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Contents

No.		Gazette No.	Page No.
	GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS		
Independent Communications Authority of South Africa / Onafhanklike Kommunikasie-owerheid van Suid-Afrika			
5647	Electronic Communications Act (36/2005), as amended ("the EC Act"): Invitation to Pre-Register for Community Sound Broadcasting Service and Radio Frequency Spectrum Licences.....	51727	3

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

NO. 5647 **10 December 2024**

INVITATION TO PRE-REGISTER FOR COMMUNITY SOUND BROADCASTING SERVICE AND RADIO FREQUENCY SPECTRUM LICENCES.

The Independent Communications Authority of South Africa ("the Authority"), in terms of sections 17 and 31 (1) and (2) of the Electronic Communications Act, 2005 (Act No. 36 of 2005), as amended ("the EC Act"), read with regulation 4(5) of the Community Broadcasting Services Regulations, 2019, hereby invites submissions of pre-registration notices for Community Sound Broadcasting ("CSBS") and Radio Frequency Spectrum ("RFS") Licences.

All pre-registration notices will be considered based on the requirements set out in this Invitation to Pre-Register ("ITP-R"), read together with the EC Act and applicable regulations.

This ITP-R applies to both the CSBS and RFS licence for the provision of community sound broadcasting services.

MOTHIBI RAMUSI

CHAIRPERSON

DATE: 02 / 12 /**2024**

BEFORE COMPLETING THE PRE-REGISTRATION NOTICE, APPLICANTS ARE REQUIRED TO READ AND TAKE INTO ACCOUNT THE FOLLOWING:

a. This ITP-R is only open to new applicants and is aimed at only licensing new applicants. Existing licence holders are precluded from responding to this ITP-R.

b. The guidelines in Schedule A and B of this ITP-R;

c. Sections 4D of the Independent Communications Authority of South Africa Act, 2000 (Act No. 13 of 2000) ("the ICASA Act") referred to in this ITP-R;

d. Sections 17, 31 (1) & (2), 50, 62 and other sections of the EC Act referred to in this ITP-R;

e. Sections 5 (3) of the Broadcasting Act, 1999 (Act No. 4 of 1999) ("Broadcasting Act") referred to in this ITP-R;

f. The following Regulations and Guidelines are applicable to this ITP-R:

   i. The Class Licensing Processes and Procedures Regulations, 2010, as amended ("Processes and Procedures Regulations");

   ii. The Community Broadcasting Services Regulations, 2019;

   iii. Standard Terms and Conditions for Class Broadcasting Services Regulations, 2010, as amended;

   iv. The Local Content Regulations, 2015; and

g. Guidelines for Confidentiality in terms of Section 4D of the ICASA Act published in Government Gazette No. 41830 of 17 August 2018.

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NON-COMPLIANCE WITH THE APPLICABLE PROVISIONS OF THE EC ACT, THIS ITP-R AND ANY APPLICABLE REGULATIONS WILL RESULT IN THE REJECTION BY THE AUTHORITY OF SUCH NON-COMPLIANT PRE-REGISTRATION NOTICE

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TABLE OF CONTENTS

SCHEDULE A 6
Pre-registration guidelines in respect of the CSBS licence and RFS licence 7
SCHEDULE B 12
Pre-qualification criteria 13
SCHEDULE C 15
Phase 1: Consideration of the pre-registration notices for pre-registration of a CSBS licence and RFS licence 16
SCHEDULE D 21
Phase 2: Consideration of the registration notice submitted in terms of section 17 of the EC Act and regulation 5 of the Radio Frequency Spectrum, 2015. 22
SCHEDULE E 23
Requests for confidentiality 24
Guidelines for confidentiality request in terms of section 4D of the ICASA Act 23
Amendments to the pre-registration notice 18
SCHEDULE F 40
Amendments to the Pre-Registration Notice 41
SCHEDULE G 42
Request for submission of supplementary information 43
SCHEDULE H 44
Form B 45
Form P 53
SCHEDULE I 56
RFS Licence Frequencies 57
SCHEDULE J 69
Form B and Service: Do's and Don'ts 70
Form P and Spectrum: Do's and Don'ts: **71**
SCHEDULE K 72
Form B and Service: Frequently Asked Questions 73
Form P and Spectrum: Frequently Asked Questions **76**
SCHEDULE L 77
Checklist 78
SCHEDULE M 81
Declaration of interest form 82
SCHEDULE N 87
Licensing Process Flow Charts 88

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SCHEDULE A

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PRE-REGISTRATION GUIDELINES IN RESPECT OF THE CSBS LICENCE AND RFS LICENCE

1. Applicants must submit a pre-registration notice as per the requirements set out in Form B and Form P of Schedule H of this ITP-R, which must be accompanied by the documents outlined in paragraph 8 of Schedule C.

2. Applicants must submit two copies of the application. One copy of the application must not contain personal information, as defined in the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) ("POPI Act").

3. The POPI Act defines personal information as any information that can be linked to a living, natural person or an identifiable juristic person. This includes:

   - Identifying information such as a name, ID number, contact information, or online identifier

   - Information about a person's identity or beliefs, such as their race, gender, sex, pregnancy, marital status, national origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, or belief

   - Information about a person's education, medical, financial, criminal, or employment history, and Private correspondence.

4. An Application must be in writing, in the format set out in this ITP-R.

5. An Applicant must answer all questions set out in the pre-registration form (i.e., Form B and Form P) in full. If any question is considered not applicable, it is to be marked "N/A" and further explanations are to be provided as to why it is not applicable. The Applicants must complete all the required fields in the Form P.

6. Applicants must submit their pre-registration notices either electronically

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and/ or physically.

6.1. If submitted electronically, applicants must provide two (2) soft copies, 1 (one) copy without personal information for publication and 1 (one) copy with personal information (for the Authority's records) of the pre-registration notice via email in pdf format.

6.2. If submitted physically applicants must provide 4 (four) hard copies (two copies without personal information for publication, two copies with personal information for the Authority's records, of the pre-registration notice and two (2) soft copies (one without personal information and one with personal information) of the pre-registration notice on a USB in pdf format. In all, the applicant must submit [4] hard copies and [2] soft copies.

7. In terms of section 4D of the ICASA Act, Applicants may request that any part of the pre-registration notice be treated as confidential. Confidential documents must be clearly marked as such and submitted together with the original pre-registration notice. Requests for Confidentiality must be submitted in line with the Guidelines for Confidentiality Request in terms of section 4D of the ICASA Act published in Government Gazette No 41839 dated 17 August 2018 and attached herewith as Annexure E.

8. Applicants intending to submit requests for confidentiality are advised to submit copies of the Application where the personal and confidential information is removed and one in which the personal and confidential information is contained. The copy in which the information is blocked out will be published for public comment if the request for confidentiality is granted.

9. Requests for confidentiality will be considered within fourteen (14) working days of receiving the request. The Authority will communicate its decision to the respective Applicant.

10. In the event that the request for confidentiality is refused, the Applicant may choose to withdraw the information on which confidentiality is requested.

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11. Each hard copy (including the original) of the application must be permanently bound (using either heat or spiral binding).

12. Each pre-registration notice must have a cover page indicating the title of the ITP-R ("Invitation to pre-register for community sound broadcasting service and radio frequency spectrum licences"), the **name of the Applicant**, the **proposed trading name of the broadcasting service**, and **year of submitting the application**.

13. The page(s) immediately following the cover must be the contents page(s) / table of contents, which shall detail each section of the pre-registration notice and corresponding page numbers.

14. The entire pre-registration notice, including the appendices and schedules, must be sequentially numbered, starting with the page immediately following the contents page(s) as page 1 and ending with the very last page of the pre-registration notice.

15. In the event that the Applicant has to submit its -registration notice in more than one part or volume, each part or volume must have a cover page bearing all the details set out in paragraph 7 above. In this case the cover page must specify the number of the part or volume (i.e. Part One, Part Two or Volume One, Volume Two). Each volume or part must also have the full set of contents pages and be sequentially numbered as indicated above.

16. Pre-Registration notices must be addressed for the attention of Mr Pascalis Adams - Project Manager: Licensing of Community Sound Broadcasting Services Council Committee and must be submitted to the following email address: **itp-r@icasa.org.za** or must be deposited into the box designated for that purpose at **Block B, Eco Point Office Park, 350 Witch-Hazel Avenue, Eco Park, Centurion, Pretoria**.

17. Every pre-registration notice must be accompanied by proof of payment of a non-refundable application fee of four thousand, seven hundred nineteen

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rand (R4 719.00). The payment must be made by an electronic funds transfer or via a direct deposit into the following bank account of the Authority **(attach as Appendix 14)**:

BANK: NEDBANK LIMITED
BRANCH: NEDBANK CORPORATE INVESTMENT BANKING
BRANCH CODE: 198765
ACCOUNT NO: 1080249044
SWIFT CODE: NEDSZAJJ
REFERENCE: Name of the proposed service or Applicant

18. All applicants shall carry their own costs in responding to the ITP-R.

19. The closing date for the submission of pre-registration notices shall be **16:00 PM, South African time (GMT +2), on 20 June 2025.**

20. **Pre-registration notices received after the closing date and time will not be accepted or considered by the Authority.**

21. All pre-registration notices, save for information on which the Authority has granted confidentiality, submitted to the Authority pursuant to this ITP-R will be made available on the Authority's website at https://www.icasa.org.za.

22. A pre-registration notice received pursuant to this ITP-R can also be sent via email upon request by any interested party or can be collected from ICASA Library at the following address: 350 Witch-Hazel Avenue, Eco Point Office Park, Eco Park, Centurion between 09h00 and 16h00, Monday to Friday. Copies of the applications will be obtainable at the Authority's library upon payment of a fee as may be determined by the Authority from time to time through publication in the government gazette or the Authority's website.

23. The licensing process will be undertaken in two (2) phases:

23.1. **Phase 1**: Consideration of the pre-registration notices for pre-

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registration of a CSBS licence RFS licence. Phase 1 may be subjected to a beauty contest (comparative tender) in line with the specifications set out in **Schedule C** below; and

23.2. **Phase 2:** Successful Applicants from Phase 1 will progress to Phase 2. Applications will be submitted and considered in terms of section 17 of the EC Act, read with regulation 4 of the Community Sound Broadcasting Services Regulations, 2019 as set out in Schedule D below.

