

# **Licensing Sub-Committee**

**Thursday 23 January 2014 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 Clive Skelton (Chair), David Barker and Cliff Woodcraft  
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.

Whilst recording is allowed at Committee meetings under the direction of the Chair of the meeting, Licensing Sub-Committee meetings may not be suitable for recording due to the nature of some of the evidence to be given, and the Chair will use discretion to decide if recording is allowed. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

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  
23 JANUARY 2014**

**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 - Broomhall Community Centre**  
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.

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 (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

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 DPIs 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>

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.

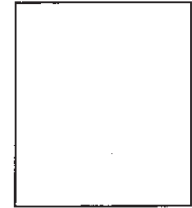
Further advice can be obtained from Lynne Bird, Director of Legal Services on 0114 2734018 or email [lynne.bird@sheffield.gov.uk](mailto:lynne.bird@sheffield.gov.uk)

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**SHEFFIELD CITY COUNCIL  
Licensing Sub Committee  
Report**



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

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**Date:** 23<sup>rd</sup> January 2014

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**Subject:** Licensing Act 2003

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**Author of Report:** Matt Proctor

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**Summary:** To consider an application to grant a premises licence made under the Licensing Act 2003.  
Broomhall Community Centre, 116 Broomspring Lane, Sheffield, S10 2FD

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**Recommendations:** That members carefully consider the representations made and take such steps, as the Sub 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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**REPORT OF THE CHIEF LICENSING OFFICER  
(HEAD OF LICENSING) TO THE LICENSING SUB COMMITTEE  
LICENSING ACT 2003**

Ref No 04 / 14

**Broomhall Community Centre, 116 Broomspring Lane, Sheffield, S10 2FD**

**1.0 PURPOSE OF REPORT**

1.1 To consider an application for the grant of a premises licence made under section 17 of the Licensing Act 2003.

**2.0 THE APPLICATION**

2.1 The applicant is the Broomhall Centre.

2.2 The application, which was received on 26<sup>th</sup> November 2013, is attached to this report labelled Appendix 'A'. Any blank pages have been omitted to save paper, but the original application will be available at the hearing.

2.3 Various conditions have been agreed between the responsible authorities and the applicant. These are attached at appendix 'B'.

**3.0 REASONS FOR REFERRAL**

3.1 Representations concerning the application have been received from the following:-

2 public objections

Appendix 'C'

3.2 The applicant and objectors have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'D'.

**4.0 FINANCIAL IMPLICATIONS**

4.1 There are no specific financial implications arising from this application. However, additional costs may be incurred should the matter go to appeal. In such an eventuality it may not be possible to recover all these costs. The impact of these additional costs (if any) will be kept under review and may be subject of a further report during the year.

**5.0 THE LEGAL POSITION**

5.1 The Licensing Act 2003 at section 4 (1) requires the Licensing Authority to carry out its functions with a view to promoting the Licensing Objectives which section 4(2) sets out as:-

- a) the prevention of crime and disorder,
- b) public safety,
- c) the prevention of public nuisance,
- d) the protection of children from harm.

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 'D'.
- 6.3 Attached at Appendix 'D' 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 Sub Committee consider necessary for the promotion of the Licensing Objectives.

