



**Communications
Commission
of Kenya**

**APPLICATION FORM
FOR A
COMMUNITY FREE TO AIR
BROADCASTING LICENCE**

NOT FOR SALE

CCK/F/SP-B/APL-03

(AUGUST 2011)

APPLICATION FOR FREE TO AIR COMMUNITY BROADCASTING LICENCE

Section 1: Licence Details			
Please identify the commercial free to air broadcasting service being applied for:			
1.1.	Tick the name of the broadcasting service you wish to provide (tick only one).	Community free to air radio	
		Community free to air television	
1.2.	Provide the name of the area you wish to provide the broadcasting service.		
1.3.	Attach the rollout plan for the area you are applying this service for.		

Section 2: Applicant Contacts			
2.1.	Full name of the applicant (as it appears on the organisation's Certificate of Registration).		
2.2.	Physical Address: Town	Street/Road	
2.3.	LR No.	Floor	Room
2.4.	Postal Address	Postal Code	Name of Building
2.4.	Post office town		
2.5.	Telephone No.	Fax No.	Mobile
2.6.	Email Address		

Section 3: Technical Information

(Where appropriate the following information should be provided as an attachment to this application)

3.1	Make and model of the proposed transmitter.
3.2	Proposed Transmitter carrier Power.
3.3	Indicate whether it is the Main station or Repeater (remote.)
3.4	Proposed antenna polarisation.
3.5	Proposed antenna gain.
3.6	Proposed antenna radiation pattern.
3.7	Proposed Antenna type.
3.8	Proposed location of the transmitter.
3.9	Antenna coordinates (longitude/latitude).
3.10	Proposed height of antenna above ground level.
3.11	Relative antenna height around 15km radius.
3.12	Site height above sea level (altitude).
3.13	Proposed Frequency band.
3.14	Type of studio equipment to be used for the broadcasting service.

3.15	Proposed type of studio to transmitter link to be used for the service, if any.
3.16	If satellite, name the provider, the satellite name and the transponder being used.
3.17	Proposed maximum number of hours of operation.
3.18	The applicant must ensure that broadcasting equipment quoted complies with the relevant ITU recommendations for ITU Region 1. Provide any inconsistencies where they exist.
3.19	Proposed date of commencement of the broadcasting service.
3.20	Proposed station identity for the broadcasting service.

Section 4: Community Information	
<i>(Where appropriate the following information should be provided as an attachment to this application)</i>	
4.1	What are the objects or aims of the organization/community?
4.2	If the organization/community is membership based, provide a copy of the applicant's membership application form and list of members including their addresses.
4.3	How many of these are financiers? (Please advise if you wish the names and addresses of members to be kept confidential).
4.4	What is the current membership fee (if any)?
4.5	If the organization is not membership based, how will members of the community to served participate in the operations of the service?
3.6	List the names of office bearers, if any, since registration.

4.7	How does the applicant appoint office bearers?
4.8	Who will be responsible for the day to day running of your organization?
4.9	What authority will this entity have for making decisions?
4.10	How will this entity be appointed and to whom will it report?
4.11	What checks and balances are in place to ensure the service remains a community asset?
4.12	What entity will be responsible for the control of the station and how will the community access and participation be realized?
4.13	What measures will be put in place to ensure that the service will be operated on a non profit basis?
4.14	Provide a business plan that you have prepared to help you meet your organizational/community objectives.

<p>Section 5: The Proposed Broadcasting Service <i>(Where appropriate the following information should be provided as an attachment to this application)</i></p>	
5.1	Describe in as much detail as possible the community that you propose to serve detailing the current and future needs of that community (provide evidence in support of your claims).
5.2	Provide details of each existing media service (radio and television) that also serves the community needs that you propose to serve.
5.3	To what extend do these existing media services meet the needs of the community the applicant proposes to serve?
5.4	How will the applicant continue to identify and serve the future needs of its community?

5.5	How does the applicant intend to gather information about the needs of the community?
5.6	What steps, if any, has the applicant taken to merge, negotiate some type of co-operative arrangement, with any group that represents a similar community interest in the same licence area?
5.7	If the applicant was allocated a community television/radio licence, would it be willing to provide access to unsuccessful applicants? If so how would the applicant achieve this?
5.8	Will members of the community have access to the applicant's decision-making process? If so, how?
5.9	What, if any, measures will be taken to encourage community access and participation in the day-to-day operations of the proposed service and the selection, provision and development of programmes?

Section 6: Financial Capacity to Provide the Proposed Service				
6.1	Set out the capital costs of establishing your service using the categories and format shown below. Include funds you already expended, your proposed expenditure and the expected total expenditure.			
	Expenditure category	Already expended In Ksh	Proposed expenditure In Ksh.	Total In Ksh.
	Technical equipment (studio, control and test equipment)			
	Transmission equipment (transmission links, masts, transmitters, antennae or channel)			
	Power generation equipment			
	Land and ancillary facilities, buildings, furniture and fittings			

	Other pre-preparations expenses			
	Total capital costs			
6.2	Provide details of the amount and source of all funds available for the establishment of the proposed radio/television service using the categories and format shown below.			
	Source of Funds			Funds In Ksh.
	Members funds (including subscriptions)			
	Grants (please specify)			
	Donations: (a) Community/personal contributions; (b) Loans, overdrafts, mortgages; (c) Other (please specify)			
6.3	Total funds			
	Provide evidence supporting your estimation for the funds listed above.			

Section 7: Station Programming <i>(Where appropriate the following information should be provided as an attachment to this application)</i>	
7.1	Indicate your proposed hours of broadcasting for each day of the week.
7.2	Provide a weekly schedule of programme segment.
7.3	Show how your proposed programming format is unique from the rest and explain how it will add value to the diversity of broadcasting services in the proposed coverage area.
7.4	Provide own produced programmes and their percentage proportion per week.

7.5	Provide any planned external sources of your programming.
7.6	Indicate if the proposed broadcasting service will provide for regular news services and programmes on matters of public interest and if so how often.
7.7	Provide the principle sources of news and information you plan for your programming in approximate percentage terms.
7.8	List domestic sources, which you intend to use for news and information programming.
7.9	List the foreign news sources you plan to use for news and information programming.
7.10	Attach a draft programme schedule for your intended broadcast services.

Section 8: Certification of Application			
This application is made on:			
	Day	month	year
By:			
	(Applicant Name)		
or:			
	(or Name of Applicant's authorized representative)		
Signature			
Date	Day	Month	Year