

# **Licensing Sub-Committee**

**Thursday 31 January 2013 at 10.00 am**

**To be held at the Town Hall, Pinstone  
Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

**Councillors John Robson (Chair), Stuart Wattam and Philip Wood  
George Lindars-Hammond (Reserve)**

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## **PUBLIC ACCESS TO THE MEETING**

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The Licensing Committee carries out a statutory licensing role, including licensing for taxis and public entertainment.

As a lot of the work of this Committee deals with individual cases, some meetings may not be open to members of the public.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday, or you can ring on telephone no. 2734552.

You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

If you require any further information please contact Harry Clarke on 0114 273 6183 or email [harry.clarke@sheffield.gov.uk](mailto:harry.clarke@sheffield.gov.uk).

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## **FACILITIES**

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**LICENSING SUB-COMMITTEE AGENDA  
31 JANUARY 2013**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Licensing Act 2003 - Co-op Late Shop, 261-263 Southey Green Road, Sheffield S5 8HA**  
Report of the Chief Licensing Officer
- 6. Local Government (Miscellaneous Provisions) Act 1982 - Street Trading Consent - Portobello Road**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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New standards arrangements were introduced by the Localism Act 2011. The new regime made changes to the way that members' interests are registered and declared.

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) -
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Under the Council's Code of Conduct, members must act in accordance with the Seven Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership), including the principle of honesty, which says that 'holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest'.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life.

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously, and has been published on the Council's website as a downloadable document at [-http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests](http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests)

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

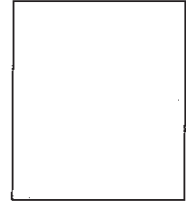
Further advice can be obtained from Lynne Bird, Director of Legal Services on 0114 2734018 or email [lynne.bird@sheffield.gov.uk](mailto:lynne.bird@sheffield.gov.uk)

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## SHEFFIELD CITY COUNCIL Committee Report



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**Report of:** Chief Licensing Officer, Head of Licensing

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**Date:** 31 January 2013

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**Subject:** Licensing Act 2003

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**Author of Report:** Andy Ruston

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**Summary:** To consider an Application to Vary a Premises Licence made under the Licensing Act 2003.

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**Recommendations:** That members carefully consider the representations made and take such steps, as the Committee consider necessary for the promotion of the Licensing Objectives.

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**Background Papers:** Attached documents

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**Category of Report:** OPEN

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5.2 Section 4(3) of the Licensing Act also requires the Licensing Authority to have regard to the published statement of Licensing Policy and any guidance issued by the Secretary of State under section 182.

## **6.0 HEARINGS REGULATIONS**

6.1 Regulations governing hearings under the Licensing Act 2003 have been made by the Secretary of State.

6.2 The Licensing Authority has provided all parties with the information required in the Regulations to the 2003 Act as set out at Appendix 'E'.

6.3 Attached at Appendix 'E' is the following: -

- a) a copy of the Notice of Hearing;
- b) the rights of a party provided in Regulations 15 and 16;
- c) the consequences if a party does not attend or is not represented at the hearing
- d) the procedure to be followed at the hearing.

## **7.0 APPEALS**

7.1 The Licensing Act 2003 section 181 and Schedule 5 makes provision for appeals to be made by the applicant and those making representations against decisions of the Licensing Authority, to the Magistrates' Court.

## **8.0 RECOMMENDATIONS**

8.1 That members carefully consider the representations made and take such steps, as the Committee consider necessary for the promotion of the Licensing Objectives.

## **9.0 OPTIONS OPEN TO THE COMMITTEE**

9.1 To vary the premises licence in the terms requested.

9.2 To vary the premises licence with modified conditions.

9.3 To reject the whole or part of the application.

Stephen Lonnia  
Chief Licensing Officer, Head of Licensing  
**Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road,  
Sheffield, S9 3HD.**

# Appendix 'A'

[Insert name and address of relevant licensing authority and its reference number (optional).]

**Application to vary a premises licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Co-operative Group Food Limited

*(Insert name(s) of applicant)*

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

<b>Premises licence number</b> SY 0015 PR
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**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description Co-op 261-263 Southey Green Road			
Post town	Sheffield	Postcode	S5 8HA

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£16,250.00

**Part 2 – Applicant details**

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address	1 Angel Square		
Post town	Manchester	Postcode	M60 0AG

**Part 3 - Variation**

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?  Yes

No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please describe briefly the nature of the proposed variation (Please see guidance note 1)**

To vary the hours when licensable activities may take place Monday to Sunday from 08:00 – 22:00 to 06:00 – 23:00.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

**Part 4 Operating Schedule**

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment**

**Please tick all that apply**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Sale by retail of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**



A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for performing plays (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u>		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films (please read guidance note 4)</u>		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed					
			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u>		
Mon					
Tue			<u>State any seasonal variations for the performance of live music (please read guidance note 4)</u>		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun					



I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)			
Mon						
Tue						
Wed			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)			
Thur						
Fri			<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)			
Sat						
Sun						

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon	06:00	23:00			
Tue	06:00	23:00			
Wed	06:00	23:00			
Thur	06:00	23:00			
Fri	06:00	23:00			
Sat	06:00	23:00			
Sun	06:00	23:00			

K

<p><b>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children</b> (please read guidance note 8).</p> <p>None</p>
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L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)  No opening hours prescribed
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

All embedded restrictions from the 1964 Act, including Good Friday and Christmas Day and further, any conditions which conflict with the terms of this application.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

The original premises licence was submitted to Sheffield City Council on 16 November 2012 in connection with a notification of a change to the licence holder's registered office address.

## **M**

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

### **a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

Having had regard to the four licensing objectives and the locality, the following conditions are appropriate.

### **b) The prevention of crime and disorder**

1. The premises shall maintain a CCTV system which gives coverage of all entry and exit points. The system shall continually record whilst the premises are open and conducting licensable activities. All recordings shall be stored for a minimum period of 21 days. Recordings shall be made available upon the receipt of a request by an authorised Officer of the Police or the Local Authority.
2. There shall be "CCTV in Operation" signs prominently displayed at the premises.
3. An incident log (whether kept in a written or electronic form) shall be retained at the premises and made available to an authorised Officer of the Police or the Local Authority.
4. The premises shall operate a proof of age scheme, such as a Challenge 25, whereby the only forms of acceptable identification shall be either a photographic driving licence, a valid passport or any other recognised form of photographic identification incorporating the PASS logo.
5. The premises will be fitted with a burglar alarm system
6. The premises will be fitted with a panic button system for staff to utilise in the case of an emergency.

### **c) Public safety**

The premises licence holder shall ensure that the appropriate fire safety, and health and safety regulations are applied at the premises.

**d) The prevention of public nuisance**

The premises licence holder will, upon request, provide the telephone number of their Customer Relations Contact Centre.

**e) The protection of children from harm**

1. All staff will receive comprehensive training in relation to age restricted products and in particular the sale of alcohol. No member of staff will be permitted to sell age restricted products until such time as they have successfully completed the aforementioned training.
2. An age till prompt system will be utilised at the premises in respect of age restricted products.
3. A refusals register (whether kept and written or electronic form) will be maintained at the premises and will be made available for inspection upon request by an authorised Officer of the Police or the Local Authority.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 5 – Signatures** (please read guidance note 10)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant, please state in what capacity.**

Signature	<i>Ward Hadaway</i>
Date	12 December 2012
Capacity	Solicitors for the Applicant

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 13) Mr Robert Marshall Ward Hadaway Sandgate House 102 Quayside			
<b>Post town</b>	Newcastle upon Tyne	<b>Post code</b>	NE1 3DX
<b>Telephone number (if any)</b>	0191 204 4260		
<b>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</b> robert.marshall@wardhadaway.com			

#### Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.

10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



**Licensing Act 2003**  
**Notice of application to VARY a Premises Licence**

Name of applicant: Co-operative Group Food Limited  
Address of Premises: 261-263 Southey Green Road  
Sheffield  
S5 8HA

The premises currently has the benefit of a Premises Licence number SY 0015 PR. The purpose of this application is to vary the hours when licensable activities may take place from Monday-Sunday from 08:00–22:00 to 06:00–23:00.

Anyone wishing to make a representation to this application may do so by 10 January 2013.

A record of the application made to the Licensing Authority will be kept on a register at the address given below and the register may be inspected during normal office hours.

All representations regarding this application MUST BE IN WRITING and sent to:

Sheffield City Council  
Licensing Section  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD

or

[www.sheffield.gov.uk](http://www.sheffield.gov.uk)

It is an offence knowingly or recklessly to make a false statement in connection with an application and is subject to a maximum fine of £5000 on summary conviction for the offence.

**Ward Hadaway**

# Appendix 'B'

**THE LICENSING ACT 2003**

**Premises Licence No: SY 0015 PR**

**ISSUE NO: 6**

The Sheffield City Council being the Licensing Authority under the above Act, hereby grant this licence in accordance with the requirements of the Licensing Act 2003 in respect of and subject to the conditions attached:

**PART 1 – Premises details**

Co-op  
261-263 Southey Green Road  
Sheffield  
S5 8HA

**Telephone Number:** 0114 232 6517

**Where the licence is time limited, the dates:**

Not applicable.

**Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities:**

**1. Sale by retail of alcohol**

(a) for consumption off the premises

Sunday	08:00 to 22:00 hours
Monday	08:00 to 22:00 hours
Tuesday	08:00 to 22:00 hours
Wednesday	08:00 to 22:00 hours
Thursday	08:00 to 22:00 hours
Friday	08:00 to 22:00 hours
Saturday	08:00 to 22:00 hours

**The opening hours of the premises:**

Sunday	08:00 to 22:00 hours
Monday	08:00 to 22:00 hours
Tuesday	08:00 to 22:00 hours
Wednesday	08:00 to 22:00 hours
Thursday	08:00 to 22:00 hours
Friday	08:00 to 22:00 hours
Saturday	08:00 to 22:00 hours

**PLEASE NOTE:**

In the event, that the hours permitted on this premises licence differ from those authorised on your planning consent, you **MUST ONLY** operate to which ever is the most restrictive permission.

Both Licensing and Planning carry out enforcement activities and if you are found to be in breach of either your premises licence and / or your planning consent, it may result in legal action being taken against you.

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

Sale by retail of alcohol for consumption off the premises.

**PART 2**

**Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:**

Co-operative Group Food Limited  
New Century House  
Manchester  
M60 4ES

**Telephone Number :** 0161 827 5755  
**E-mail:** Licensing@co-operative.coop

**Registered number of holder, for example company number, charity number (where applicable):**

26715R

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:**

John Richard Williams  
44 Meadow Grove  
Sheffield  
S17 4FE

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol:**

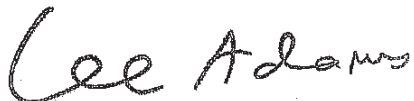
**Personal Licence Number:** SY 1788 Per  
**Issuing Authority:** Sheffield City Council

**State whether access to the premises by children is restricted or prohibited:**

Restricted.

**This Premises Licence shall be in force from the Second Appointed Day.**

**Issued on:** 27<sup>th</sup> May 2005.



.....  
**Deputy Chief Executive**  
**On behalf of Sheffield City Council (issuing licensing authority)**

<b>Sheffield City Council – For Office use only</b>		
Variation of Premises Licence		
Variation of DPS	2	Granted 2 <sup>nd</sup> August 2010
Transfer of Premises Licence	2	Granted 22 <sup>nd</sup> February 2008
Change of Name/Address of Licence Holder	1	Granted 3 <sup>rd</sup> January 2010

## **Annex 1A – Mandatory Conditions**

### **Mandatory Condition 1 (Section 19 ss 2)**

Where a licence authorises the sale of alcohol then no supply of alcohol may be made under the premises licence –

- (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

### **Mandatory Condition 2 (Section 19 ss 3)**

Where a licence authorises the sale of alcohol then every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

### **Mandatory Condition 3 (Section 20)**

1. Where a premises licence authorises the exhibition of films, the licence includes the following conditions relating to the admission of children to the exhibition:

- (a) The admission of children (under 18) to the exhibition of any film must be restricted in accordance with the classification set by the film classification body (currently the BBFC).
- (b) In a case where there is no classification given by the classification body (the BBFC) the admission of children to the exhibition of any film must be restricted in accordance with any recommendation given by the Licensing Authority.

2. In this section -

“children” means persons aged under 18; and

“film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

### **Mandatory Condition 4 (Section 21)**

Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.

**Annex 1B - Mandatory Conditions effective from 6<sup>th</sup> April 2010:**

These mandatory conditions apply where the licence authorises the supply of alcohol. The conditions in paragraph 1 to 3 do not apply where the licence authorises the sale by retail or supply of alcohol only for consumption off the premises.

1. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
    - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
      - (i) the outcome of a race, competition or other event or process, or
      - (ii) the likelihood of anything occurring or not occurring;
    - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

**Annex 1C - Mandatory Conditions effective from 1st October 2010:**

These mandatory conditions apply where the licence authorises the supply of alcohol. The condition 5 does not apply where the licence authorises the sale by retail or supply of alcohol only for consumption off the premises.

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
  - (2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
5. The responsible person shall ensure that—
- (a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml; and
  - (b) Customers are made aware of the availability of these measures.



**Annex 2 – Conditions consistent with the operating schedule**

**Any embedded permissions and restrictions attached to the justices on/off licence including those specified at Appendix 1.**

**Annex 3 – Conditions attached after a hearing by the licensing authority**

**Annex 4 – Plans**

Plan Reference: T.F MANN  
Date: March 00

Appendix 1



## LICENSING ACT 2003

### Premises Licence Summary

ISSUE NO: 6

The Sheffield City Council being the Licensing Authority under the above Act hereby issue this Premises Licence Summary in respect of:

**Premises licence number** SY 0015 PR

#### Premises details:

Co-op  
261 – 263 Southey Green Road  
Sheffield  
S5 8HA

**Telephone:** 0114 232 6517

#### Where the licence is time limited, the dates:

Not Applicable

#### Licensable activities authorised by the licence:

#### Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities:

##### 1. Sale by retail of alcohol

(a) for consumption off the premises

Sunday	08:00 to 22:00 hours
Monday	08:00 to 22:00 hours
Tuesday	08:00 to 22:00 hours
Wednesday	08:00 to 22:00 hours
Thursday	08:00 to 22:00 hours
Friday	08:00 to 22:00 hours
Saturday	08:00 to 22:00 hours

#### The opening hours of the premises:

Sunday	08:00 to 22:00 hours
Monday	08:00 to 22:00 hours
Tuesday	08:00 to 22:00 hours
Wednesday	08:00 to 22:00 hours
Thursday	08:00 to 22:00 hours
Friday	08:00 to 22:00 hours
Saturday	08:00 to 22:00 hours



**PLEASE NOTE:**

In the event, that the hours permitted on this premises licence differ from those authorised on your planning consent, you **MUST ONLY** operate to which ever is the most restrictive permission.

Both Licensing and Planning carry out enforcement activities and if you are found to be in breach of either your premises licence and / or your planning consent, it may result in legal action being taken against you.

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies:**

Sale by retail of alcohol for consumption off the premises.

**Name, (registered) address of holder of premises licence:**

Co-operative Group Food Limited  
New Century House  
Manchester  
M60 4ES

**Telephone Number :** 0161 827 5755

**E-mail:** Licensing@co-operative.coop

**Registered number of holder, for example company number, charity number (where applicable):**

26715R

**Name of designated premises supervisor where the premises licence authorises the supply of alcohol:**

John Richard Williams

**State whether access to the premises by children is restricted or prohibited:**

Restricted.

**The Premises Licence shall be in force from the Second Appointed Day.**

**Issued on:** 27<sup>th</sup> May 2005.



.....  
**Deputy Chief Executive**  
**On behalf of Sheffield City Council (issuing licensing authority)**

# Appendix 'C'

10/1/13

**Rhodes Emma (CEX)**

**From:** Lucy.Adams@southyorks.pnn.police.uk on behalf of Sheffield.Liquor-Licensing@southyorks.pnn.police.uk  
**Sent:** 20 December 2012 11:00  
**To:** Licensing(General)  
**Cc:** Gayle.Kirby@southyorks.pnn.police.uk; Benita.Mumby@southyorks.pnn.police.uk; Lizzie.Payne@southyorks.pnn.police.uk  
**Subject:** Objection-Application to vary a premise licence-Co-op 261-263 Southey Green Road, Sheffield S5 8HA

Sent on behalf of Sheffield Licensing, South Yorkshire Police

Licensing General

Block C

Staniforth Road Depot

609 Staniforth Road

Sheffield

S9 3GZ

Date: 20.12.12

**Licensing Act 2003**

**Objection to the application to vary a premise licence**

**Co-op, 261-263 Southey Green Road, Sheffield S5 8HA**

On behalf of the Chief Constable of South Yorkshire, an objection is being made in relation to the above application.

The grounds of objection are based on the prevention of crime and disorder and public safety. There has been a high number of incidents at the premise and we feel that extending the opening hours will increase the potential for further issues. Further information will be provided in due course.

In order for the objection to be withdrawn, the matters outlined must be addresses to our satisfaction.

Yours faithfully,

For and on behalf of

Chief Constable, South Yorkshire Police

Cc

L



"This emailed representation is made in accordance with the agreement with the Licensing Authority on 1st November 2006 to accept representations by email".