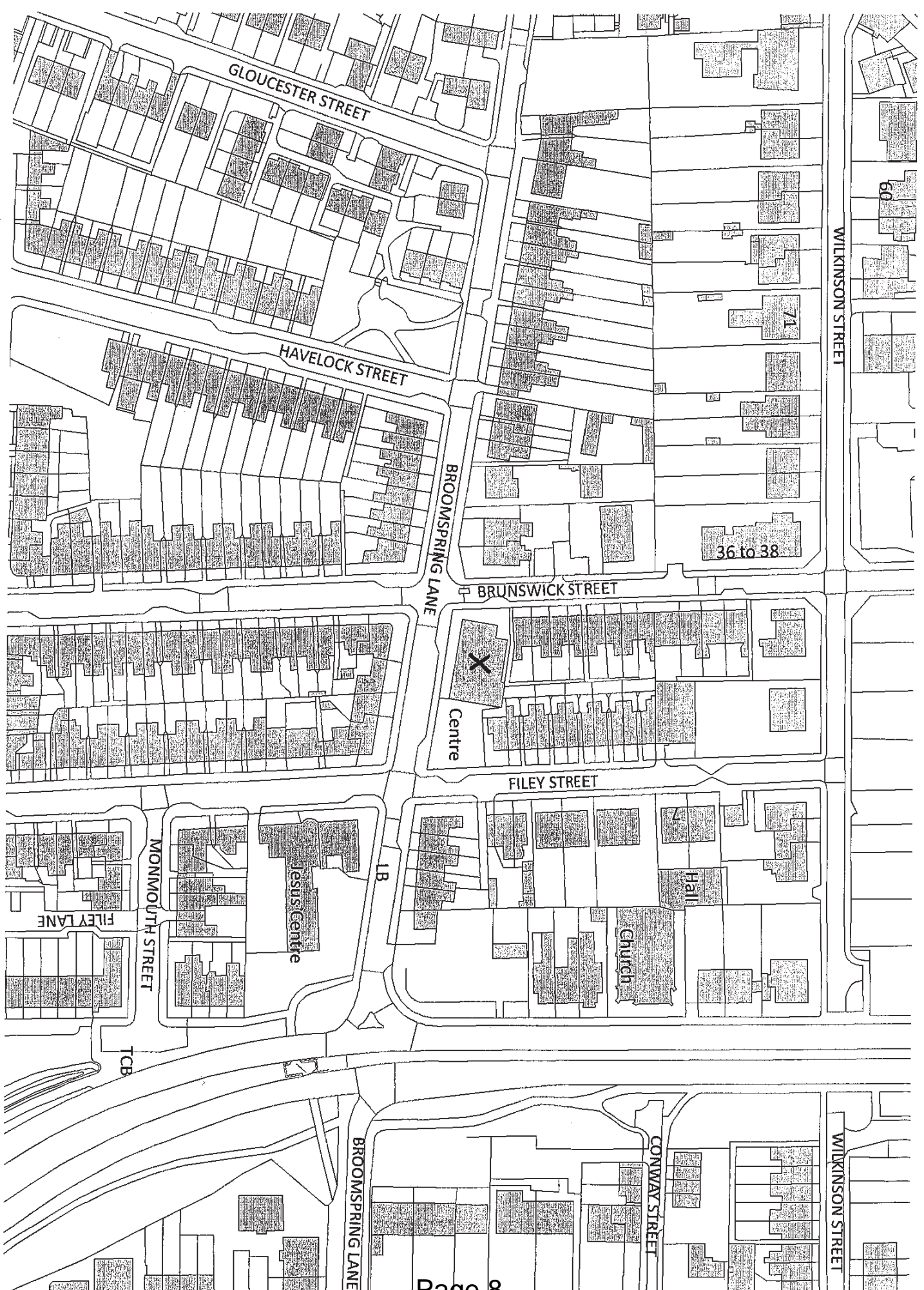
## **9.0 OPTIONS OPEN TO THE COMMITTEE**

- 9.1 To grant the premises licence in the terms requested.
- 9.2 To grant the premises licence with conditions.
- 9.3 To reject the whole or part of the application.

*Steve Lonnia*

Stephen Lonnia  
Chief Licensing Officer  
Head of Licensing

23<sup>rd</sup> January 2014



# Appendix A

The Application

## Application for a premises licence to be granted under the Licensing Act 2003

(1)

### 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

(2) I/We BROOMHALL CENTRE

apply for a premises licence under section 17  
the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we  
are making this application to you as the relevant licensing authority in accordance with  
section 12 of the Licensing Act 2003

### Part 1 - Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description <u>BROOMHALL CENTRE</u> <u>116 BROOMSPRING LANE</u>	
Post town <u>SHEFFIELD</u>	Post code <u>S10 2FD</u>

Telephone number at premises (if any)

