



Peter J Davidson-Smith
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«Title» «Firstname» «Lastname»
«Address»
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13 January 1994

Dear «Firstname»

On the first January 1994 Radio Heatherwood was granted permission by the Radio Authority to transmit using a restricted service licence. This licence valid for five years and renewable each year brings responsibilities which were previously not applicable to the station or it's presenters.

The nominated licensee is Tony Downey of the estates department. He is the nominated representative of the Radio Authority and he will be responsible for administering the licence requirements.

A major change for the station and it's staff is to abide by the programme code 2 and the Radio Authority code of advertising standards. The latter doesn't at this point in time affect us. It will however be included in the code of conduct folder for you to read. We have an obligation to ensure that upon joining the station employee's must read the code2 and also familiarise themselves with the code at least once a year.

Non-compliance with code2 could result in creating serious problems for the station and the League of Friends. Whilst we expect everyone to abide by the code and read the instructions contained we don't expect you to know it word for word. It is our intention to ask you to sign to say that you have read the code. Each year as the licence comes up for renewal a refresher reading of the code will be the order of the day and once again you will be asked to sign to say that you have read the code.

We are putting this procedure into practice to ensure that the good name of the league or Radio Heatherwood is not brought into question. The league will not take too kindly to any presenter who fails in his duties, which might result in a court case.

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I «Firstname» «Lastname» have taken every opportunity to read the Radio Authority Code 2 and fully understand the implications of Non-compliance with the code.