Sheffield Licensing Section  
1st Floor  
Attercliffe Police Station  
60 Attercliffe Common  
Sheffield  
S9 2AD  
Licensing Team

Lucy Adams 0114 2523617 internal 718617  
Tracey Klein 0114 2523948 internal 718948  
Andrea Marsden 0114 2523618 internal 718618  
Lizzie Payne 0114 2523163 internal 718163  
Jodie Fulford 0114 2523556 internal 718 556  
Alicia Marsden 0114 2523111 internal 718 111  
Fax 0114 2523688 Internal 8688

To find out who your local Safer Neighbourhood Team officer is, how to contact them, and to find out what's happening in your area enter your postcode at <http://neighbourhood.southyorks.police.uk>

This year's force-wide Violent Crime Reduction Campaign runs throughout December and focuses on reducing the levels of drink driving, alcohol-related violence and domestic violence within all our South Yorkshire communities. Stay safe and potentially reduce your vulnerability this festive period. Start thinking, reduce your drinking. For details of the campaign please visit:  
<http://www.facebook.com/shakenandslurred>

# Appendix 'D'



**Notice of hearing of representations  
in respect of the following application:  
LA03 Application to Vary a Premises Licence**

Robert Marshall  
Ward Hadaway Solicitors  
Sandgate House  
102 Quayside  
Newcastle Upon Tyne  
NE1 3DX.

The Sheffield City Council being the licensing authority, on the **13 December 2012** received an application in respect of the premises known as **Co-op Late Shop, 261-263 Southey Green Road, Sheffield, S5 8HA.**

During the consultation period, the Council received representations from the following:

- South Yorkshire Police

on the likely effect of this application on the promotion of the licensing objectives, should it be granted.

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on the **31 January 2013 at 10am**; following which the Council will issue a notice of determination of the application.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 35(5) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) Your response to the representations made, upon which you may ask and be asked questions by the parties to the hearing.
- 2) You may also be asked questions by the parties to the hearing, relating to your application for a licence.

Please complete the attached form LAR1 and return it to: **Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield S9 3HD**, within five (5) working days before the day or the first day on which the hearing is to be held.

Dated:

Signed: \_\_\_\_\_  
The officer appointed for this purpose  
Licensing Officer, Place Portfolio

Please address any communications to: Licensing Service, Sheffield City Council Block C Staniforth Road Depot, Staniforth Road Sheffield, S9 3HD.



**Notice of hearing of representations  
in respect of the following application:  
LA03 Application to Vary a Premises Licence**

South Yorkshire Police, Police Licensing.

The Sheffield City Council being the licensing authority, on the **13 December 2012** received an application in respect of the premises known as **Co-op Late Shop, 261-263 Southey Green Road, Sheffield, S5 8HA.**

During the consultation period, the Council received representations from the following:

- South Yorkshire Police

on the likely effect of this application on the promotion of the licensing objectives, should it be granted.

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on the **31 January 2013 at 10am**; following which the Council will issue a notice of determination of the application.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 35(5) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) The representations you have made with reference to these particular premises and the four core objectives.
- 2) You may also be asked questions by the parties to the hearing, relating to your representations.

Please complete the attached form LAR1 and return it to: **Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated:

Signed: \_\_\_\_\_

The officer appointed for this purpose  
Licensing Officer

Please address any communications to: Licensing Service, Sheffield City Council Block C Staniforth Road Depot, Staniforth Road Sheffield S9 3HD.

# Appendix 'E'



**Notice of hearing of representations  
in respect of the following application:  
LA03 Application to Vary a Premises Licence**

Robert Marshall  
Ward Hadaway Solicitors  
Sandgate House  
102 Quayside  
Newcastle Upon Tyne  
NE1 3DX.

The Sheffield City Council being the licensing authority, on the **13 December 2012** received an application in respect of the premises known as **Co-op Late Shop, 261-263 Southey Green Road, Sheffield, S5 8HA.**

During the consultation period, the Council received representations from the following:

- South Yorkshire Police

on the likely effect of this application on the promotion of the licensing objectives, should it be granted.

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on the **31 January 2013 at 10am**; following which the Council will issue a notice of determination of the application.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 35(5) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) Your response to the representations made, upon which you may ask and be asked questions by the parties to the hearing.
- 2) You may also be asked questions by the parties to the hearing, relating to your application for a licence.

Please complete the attached form LAR1 and return it to: **Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield S9 3HD**, within five (5) working days before the day or the first day on which the hearing is to be held.

Dated:

Signed: \_\_\_\_\_  
The officer appointed for this purpose  
Licensing Officer, Place Portfolio

Please address any communications to: Licensing Service, Sheffield City Council Block C Staniforth Road Depot, Staniforth Road Sheffield, S9 3HD.

## NOTES

### Right of attendance, assistance and representation

15. Subject to regulations 14(2) and 25, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

### Representations and supporting information

16. At the hearing a party shall be entitled to –
- (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7(1)(d), give further information in support of their application, representations or notice (as applicable),
  - (b) if given permission by the authority, question any other party; and
  - (c) address the authority

### Failure of parties to attend the hearing

20. – (1) If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend or be represented at a hearing the authority may:–
- (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the party's absence.
- (3) Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
- (4) Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

### Procedure at hearing

21. Subject to the provisions of the Regulations, the authority shall determine the procedure to be followed at the hearing.
22. At the beginning of the hearing, the authority shall explain to the parties the procedure which it proposes to follow at the hearing and shall consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing, such permission shall not be unreasonably withheld.
23. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
24. The authority must allow the parties an equal maximum period of time in which to exercise their rights provided for at regulation 16.
25. The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may –
- (a) refuse to permit that person to return, or
  - (b) permit him to return only on such conditions as the authority may specify,
- but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.

## Licensing Act 2003 – Hearing Procedure – Regulation 7 (1)

This procedure has been drawn up in accordance with the Licensing Act 2003 to assist those parties attending Licensing Committee hearings.

1. The hearing before the Council is Quasi Judicial.
  2. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
  3. The Chair will ask the applicants to formally introduce themselves.
  4. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
  5. Hearing Procedure:-
    - (a) The Licensing Officer will introduce the report.
    - (b) Questions concerning the report can be asked both by Members and the applicant.
    - (c) The Licensing Officer will introduce in turn representatives for the Responsible Authority and Interested Parties who will be asked to detail their relevant representations.
    - (d) Members may ask questions of those parties
    - (e) With the leave of the Chair the applicant or his representative may cross examine the representatives of the Responsible Authorities and Interested Parties.
    - (f) The applicant/licensee (or his/her nominated representative) will then be asked to:-
      - (i) detail the application;
      - (ii) provide clarification on the application and respond to the representations made.
    - (g) The applicant/licensee (or his/her nominated representative) may then be asked questions by members and with the leave of the Chair from the other parties present.
    - (h) The applicant will then be given the opportunity to sum up the application.
    - (i) The Licensing Officer will then detail the options.
    - (j) There will then be a private session for members to take legal advice and consider the application.
  6. The decision of the Licensing Committee will be given in accordance with the requirements of the Licensing Act 2003 and regulations made there under.
- NB:
- 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
  - 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.



Form LAR 1  
Regulation 8

**Notice of actions following receipt of notice of hearing**

To Licensing Service,  
Sheffield City Council  
Block C Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD

Of Ward Hadaway Solicitors  
Sandgate House  
102 Quayside  
Newcastle Upon Tyne  
NE1 3DX.

hereby confirm that I have received the Notice of Hearing dated and notify you as follows  
(please complete):

- I intend to attend the hearing
- I do not intend to attend the hearing
- I intend to be represented at the hearing by: .....
- I do not intend to be represented at the hearing by:.....
- I consider the hearing to be unnecessary because: .....
- I request that ..... should appear at the hearing and set out below the point or points on which this person may be able to assist the authority in relation to this application, representations or notice of the party making the request.

Dated: ..... Signed: .....

Please complete this form and return it to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD. **Please see Regulation 8 overleaf**

## Regulation 8

- (1) A party shall give to the authority within the period of time provided for in the following provisions of this regulation a notice stating –
  - (a) whether he intends to attend or be represented at the hearing;
  - (b) whether he considers a hearing to be unnecessary
- (2) In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.

- (3) In the case of a hearing under –
  - (a) section 48(3)(a) (cancellation of interim authority notice following police objection), or
  - (b) section 105(2)(a) (counter notice following police objection to temporary event notice),

the party shall give the notice no later than one working day before the day or the first day on which the hearing is to be held.

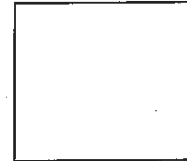
- (4) In the case of a hearing under –
  - (a) section 167(5)(a) (review of premises licence following closure order),
  - (b) paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence), paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate)
  - (c) paragraph 26(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),

the party shall give the notice no later than two working days before the day or the first day on which the hearing is to be held.

- (5) In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.



## SHEFFIELD CITY COUNCIL Licensing Committee Report



---

**Report of:** Chief Licensing Officer, Head of Licensing

---

**Date:** 31<sup>st</sup> January, 2013 at 10:30 am

---

**Subject:** Local Government (Miscellaneous Provisions) Act 1982 – Street Trading Consent

---

**Author of Report:** Kathy Stockdale – 203 7752

---

**Summary:** To consider the grant of a Street Trading Consent

---

**Recommendations:** That Members note the content of the report and any further information supplied.

---

**Background Papers:** Attached to this report.

---

**Category of Report:** OPEN

---

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

**STREET TRADING**

**CONSENT SITE – Portobello Road**

**1.0 PURPOSE OF REPORT**

1.1 To consider an application for the grant of a consent to street trade.

**2.0 INTRODUCTION**

2.1 The Council as a Licensing Authority have power under the provision of the 1982 Act to regulate Street Trading in the City.

