails to meet these terms or conditions within the specified timeframe, the Commission reserves the right to not enter into the contract.

A copy of the proposed community sound broadcasting contract is available on An Coimisiún's website or on request from its offices. The schedules to the contract primarily include the information, commitments and undertakings from the successful application and later contract negotiations.

Under section 69(5) of the 2009 Act, all sound broadcasting contracts are available for public inspection at An Coimisiún's offices or on request from An Coimisiún.

6.1 Duration of Contract

Community sound broadcasting contracts may be awarded for up to ten (10) years. The Commission may decide to award the contract for a shorter period. The contract term is specified in the terms and conditions.

6.2 Changes in Composition

The Commission may revoke a contract after award if material changes occur that affect the nature or characteristics of the successful applicant or the persons with control or an interest in the contract, where such changes could have influenced the decision to award the contract had they occurred earlier.

6.3 Transfer of the Contract

A community sound broadcasting contract cannot be transferred without the prior consent of the Commission.

Annex 1- Studio Requirements

Studio Circulation Requirements

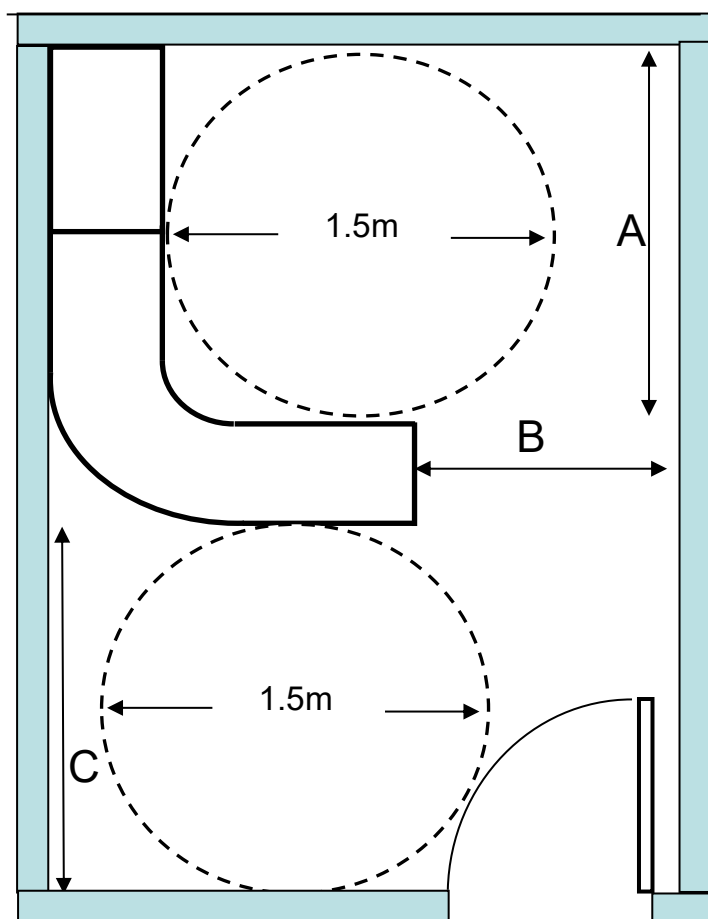


Figure 1 shows the essential dimensions for accessibility purposes in a typical studio.

The minimum and recommended values of A, B & C are as follows.

The minimum values of A & B are 750mm.

A & B should be at least 1.2m.

If either A or B are less than 1.2m, a 1.5m turning circle is required at the presenter's position behind the desk.

The minimum value of C is 1.2m.

Ideally, a 1.5m turning circle should be in front of the desk.

