



Australian Government
**Australian Communications
and Media Authority**

Effective from 8 June 2006

This application form replaces former Australian Broadcasting Authority Form ABA 66 Application for the renewal of a community radio *broadcasting licence*

Application for the renewal of a community radio broadcasting licence

ACMA B66

About this form

- This renewal form does not apply to remote indigenous community licences.
 - Please read these notes before completing this application.
 - ACMA requires the application to be provided in both hard copy (paper) and electronic form. An electronic version of Form ACMA B66 is available from ACMA website at URL www.acma.gov.au
 - Do not bind or staple any part of the printed copies of the application.
 - ACMA understands that the electronic version may not include all the documentation provided with the printed version as some information (such as annual reports) may not be available in electronic form.
 - Some questions require the attachment of an appendix. For these, identify each appendix according to the question number to which it relates. For example, an appendix which contains information sought in question 16 would be called 'Appendix Q16'.
 - Appendices may be attached to the electronic version as separate Word files.
- Provision of information to ACMA**
- Giving false or misleading information is a serious offence. Providing documents that are false and misleading is also a serious offence.
 - ACMA may use the information provided in this form in the performance of its functions.
 - All sections of this application form must be completed.
- Where to send this form**
- The electronic version should be sent to ACMA by email to broadcasting@acma.gov.au.
 - The hard copy (paper) version should be sent to:
Manager
Community Allocations and Renewals Section
Australian Communications and Media Authority
PO Box Q500
Queen Victoria Building NSW 1230
- Further information**
- If you have any questions about completing the renewal application, please contact the Community Allocations and Renewals Section on (02) 9334 7700 or free call 1800 226 667.

Background to the renewal process

The *Broadcasting Services Act 1992* was amended at the end of 2002 by the *Broadcasting Legislation Amendment Act (No. 2) 2002* giving the Authority more discretion to review community broadcasting licences on renewal.

When renewing community broadcasting licences, ACMA can now take into account the same matters it had regard to under section 84(2) of the *Broadcasting Services Act* in deciding whether to allocate a licence. ACMA will be able to refuse to renew a community licence where the applicant no longer meets the criteria set out in section 84(2).

On renewal, ACMA may consider a change to the community interest the licensee is required to represent.

A renewal inquiry may be conducted in circumstances where there is a real suggestion that a licence should not be renewed and/or that ACMA should consider a change to the community interest represented by the licensee.

A licensee must lodge their renewal application (Form ACMA B66) 12 months before their licence is due to expire. Please note that a failure by a licensee to lodge their renewal application on time may be considered by ACMA as suggesting a lack of management capacity to provide the community broadcasting service.

Section 84: Allocation of community broadcasting licences (matters that are now also relevant to the renewal of community broadcasting licences)

- (2) In deciding whether to allocate a community broadcasting licence that is a broadcasting services band licence to an applicant or to a group of applicants, the ACMA is to have regard to :
 - (a) the extent to which the proposed service would meet the existing and perceived future needs of the community within the licence area of the proposed licence and
 - (b) the nature and diversity of the interests of that community and
 - (c) the nature and diversity of other broadcasting services (including national broadcasting services) available within that licence area and
 - (d) the capacity of the applicant to provide the proposed service and
 - (e) 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 and
 - (f) 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.

Section 1 – Licence and licensee details

Please identify the community broadcasting licence being renewed:

1. The service licence (SL) number.

SL

2. Station call sign.

3. Full name of licensee (as shown on the licence).

4. Street address of studio/s.

5. Postal address of licensee.

6. Business telephone, email and fax numbers.

Tel

Fax

Email

7. Contact person's surname, given names, and title.

Surname

Given names

Title

8. Contact person's position in organisation.

9. Telephone number of the contact person *

(This person should be easily contactable on this number)

Tel

10. Postal address*

11. Email address*

* **Note:** If the contact person's telephone number, postal address, or email address is private, please note this against Questions 9, 10 and/or 11 and provide these numbers on a separate page so they can be removed should the application be made available to the public.

Section 2 - Community interest represented

12. What community interest did the licensee represent at the time the licence was allocated?

Only answer Questions 13 and 14 if the licence was last renewed after 1 January 2003, otherwise go to Question 15.