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SCHEDULE B:

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PRE-QUALIFICATION CRITERIA

1. An Applicant will be **disqualified** from the application process where such an Applicant has:

1.1 submitted a pre-registration but is an affiliate of another Applicant within the same application process; or

1.2 submitted more than one (1) pre-registration notice to the Authority in response to this ITP-R; or

1.3 holds an existing Community Sound Broadcasting Service licence; or

1.4 submitted an application which contains false or misleading information; or

1.5 colluded or attempted to collude with another Applicant; or

1.6 obtained or acquired confidential information relating to another Applicant without consent from the Authority and/or the owner of such confidential information; or

1.7 submitted a late pre-registration notice (after the closing date and time); or

1.8 made late payment (after the closing date and time) of the prescribed application fee; or

1.9 made incomplete or non-payment of the application fee by the closing date and time; or

1.10 submitted an incomplete Form B and/or P; or

1.11 submitted a Form B and/or P that is not signed by a Commissioner of Oaths; or

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1.12 not attached a resolution of Authority signed by the majority of the board of directors/trustees; or

1.13 submitted an old/ or repealed/ or recreated Form B and/or Form P; or

1.14 registered with a non-profit entity that is less than two (2) years old by the date of lodging the pre-registration notice; or

1.15 failed to comply with the terms and conditions of this ITP-R, the provisions of the EC Act, ICASA Act, Broadcasting Act, and all relevant Regulations.

2. An Applicant will be eligible to proceed to Phase 1 of the licensing process if it has complied with all the above-mentioned requirements.

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SCHEDULE C:

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Phase 1: Consideration of the pre-registration notices for pre-registration of a CSBS licence and RFS licence

1. All the pre-registration notices that have met all criteria set out in the pre-qualification stage will be assessed in this phase.

2. A notice will be published in the Government Gazette indicating all the pre-registration notices that have made it to phase 1 of the licensing process.

3. Phase 1 will be concluded within ninety (90) working days from the closing date for receipt of the pre-registration notices.

4. The Authority may decide to hold public hearings in respect of received pre-registration notices during this phase.

5. In this phase, the registration notices are assessed in line with the **mandatory provisions** of the Community Broadcasting Services Regulations, 2019, as amended.

Pre-Registration requirements in terms of regulation 4 (1) and (2) of the Community Broadcasting Services Regulations, 2019:

6. The applicant must submit proof that it is a Non-Profit Organization that has been in operation for two (2) years or more **(attached as Appendix 20)**.

7. An applicant must demonstrate community development and empowerment with respect to the community located within the coverage area it proposes to render community broadcasting services **(attached as Appendix 21)**.

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Pre-Registration requirements in terms of regulation 4 (3) of the Community Broadcasting Services Regulations, 2019:

8. An applicant must submit a pre-registration notice as per the requirements set out in Form B of the Processes and Procedure Regulations, which must be accompanied by the following additional documents as per the Community Broadcasting Services Regulations, 2019:

   (a) Founding documents such as the Constitution and Memorandum of Incorporation **(attach as Appendix 22 A)**;
   (b) Curriculum Vitae of Board Members and Management **(attach as Appendix 22 B)**;
   (c) Disclosure of Interests of Board Members and Management **(attach as Appendix 22 C)**;
   (d) Programming plan **(attach as Appendix 22 D)**;
   (e) Business plan comprising a 3 – 5 years' financial plan **(attach as Appendix 22 E)**;
   (f) Tax clearance certificate or tax status pin as provided by the South African Revenue Service **(attach as Appendix 22 F)**;
   (g) Demand, Need, Support including profiled community broadcasters in the coverage area and programming format **(attach as Appendix 22 G)**;
   (h) Projects reporting on management, governance, and finances **(attach as Appendix 22 H)**; and
   (i) Corporate governance and operational policies including, but not limited to **(attach as Appendix 22 I)**:

      (i) Technical Operations;
      (ii) Human Resource; and
      (iii) Financial;
      (iv) Programming Policy;
      (v) Editorial Policy;
      (vi) Social Media Policy; and
      (vii) Political branding at the station and affiliation Policy.

9. Failure to comply with any of these requirements and provisions for Form B, will render the application null and void. The pre-registration will not be assessed further in Phase 2 as it would have been disqualified in Phase 1.

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REQUIREMENTS FOR RFS APPLICATIONS:

10. Applications for an RFS licence must be submitted in the format as provided in Schedule H by filling Form P in full.

11. Applicants must apply for the assignment(s) of RFS that will cater for their intended service area as contained in Annexure C of this ITP-R.

12. The Applicant should select the frequency(ies) in the intended service/coverage area where the service will be provided specified in Annexure C.

13. The Applicant must conduct a technical feasibility study where the applicant has modified the technical specification of the assignment(s) provided in Annexure C to indicate how the modified assignment from Annexure C would cover the intended service/coverage area and how radio frequency interference would be avoided. The technical feasibility report should be provided to that effect.

14. Applicants wishing to self-provide their broadcasting signal distribution must attach a copy of their electronic communications network service ("ECNS") licence. The Applicant's intended service area must align with the service area of the ECNS licence.

15. Applicants appointing a licensed signal distributor must attach a copy of the agreement or a letter of support with that licensed signal distributor together with a valid copy of the ECNS licence of the signal distributor.

16. Failure to comply with any of these requirements and provisions for the RFS Application, will render the application null and void. The Application will not be assessed further in Phase 2 as it would have been disqualified in Phase 1.

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EVALUATION SPECIFICATIONS FOR A BEAUTY CONTEST IN THE EVENT OF A COMPETITION

17. Applicants who are competing for the same frequency or service area will be subjected to a beauty contest (comparative tender) in line with the specifications set out in the table below.

18. The highest scoring Applicant, as per the evaluation specifications above shall be deemed successful and will progress to Phase 2 and be subjected to sections 17 and 31 of the EC Act for the issuance of a CSBS and Radio Frequency Spectrum Licence.

EVALUATION SPECIFICATIONS FOR A BEAUTY CONTEST		
Criteria	**Description**	**Weight**
Need, Demand and Support	- Is the Applicant's proposed service informed by appropriate audience and market? Has the Applicant been able to demonstrate that there is a need, demand, and support for the proposed service? (An appropriate declaration that, as regards the provision of the proposed broadcasting service, the Applicant has the support of each signatory; - the signatures of members of the community; or provide results of a survey which is representative of the community to be served, shows whether, as regards the provision of the proposed broadcasting service, the Applicant has the support of the community or of those associated with or promoting the needs and interests of the community. The survey shows the extent to which the proposed broadcasting service will be viewed and listened to.	30%
Programming	- Is the Applicant's proposed service informed by appropriate audience and market? Has the Applicant been able to demonstrate that there is sufficient programming variety for the proposed service? - Is the Applicant's proposed programming schedule and format adding to the diversity in broadcasting taking into account existing similar licensees?	20%
Business Plan and Funding	- Are the proposed financial projections realistic and credible? - Is there any commitment of funding?	20%
Community participation	- How does the Applicant intend to encourage and facilitate community participation and development?	10%

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and development		
Technical Viability	Coverage area and technical efficiency: Does the Applicant's proposed coverage area cover the intended service area, and does it address the maximum potential audience.	20%

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SCHEDULE D:

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Phase 2: Consideration of the registration notice submitted in terms of sections 17 and 31 of the EC Act, read with regulation 4 of the Community Broadcasting Services Regulations, 2019.

1. A notice will be published in the Government Gazette indicating all the Applicants that have made it to Phase 2 stage of the licensing process.

2. All successful Applicants will be required to submit a registration Notice (Form B) in terms of section 17 of the EC Act for the issuance of CSBS and Radio Frequency Spectrum Licence.

3. This process will be concluded within thirty (30) working days from receipt of the registration Notice (Form B).

4. The Authority may hold public hearings in Phase 2, prior to deciding on the registration and licensing of CSBS and RFS licences.

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SCHEDULE E:

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REQUESTS FOR CONFIDENTIALITY

1. In terms of section 4D of the ICASA Act, applicants may request that any part of the Application be treated as confidential. Confidential documents must be clearly marked as such and submitted together with the original Application. Requests for Confidentiality must be submitted in line with the Guidelines for Confidentiality Request in terms of section 4D of the ICASA Act published in Government Gazette No 41839 dated 17 August 2018 and attached herewith as Schedule L.

2. Applicants intending on submitting requests for confidentiality are advised to submit copies of the Application where the personal and confidential information is removed and one in which the personal and confidential information is contained. The copy in which the information is blocked out will be published for public comment if the request for confidentiality is granted.

3. Request for confidentiality will be considered within fourteen (14) working days of receiving the request and the Authority will communicate its decision to the respective applicant.

4. In the event that the request for confidentiality is refused, the applicant may choose to withdraw the information on which confidentiality is requested and was not granted by the Authority.

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GUIDELINES FOR CONFIDENTIALITY REQUEST IN TERMS OF SECTION 4D OF THE ICASA ACT

PREAMBLE

WHEREAS, the Independent Communications Authority of South Africa (ICASA/ Authority) is mandated in terms of section 192 of the Constitution of the Republic of South Africa, 1996 to regulate broadcasting in the public interest;

WHEREAS, ICASA is further mandated in terms of section 2 of the Independent Communications Authority of South Africa Act, 2000 (Act No. 13 of 2000), as amended ("ICASA Act"), to regulate broadcasting, electronic communications services and postal matters in the public interest; and

WHEREAS, section 4D of the ICASA Act empowers ICASA to make determinations relating to confidentiality on information provided to ICASA by stakeholders.

WHEREAS, section 9(4)(c) of the Electronic Communications Act, 2005 (Act No. 36 of 2005), as amended ("ECA") permits the Authority to grant confidentiality on information submitted by an applicant at the request of an applicant.

1. Introduction

1.1 The guidelines on requests for confidentiality, are intended to provide a practical application of section 4D of the ICASA Act and section 9(4)(c) and (d) of the ECA. The guidelines will further explain the process to be followed by ICASA when dealing with confidentiality of information a licensee may submit to the Authority. A template for requesting confidentiality from ICASA is further provided in these guidelines, in Appendices A and B.

1.2 This document provides guidance to ICASA staff and informs the public of ICASA's policies and procedures. These guidelines are not regulations. They are not legally enforceable and do not create any legal rights or impose any legally binding requirements or obligations on ICASA or the public.

1.3 Section 4D provides as follows:

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"4D. Confidential information

(1)

(a) When a person submits information to the Authority, such person may request that specific information be treated as confidential information.

(b) The request for confidentiality must be accompanied by a written statement explaining why the specific information should be treated as confidential.

(2) Within 14 days of receiving a request for confidentiality, the Authority must make a determination whether or not confidentiality will be granted and provide the person contemplated in subsection (1) with written reasons for such determination.

(3) Should the Authority determine that a request for confidentiality cannot be acceded to, the party providing the information must be given an opportunity to withdraw the information that is the subject of the confidentiality request.

(4) When considering a request contemplated in subsection (1), the Authority must treat the following information, as confidential information, namely-

(a) trade secrets of such person;

(b) financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which is likely to cause harm to the commercial or financial interests of such person;

(c) information of which the disclosure could reasonably be expected-

(i) to put the person at a disadvantage in contractual or other negotiations; or

(ii) to prejudice the person in commercial competition;

(d) the names of prospective employees; and

(e) business plans of a licensee.