2.2 A Street Trading Consent is required to trade on any Street (which includes roads, footways, forecourts, or other areas to which the public have access) within the Sheffield City Boundary.

2.3 The Licensing Committee at it's meeting of 29<sup>th</sup> January 2002 passed the following resolution:

1. That under the provisions of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:

- (a) all streets (which includes roads, footways, forecourts or other areas to which the public have access) within the Sheffield City boundary, shall be designated consent streets and;
- (b) such street trading designation shall take effect as from the 1<sup>st</sup> April 2002; and
- (c) all previous designations in relation to street trading will be rescinded as a result of the designation set out above.

2. The effect of this resolution is that from 1<sup>st</sup> April 2002, it will be an offence to engage in street trading in any street or any other place identified in the above resolution without being authorised to do so by consent from the City Council.

2.4 A Local Authority may attach conditions to a Street Trading Consent. The conditions may include conditions to prevent obstruction of the street and danger to persons using the street or nuisance or annoyance.

2.5 A Street Trading Consent may only be granted for a maximum period of twelve months.

2.6 There is no appeal procedure against the refusal or revocation of a consent. An applicant may, however apply for judicial review of the councils decision.

### **3.0 THE APPLICATION**

- 3.1 The applicants are Mrs Shasha Wu and Mr Xingguang Liu and a copy of the application is attached at Appendix 'A'.
- 3.2 The application is to sell hot and cold food and hot and cold drinks.
- 3.3 The application is to trade from a site on Portobello Road. A copy of the location of the site is attached at Appendix 'B'.
- 3.4 A copy of the Council's City Wide Street Trading Quality Specification is attached at Appendix 'C'.

### **4.0 REASONS FOR REFERRAL**

- 4.1 Objections to the application have been received from Mr Paul Turner, Highways and Sara Pates, Enterprise Business Manager, University of Sheffield Enterprise.

### **5.0 BACKGROUND**

- 5.1 Mrs Wu and Mr Liu submitted an application for a static street trading consent on 10<sup>th</sup> December 2012.
- 5.2 The application and plan were circulated, in the usual manner, to South Yorkshire Police, South Yorkshire Fire and Rescue, Planning and Highways on 10<sup>th</sup> December 2012.
- 5.3 In addition, Licensing Officers erected notices at the site of the proposal. Copies of the notices are attached at Appendix 'D'.
- 5.4 From the consultations carried out above, objections have been received and are attached to the report at Appendix 'E':
- 5.5 The applicant and objectors have been invited to attend the Licensing Committee hearing. Copies of the invites are attached at Appendix 'F'.
- 5.6 A copy of the hearing procedure is attached at Appendix 'G'.

### **6.0 FINANCIAL IMPLICATIONS**

- 6.1 There are no financial implications for the Council arising from this report.

### **7.0 RECOMMENDATIONS**

- 7.1 That Members consider all the relevant information available and any representations that may be made.

**8.0 OPTIONS OPEN TO THE COMMITTEE**

- 8.1 To grant the application for a Street Trading Consent.
- 8.2 To defer the matter for further consideration.
- 8.3 To refuse to grant the application for a Street Trading Consent.

Steve Lonia  
Chief Licensing Officer, Head of Licensing  
Staniforth Road Depot  
Sheffield S9 3HD  
15<sup>th</sup> January 2012

**APPENDIX 'A'**

Local Government (Miscellaneous Provisions) Act  
1982

Application for a  
(City Centre - small unit) Street Trading Consent

**Notes to Applicant:**  
All questions must be answered unless otherwise stated.  
If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

\*I / \*WE HEREBY APPLY to the Sheffield City Council for the grant of a (city centre - small unit) street trading consent.

LICENSING GENERAL  
06 DEC 2012

**A. THE APPLICANT(S)**

		1 <sup>st</sup> Applicant (Mr/Mrs/Miss/other)	2 <sup>nd</sup> Applicant (Mr/Mrs/Miss/other)
Q1	Full name(s) of the applicant	SHASHA WU	XINGGUANG LIU
Q2	Applicant(s) permanent private address	CROOKES SHEFFIELD	CROOKES SHEFFIELD
Q3	Date of birth		
Q4	Nationality and place of birth	CHINESE SHANDONG, CHINA	CHINESE SHANDONG, CHINA
Q5	National Insurance No.		
Q6	Do you have the legal right to work and live in the UK?	YES / NO Details: Can work full-time	YES / NO Details: 20 hours maximum per week. I will help Shasha Wu for preparation from 8:00am-9:30am Monday-Friday.
Q7	Have you ever been refused a street trading consent in this or any other area?	YES / NO Details: No.	YES / NO Details: No.
Q8	Telephone No		
Q9	Email address		



## B. COMPANY DETAILS (if applying as a Corporate body)

Q10	Name	
Q11	Registered address	
Q12	Registered number	
Q13	Telephone number	
Q14	Email address	
Q15	Please provide details of all Directors (names, addresses, dates of birth and details of any convictions). A separate sheet may be used.	

## C. TRADING DETAILS

Q16	Trading Name (if applicable)	Street Trading of CHINESE fast foods.
Q17	Trading address (if different from above) Post Code	PORTOBELLO SHEFFIELD S1 4DP
Q18	Site to be occupied	<u>PUBLIC ROAD SIDE</u> OF A PEDESTRIAN ONLY ROAD.
Q19	Items to be sold (i.e. type of food, jewellery, paintings, etc)	CHINESE FAST FOODS.
Q20	Please specify preferred days of trade:	MONDAY - FRIDAY 10:00AM - 3:30PM (15:30)
Q21	Please specify preferred hours of trade:	10:AM - 3:30PM (15:30) ABOUT 5-6 hours per day (MON-FRI)

## D. THE UNIT

Q19	Type: eg barrow / cart, etc.	FOOD KIOSK
Q20	Size of unit	Height: 2.2 m Width: 2 m Length: 2.67 m

## E. CONVICTIONS / CAUTIONS

Q21	Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If the answer is Yes please give full details below:	Applicant 1 Yes [ ] No <input checked="" type="checkbox"/>	
		Applicant 2 Yes [ ] No <input checked="" type="checkbox"/>	
<b>Details of previous convictions and/or cautions</b>			
	<b>Date of Conviction</b>	<b>Court of Conviction</b>	<b>Nature of Offence</b>
	<b>Applicant 1</b>		
	<b>Applicant 2</b>		

## F. CHECK LIST

The following documents must be attached with this application:

(tick)

Non refundable fee of £100	<input checked="" type="checkbox"/>
Your current passport	<input checked="" type="checkbox"/>
Your current drivers licence	<input checked="" type="checkbox"/>
One other proof of identity, showing your name and current address (recent utility bill, bank statement etc)	<input checked="" type="checkbox"/>
Right to work documentation (if applicable)	<input checked="" type="checkbox"/>
Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.	<input checked="" type="checkbox"/>
Photographs of the vehicle / unit, front back and rear.	<input checked="" type="checkbox"/>
Details of any food hygiene qualifications (unless trading in non food items)	<input checked="" type="checkbox"/>
If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.	
Confirmation your vehicle meets the quality criteria	
Any further information you may wish to submit in support of your application	

The following documents must be forwarded to us before the grant of your consent:

(tick if enclosed with this application)

The remaining quarterly fee or full annual fee.	
Certificate of insurance in respect of the vehicle / unit	
Public liability insurance (minimum of £2,000,000)	
Written confirmation that the vehicle meets the Council's food safety standards	

Waste management contract	
Declare that you have registered as a food business	

## G. DECLARATION

### WARNING

Paragraph 10(3) of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 gives the following warning:-

"Any person who, in connection with an application ....for a street trading consent, makes a false statement which he knows to be false, in any material respect, or which he does not believe to be true, shall be guilty of an offence."

I / We,

- declare that all the information I have given in this application is complete and correct;
- declare that I am over 17 years of age (in cases of individual applicants)
- declare I understand and will comply with the Sheffield City Council Street Trading Consent Conditions;
- undertake to pay Sheffield City Council the relevant consent fee in advance whether demanded or not;
- understand that consents are not transferable;
- understand that the Local Authority reserve the right to make further enquiries with South Yorkshire Police as a result of this application as they may consider desirable; and
- understand that giving false information is an offence and may result in prosecution and / or a street trading consent being refused or revoked;

<p><b>Applicant 1</b></p> <p>Signature: 吴沙沙</p> <p>Print name: sha sha wu</p> <p>Date: 06/12/2012</p> <p>Capacity: House wife</p>
<p><b>Applicant 2</b></p> <p>Signature: 刘兴光</p> <p>Print name: XINGGUANG LIU</p> <p>Date: 06/12/2012</p> <p>Capacity: Ph.D student</p>

Please read these notes before completing the application form.