Annex 2 – Sample Scoring Matrix

Community Sound Broadcast Contract

Franchise area: Castlebar and its Environs

		Weighting	Available Score	Awarded Score
Ownership, Governance and Management (90 points)				
66(2)(k)	Any other matters which the Commission considers to be necessary to secure the orderly development of sound broadcasting services, and, in this instance, the extent to which the members of the applicant are representative of, and accountable to, the community concerned.	6	30	
66(2)(a)	Character, expertise and experience of the applicant or, if the applicant is a body corporate, the character, expertise and experience of the body and its directors, manager, secretary or other similar officer and its members and the persons entitled to the beneficial ownership of its shares.	4	20	
66(2)(g)	Desirability of allowing any person, or group of persons, to have control of, or substantial interests in, an undue number of sound broadcasting services in respect of which a sound broadcasting contract has been awarded under this Part.	2	10	
66(2)(h)	Desirability of allowing any person, or group of persons, to have control of, or substantial interests in, an undue number of sound broadcasting services in the area specified in the notice.	2	10	
66(2)(i)	Desirability of allowing any person, or group of persons, to have control of, or substantial interests in, an undue amount of the communications media in the area specified in the notice.	2	10	
66(4)	Overall quality of the performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making the application.	2	10	
Social Benefit (60 points)				
66(2)(k)	The supply of programme material in pursuance of the contract will be effected with the sole objective of specifically addressing the interests of, and seeking to provide a social benefit to, the community concerned. (64(b)(i)).	10	50	
66(4)	Overall quality of the performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making the application.	2	10	
Programming (220 points)				
66(2)(c)	Quality, range and type of the programmes proposed to be provided by the applicant.	8	40	
66(2)(d)	Quantity, quality, range and type of programmes in the Irish language and the extent of programmes relating to Irish culture proposed to be provided.	6	30	
66(2)(e)	Extent to which the applicant will create within the proposed broadcasting service new opportunities for talent in music, drama and entertainment and in particular in respect of Irish culture.	6	30	
66(2)(f)	Desirability of having a diversity of services in the area specified in the notice catering for a wide range of tastes including those of minority interests.	8	40	
66(2)(j)	The extent to which the service proposed: (i) serves recognisably local communities and is supported by the various interests in the community, or (ii) serves communities of interest	8	40	

66(2)(k)	Any other matters which the Commission considers to be necessary to secure the orderly development of sound broadcasting services, and, in this instance, the extent to which programme content supports - (i) gender, equality, diversity, and inclusion, (ii) environmental sustainability, and (iii) media literacy.	4	20	
66(3)	In considering the suitability of any applicant for the award of a sound broadcasting contract to provide a sound broadcasting service in respect of an area which includes a Gaeltacht area, the Commission shall have particular regard to the continuance and advancement as a spoken language of the Irish language	N/A	N/A	
66(2)(k):	Any other matters which the Commission considers to be necessary to secure the orderly development of sound broadcasting services, and, in this instance, the compliance arrangements in place to ensure programming complies with all statutory and contractual obligations.	2	10	
66(4)	Overall quality of the performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making the application	2	10	
Operations (Studios, Transmission, and Resources) (50 points)				
66(2)(k)	Any other matters necessary to secure the orderly development of broadcasting services (i) Adequacy of studio and transmission facilities (ii) Suitability of transmission proposals	4	20	
66(2)(k)	Any other matters necessary to secure the orderly development of broadcasting services and in this instance the adequacy of the resources (staff) proposed.	4	20	
66(4)	Overall quality of the performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making the application	2	10	
Finances and Business Plan (60 points)				
66(2)(b)	Adequacy of the financial resources that will be available to each applicant and the extent to which the application accords with good business and economic principles	6	30	
62(2)(k)	The supply of programme material in pursuance of the contract will be effected with the sole objective of achieving a monetary reward of no greater amount than is reasonably necessary to defray the expenses that will be incurred in effecting that supply. (64(b)(ii))	4	20	
66(4)	Overall quality of the performance of the applicant with respect to the provision by them of a broadcasting service under any broadcasting contract held by them at, or before, the date of making the application	2	10	

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Applicant must score a minimum of 50% under each criterion to qualify for award of contract

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