13. When the licence was last renewed, did the Authority approve a change to the community interest that the licensee represents?

 Yes (continue to question 14) No (go to question 15)

14. What community interest are you now licensed to represent? (*Refer to Schedule 2 of current broadcast service licence*)

15. Is the licensee seeking to change the community interest it is licensed to represent over the next licence period?

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

Explain why the licensee is seeking to change the community interest it wishes to represent. Describe what the licensee relied upon to justify the need for change. Please provide evidence to support this, including detailed information about how the licensee identifies and monitors the needs of the community it serves.

Provide your response as **Appendix Q15**, or 'refer to **Appendix Q16**' if appropriate.

16. Has the licensee modified the community interest served over the last licence period?

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

If yes, when did the licensee modify the community interest served?

year	month
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Explain why the licensee has modified the community interest it served. Describe what the licensee relied upon to justify the need for change. Please provide evidence to support this, including detailed information about how the licensee identifies and monitors the needs of the community it serves. Provide your response as **Appendix Q16**.

17. Will the licensee continue to serve the community interest it is licensed to represent over the next licence period (i.e. the next five years)?

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

18. How will the licensee continue to serve the community interest it is licensed to represent over the next licence period? Provide evidence in support of your response as **Appendix Q18**.

19. Please provide detailed information about how the licensee identifies and monitors the needs of the community it serves. Provide evidence in support of your response as **Appendix Q19**.

20. Describe the nature and diversity of the community interest the licensee intends to represent over the next licence period, i.e. demographic information. Provide your response as **Appendix Q20**.

Section 3 - Programming

21. How many hours does the service broadcast each week?

22. Does the licensee plan to change the number of hours broadcast over the next licence period?

Yes

How many hours each week are you proposing to broadcast?

No

23. Provide a program schedule for one week (please select a week from the last month, not the current week). Identify the dates covered by the schedule and show the day and broadcast time for each program. Provide your response as **Appendix Q23**.

24. Provide a brief description of the content of each program broadcast during the sample week selected at Question 23. Provide your response as **Appendix Q24**.

25. Is the licensee currently rebroadcasting any commercially sourced programming?

Yes

If yes, please provide details of such programs and explain how the licensee ensures compliance with ACMA's sponsorship guidelines. Provide your response as **Appendix Q25**.

No

26. In the table below estimate, as accurately as possible, the amount of time spent broadcasting talk-based and music programming from various sources during the sample week selected at Question 23.

To complete this table, it is not necessary to calculate music breaks in talk programs, or talk breaks in music programs.

For magazine style programs where there is mixed talk and music content, estimate the average talk/music split and allocate the amount of time accordingly.

Individual sub-totals should add up to the total hours broadcast for the week selected. For example, a station that broadcasts 24 hours a day 7 days a week is broadcasting for a total of 168 hours.

FORMAT	PROGRAM ORIGIN	HOURS:MINS (selected week)
Talk-based (including spoken word, news, and current affairs)	Local (recorded locally or produced by your station)	:
	National syndication (produced by other Australian stations – includes content from a satellite service)	:
Music	International syndication (includes content from a satellite service)	:
	Sub-total talk All talk-based programs	:
	Local (recorded by your station AND performed or composed by an Australian)	:
	Australian (performed or composed by an Australian – excludes recordings made by your station)	:
	Overseas (performed or composed by a non-Australian)	:
	Sub-total music All music programming	:
	Total hours broadcast All programs	:

27. Provide a list of individuals and/or organisations on whose behalf community announcements and community information were broadcast during the sample week selected at Question 23. Provide your response as **Appendix Q27**.
28. Provide a list of all organisations that are currently purchasing airtime to broadcast on the station. The list should include: the name of the organisation; the hourly rate charged by the station; the type of programming provided; and the number of hours being broadcast each week. Provide your response as **Appendix Q28**

Section 4 - Management, financial and technical capacity

Community participation

29. Explain how the licensee has encouraged members of the community to participate in the operations of the broadcasting service? Provide evidence in support of your response as **Appendix Q29**.
30. Does the licensee consider that it has been successful in achieving community participation in the operations of the broadcasting service? Provide evidence in support of your response as **Appendix Q30**.
31. Describe how the licensee encourages members of the community to participate in the selection and provision of programs broadcast by the station? Provide evidence in support of your response as **Appendix Q31**.