0114 2729105

Non-domestic rateable value of premises

£ unknown 6,600-8,900

£ 90

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- Please tick ✓
- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
- i. as a limited company  please complete section (B)
- ii. as a partnership  please complete section (B)
- iii. as an unincorporated association; or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)

(1) Insert name and address of relevant licensing authority and its reference number (optional)

(2) Insert name(s) of applicant

A2

- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm: Please tick ✓ yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to
  - a statutory function; or
  - a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title  (for example, Rev)

Surname  First names

I am 18 years old or over Please tick ✓ yes

Current postal address if different from premises address

Post town  Post code

Daytime contact telephone number

E-mail address (optional)



SECOND INDIVIDUAL APPLICANT (if applicable)

A3

Mr

Mrs

Miss

Ms

Other title   
(for example, Rev)

Surname

First names

Please tick  yes

I am 18 years old or over

Current postal address if different from premises address

Post town

Post code

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	BROOMHALL CENTRE - SHARON GILL
Address	116 BROOMSPRING LANE - 119 CEMETERY RD SHEFFIELD SHEFFIELD S10 2FN S11 8FN
Registered number (where applicable)	08111343
Description of applicant (for example partnership, company, unincorporated association etc.)	Incorporated Charity
Telephone number (if any)	0114 2729105
E-mail address (optional)	broomhallcentre@broomhallcharity.co.uk



A4

**Part 3 - Operating Schedule**

When do you want the premises licences to start?

Day	Month	Year
01	01	2014

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year

Please give a general description of the premises (please read guidance note 1)

Converted church mission hall, now operating as a Community Centre since 1980. Single story (IT suite mezzanine) Large hall with stage and kitchen access, annexe room, access to yard. Fully disabled access and facilities. Owned by Sheffield City Council. Located in a residential area close to City Centre. Limited parking available.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

Please tick ✓ yes

- 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 entertainment facilities for:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

**Supply of alcohol** (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P**

**A**

<b>Plays</b>			Will the performance of a play take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)  Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Standard days and timings (please read guidance note 6)			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give further details here (please read guidance note 3)  <i>Not a regular activity, but would like the freedom to put on plays, if required in the future.</i>
Mon	13:00	23:30	
Tue	13:00	23:30	
Wed	13:00	23:30	
Thur	13:00	23:30	
Fri	13:00	23:30	
Sat	13:00	23:30	
Sun	13:00	23:30	State any seasonal variations for performing plays (please read guidance note 4)
			Non-standard timings. Where you intend to use the premises for the performance of plays at different times from those listed in the column on the left, please list (please read guidance note 5)

**B**

<b>Films</b>			Will the exhibition of films take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)  Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Standard days and timings (please read guidance note 6)			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give further details here (please read guidance note 3)  <i>Not a regular activity, but would like the freedom to have the option in the future as required.</i>
Mon	13:00	23:30	
Tue	13:00	23:30	
Wed	13:00	23:30	
Thur	13:00	23:30	
Fri	13:00	23:30	
Sat	13:00	23:30	
Sun	13:00	23:30	State any seasonal variations for the exhibition of films (please read guidance note 4)
			Non-standard timings. Where you intend to use the premises for the exhibition of films at different times from those listed in the column on the left, please list (please read guidance note 5)

**C**

A7

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

**D**

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

**E**

<b>Live music</b>			Will the performance of live music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon	16:00	23:30	Please give further details here (please read guidance note 3) <i>Usually limited to Saturday's and Sunday's - occasional activity due to needs of community groups at other times.</i>
Tue	16:00	23:30	
Wed	16:00	23:30	State any seasonal variations for the performance of live music (please read guidance note 4)
Thur	16:00	23:30	
Fri	16:00	24:00	Non-standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 5) <i>Possible Thursday mornings to accompany Women's Health Sessions. Occasional need by different User groups for celebrations, such as end of term, religious holidays.</i>
Sat	16:00	24:30 (00:30)	
Sun	16:00	24:00	