- If there is insufficient room on this form to fully answer the questions; or if you wish to make any further statement in support of your application, please do so on a separate sheet of paper attached to this form.
- None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- The Council is under no obligation whatsoever to grant a consent to any person; you will be notified of the result of this application, as soon as possible.

# Oil waste disposal

We'll contact "LED Recycling Ltd" to come to collect the waste oil for proper disposal of it.

LED Recycling Ltd: Tel:01977 800804 Mob:07731 343308

also wash and clean all the areas we take oil from using chemicals and industrial cleaning equipment.

What makes our service so different from our competitors?

- Free of charge pick up of all your waste oil
- Effective cleaning service
- Cover a wide area of northern England and the Midlands
- Steel lockable frames to prevent theft and spillage
- 98% of oil accumulated is recycled

Areas in which our services are available to:

• Scarborough	• York
• Blackpool	• Doncaster
• Newcastle	• Wetherby
• Birmingham	• Scarborough
• Goole	• Scunthorpe

If you are interested in any of the services that we offer and would like to know more, contact us on  
0845 864 7376

• Sunderland	• Lincoln
• Manchester	• Skegness
• Sheffield	• Castleford
• Nottingham	• Bradford
• Hull	• Darlington
• Leeds	• Leicester
• Selby	• Any many more

We offer a clean, polite, regular service.



刘...  
07/12/2012

# Safer Food handler

Food Hygiene Certificate Level 2



This is to certify that

**SHASHA WU**

has been awarded

**Level 2 Award in Food Safety in Catering**

Awarded: **December 3 2012**

Centre: **EGB03032011**

Course reference: **SFHC**

Learner reference: **7D3CFC52**



**Jason Goodyear**  
Chief Executive  
Qualifi Ltd

# Safer Food handler

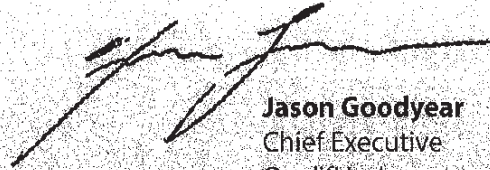
Food Hygiene Certificate Level 2



This is to certify that  
**XINGGUANG LIU**

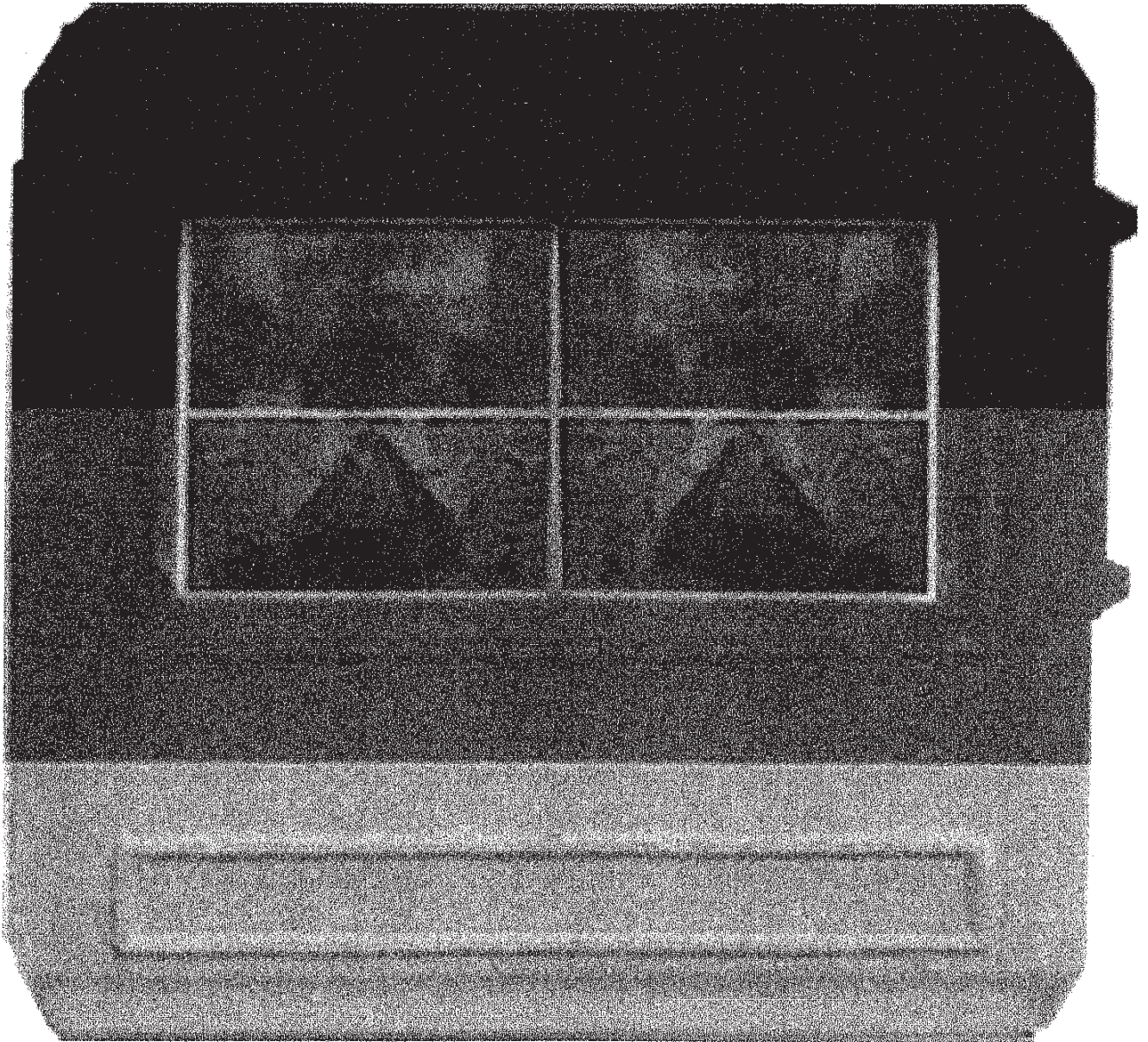
has been awarded  
**Level 2 Award in Food Safety in Catering**

Awarded: **December 3 2012**  
Centre: **EGB03032011**  
Course reference: **SFHC**  
Learner reference: **59D67EA4**