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(5) A determination of confidentiality may not be made in respect of a document or information that is in the public domain or is required to be disclosed by operation of law or a court order" (our emphasis).

1.4 In addition, section 9(4) of the ECA provides as follows:

"*(4)*

(a) Applications, representations, responses and other documents relating to an application which are submitted to the Authority are, subject to this subsection, open to public inspection during the normal office hours of the Authority.

(b) The Authority must, at the request of any person and on payment of such fee as may be prescribed, furnish him or her with copies of documents requested by such person.

(c)

(i) The Authority may, at the request of an applicant or person who has submitted representations or responses, decide that –

(aa) any document or information that is commercially sensitive; or

(bb) any other matter reasonably justifying confidentiality, is not open to public inspection, if such document or information can be separated from the application, representations or other documents in question.

(ii) for the purposes of this subsection, commercially sensitive document, information or other matter reasonably justifying confidentiality, excludes documents or information that should, as a matter of law be generally available to the public.

(d) *If the Authority refuses a request referred to in paragraph (c)(i), the applicant or person concerned may withdraw the document or information in question*" (our emphasis).

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2. Information required to accompany a request for confidentiality

2.1 The provision in the ICASA Act cited above expressly states that "(*t)he request for confidentiality must be accompanied by a written statement explaining why the specific information should be treated as confidential*" (our emphasis).

2.2 This requires more than just stating a category of confidentiality under section 4D (4) of the ICASA Act.

2.3 When requesting confidentiality, the applicant is therefore required to:

2.3.1 identify the confidential information; and

2.3.2 provide a written statement or explanation justifying why the Authority should treat the identified information as confidential.

3. Categories of information that the Authority is required to treat as confidential

3.1 Section 4D (4) of the ICASA Act identifies the following categories:

3.1.1 ***Trade secrets of such person***

Any trade secret must be treated as confidential by the Authority if confidentiality is requested thereon. Unless if apparent to the Authority, the onus is on the applicant to prove that the document is a trade secret.

Trade secrets includes formula, practice, process, design, instrument, pattern, commercial method, or compilation of information not generally known or reasonably ascertainable by others by which a business can obtain an economic advantage over competitors or customers.

3.1.2 ***Financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which is likely to cause harm to the commercial or financial interests of such person****;*

In line with section 4D (1) (b) of the ICASA Act, this category requires the applicant, to substantiate and demonstrate that if certain financial,

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commercial, scientific or technical information were to be in the public domain, it is likely to suffer commercially or financially.

3.1.3 ***Information of which the disclosure could reasonably be expected to put the person at a disadvantage in contractual or other negotiations; or to prejudice the person in commercial competition****;*

In line with section 4D (1) (b) of the ICASA Act, this category requires the applicant to substantiate and demonstrate that the specific/concerned information will prejudice or disadvantage the applicant in commercial competition if it is not treated as confidential.

The information under this category may include the names of third parties with which the applicant has contracted, the value of such contractual agreements and selling prices.

3.1.4 ***The names of prospective employees***

This category refers to prospective employees of the applicant or licensee or any person who submits confidential information to the Authority. Names of prospective employees must be treated as confidential by the Authority if confidentiality is requested thereon.

Unless if apparent to the Authority, the onus is on the applicant to prove that the names, in relation to those confidentiality is requested, are those of prospective employees, not of those individuals already employed by the applicant.

3.1.5 ***Business plans of a licensee***

Any business plan must be treated as confidential by the Authority if confidentiality is requested thereon. Unless if apparent to the Authority, the onus is on the applicant to prove that the document is a business plan.

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In each category above, the onus falls on the applicant to demonstrate and substantiate that such information would be fall within any of the above categories. The written statement that accompanies each information should provide such substantiation.

It is worth noting that all the categories mentioned above are subject to the information not being available in the public domain, the operation of law and an order of court.

It is also worth noting that an applicant can request confidentiality on any information not listed in section 4D (4) of the ICASA Act provided that such information is not in the public domain and the applicant provides reasons as to why specific information must be treated as confidential.

3.2 **Withdrawal of information by the applicant**

3.2.1 If the applicant's request for confidentiality is refused, the Authority is required to grant the applicant an opportunity to withdraw the information. Failure of the applicant to withdraw such information within seven (7) working days will result in the Authority not treating the information as confidential.

3.2.2 Should the applicant withdraw the information, the Authority may continue with whatever process the information was required for, without reference to or relying on the withdrawn information.

3.3 **Reasons for refusal of confidentiality by the Authority**

3.3.1 Section 4D (4) prohibits the Authority from making a determination of confidentiality over any document that is in the public domain or required to be disclosed by law or court order.

3.3.2 The Authority must provide the applicant with reasons for making a determination to refuse confidentiality as contemplated in section 4D (2).

3.4 **Review of the Authority's decision on the request for confidentiality**

3.4.1 The Authority's decision concerning the request for confidentiality is final and binding on the Applicant. An applicant may, in terms of

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section 3(5) of the ICASA Act, take the Authority's decision on a request for confidentiality on review, to a court with competent jurisdiction.

Authority's process for dealing with confidentiality claims

STAGE 1

1. The applicant completes in full the confidentiality form.

2. The applicant must submit the confidentiality form along with the documents which are the subject of the confidentiality request.

STAGE 2

1. The Authority assesses the confidentiality application on its merits, considering the reasons put forward by the applicant.

2. The Authority must communicate its decision to the applicant in writing on the issue of confidentiality within fourteen (14) business days. The Authority will advise the applicant of its determination and the reasons thereto.

What happens when the Authority agrees on confidential information?

3. The Authority will proceed to disclose all the information that is not confidential and protect information granted confidentiality by keeping it from the public domain.

What happens when the Authority is not satisfied with the reasons provided by the applicant to treat information as confidential?

4. Where the Authority is not convinced of the reasons given by the applicant, it will inform the applicant of this decision in writing and afford the applicant an opportunity to withdraw the information.

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FORM TO REQUEST FOR CONFIDENTIALITY

IN TERMS OF SECTION 4D of the ICASA Act

N.B.: When making the request for confidentiality, submit the FORM ONLY.

Do Not submit or attach the GUIDELINES. Only read those carefully to complete the FORM.

Appendix A

REQUEST FOR CONFIDENTIALITY FORM

Any applicant or other person submitting information to ICASA may request that such information be treated as confidential in terms of section 4D of the ICASA Act and/or section 9(4)(c)(i) (aa) and (bb) of the EC Act.

FORM INSTRUCTIONS: Please fill out all parts of this Form to the best of your knowledge and attach any relevant supporting documents.

ICASA will:

1. **Decide whether the information is confidential.**
2. **Take all reasonable steps to treat the confidential information as such.**
3. **Notify the party when the information ceases to be confidential at any stage during the proceedings/processes for which the confidentiality was sought and granted.**

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I. MATTER:

Application/ Regulatory process:

_____

Applicant/ Licensee name:

_____

II. DOCUMENT(S) CONTAINING CONFIDENTIAL INFORMATION:

Please fill out the items below for each document containing confidential information:

1. **Name and other details of the document containing confidential information:**

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

2. **Please list and mark "confidential" all pages, paragraphs and line numbers where confidential information appears (Page: Paragraph: Line):**

_____
_____
_____
_____
_____

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_____
_____
_____
_____
_____
_____
_____
_____
_____

3. Reasons why specific information in the document is considered confidential:

Vol./Page No./Par./line No.	Specific Information	Reasons for Requesting Confidentiality

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4. **Relevant category in section 4D (4) of the ICASA Act (where applicable):**

   _____

5. **If the applicant would like to list additional documents containing confidential information, the applicant may attach extra sheets (see appendix B), to this form and identify all the pages, paragraphs and line numbers where confidential information appears, reasons why the document/information is confidential and the relevant category in section 4D (4).**

III. CONFIDENTIALITY STATEMENT:

I, declare that the information supplied by me to ICASA in this Form is true and accurate to the best of my knowledge.

Print Name: _____

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Designation: _____

Company: _____

Signature: _____

Date: _____

Office Use Only

Received By -

Print Name: _____

Signature: _____

Date Received: _____

Reference Number: _____

Division/Department/Unit: _____

Appendix B

Vol./Page No./Par./line No.	Specific Information	Reasons for Requesting Confidentiality

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Vol./Page No./Par./line No.	**Specific Information**	**Reasons for Requesting Confidentiality**

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SCHEDULE F:

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AMENDMENTS TO THE PRE-REGISTRATION NOTICE

1. In instances where the information included in a pre-registration notice changes at any time before the closing date and time for submission of the pre-registration notice, the Applicant may submit the amended application before the closing date and time.

2. The Authority will not consider amendments made after the closing date and time.

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SCHEDULE G:

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REQUEST FOR SUBMISSION OF SUPPLEMENTARY INFORMATION

1. The Authority may require an Applicant to prepare and submit any supplementary information as requested by the Authority regarding any aspect of its Application within the application process.

2. The Authority may direct an Applicant to submit any such supplementary information within seven (7) days after receiving a written request.

3. A request by the Authority may be made to any Applicant who submitted an Application by the closing date.

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SCHEDULE H:

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FORM B

REGISTRATION FOR A CLASS LICENCE TO PROVIDE A COMMUNITY BROADCASTING SERVICE

(Regulation 7 (2))

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

Note:

(a) Registrants must refer to the Electronic Communications Act, 2005 (Act No. 36 of 2005) ("the Act") and any regulations published under the Act with regard to the requirements to be fulfilled by registrants. Registrants are referred, in particular, to the Community Sound Broadcasting Regulations, 2019 (published under GN439 in Government Gazette 42323 of 22 March 2019) and the Community Sound Broadcasting Licence: Criteria to Measure Community Support Regulations, 1997 (published under GN R1388 in Government Gazette 18380 of 17 October 1997).

(b) Information required in terms of this Form which does not fit into the space provided may be included in an appendix attached to the Form. Each appendix must be numbered with reference to the relevant part of the Form.

(c) Where any information in this Form does not apply to the registrant, the registrant must indicate that the relevant information is not applicable.