**F**

<b>Recorded music</b>			Will the playing of recorded music of take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon	9:00	23:00	Please give further details here (please read guidance note 3) <i>Usual activity Saturday and Sunday nights - some groups may use recorded music on occasion.</i>
Tue	9:00	23:00	
Wed	9:00	23:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)
Thur	9:00	23:00	
Fri	9:00	<del>24:30</del> 24:00	Non-standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times from those listed in the column on the left, please list (please read guidance note 5) <i>Occasional overnight prayers. Occasional community events using the yard area.</i>
Sat	9:00	24:30 (00:30)	
Sun	9:00	23:30	

**G**

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	
Mon	9:00	23:00	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Tue	9:00	23:00	Please give further details here (please read guidance note 3) <i>Not a regular activity at the present time, would like the freedom for user groups as required.</i>
Wed	9:00	23:00	State any seasonal variations for the performance of dance (please read guidance note 4)
Thur	9:00	23:00	
Fri	9:00	24:00	Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat	9:00	00:30	<i>Occasional external use for community events.</i>
Sun	9:00	23:30	

**H**

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

A10

<b>Provision of facilities for making music</b>			Please give a description of the facilities for making music you will be providing <b>REHEARSAL SPACE, STORAGE</b>
Standard days and timings (please read guidance note 6)			Will the facilities for making music be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) <b>SAMBA BAND currently practise, in future maybe other's need practise space.</b>
Mon	12:00	22:30	
Tue	12:00	22:30	
Wed	12:00	22:30	
Thur	12:00	22:30	
Fri	12:00	22:30	
Sat	12:00	22:30	
Sun	12:00	22:30	
			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)
			Non-standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)

<b>Provision of facilities for dancing</b>			Please give a description of the facilities for dancing you will be providing <b>REHEARSAL SPACE, CLASSES, STAGE.</b>
Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (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) <b>Not a current activity, but may receive enquiries.</b>
Mon	9:00	22:30	
Tue	9:00	22:30	
Wed	9:00	22:30	
Thur	9:00	22:30	
Fri	9:00	22:30	
Sat	9:00	22:30	
Sun	9:00	22:30	
			State any seasonal variations for providing dancing facilities (please read guidance note 4)
			Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times from those listed in the column of the left, please list (please read guidance note 5)

K

All

<b>Provision of facilities for entertainment of a similar description to that falling within J or K</b>			Please give a description of the type of entertainment facility you will be providing  <b>PLAY REHEARSAL.</b>
Standard days and timings (please read guidance note 6)			Will the entertainment facility be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)  <b>OCCASIONAL.</b>
Mon	9:00	22:30	
Tue	9:00	22:30	State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within J or K (please read guidance note 4)
Wed	9:00	22:30	
Thur	9:00	22:30	Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within J or K at different times from those listed in the column on the left, please list (please read guidance note 5)
Fri	9:00	22:30	
Sat	9:00	22:30	
Sun	9:00	22:30	



**L**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
			Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon	16:00	23:30	
Tue	16:00	23:30	Mainly Saturdays and Sundays, occasional celebrations, weddings, funerals etc. on other days, or AGM's etc.
Wed	16:00	23:30	
Thur	16:00	23:30	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)
Fri	16:00	24:00	
Sat	16:00	00:30	Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sun	19:00	24:00	
			Occasional all night prayers.

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption - please tick box <input checked="" type="checkbox"/> (please read guidance note 7)
			On the premises <input checked="" type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)
Mon	19:00	22:30	
Tue	19:00	22:30	Mainly for Saturday's and Sunday's for specific bookings as fundraisers and celebrations.
Wed	19:00	22:30	
Thur	19:00	22:30	Very rare Mon -> Fri but would like the option.
Fri	18:00	23:30	
Sat	17:00	24:00	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5)
Sun	17:00	23:30	
			Occasional community events or funerals during afternoons.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

A13

Name SHARON GILL  
 Address 119 CEMETERY ROAD  
 SHEFFIELD  
 Post code S11 8AN  
 Personal Licence number (if known)  
 Issuing Licensing authority (if known)

**N**

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 (please read guidance note 8)

Beyond the supply of alcohol there are no other concerns relating to children, unless an 18 rated film is shown at any point.