Staff and volunteers

32. In the table below, provide a breakdown of the number of staff and volunteers currently employed or involved in the stations operations.

Category	Number of staff	Number of volunteers	Total
Programs (e.g. coordinators, announcers, panel operators)			
Administration and sponsorship (e.g. station manager, accountant, office staff, sponsorship representative)			
Technical (e.g. technical and maintenance staff responsible for studio and transmission equipment)			
Totals			

33. Does anyone involved with the station receive commissions for sponsorship sales? If so, provide details of such arrangements as **Appendix 33**.
34. List all of the station staff positions under the following headings – Programs, Administration and sponsorship, Technical.

Programs

Administration and sponsorship

Technical

35. Are there any staff positions that are not currently filled?

Yes

Provide a list of the staff positions that are not currently filled, and a brief explanation of why they have not been filled.

No

Staff positions	Explanation for vacancy

Committees and sub-committees

36. In the table below, provide details about the number of financial members and/or subscribers of the station in the last 12 months.

If someone was a member and a subscriber only count them once

Member/subscriber type	Number of members and/or subscribers
Individual	
Organisations or group	
Business	
Total	

37. Provide a copy of the minutes of the last two annual general meetings as **Appendix Q37**.

38. Provide a copy of the station's last annual report as **Appendix Q38**.

39. In the table below, list all committees and sub-committees (e.g. management committee, finance committee, program committee). Indicate the number of staff and volunteers/community members on each committee, and the way in which volunteers/community members join committees and sub-committees (e.g. elected, invited, volunteer).

Name of committees and sub-committees	Number of staff	Number of volunteers/community members	Total number of people on committee	How volunteers/community members join committee

Compliance with licence conditions and codes of practice

40. Explain how the licensee ensures that employees, volunteers and others associated with the service, are aware of and meet the licensee's obligations under the *Broadcasting Services Act 1992*, the conditions of the licence, and codes of practice. Provide your response as **Appendix Q40**.

Further information about obligations and licence conditions can be obtained from ACMA's website at: www.acma.gov.au

The Community Radio Codes of Practice are available from ACMA's website at: www.acma.gov.au/

41. For each of the past two years how many complaints against the Community Radio Codes of Practice has the station received?

Number of complaints (year before last)	Number of complaints (last year)

42. What was the nature of those complaints and how many complaints were there against each category?

Nature of complaint	Code category against which complaint was made	Number of complaints

Income and expenditure

43. Provide a copy of the most recent set of financial statements for the service (audited or unaudited). Provide your response as **Appendix Q43**.

Technical

44. Is the service operating in accordance with the technical specifications set out in the licence?

Yes Go to Question 45 No Provide reasons (below) for not operating in accordance with the technical specifications.

45. During the last 12 months have there been any periods when the licensee has not broadcast any service at all?

Yes No Go to Question 46

How long was the service off-air?

days
hours

Why was the service off-air?

Section 5 – Control of the licensee

46. Is the licensee, or any person associated with it, in a position to exercise control of more than one community broadcasting licence which is a broadcasting services band licence in the same licence area? (Include any trusts, agreements, arrangements, understandings or practices that are in place with another licensee or person associated with another licensee).

Yes

Please provide details.

No

Go to Question 47

47. Is the Commonwealth, a State or Territory, or a political party in a position to exercise control of the licence? (Include any trusts, agreements, arrangements, understandings or practices that are in place with a Commonwealth, a State or Territory, or a political party).

Yes

Please provide details.

No

Go to Question 48

Section 6 - Other matters

48. Provide details of any other matters relating to the operation of the service that the licensee would like ACMA to take into account in relation to the licence renewal application.
Provide your response as **Appendix Q48**.

49. Provide a list of appendices to the application. Provide your response as **Appendix Q49**.

Section 7 - Certification of application

Note: Please provide appropriate authority by reproducing this section on a separate page.

This application for renewal of community broadcasting licence
service licence number:

SL

is made on:

day

month

year

by:

(Licensee name)

with the authority of the committee or board of the applicant company.

**Presiding member of the committee or
board of the applicant company**

Secretary or other committee / executive officer

Signature

Signature

Please print name and state title:

Please print name and state title:

Name:

Name

Title

Title