1. PARTICULARS OF REGISTRANT	
1.1 Full name of registrant:	
1.2 Designated contact persons (maximum of two):	

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1.3 Registrant's principal place of business:	
1.4 Registrant's postal address:	
1.5 Registrant's telephone number/ (including mobile numbers):	
1.6 Registrant's telefax number/s:	
1.7 Email address of designated contact person (maximum of two):	

2. LEGAL FORM OF REGISTRANT	
2.1 Indicate the legal form of the registrant (e.g., Non-Profit company incorporated in terms of the Companies Act, 2008):	
2.2 Registration number of the registrant:	
2.3 The following documents must be submitted with the registration: the certificate of registration accompanied by an approved memorandum of incorporation, a constitution which has been signed by founding members/ Board. The founding documents must have provisions for the following minimum of 51% quorum for the annual general meeting, provision for membership and an appeals mechanism in case of rejection upon application, and a clear separation of powers between management and board of directors. Should the registrant fail to submit these documents, the registration will not be considered. **(Attach as Appendix 2.3.1)**	

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3. NON-PROFIT STATUS OF REGISTRANT	
Provide details of the registrant's non-profit status. Please provide a certified certificate of registration as a Non-Profit Entity or provide a deed of trust and Letter of Authority from the Master's Office in respect of a Community Trust.	
4. COMMUNITY	
4.1 Indicate whether the community to be served by the proposed broadcasting service is:	
4.1.1 geographically founded community; or	
4.1.2 group of persons or sector of the public with a specific, ascertainable common interest.	
4.2 Where the community to be served by the registrant is a geographically founded community, provide details of the community to be served, including: (i) whether the community is urban, peri-urban, or rural (ii) the number of people in the community (iii) gender, language, income, and demographic statistics in relation to the community. **(Attach as Appendix 4.2)**	
4.3 Where the community to be served by the registrant is a community of common interest, provide details of the community to be served, including: (i) the nature of the common interest; (ii) the size of the community in the geographic area in which the service is proposed to be provided; and (iii) gender, language, income, and demographic statistics in relation to the community. **(Attach as Appendix 4.3)**	

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5. NATURE OF SERVICES TO BE LICENSED
5.1 Provide a description of the service to be provided: **(Attach as Appendix 5.1)**
5.2 Indicate the geographic area in which the service is to be provided:
5.3 Provide details of the languages in which the broadcasting service is to be provided. Where it is proposed that the service will be provided in more than one language, provide a breakdown of the number of hours of programming which will be broadcast in each language.
Provide the registrant's proposed programming schedule. Further provide the proposed programming format and content to be provided, and indicate when your peak time will be, the extent to which output would be locally originated and extent to which it will be externally sourced. Further indicate the proposed minutes of news to be broadcast on a daily basis and provide a percentage split in terms of local, national and international news content. Indicate the duration and scheduling of current affairs programme/s and provide the percentage split in terms of local, national and international content and indicate source as well. The ICASA South African Music Content Regulations, 2016 require class community sound broadcast licences to broadcast the prescribed percentage of local music. Indicate your proposed percentage of local music to be broadcast. **(Attach as Appendix 5.4)**

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6. SERVING THE COMMUNITY'S INTERESTS
6.1 Provide proof of how the registrant proposes to serve the community's interests:
6.2 Provide proof of how the registrant proposes to encourage members of the community it serves, or persons associated with the promotion of the community's interests, to participate in the selection and production of programming to be provided by the registrant:

7. SUPPORT
Provide proof of support by members of the registrant's community or of persons associated with the registrant's community or of persons who promote the interests of the registrant's community. Kindly submit letters of support from NGOs, business, and so forth and signatures of support from members of the community/prospective listeners, etc. **(Attach as Appendix 7)**

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8. FINANCES
8.1 Submit commitment of funding, which includes the amount from financial institutions or any other entity for start-up costs, and provide details of the way the proposed service is to be funded (e.g. sponsorship, donations etc.) **(Attach as Appendix 8.1)**
8.2 Provide details of the registrant's anticipated: (i) capital expenditure necessary for the commencement of the provision of services; and (ii) operating expenditure during the registrant's first year of operation. **(Attach as Appendix 8.2)**
8.3 Provide details of the registrant's business plan: **(Attach as Appendix 8.3)**

9. CONTROL AND MANAGEMENT
9.1 Provide details (including name, nationality, identification or passport number, position, and address) of each member of the registrant. Confirm if the individuals below reside within the proposed coverage area **(Attach as Appendix 9.1)** (i) board of directors or similar body; (ii) senior management; and (iii) attach the proposed organogram.
9.2 Provide details of all ownership interests in the registrant: **(Attach as Appendix 9.2)** 9.2.1 Provide details of any persons in a position of control of the registrant who is a foreign citizen, or an entity registered or incorporated in any country other than South Africa: Indicate whether any member of the Board of the

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registrant is a foreign citizen or an entity registered or incorporated in any country other than South Africa. Provide details below.
9.3 Indicate whether any member of the Board of the registrant is also a member of the Board of another licensee issued in terms of the Act. Please provide details below.

10. RADIO FREQUENCY SPECTRUM
Indicate if the registrant has submitted or intends to submit an application for a radio frequency spectrum licence for the provision of the services to which this registration relates. The registrant must complete the RFS application form contained in Schedule I of this ITP-R, indicate, from the frequencies provided by the Authority, which frequency band it seeks to utilise to provide the service.

11. GENERAL		
11.1	Indicate whether the registrant is a member of an entity recognised in terms of section 54 and 55 of the Act.	
11.2	Indicate whether the registrant is a party, movement, organisation, body, or alliance which is of a party - political in nature.	

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11.3	Indicate whether the registrant has ever been convicted of an offence in terms of the Act or related legislation, as defined in the Act. If so, provide details of such conviction	
11.4	Provide details of other matters or undertakings which, in the registrant's view, the Authority should consider:	
11.5	Attach a resolution authorising the person(s) not more than two signing this registration and liaising with the Authority during the registration process. The resolution must be marked clearly as **(Appendix 11.5)**	

The person signing the registration on behalf of the registrant must acknowledge as follows:

I acknowledge that the Authority reserves the right to have any licence issued pursuant to this registration set aside should any material statement made herein, at any time, be found to be false. Signed …….

(REGISTRANT)

I certify that this declaration was signed and sworn to before me at ……. on the …… day of …… 20……. by the deponent who acknowledged that he/she:

1. knows and understands the contents hereof;
2. has no objection to taking the prescribed oath or affirmation; and
3. considers this oath or affirmation to be truthful and binding on his/her conscience.

_____

COMMISSIONER OF OATHS

Name:

Address:

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"FORM P"

APPLICATION FOR BROADCASTING SPECTRUM LICENCE

(Regulation 15)

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

Note:

(a) ~~Application must refer to the Electronic Communications Act, 2005 (Act No. 36 of 2005) ("the Act") and any regulations published under the Act with regard to the requirements to be fulfilled by the applicant. Applications are referred, in particular, to the Community Sound Broadcasting Regulations, 2006 (published under GN755 in Government Gazette 28919 of 6 June 2006) and the Community Sound Broadcasting Licence: Criteria to Measure Community Support Regulations, 1997 (published under GN R1388 in Government Gazette 18380 of 17 October 1997).~~ [1]

(b) Information required in terms of this Form which does not fit into the space provided may be included in an appendix attached to the Form. Each appendix must be numbered with reference to the relevant part of the Form.

(c) Where any information in this Form does not apply to the registrant, the registrant must indicate that the relevant information is not applicable.

1. PARTICULARS OF APPLICANT	
1.1 Application/Radio Station Name:	
1.2 Designated contact person/s:	
1.3 Applicant's principal place of business:	

[1] This note does not apply to this process, and the Processes and Procedures Regulations will be amended as appropriate, in due course.

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1.4 Applicant's postal address:	
1.5 Applicant's telephone numbers/s (include mobile numbers):	
1.6 Applicant's telefax number/s:	
1.7 Email address of designated contact person (maximum of two):	
1.8 Applicant's Service Licence No:	

2. **TECHNICAL INFORMATION**		
2.1 Transmitter Site*		
2.2 Signal Distributor*		
2.3 Frequency Applied For*		MHz
2.4 Geographic Co-Ordinates*		
2.5 Physical Address		
2.6 Site Height*		m above sea level
2.7 Mid-Antenna Height*		m above site
2.8 Maximum Effective Antenna Height*		m above terrain
2.9 Designation of Emission*		
2.10 Frequency Stability*		kHz
2.11 Spurious Emission Level*		dB/1mW
2.12 Maximum Deviation*		kHz
2.13 Maximum Effective Radiated Power (ERP)*		kW
2.14 Antenna Horizontal Radiated Pattern*		

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2.15 Antenna Polarisation*	
2.16 Programme Source*	
2.17 RDS Service	
2.18 SST Service	
2.19 Period**	
Legend: (*) mandatory field	

The person signing the registration on behalf of the registrant must acknowledge as follows:

I acknowledge that the Authority reserves the right to have any licence issued pursuant to this registration set aside should any material statement made herein, at any time, be found to be false.

Signed …….

(REGISTRANT)

I certify that this declaration was signed and sworn to before me at …….. on the …… day of …… 20…, by the deponent who acknowledged that he/she:

4. knows and understands the contents hereof;
5. has no objection to taking the prescribed oath or affirmation; and
6. considers this oath or affirmation to be truthful and binding on his/her conscience.

_____

COMMISSIONER OF OATHS

Name:

Address:

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SCHEDULE

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

NO	PROVINCE	DISTRICT	TRANSMITTER NAME	GEO. CO-ORDINATES		FREQ (MHZ)	HEIGHTS/ m	ANTENNA		
				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
1	EC	JOE GQABI	ALIWAL NORTH	30S47 05	26E34 00	98,2	102	1	Omni-Directional	V
2	EC	JOE GQABI	ALIWAL NORTH	30S47 05	26E34 00	107,2	102	0,5	Omni-Directional	V
3	EC	SARAH BAARTMAN	ANDRIESKRAAL	33S46 42	24E42 35	99,7	15	0,01	Omni-Directional	V
4	EC	SARAH BAARTMAN	BEDFORD	32S37 57	26E02 57	87,7	102	5	Omni-Directional	V
5	EC	SARAH BAARTMAN	BEDFORD	32S37 57	26E02 57	97,3	102	5	Omni-Directional	V
6	EC	JOE GQABI	BURGERSDORP	31S00 02	26E20 21	90	9	1	Omni-Directional	V
7	EC	SARAH BAARTMAN	CLARKSON	34S01 29	24E25 48	104,1	40	1	Omni-Directional	V
8	EC	CHRIS HANI	COFIMVABA 1	31S59 56	27E36 00	107,3	18	0,5	Omni-Directional	V
9	EC	CHRIS HANI	CRADOCK	32S18 01	25E32 27	89,6	128	5	Omni-Directional	V
10	EC	BUFFALO CITY	EAST LONDON	32S56 20	27E48 58	93,8	100	1	Omni-Directional	V
11	EC	BUFFALO CITY	EAST LONDON	32S56 20	27E48 56	98,6	158	5	Omni-Directional	V
12	EC	JOE GQABI	ELANDS HEIGHT	30S47 44	28E07 10	96,1	5	5	Directional (Azimuth = 120˚; Beamwidth = 150˚)	V