**O**

**Hours premises are open to the public**

Standard days and timings (please read guidance note 6)

Day	Start	Finish
Mon	9:00	23:30
Tue	9:00	23:30
Wed	9:00	23:30
Thur	9:00	23:30
Fri	9:00	24:00
Sat	9:00	01:00
Sun	9:00	24:30

State any seasonal variations (please read guidance note 4)

The building is not staffed every day, and a computerised job entry system operates for user groups and bookings.

Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

Occasional all night prayers.

**P** Describe the steps you intend to take to promote the four licensing objectives:

A14

a) General - all four licensing objectives (b, c, d, e) (please read guidance note 9)

Any booking where the hirer is not known to License Holder will be required to obtain a TEN's. The booking form requires ID, and many details.  
The Charities Management live locally and we respond to local need. Licensable activity is minimal.

b) The prevention of crime and disorder

We will keep local PCSO's and Councillors informed of our activities.  
When appropriate we will work with the PACT/NAG teams.  
As a community centre we are networked into many statutory services and have the safety and well being of the neighbourhood as our prime objective.

c) Public safety

We are keenly aware the Centre is located in a residential area with a varied and diverse community, Our intended licensed hours reflect this.  
Financial gain is a secondary motivation, and licensable activity is not our core function.

d) The prevention of public nuisance

Drugs are not permitted or tolerated on site, and anyone found using will be asked to leave immediately.  
We are not in a position to place noise dampners as we have no equipment. Limits are set on the booking form. The building is well insulated & doors are closed. Disturbance on leaving is a bigger issue highlighted, with signed acknowledgement on booking form.

Much work has taken place in the community regarding drug awareness after operation Macc.

e) The protection of children from harm

The Centre operates Child Protection and Safeguarding Policies.  
We will use notices of the ID 18? when appropriate ie - when alcohol being sold.  
The license holder has been trained in Safeguarding.

A15

Please tick  yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent you copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

\* insert amount

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO 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 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

*John Gill*

Date

*14-11-13*

Capacity

*Manager + license holder.*

For joint applications signature of 2nd applicant, 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

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town

Post code

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

# Appendix B

Agreed Conditions

**Rhodes Emma (CEX)**

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**From:** Pitts Steven  
**Sent:** 19 December 2013 11:01  
**To:** 'Broomhall Centre'  
**Cc:** Licensing(General); Rhodes Emma (CEX); Lobo Rose  
**Subject:** RE: Licensing representation Broomhall Centre, 118 Broomspring lane Sheffield seial no 502340

Hi Sharon,

Thank you for confirming that you agree to the conditions that I have requested, I can now withdraw my representation in respect of the new premises licence application. Emma, please ensure the conditions are placed on the licence.

Best Regards,

Steve Pitts

---

**From:** Broomhall Centre [<mailto:broomhallcentre@broomhallcentre.f9.co.uk>]  
**Sent:** 19 December 2013 10:37  
**To:** Pitts Steven  
**Subject:** Licensing representation

Dear Steven,

Thank you for your letter dated 11th december 2013 regarding conditions for the Broomhall Centre in the License application.

The Board of Directors have been informed and agree to the fixed RCD for amplified music and to providing an electrical certificate.

We understand the reasons for the 100 capacity condition and I have sent our revised plans regarding the fire doors.