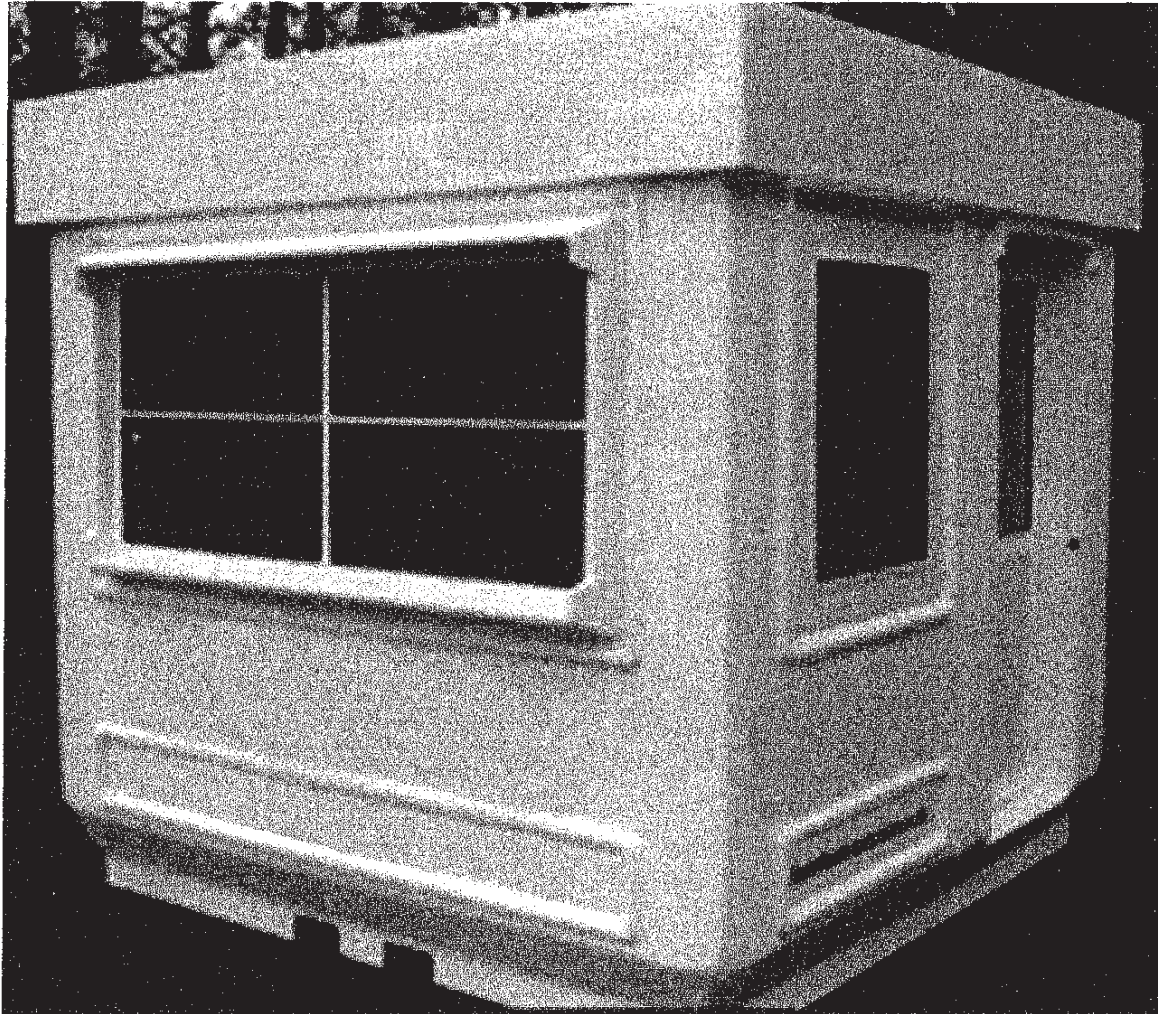


**Jason Goodyear**  
Chief Executive  
Qualifi Ltd

Front Side

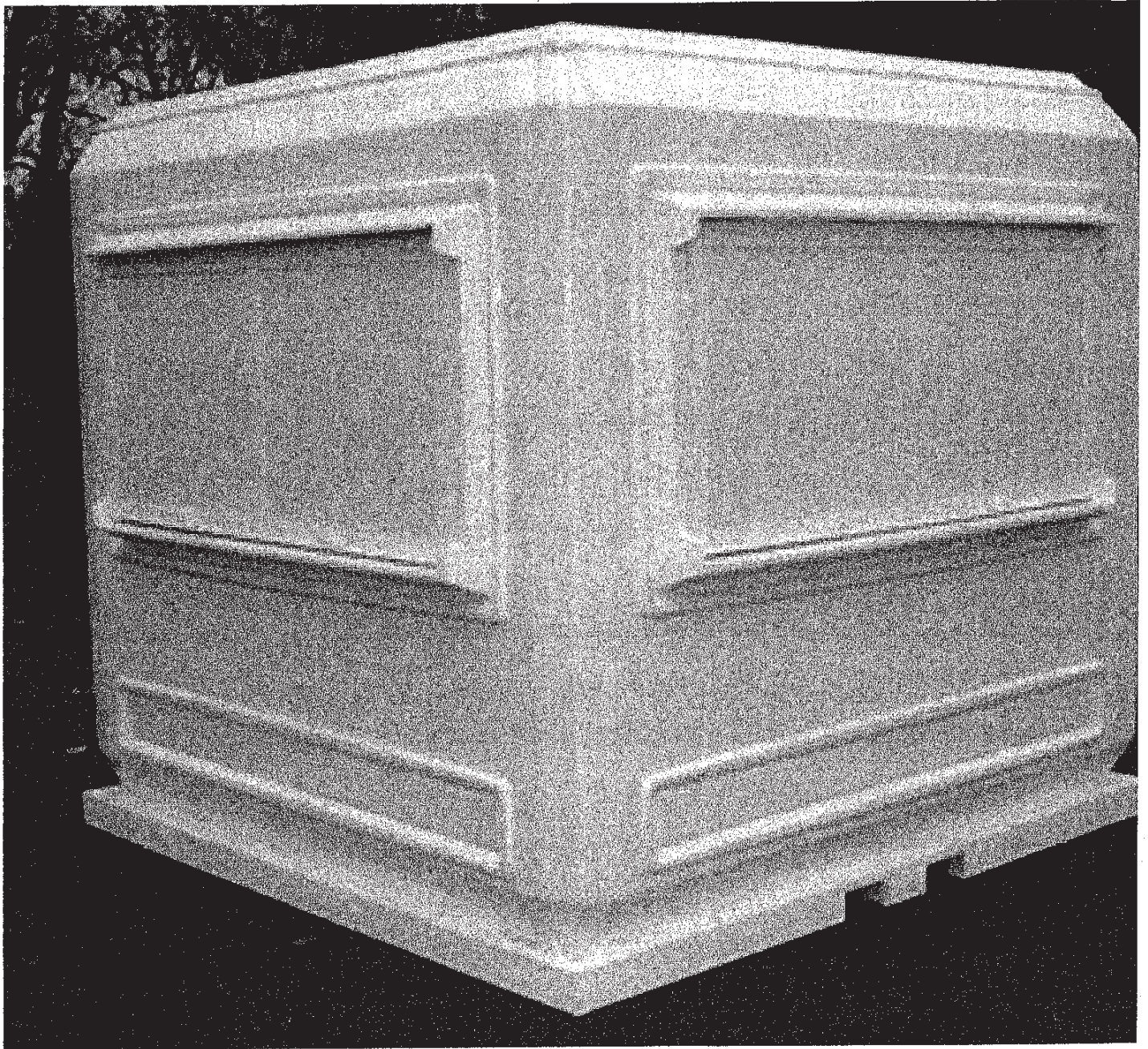


Front and Left Side

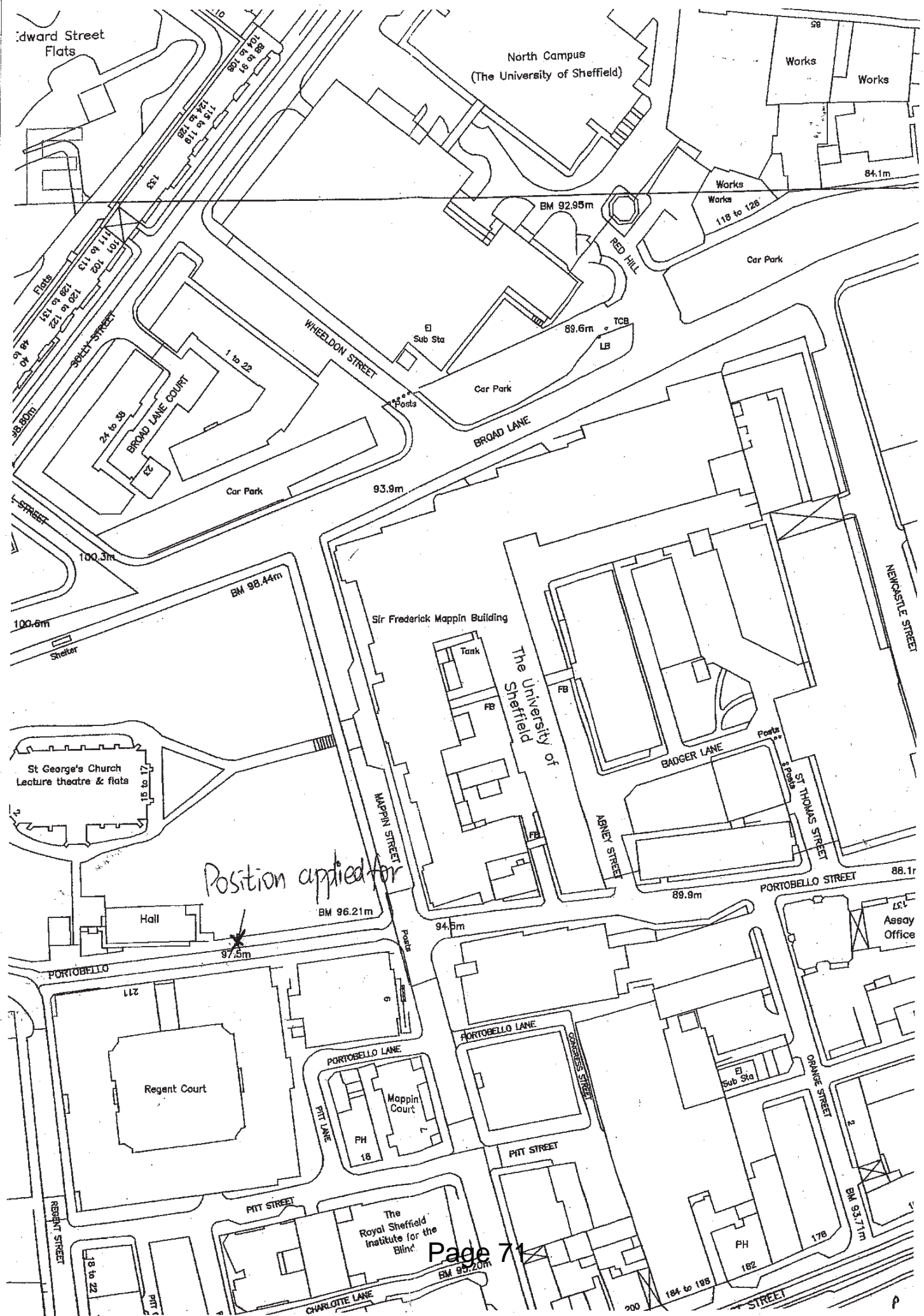




Back and Right Side.