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NO	PROVINCE	DISTRICT	TRANSMITTER NAME	GEO. CO-ORDINATES		FREQ (MHZ)	HEIGHTS/ m	ANTENNA		
				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
13	EC	AMATHOLE	ELLIOT	31S10 36	27E51 57	94,6	65	0,5	Omni-Directional	V
14	EC	CHRIS HANI	ENGCOBO	31S36 37	27E59 04	104	18	0,5	Omni-Directional	V
15	EC	SARAH BAARTMAN	GRAAFF- REINET	32S04 48	24E27 00	103,8	102	1	Omni-Directional	H
16	EC	SARAH BAARTMAN	GRAHAMSTOWN	33S17 15	26E42 31	106,1	158	5	Directional (Azimuth= 160° ; Beamwidth = 180°)	V
17	EC	SARAH BAARTMAN	GRAHAMSTOWN 1	33S18 15	26E31 20	102,1	28	0,4	Omni-Directional	V
18	EC	SARAH BAARTMAN	HANKEY	33S49 52	24E52 12	87,9	40	0,01	Omni-Directional	V
19	EC	SARAH BAARTMAN	HANKEY	33S49 52	24E52 12	98,5	40	0,2	Omni-Directional	V
20	EC	SARAH BAARTMAN	JOUBERTINA	33S49 15	23E52 17	96,9	24	0,2	Omni-Directional	V
21	EC	SARAH BAARTMAN	JOUBERTINA	33S49 15	23E52 17	107,8	24	0,2	Omni-Directional	V
22	EC	AMATHOLE	KING WILLIAMS TOWN	32S40 44	27E15 36	102,5	128	1	Omni-Directional	V
23	EC	SARAH BAARTMAN	LOUTERWATER	33S45 01	23E31 09	107,3	40	0,02	Omni-Directional	V
24	EC	CHRIS HANI	MADEIRA	31S52 27	26E49 40	93,7	12	0.5	Omni-Directional	V
25	EC	JOE GQABI	MOUNT FLETCHER	30S30 00	28E26 01	93.5	66	5	Omni-Directional	H
26	EC	SARAH BAARTMAN	PORT ELIZABETH 4	33S38 17	25E18 29	88,7	50	1	Omni-Directional	V

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
27	EC	OR TAMBO	PORT ST JOHNS	31S36 39	29E31 39	90,6	50	1	Omni-Directional	V
28	EC	SARAH BAARTMAN	STEYTLERVILLE	33S19 00	24E20 40	98	24	1	Omni-Directional	V
29	EC	AMATHOLE	THE HAVEN	32S13 00	28E42 00	92,8	66	5	Omni-Directional	H
30	EC	AMATHOLE	THE HAVEN	32S13 00	28E42 00	96	66	5	Omni-Directional	H
31	EC	JOE GQABI	UGIE	31S11 28	27E58 26	99,1	45	0,5	Omni-Directional	V
32	EC	SARAH BAARTMAN	WOLWEFONTEIN	33S20 00	24E50 00	89,4	35	1	Omni-Directional	V
33	FS	THABO MOFUTSANYANE	BETHLEHEM	28S14 10	28E29 58	87,6	128	1	Omni-Directional	V
34	FS	THABO MOFUTSANYANE	BETHLEHEM	28S14 10	28E29 58	107,8	128	1	Omni-Directional	V
35	FS	MANGAUNG	BLOEMFONTEIN	29S06 04	26E13 44	97	30	0,1	Omni-Directional	V
36	FS	MANGAUNG	BLOEMFONTEIN	29S06 04	26E13 44	98,7	50	0,2	Omni-Directional	V
37	NW	DR RUTH SEGOMOTSI MOMPATI	CHRISTIANA	27S53 03	24E55 50	100.1	189	5	Omni-Directional	V
38	NW	DR RUTH SEGOMOTSI MOMPATI	TAUNG	27S531 47	24E37 26	95.1	137	5	Directional (Azimuth = 90˚; Beamwidth = 150˚)	V
39	FS	THABO MOFUTSANYANA	FICKSBURG TOWN	28S52 38	27E51 25	101,4	37	5	Omni-Directional	V
40	FS	XHARIEP	JAGERSFONTEIN	29S45 23	25E25 47	107,5	24	0,5	Omni-Directional	V

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VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

NO	PROVINCE	DISTRICT	TRANSMITTER NAME	GEO. CO-ORDINATES		FREQ (MHZ)	HEIGHTS/ m	ANTENNA		
				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
41	FS	THABO MOFUTSANYANA	LADYBRAND	29S10 18	27E22 42	92,1	128	5	Omni-Directional	V
42	FS	LEJWELEPUTSWA	MIRAGE SILOS	27S15 18	26E41 04	99,2	40	1	Omni-Directional	V
43	FS	FEZILE DABI	NOUPOORT	31S18 14	24E56 01	88,3	128	5	Omni-Directional	V
44	FS	FEZILE DABI	PARYS	26S57 02	27E27 37	93	33	0,5	Omni-Directional	V
45	FS	FEZILE DABI	PETRUS STEYN	27S31 09	28E19 06	104,5	189	1	Omni-Directional	V
46	FS	PIXLEY KA SEME	PRIESKA	29S40 52	22E36 57	87,7	220	5	Omni-Directional	V
47	FS	LEJWELEPUTSWA	RICHMOND	31S17 52	24E06 18	96,8	40	2	Omni-Directional	V
48	FS	FEZILE DABI	SASOLBURG	26S50 14	27E51 24	103,7	15	0,25	Omni-Directional	V
49	FS	THABO MAFUTSANYANE	SENEKAL	28S15 19	27E30 26	103,9	160	0,6	Omni-Directional	V
50	FS	XHARIEP	SMITHFIELD	29S55 43	26E21 56	100	189	2	Omni-Directional	V
51	FS	XHARIEP	SMITHFIELD	29S55 43	26E21 56	107,1	189	5	Omni-Directional	H
52	FS	XHARIEP	SPRINGFONTEIN	30S16 14	25E46 08	97,3	102	1	Omni-Directional	V
53	FS	LEJWELEPUTSWA	THEUNISSEN	28S11 55	26E34 50	90,9	150	1	Omni-Directional	V
54	FS	LEJWELEPUTSWA	WELKOM / KROONSTAD	27S56 52	26E43 56	100,4	40	0,2	Omni-Directional	V

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VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

NO	PROVINCE	DISTRICT	TRANSMITTER NAME	GEO. CO-ORDINATES		FREQ (MHZ)	HEIGHTS/ m	ANTENNA		
				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
55	FS	THABO MAFUTSANYANE	WITSIESHOEK	28S31 04	28E50 49	91,3	15	0,05	Omni-Directional	H
56	GP	CITY OF JOHANNESBURG	DIEPSLOOT	25S58 10	028E01 05	88,8	10	0,02	Directional (Azimuth = 90˚; Beamwidth = 150˚)	V
57	GP	SEDIBENG	HEIDELBERG	26S29 19	28E20 48	97,8	35	0,25	Omni-Directional	V
58	GP	SEDIBENG	HEIDELBERG	26S29 19	28E20 48	103	35	0,05	Omni-Directional	V
59	GP	SEDIBENG	HEIDELBERG 1	26S31 15	28E17 52	89,8	80	0,025	Omni-Directional	V
60	GP	WEST RAND	WELVERDIEND	26S26 48	27E14 53	106,5	80	0,2	Omni-Directional	V
61	KZN	HARRY GWALA	DONNYBROOK	29S54 56	29E51 19	89,6	100	5	Omni-Directional	V
62	KZN	ETHEKWINI	DURBAN	29S46 12	30E43 00	96,8	150	1	Omni-Directional	V
63	KZN	AMAJUBA	GLENCOE	28S09 04	29E56 51	88.4	102	1	Directional (Azimuth = 50˚; Beamwidth = 29˚)	V
64	KZN	HARRY GWALA	KOKSTAD	30S36 42	29E29 24	97,5	110	0,1	Omni-Directional	V
65	KZN	UTHUKELA	LADYSMITH	28S35 23	29E47 19	100,5	63	1	Omni-Directional	V
66	KZN	UTHUKELA	LADYSMITH	28S35 23	29E47 19	103,9	63	1	Omni-Directional	V
67	KZN	ILEMBE DISTRICT	NDWEDWE	29S30 50	30E56 00	97,6	44	1	Omni-Directional	V
68	KZN	KING CETSHWAYO	NKANDLA	28S37 33	31E04 36	97,5	11	0,2	Omni-Directional	V

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
69	KZN	UMZINYATHI	NQUTU	28S15 43	30E40 42	102	80	1	Omni-Directional	V
70	KZN	UGU	PETER MOKABA	29S49 00	31E00 47	105,1	80	0,25	Omni-Directional	V
71	KZN	UGU	PORT SHEPSTONE	30S44 08	30E17 18	97	30	1	Omni-Directional	V
72	KZN	ZULULAND	ULUNDI	28S27 00	31E23 38	97	70	1	Omni-Directional	V
73	KZN	ZULULAND	ZULULAND	28S26 24	31E24 11	105,5	30	0,1	Omni-Directional	V
74	LP	VHEMBE	DZAMBA	22S49 05	30E18 41	96,5	25	2	Omni-Directional	H
75	LP	SEKHUKHUNE	GA MASEMOLA	24S33 41	29E38 31	107,5	30	1	Omni-Directional	V
76	LP	VHEMBE	GABA	22S47 02	30E42 25	94,5	25	1,2	Omni-Directional	V
77	LP	VHEMBE	GABA	22S47 02	30E42 25	102	25	0,2	Omni-Directional	V
78	LP	WATERBERG	GA-MABULA	23S37 26	27E58 15	87,8	30	5	Directional (Azimuth = 35˚; Beamwidth = 29˚)	V
79	LP	WATERBERG	GA-MABULA	23S37 26	27E58 15	99,3	40	10	Omni-Directional	V
80	LP	CAPRICORN	HAENERTSBURG	23S59 54	29E56 48	94,1	70	1	Directional (Azimuth = 240˚; Beamwidth = 61˚)	V
81	LP	CAPRICORN	INDERMARK	23S04 51	29E06 26	93,4	30	0,2	Omni-Directional	V
82	LP	WATERBERG	KIESEL	23S52 00	27E08 00	106,4	220	5	Omni-Directional	V

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
83	LP	VHEMBE	KUTAMA	23S02 19	29E37 31	103,9	30	1	Omni-Directional	V
84	LP	MOPANI	MADEIRA	24S16 22	30E25 22	94,4	40	1	Omni-Directional	V
85	LP	VHEMBE	MOLEMA	23S18 38	30E02 40	96,2	65	5	Omni-Directional	H
86	LP	MOPANI	PHALABORWA	23S56 21	31E01 55	105,1	9	0,5	Omni-Directional	V
87	LP	VHEMBE	PUNDA MARIA	22S43 28	30E59 19	104.5	118	1	Omni-Directional	V
88	MP	GERT SIBANDE	CAROLINA	26S10 37	30E37 57	89,9	189	4	Omni-Directional	V
89	MP	GERT SIBANDE	DAVEL	26S27 31	29E37 27	97,6	220	1	Directional (Azimuth = 270˚; Beamwidth = 90˚)	V
90	MP	NKANGALA	DULLSTROOM	25S34 21	30E11 17	90,1	158	0,5	Omni-Directional	V
91	MP	NKANGALA	DULLSTROOM	25S34 21	30E11 17	97,3	158	0,5	Omni-Directional	V
92	MP	GERT SIBANDE	GREYLINGSTAD	26S50 00	28E30 00	100,6	30	0,25	Omni-Directional	V
93	MP	EHLANZENI	NELSPRUIT	25S30 57	30E46 33	101,1	102	2	Omni-Directional	V
94	MP	GERT SIBANDE	PIET RETIEF	27S01 11	30E41 03	107,4	220	5	Omni-Directional	V
95	MP	EHLANZENI	SABIE	25S07 46	30E45 35	88,6	7	0,02	Omni-Directional	V
96	MP	EHLANZENI	SATARA	24S25 00	31E45 00	99,4	40	1	Omni-Directional	V

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
97	MP	GERT SIBANDE	SECUNDA 1	26S29 40	29E12 16	99,4	14	0,2	Omni-Directional	V
98	MP	GERT SIBANDE	SECUNDA 1	26S29 40	29E12 16	102,9	14	0,2	Omni-Directional	V
99	MP	GERT SIBANDE	WALBURTON	26S07 32	30E13 09	97,8	10	1	Omni-Directional	V
100	NC	ZF MGCAWU	ALEXANDER BAY	28S36 39	16E29 55	93,1	26	0,05	Directional (Azimuth = 315˚; Beamwidth = 180˚)	V
101	NC	ZF MGCAWU	ALEXANDER BAY	28S36 39	16E29 55	87,9	26	0,05	Directional (Azimuth = 31˚; Beamwidth = 180˚)	V
102	NC	JOHN TAOLO GAETSWEWE	BOTHITHONG	27S07 29	23E59 16	91,4	137	4	Omni-Directional	V
103	NC	PIXLEY KA SEME	CARNARVON	30S54 14	22E22 29	99	220	6	Omni-Directional	V
104	NC	PIXLEY KA SEME	COLESBERG	30S42 30	25E03 28	100,4	9	1	Omni-Directional	V
105	NC	NAMAKWA	DEBEERSRUS	26S36 00	22E12 00	95,7	220	5	Omni-Directional	V
106	NC	FRANCES BAARD	DELPORTSHOOP	28S22 57	24E17 14	98	58	5	Omni-Directional	V
107	NC	PIXLEY KA-SEME	DOUGLAS	29S04 09	23E31 43	89,8	220	5	Omni-Directional	V
108	NC	PIXLEY KA-SEME	DOUGLAS	29S04 09	23E31 43	107,5	220	5	Omni-Directional	H
109	NC	NAMAKWA	FAANS GROVE	27S05 59	22E24 18	93	118	5	Omni-Directional	H
110	NC	NAMAKWA	GAMOEP	30S04 00	18E49 00	89,3	220	1	Omni-Directional	V

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
111	NC	ZF MGCAWU	KALAHARI	27S21 00	21E40 00	104,9	220	5	Omni-Directional	V
112	NC	WEST COAST	KLIPRAND	30S54 00	18E29 34	93,1	40	5	Omni-Directional	V
113	NC	JOHN TAOLO GAETSWEWE	KURUMAN	27S21 05	23E18 49	105,5	144	5	Omni-Directional	H
114	NC	NAMAKWA	LOERIESFONTEIN	30S57 32	19E26 35	89,1	40	5	Omni-Directional	V
115	NC	ZF MGCAWU	NOENIEPUT	27S48 50	20E08 35	98,8	24	1	Omni-Directional	V
116	NC	NAMAKWA	POFADDER	29S14 31	18E56 22	99,3	118	5	Omni-Directional	H
117	NC	SIYANDA	POSTMASBURG	28S18 43	23E07 34	103,9	20	0,5	Directional (Azimuth= 240° ; Beamwidth = 180°)	V
118	NC	NAMAKWA	SPRINGBOK	29S35 04	17E48 27	96,3	189	5	Omni-Directional	H
119	NC	JOHN TAOLO GAETSWEWE	TSILWANA	26S24 54	23E04 38	93,7	140	5	Omni-Directional	H
120	NC	JOHN TAOLO GAETSWEWE	TSILWANA	26S24 54	23E04 38	96,9	140	5	Omni-Directional	H
121	NC	ZF MGCAWU	UPINGTON	28S52 58	21E44 11	97,1	40	5	Omni-Directional	V
122	NW	NGAKA MODIRI MOLEMA	GROOT MARICO	25S37 11	26E26 08	92,3	40	1	Omni-Directional	V
123	NW	NGAKA MODIRI MOLEMA	GROOT MARICO	25S37 11	26E26 08	98,8	40	1	Omni-Directional	V
124	NW	NGAKA MODIRI MOLEMA	GROOT MARICO	25S37 11	26E26 08	104	40	0,25	Omni-Directional	V

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
125	NW	NGAKA MODIRI MOLEMA	ITSOSENG	26S04 30	25E55 18	101,8	58	5	Omni-Directional	H
126	NW	DR RUTH SEGOMOTSI MOMPATI	MOROKWENG	25S59 00	23E41 00	103,7	137	3	Omni-Directional	V
127	NW	DR RUTH SEGOMOTSI MOMPATI	MOROKWENG	25S59 00	23E41 00	107,3	137	3	Omni-Directional	V
128	NW	DR RUTH SEGOMOTSI MOMPATI	PIET PLESSIS	26S14 56	24E49 55	92,8	220	7,6	Omni-Directional	V
129	NW	DR RUTH SEGOMOTSI MOMPATI	POMFRET	25S49 52	23E34 44	88	118	1	Omni-Directional	H
130	NW	DR RUTH SEGOMOTSI MOMPATI	POMFRET	25S49 52	23E34 44	91,1	118	5	OMNI-Directional	H
131	NW	BOJANALA PLATINUM	RUSTENBURG	25S36 59	27E07 05	102,8	30	0,1	Directional (Azimuth = 70˚; Beamwidth = 30˚)	V
132	NW	DR RUTH SEGOMOTSI MOMPATI	SCHWEIZER RENEKE	27S08 13	25E13 07	93,1	220	5	Omni-Directional	V
133	NW	DR KENNETH KAUNDA	WOLMARANSTAD	27S14 00	26E03 00	98,7	159	5	Omni-Directional	H
134	WC	CENTRAL KAROO	BEAUFORT WEST	32S15 30	22E30 23	87,6	158	2	Omni-Directional	H
135	WC	CENTRAL KAROO	BEAUFORT WEST	32S15 30	22E30 23	107,6	158	5	Omni-Directional	H
136	WC	CITY OF CAPE TOWN	CAPE TOWN 1	33S57 30	18E27 45	104,5	25	0,02	Omni-Directional	V
137	WC	CAPE WINELANDS	CERES	33S15 10	19E27 32	93,7	15	1	Directional (Azimuth = 270˚; Beamwidth = 180˚)	V

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
138	WC	CITY OF CAPE TOWN	CROSS ROADS	33S08 00	27E30 00	92,5	10	0,5	Omni-Directional	V
139	WC	GARDEN ROUTE	GEORGE	33S55 38	22E27 03	103,2	40	1	Omni-Directional	V
140	WC	OVERBERG	GRABOUW	34S06 07	18E58 00	96,8	29	0,01	Omni-Directional	V
141	WC	OVERBERG	GRABOUW	34S06 07	18E58 00	102,7	29	0,1	Omni-Directional	V
142	WC	OVERBERG	HERMANUS	34S24 48	19E13 18	100,3	54	0,2	Directional (Azimuth = 150°; Beamwidth = 52°)	H
143	WC	CAPE WINELANDS	HEXRIVIER	33S30 54	19E39 23	89,9	21	0,2	Omni-Directional	V
144	WC	CAPE WINELANDS	HEXRIVIER	33S30 54	19E39 23	104,1	21	0,1	Omni-Directional	V
145	WC	WEST COAST	MALMESBURY	33S28 41	18E44 33	97,3	30	0,5	Omni-Directional	V
146	WC	CENTRAL KAROO	MATJIESFONTEIN	33S16 52	20E30 20	92,8	102	5	Omni-Directional	V
147	WC	CENTRAL KAROO	MERWEVILLE	32S40 09	21E30 28	90,4	12	1	Omni-Directional	V
148	WC	WEST COAST	MILPARK	33S52 12	18E30 17	94	60	0,158	Omni-Directional	V
149	WC	CENTRAL KAROO	MURRAYSBURG	31S58 00	23E45 16	107,3	40	2	Omni-Directional	V
150	WC	OVERBURG	NAPIER	34S31 46	19E53 32	92,4	158	1	Omni-Directional	V
151	WC	CAPE WINELANDS	PAARL	33S42 51	18E56 23	92,8	95	0,3	Directional (Azimuth = 105°; Beamwidth = 298°)	V

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Annexure A

VHF/FM FREQUENCY ASSIGNMENTS 2013 (AMENDED)

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				LAT	LONG		MID-ANTENNA (a.g.l)	ERP (KW)	AZ(Azimuth); BW (BeamWidth)	POL
152	WC	WEST COAST	PIKETBERG	32S49 09	18E44 17	107,6	128	0,5	Omni-Directional	V
153	WC	GARDEN ROUTE	PLETTENBERG BAY	34S03 34	23E22 25	87,7	15	0,8	Omni-Directional	V
154	WC	CENTRAL KAROO	RIETBRON	32S45 14	22E57 52	91,9	40	1	Omni-Directional	V
155	WC	CITY OF CAPE TOWN	SIMONSTOWN	34S11 55	18E25 36	90,7	27	0,2	Directional (Azimuth = 20° ; Beamwidth = 61°)	H
156	WC	WEST COAST	VANRHYNSDORP	31S45 17	18E41 22	103,9	159	3	Omni-Directional	H
157	WC	WEST COAST	VANRHYNSDORP	31S45 17	18E41 22	107,5	159	3	Omni-Directional	H
158	WC	CAPE WINELANDS	WORCESTER	33S37 30	19E28 09	92,6	29	0,1	Directional (Azimuth = 230˚; Beamwidth = 180˚)	V

SCHEDULE J:

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Form B and Service: Do's and Don'ts

Do's

- Complete Form B in full;
- The applicant must attach relevant founding and registration documents, e.g. registration certificate (Department of Social Development/ CIPC), constitution, memorandum of incorporation, trust deed, etc.;
- Form B must be signed and stamped by the commissioner of oaths;
- Don't forget to attach the resolution signed by all or majority of directors/members of the board;
- Go through all the relevant Regulations as indicated in the ITP-R;
- Submit on time (date and time) in line with the ITP-R;
- Conducting and submission of research is encouraged, demographics of the proposed geographic area;
- Check the checklist in the ITP-R and on more requirements;
- Timely apply for confidentiality in line with Section 4D of the ICASA Act, if necessary;
- Submission must have a table of contents page and be permanently bound;
- Applicants are strongly advised to contact the contact person as stated in the ITP-R for any questions they may have as well as request/set up meetings (physical or virtual) with Committee members for further clarity.