**APPENDIX 'B'**



Edward Street  
Flats

North Campus  
(The University of Sheffield)

Works  
Works

Works  
Works  
118 to 126

Car Park

Sub Sta

Car Park

BROAD LANE COURT  
24 to 28

Car Park

93.9m

BM 98.44m

Sir Frederick Mappin Building

The University of  
Sheffield

St George's Church  
Lecture theatre & flats

*Position applied for*

BM 96.21m

Hall

97.5m

94.5m

89.9m

88.1m

Regent Court

Mappin Court

PH  
18

PITT STREET

The Royal Sheffield  
Institute for the Blind

BM 95.20m

Sub Sta

BM 93.71m

PH  
178

182

**APPENDIX 'C'**

**CITY WIDE STREET TRADING  
QUALITY SPECIFICATION  
(This specification does not include the city centre)**

**UNIT DESIGN**

- Good display is an important part of the selling process and top quality presentation encourages purchase and benefits the retailers' reputation.
- It is in the best interest of traders to produce a high quality design both internally and externally in their unit.
- The function of the unit is to identify the trader and add vitality and colour to the immediate area, and reflect the quality, cleanliness in their operation. The unit must contribute to the appearance of the area for good or bad, so design matters to everyone who uses the street, as well as the operator.
- Stalls must enhance the visual appearance of the street rather than detract from it and be constructed in a suitable style and of appropriate materials.

Examples of acceptable designs include:

- Modern, simple, functional stalls with umbrellas, canopies or striped awnings.
- Traditional or 'period' type handcarts, barrows or tricycles.
- The stall design should be fully accessible for all customers.
- The outside of the unit will be limited to the name of the stall, the type of product sold and a simple price list. Ad hoc pictures and advertiser's slogans should be avoided, as should untidy handwritten signs.
- Advertisements on stalls will not be permitted except by permission of the Council in writing and subject to further conditions. The Council shall be the sole judge of what is an acceptable advertisement.
- Sign writing and scrollwork must be finished to a standard acceptable to the City Council.
- The unit must be visually acceptable to the City Council.
- The general design of the unit must meet the requirements of the Council for the location and proposed hours or days of trading. A photograph of the actual unit or proposed model must be submitted on application.
- Bright colours and a sense of fun are encouraged.
- Pitched and curved roofs are encouraged.
- Canopies must be maintained and cleaned.
- No expenditure on units or equipment should be made until the Council has granted consent and the unit design has been approved.

- The internal layout of the unit must be clean and to a high standard.
- Non-motorised vehicles (ie carts/barrows) are encouraged in pedestrian areas. For example shopping areas like Woodseats, Hillsborough, etc.
- Motorised vehicles should not be of an age of 5 years or over.
- Mobile trading vans must have a side hatch to serve customers.
- The unit / vehicle must be clearly identifiable as a trader.

**Environmental Health considerations of the unit design:**

**For Enclosed Food units:**

- The internal arrangements must be such that:
  - There is suitable and sufficient hand washing facilities with hot water;
  - The work surfaces are impervious to water and readily cleansable;
  - There is sufficient compliant temperature controlled food storage facilities appropriate to the business;
  - The gas and electrical installations are certificated and deemed to be safe by a competent and suitably qualified engineer; any gas store cupboard should be outside of the food area;
- The external arrangements must be that the mobile is sufficiently weather and pest proof so as to not risk the contamination of the food.

**For Market-Stall or Street-Barrow type food units:**

- The stall must be covered to prevent the risk of matter falling on to the food;
- The work surfaces likely to be in contact with the food must be impervious to water and readily cleansable;
- Any intrinsic storage food area must be able to be secured against the intrusion by pests;
- If temperature controlled food is to be stored on the mobile, the storage facility shall be capable of maintaining the food in a legally compliant manner;
- That there are adequate hand washing facilities.

**Food Hygiene record (for all food stalls) - all food regulations have been adhered to:**

- The applicant will need to demonstrate that:

- they have registered with their home Local Authority;
- all food handlers have received adequate food safety training appropriate to their job role;
- the food business has a legally compliant Food Safety Management System (e.g. Safer Food, Better Business);
- if there is a history of non-compliance, it has been addressed and accepted by the Food Safety Enforcing Officer, or that the food business is in the process of addressing the issues and the Food Safety Officer does not consider the defect too severe so as to prohibit the food business from trading; and
- their business has a food hygiene rating score of at least 3.

## **DRESS**

- Trader and their assistants must be identifiable (i.e wear a uniform).
- The style of dress worn by stall operators should be chosen to complement the style and period of the unit.
- Over clothing must always be smart and clean. Operators of food stalls should ensure that sufficient changes of clothes are provided so as to enable personnel to always wear over clothing, which is clean.
- Personal cleanliness is also important and persons employed at food stalls are required to have good personal hygiene.

## **GENERAL**

- Vehicles used to tow trailers must be parked legally at all times.
- The Council will reserve the right to not renew any consent where it considers the product/s offered by the operator are not in keeping with the requirements of the site.
- The goods complement and do not conflict with the goods sold by other retailers within their proposed area(s).

**The criteria above are intended to guide applicants for street trading consents as to the type of stall and dress, which the Council is looking to promote as a means of regulating the street trading.**

**It is not intended to exclude any design that does not fall within the examples given.**

**APPENDIX 'D'**





## STREET TRADING

Notice is hereby given that:

An application has been submitted to Sheffield City Council for a static street trading consent:

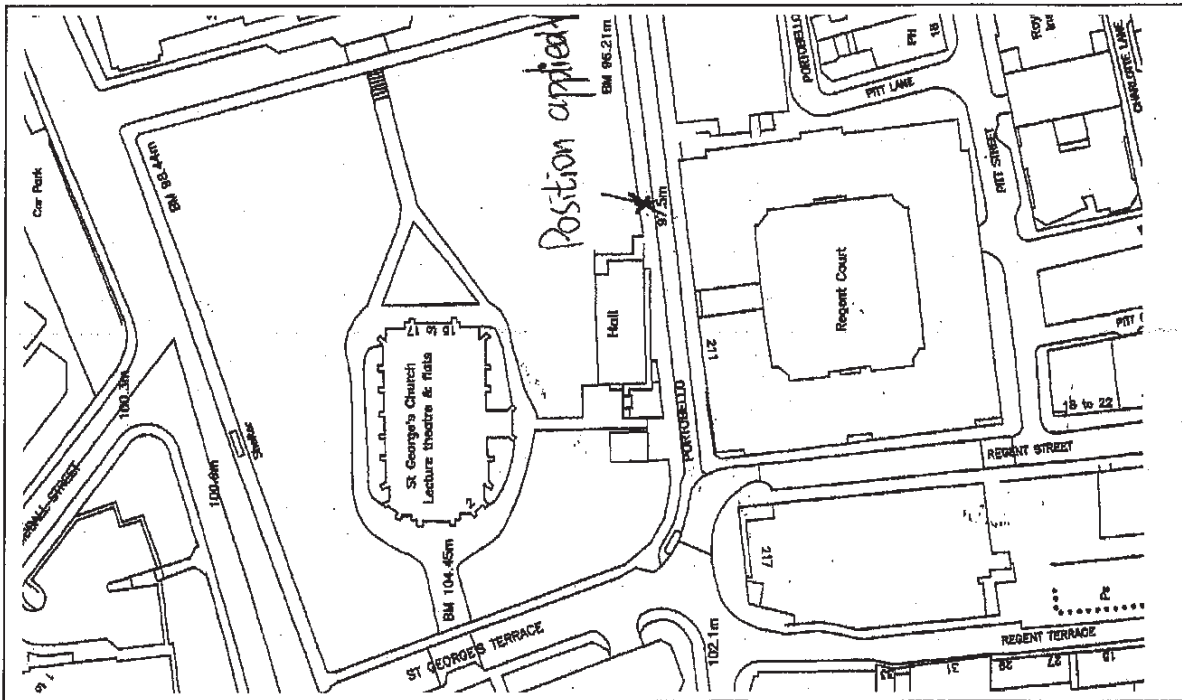
By: Ms Sashha Wu & Xing Guiang Liu

To trade: Chinese Fast foods

On: Monday - Friday  
10:00 - 15:30

Unit details:

The location: Portobello City Centre



Interested parties may make representations about this application, in writing, to: Licensing Services, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD by 8 January 2013

For full details and to view a copy of the application please contact the Licensing Service on 0114 2037752.

v

**APPENDIX 'E'**

## Darwent Linda

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**From:** Turner Paul (DEL-H/Way Regs)  
**Sent:** 17 December 2012 09:28  
**To:** Darwent Linda  
**Cc:** 'Dgill@syfire.org.uk'; 'Phoenixbureau.Vetting@southyorks.pnn.police.uk';  
planningdc@sheffield.gov.uk  
**Subject:** RE: Portobello - Street Trading Application  
**Attachments:** Portobello Trading.png

Linda,

From the information below I have checked the site in question. Unfortunately it is not clear exactly what type of unit would be used to trade from, i.e. a van or a trailer, and of what size?.

However, the footway on the St Georges Church and flats side of Portobello is generally 2.5 metres (8'- 6") wide. Irrespective of the size of the trading unit, and given that the top section of Portobello allows two way vehicular access to a car park, then I consider that there is insufficient footway width for a Street Trader to operate without the possibility of customers or passing pedestrians being forced onto the carriageway.