Don'ts

- Do not recreate the Form B. Insert information on the Form as it is a legal document/ regulation;
- If you apply as an NPO do not attach deed of Trust or Memorandum of Incorporation, and the same goes for a Trust and NPC;
- Do not submit Application-registration notice after closing time and date;
- Do not partially pay the prescribed Application fee;
- Do not forget to attach required proof of payment;
- Do not submit incomplete Application and supporting documents;
- Do not misrepresent your Application (e.g. declarations – holding of political office, finances, etc.

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Form P and Spectrum: Do's and Don'ts:

Don’ts

- Do not recreate or redesign Form P. Insert information on the published Form as it is a legal document/regulation.
- Do not apply for a frequency that is not published in the ITP-R.
- Do not apply for a frequency that is not in your intended district/metropolitan service area.
- Do not appoint a Signal Distributor without a valid ECNS licence.
- Do not submit an outdated letter of support/agreement.
- Do not submit an incomplete application.
- Do not submit a non-commissioned and unsigned Form P.

Do’s

- Read the ITPR in its entirety.
- Complete Form P in full (in its entirety).
- Apply for technical specifications as it appears in Annexure C. However, it is compulsory to submit a technical feasibility study report if the technical specifications (Annexure C) are modified.
- If applying for more than one frequency assignment, complete a Form P for each frequency assignment.
- Indicate the intended coverage/service area.
- Form P must be signed and stamped by the commissioner of oaths.

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SCHEDULE K:

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Form B and Service: Frequently Asked Questions

FQAs	Authority's response
1. Can any entity be used to apply for a community radio station?	The entity must be a non-profit entity (such as an NPO, NPC or Trust) and older than two years. **Retain the current requirements)**
2. Who must be members of the entity?	A member of a radio station is someone from the community who has applied and accepted to become an official member of the station. It must be clear in the application for membership provision that the general community members, including community organizations but not political organizations, can be members of the entity.
3. What type of appeal process a person can follow to appeal a refusal of membership?	It must be clear in the appeals mechanism provision that the founding document must provide structures in the Constitution, Memorandum of Incorporation (MoI), and Community Trust Deed which an aggrieved applicant can appeal to. The appeal mechanism must allow the rejected membership application to be heard by a different body that rejected the application to ensure fairness. For example: if the station manager is the one tasked to receive membership applications and decide on whether to accept/reject membership then the appeals mechanism cannot be the station manager, it would have to be the board/different structure. (For example, a person/organisation may appeal the decision for membership refusal by the station manager with the board of directors in writing within 3 weeks/months after the decision has been communicated to them. Include practical examples or ways with regards to the constitution of the structure and reasons for refusal of membership. To have a hierarchy in terms of the appeal process.

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4. What is the difference between 50+1 and 51% quorum for an Annual General Meeting (AGM)?	The 51% quorum for attendance of membership in the AGM.
5. What type of commitment of funding letter should be attached?	The Applicant must attach a letter from an entity stating an amount in a sum of money signed by a representative of that entity committing to fund the Applicant if the is issued with a licence. The letter should also state the nature of the funding i.e. sponsorship/ donation/ loan/etc.
6. Must all questions on the form be answered, even if they are not applicable?	All questions must be answered. In the event that a question is not applicable, the Applicant must indicate such by writing "N/A". If answers are left blank, the Application will be deemed to be incomplete and as such, will not be considered.
7. What activities will be acceptable to show community development	The Authority does not prescribe specific activities however the Applicant must indicate that it has attempted to uplift the community it intends to serve. Activities will be different from community to community. Examples such as: handing out food parcels, assisting at schools, etc.
8. Authorisation to submit the Application	The Board of Directors/ Trustees should draft a letter, and it should be signed by the majority of the Board of Directors/Trustees authorising a person submitting the application on behalf of the Applicant to the Authority.
9. What interest must be disclosed?	Section 16(1)(a)(iii) of the Community Broadcasting Services Regs state that the board must disclose interest in the programming and finance of the licensee.
10. Who is the applicant?	The applicant is the entity applying for the broadcasting sound licence. The name of the applicant is the name that appears in the registration documents of the entity.
11. What legal/founding documents should accompany the registration certificate of the applicant?	The following documents are relevant for each listed legal form: • Non-Profit Company (NPC) – submission of a Memorandum of Incorporation (MOI);

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	• Non-Profit Organisation – submission of its constitution; and • Community Trust – submission of the trust deed and the letter of authority obtained from the Master's office.
12. How many copies of the Application-registration notice should be submitted?	In terms of *regulation 5(1A) of the Processes and Procedures*, applicants are required to submit one (1) soft copy electronically and two (2) hard copies (including an original. 1.1. If submitted electronically, applicants must provide two (2) soft copies, 1 (one) copy without personal information for publication and 1 (one) copy with personal information for the Authority's records) of the -registration notice via email in pdf format. 1.2. If submitted physically applicants must provide 4 (four) hard copies (two copies without personal information for publication, two copies with personal information for the Authority's records, of the -registration notice and two (2) soft copies (one without personal information and one with personal information) of the -registration notice on a USB in pdf format. In all, the applicant must submit [4] hard copies and [2] soft copies.
13. What is a resolution?	An official decision made by the entity after a vote has been taken. As per *11.5 of Form B*, the Applicant is required to submit a resolution. The resolution should authorize the contact persons, in terms of *1.2 of Form B*, with liaising with the Authority regarding the Application.

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Form P and Spectrum: Frequently Asked Questions

FAQs	Authority's response
1. Can a technical feasibility study be done by any ECNS licence holder?	The technical feasibility study can be done by an ECNS licensee, or any firm/person(s) deemed competent to undertake such study, provided a full technical profile and particulars of the firm/person(s) are submitted.
2. Can an Applicant submit a letter of support from another entity with its ECNS licence while waiting for the Authority to issue its ECNS licence?	The Applicant can submit a letter of support/ECNS from another entity and only consider changing the signal distributor post the ITP-R licensing process. N.B: The appointed signal distributor indicated in Form P must be consistent with the entity provided for in the letter of support and a copy of an ECNS licence.
3. How can ICASA assist with a letter of support wherein they owe a signal distributor?	The Applicant is responsible for appointing a signal distributor with a valid ECNS licence.
4. Can an Applicant appoint any signal distributor with an ECNS licence?	An appointed signal distributor must hold an ECNS licence that: a) is an active licence period that has not expired; b) its licensed coverage area aligns with the Applicant's intended service area.
5. What is the maximum coverage area for the community stations?	According to the Standard Terms and Conditions for Class Licences, 2021 states that: *"The Licence area for a Community Sound Broadcasting Service is the maximum possible area in terms of the Radio Frequency Spectrum licence, which may not exceed a District Municipality as defined in the Local Government Municipal Structures Act, No. 117 of 1998."*
6. Can an existing licensee apply for additional frequencies in this licensing process?	The ITP-R process is earmarked for new entrants.

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SCHEDULE L:

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ITP-R CHECKLIST

Kindly tick the checklist below to confirm that you have attached all the required documents and information as per the criteria of this ITP-R.

No	Please Tick	Requirement/Attachment	Appendix Reference
1		Pre-registration notice and RFS licence application submitted on or before the closing date?	
2		Pre-registration notice and application for RFS submitted in the prescribed manner (Schedule A; H;)?	
3		Proof of payment of administration fee?	Appendix 14
Community Sound Broadcasting Regulations, 2019			
4		Registered as a non-profit entity at least 2 years prior to lodging this pre-registration notice?	Appendix 20
5		Have demonstrated community participation, development, and empowerment within the intended coverage area?	Appendix 21
6		Founding documents such as a Constitution if applying with a Non-profit organisation, Memorandum of Incorporation (MoI) if applying with a Non-profit company, or Deed of Trust is attached (must be Lodged with CIPC/Department of Social Development/Master of the High court)?	Appendix 22 A
7		Does the submitted Constitution/MoI/Deed of Trust speak to the Radio station and Community?	
8		Curriculum Vitae of Board Members (residing within the coverage area) and Management (residing within the coverage area)?	Appendix 22 B
9		Disclosure of interest of Board Members and Management?	Appendix 22 C
10		Programming plan?	Appendix 22 D
11		Business plan comprising a 3 – 5 years' financial plan?	Appendix 22 E
12		Tax Clearance Certificate or Tax Status Pin?	Appendix 22 F
13		Demand, Need, Support including profiled community broadcasters in the coverage area and programming format?	Appendix 22 G

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No	Please Tick	Requirement/Attachment	Appendix Reference
14		Project reporting on management, governance, and finances?	Appendix 22 H
15		Corporate governance and operational policies?	Appendix 22 I
Form B: Registration for a Class Licence to Provide a CSBS			
16		Certified copies of the certificate of registration accompanied by an approved MoI, a constitution, or Deed of Trust which has been signed by founding members/Board (must be Lodged with CIPC/ Department of Social Development/Master of the High court)?	Appendix 2.3.1
17		Provision for a minimum of 51% quorum for annual general meeting stipulated in the MOI, Trust deed or Constitution? **(NB. Not 50% +1)**	
18		Provision for membership and an appeals mechanism in case of rejection upon application stipulated in the MOI, Trust deed or Constitution?	
19		Clear separation of powers between Management and Board of directors stipulated in the MOI, Trust deed or Constitution?	
20		Details of the geographically founded community or community of common interest?	Appendix 4.2 or Appendix 4.3
21		A description of the service to be provided?	Appendix 5.1
22		Programming schedule, programming format and content to be provided including news provision, current affairs, and programming in line with The ICASA South African Music Content Regulations, 2016 require class community sound broadcast licences to broadcast the prescribed percentage of local music.	Appendix 5.4
23		Proof of support by members of the community e.g., letters of support from NGO's, businesses and so forth and signatures of support from members of the community/ prospective listeners etc.	Appendix 7
24		Commitment of funding (including exact amount) and details of the manner in which the proposed service is to be funded (e.g. sponsorship, donations etc.)?	Appendix 8.1
25		Details of the anticipated capital expenditure and operating expenditure during the first year of operation?	Appendix 8.2
26		Business plan?	Appendix 8.3
27		Details of board members and senior management with organogram?	Appendix 9.1

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No	Please Tick	Requirement/Attachment	Appendix Reference
28		Ownership interest of foreign citizen(s)?	Appendix 9.2
29		Resolution of Authority signed by a majority of the members of the Board of directors or trustees?	Appendix 11.5
30		Form B (in Pdf format as published) completed in full and signed by a Commissioner of Oaths?	
Application Form P: Radio Frequency Spectrum Licence			
31		Frequencies applied for are in-line with frequencies stipulated in Annexure C of this ITP-R?	
32		Frequency applied for/selected are within the intended/coverage service area.?	
33		If applying for more than one frequency assignment, complete a Form P for each frequency assignment.	
34		Attached a full technical profile and particulars of the firm/person(s) conducting the technical feasibility study deemed competent to undertake such study without ECNS licence.	Appendix 2.1
35		Applied for technical specifications as it appears in Annexure C. However, it is compulsory to submit a technical feasibility study report if the technical specifications in Annexure C are modified.	Appendix 2.2
36		Attached an ECNS licence of the appointed signal distributor indicated in Form P.	Appendix 2.3
37		Attached a recently signed letter of support/agreement from the appointed signal distributor indicated in the Form P who holds an ECNS licence that is active and not expired.	Appendix 2.4
39		Form P completed in full and signed by a Commissioner of Oaths?	

NB: This checklist is not exhaustive; applicants are encouraged to familiarise themselves with all the necessary regulations and requirements of this ITP-R.

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SCHEDULE M:

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Licensee's Logo and Details

BOARD DECLARATION

1. We, the undersigned declare that:

1.1 No board members have any interest in the programming or finances of the station.

1.2 There are no family members or next of kin in the governance structure in compliance with clause 5 (2) of the Community Broadcasting Services Regulation of 22 March 2019[2];

1.3 There is no member of the governance structure who is a political office bearer to any political organisation or alliance thereof in compliance with clause 9 (1) of the Community Broadcasting Services Regulations;

1.4 None of the members of the governance structure are members or serve in a governance structure of any other sound or broadcasting television services; and

1.5 No Board of Directors/Trustees occupy a dual role with regards to being members of the Board, Trustees, Managers and simultaneously being presenters at the radio station in compliance with Regulation 14 (A) of the Amended Standard Terms and Conditions for Class Licences 2021[3].

1.6 All members of the governance structure reside within the coverage area in compliance with Regulation 12 (2) (g) of the Community Broadcasting Services Regulations.

[2] Published in *Government Gazette* No. 42323, on 22 March 2019
[3] Published in *Government Gazette* No. 44328, on 25 March 2021

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2. Details of Board of Directors/Trustees

Full Name	**Designation**	**Signature**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

3. Declaration

I declare that the information disclosed in this form is correct and reflective of the current state of affairs at the radio station as at the ____ day of _____ 202___.

_____
Signature of the Chairperson

Date: _____

Place: _____

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4. Commissioner of Oath

_____

Commissioner of Oath /Justice of the Peace

Full first names and surname:_____(Block letters)

Designation (rank): _____

Ex Officio, Republic of South Africa.

Date: _____

Place: _____

MANAGEMENT DECLARATION

1. We, the undersigned declare that:

1.1 There is no member of the management team who is a political office bearer or aligned to any political organisation or alliance thereof in compliance with clause 9 (1) of the Community Broadcasting Services Regulations; and

1.2 No members of the Station Management occupy a dual role with regard to being Managers and simultaneously being presenters at the radio station in compliance with Regulation 14 (A) of the Amended Standard Terms and Conditions for Class Licences.

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2. Details of Management

Full Name	**Designation**	**Signature**
1.		
2.		
3.		
4.		
5.		
6.		
7.		

3. I declare that the information disclosed in this form is correct and reflective of the current state of affairs at the radio station. I hereby certify that the information as at the _____ day of _____ 202___, is true, complete and correct to the best of my knowledge.

_____

Signature of Station Manager

Date: _____

Place: _____

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4. Commissioner of Oath

_____

Commissioner of Oath /Justice of the Peace

Full first names and surname:_____(Block letters)

Designation (rank): _____

Ex Officio, Republic of South Africa.

Date: _____

Place: _____

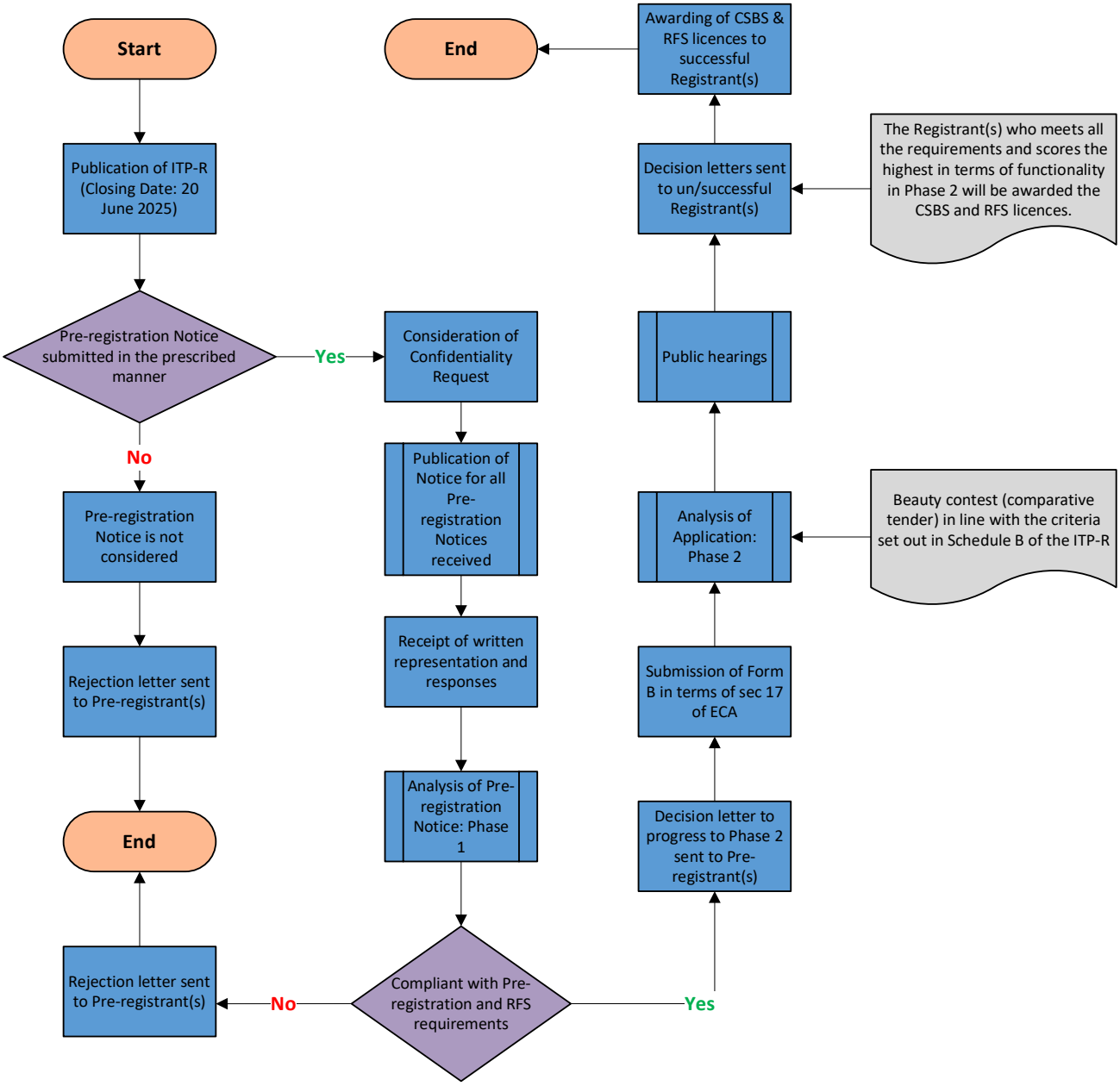
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SCHEDULE N:

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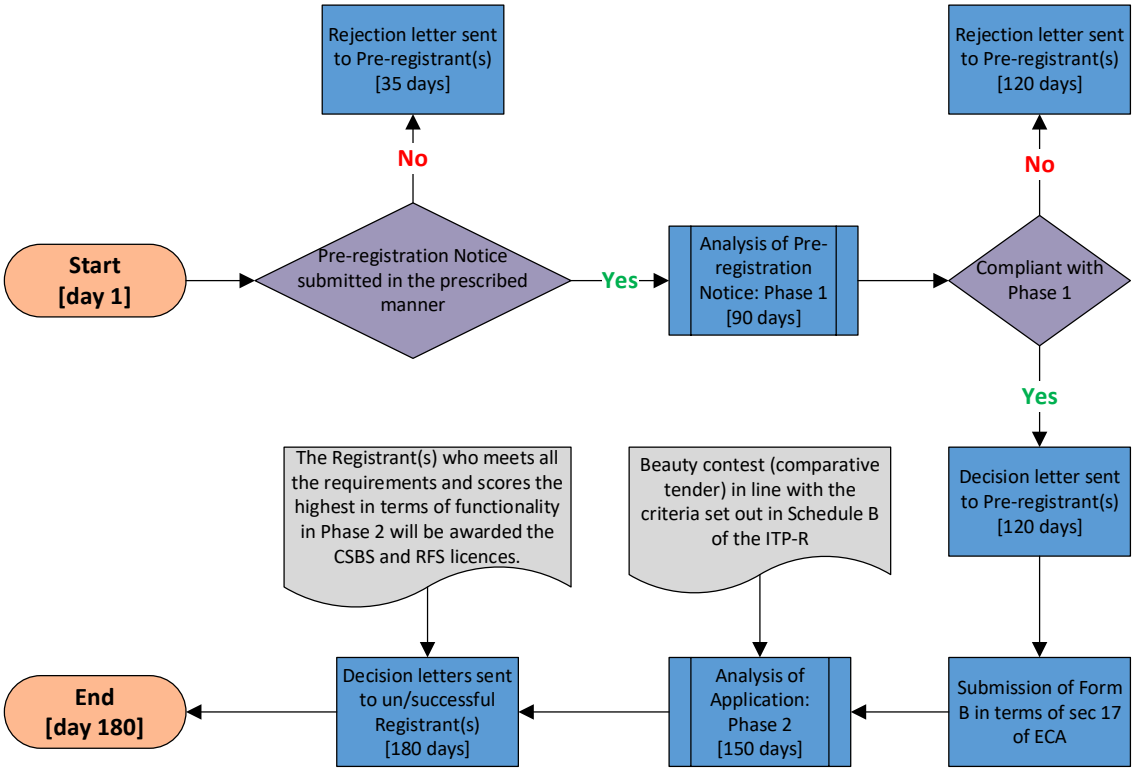
LICENSING PROCESS FLOW CHARTS

Figure 1: Detailed licensing process flow chart



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Figure 2: High-level licensing process flow chart



...End

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