I attach a street image of the situation for reference.



Portobello  
rading.png (585 KB).

I trust that this information is of use.

Regards, Paul.

**Paul Turner**  
**Principal Engineer**  
**Highway Licences and Regulation**  
**2-10 Carbrook Hall Road**  
**Sheffield**  
**S9 2DB**

**Tel : 0114 2736137**

**Fax : 0114 2736210**

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**From:** Darwent Linda  
**Sent:** 10 December 2012 13:21  
**To:** 'Sheffield'; 'Dgill@syfire.org.uk'; Turner Paul (DEL-H/Way Regs); planningdc@sheffield.gov.uk;  
**Subject:**

Good Afternoon

We have received an application for a City Centre Static street traders licence from;

Shasha Wu DOB 15/10/1988 and Xingguang Liu DOB 02/01/1987

Both reside at 8 Eyam Road Crookes Sheffield

The site planned site is at Portobello City centre just in front of St Georges Church and flats

Please advise if you have any objections to the proposed site.

Thank you

Linda Darwent  
Licensing Officer

Licensing Service, Business Strategy & Regulation, Block C, Staniforth Road Depot, Sheffield, S9  
3HD

Telephone: 0114 20 37752

Fax: 0114 27 35410

Email [linda.darwent@sheffield.gov.uk](mailto:linda.darwent@sheffield.gov.uk)

Web [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

**Part or all of the information contained in this document may be subject to legal professional privilege and must not be disclosed without the prior consent of Legal & Governance Services. It may be exempt from disclosure by virtue of Section 42 of the Freedom of Information Act 2000 and Para 10, Sch 7 of the Data Protection Act 1998**

**P Please don't print this e-mail unless you really need to**

**Siddall Ann (CEX)**

**From:** Licensing(General)  
**Sent:** 09 January 2013 15:51  
**To:** Siddall Ann (CEX); Stockdale Kathy (CEX)  
**Subject:** FW: Sasha Wu & Xing Guiang Liu  
**Importance:** High

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**From:** Sara Pates [mailto:s.pates@sheffield.ac.uk]  
**Sent:** 09 January 2013 15:16  
**To:** Licensing(General)  
**Subject:** Sasha Wu & Xing Guiang Liu  
**Importance:** High

Dear Ann,

Following our telephone conversation before Christmas regarding the application for Sasha Wu & Xing Guiang Liu to run a Chinese fast food outlet on Portobello.

1. I have been contacted by Xing and Sasha to ask if they are able to use our electricity to power their van. This will not be possible and you would therefore need to establish the viability of their proposed street trading activity without access to power in considering their street trading application.
2. Xing is a current International student at the University of Sheffield and as far as I am aware his current visa allows him to be employed for up to 20 hours/week but not to start a business or become self-employed. Sasha is no longer a student and as far as I understand is remaining in the UK on a dependants visa which, with my admittedly limited knowledge, I understand would allow her to trade and be self-employed. You would however need to establish these facts to your own satisfaction.  
The Sheffield University Union of Students provides specialist, in depth, bespoke visa advice to international students and their dependants, and I have strongly advised Xing to seek their guidance
3. The University does not in principal support any application for street trading on Portobello. Fast food vans are felt to be deleterious to the street scene and not in keeping with the close proximity of St George's church yard. We have issues with street traders creating litter issues and have previously had problems with unauthorised use of University commercial waste facilities. Additionally a street trading van has been found to obscure the student cycle racks from the view of the security cameras.

I would therefore conclude that we would strenuously object to the issuing of this street trading licence.

Yours sincerely  
Sara Pates

Sara Pates  
Enterprise Business Manager  
University of Sheffield Enterprise  
Enterprise Zone  
Portobello  
Sheffield S1 4DP  
Tel: +44 (0)114 222 4043  
Web: <http://enterprise.sheffield.ac.uk>  
Twitter: @UShefEnterprise  
Facebook: <http://www.facebook.com/UShefEnterprise>

**APPENDIX 'F'**

# SHEFFIELD CITY COUNCIL

## LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982 Street Trading – Portobello Road

### IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING

To: Shasha Wu and Xingguang Liu  
[REDACTED]  
Sheffield  
[REDACTED]

**LEGISLATION:** Local Government (Miscellaneous Provisions) Act 1982

**LICENCE TYPE:** Street Trading Consent

I refer to the above and your application for the grant of your street trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination. Full details will be provided in the report to the Committee which will be sent to you in due course. The Licensing Committee has the authority to decide what action to take in relation to each application.

**The Committee has indicated that it expects applicants to attend the meeting.**

The meeting will take place on **31<sup>st</sup> January, 2013** in a Committee Room of the Town Hall, Sheffield (Pinstone Street entrance) and you are invited to attend at **10:30 am**.

**PLEASE NOTE:**

I would be grateful if you could confirm that you will be attending the meeting by telephoning the Licensing Service on 0114 2037752.

Date: 15<sup>th</sup> January, 2013

.....  
Steve Lonnia  
Chief Licensing Officer  
Head of Licensing

**IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.**

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD  
Telephone 0114 2037752

**The Licensing Service is open from 9.00am to 5.00pm, Monday to Friday**

# SHEFFIELD CITY COUNCIL

## LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982 Street Trading – Portobello Road

### IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING

To: Paul Turner  
Highways

**LEGISLATION:** Local Government (Miscellaneous Provisions) Act 1982

**LICENCE TYPE:** Street Trading Consent

I refer to the above and an application for the grant of a street trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination. Full details will be provided in the report to the Committee which will be sent to you in due course. The Licensing Committee has the authority to decide what action to take in relation to each application.

**The Committee has indicated that it expects all parties to attend the meeting.**

The meeting will take place on **31<sup>st</sup> January, 2013** in a Committee Room of the Town Hall, Sheffield (Pinstone Street entrance) and you are invited to attend at **10:30 am**.

**PLEASE NOTE:**

I would be grateful if you could confirm that you will be attending the meeting by telephoning the Licensing Service on 0114 2037752.

Date: 15<sup>th</sup> January, 2013

.....  
Steve Lonnia  
Chief Licensing Officer  
Head of Licensing

**IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.**

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD  
Telephone 0114 2037752

**The Licensing Service is open from 9.00am to 5.00pm, Monday to Friday**



# SHEFFIELD CITY COUNCIL

## LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982 Street Trading – Portobello Road

### IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING

To: University of Sheffield Enterprise  
Enterprise Zone  
Portobello  
Sheffield S1 4DP

For the attention of Sara Pates, Enterprise Business Manager

**LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982**

**LICENCE TYPE: Street Trading Consent**

I refer to the above and an application for the grant of a street trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination. Full details will be provided in the report to the Committee which will be sent to you in due course. The Licensing Committee has the authority to decide what action to take in relation to each application.

**The Committee has indicated that it expects all parties to attend the meeting.**

The meeting will take place on **31<sup>st</sup> January, 2013** in a Committee Room of the Town Hall, Sheffield (Pinstone Street entrance) and you are invited to attend at **10:30 am**.

**PLEASE NOTE:**

I would be grateful if you could confirm that you will be attending the meeting by telephoning the Licensing Service on 0114 2037752.

Date: 15<sup>th</sup> January, 2013

.....  
Steve Lonnia  
Chief Licensing Officer  
Head of Licensing

**IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.**

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD  
Telephone 0114 2037752

**The Licensing Service is open from 9.00am to 5.00pm, Monday to Friday**

**APPENDIX 'G'**

## STREET TRADING CONSENT APPLICATION

### SUB-COMMITTEE HEARING PROCEDURE

This procedure has been drawn up to assist those parties attending Street Trading Consent Committee hearings.

1. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
2. The Chair will ask the applicants and interested parties to formally introduce themselves.
3. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
4. Hearing Procedure:-
  - (a) The Licensing Officer will introduce the report.
  - (b) Questions concerning the report can be asked both by Members and the applicant.
  - (c) The applicant/consent holder (or his/her nominated representative) will then be asked to:-
    - (i) detail the application;
    - (ii) provide clarification on the application and respond to the representations made.
  - (d) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the applicant and/or his/her representative.
  - (e) Consultees / interested parties will be invited to present their representations or elect a spokesperson (which may be a Councillor) to speak on their behalf. New representations must not be raised.
  - (f) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the consultees / interested parties.
  - (g) The consultees / interested parties will be invited to sum up. A maximum of 5 minutes will be allowed.
  - (h) The applicant will be invited to sum up. A maximum of 5 minutes will be allowed.
  - (i) The Licensing Officer will then detail the options.
  - (j) There will then be a private session for Members to take legal advice and consider the application.
  - (k) Once a decision has been reached, all parties will be invited to return. The Sub-Committee's decision and reasons will be announced by the Chair.
  - (l) The Sub-Committee's decision will be confirmed in writing to the applicant and those parties who made representations.

- NB:
- 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
  - 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

**There is no right of appeal against the Council's decision to refuse to grant or revoke a Street Trading Consent.**

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