Thank You

*Sharon Gill*  
Centre Manager & Development Worker

**Rhodes Emma (CEX)**

**From:** Lucy.Adams@southyorks.pnn.police.uk on behalf of Sheffield.Liquor-Licensing@southyorks.pnn.police.uk  
**Sent:** 19 December 2013 13:11  
**To:** Licensing(General); eps admin; Hague Julie  
**Subject:** Fw: New premise licence-Broomhall Centre, 116 Broomspring Lane

Dear All,

Following receipt of the application for a premise licence at the Broomhall Centre we have agreed for the following conditions to be placed on the licence should it be granted-

- The use of door supervisors will be risk assessed on an event by event basis. Where engaged, door staff shall be licensed by the SIA.
- No customers carrying opened bottles upon entry shall be admitted to premises
- Staff will receive training on matters concerning underage sales, drugs policies, and operating procedures. Records of such training will be kept and made available for inspection of the authorities.
- The Challenge 25 scheme must operate including a refusals log, signage and the maintenance of staff training records.
- Clear and legible notices shall be displayed at all exits requesting that the public respect the needs of local residents and to leave the premises and area quietly.
- The DPS or designated member of staff must take a pro active approach to noise control, checking outside the premise to ensure that noise is kept to a reasonable level and manage noise levels internally so as not to cause a nuisance

Many thanks

Lucy

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  
 Alicia Marsden 0114 2523111 internal 718 111  
 Benita Mumby (Licensing Manager) 0114 2964308 internal 714308  
 Fax 0114 2523688 Internal 8688

Please be advised email correspondence may be submitted as evidence to a licensing hearing should issues arising not be resolved. As such they will be passed onto the relevant parties involved in the hearing process. The local council may post them, as part of this process, on their website to which the public has access

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>

----- Forwarded by Lucy Adams/SHEFFIELD/SYP on 19/12/2013 13:06 -----

"Broomhall Centre"  
 <broomhallcentre@broomhallcentre.f9.co.uk>

To <Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>  
 cc

# Appendix C

2 No. Public Objections



19 DEC 2013

21, Brunswick St,  
Broomhall  
Sheffield  
S10 2FJLicensing General Section  
Sheffield City Council.

I am writing to strongly object to the granting of a license, to the Broomhall Centre, for the sale of alcohol and late night refreshments. As a resident, we are already struggling against a rising tide of noise and night time disorder from an ever increasing student population. I feel that licensed premises on the corner of the street would only make the situation worse.

The parking situation, already sketched, would be a an issue is, although we have residents parking in the day time, parking in the evenings can be a problem

For residents.

Another issue to consider is the fact that many of the groups that currently use the centre and its facilities are Islamic, and could be excluded by the centre becoming licensed premises.

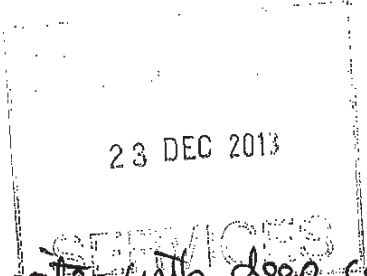
I trust that these objections will receive your consideration

Yours



Jacqueline Owen.

24 Clarke St.  
Broomhall  
Sheffield  
S10-2BS.  
19/12/13



23 DEC 2013

Dear Sir,

I write with deep concern regarding the Broomhall Centre licensing application. I and others have worked hard to achieve "Unity in the community." Our Lord Mayor opened a successful Broomhall festival last August based on this theme.

The event was held in and around Broomhall centre where all sections of our community were represented.

I don't need to quote statistics regarding the harm caused to children by alcohol. Having worked among alcoholics and homeless people for many years, children do not need to be exposed to this danger here in Broomhall.

We have a duty to the dependant young people to protect them. Public safety is put at risk when people are exposed to more alcohol becoming available.

The breweries are the people who benefit. Our community is made up of students, muslims, + Sheffielders and currently we are achieving a level of 'unity in the community'. This helps to prevent crime + disorder + public nuisance.

I ask you to throw out this application, it will not benefit our community.

Yours faithfully J. Thompson

# Appendix D

Hearing Notices / Regulations / Procedures



---

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

Ms Jacqueline Owen  
21 Brunswick Street  
Sheffield  
S10 2FJ

The Sheffield City Council being the licensing authority, on the **26<sup>th</sup> November 2013** received an application in respect of the premises known as;

**The Broomhall Centre, 116 Broomspring Lane, Sheffield, S10 2FD**

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

- **2 public representations**

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 **Thursday 23<sup>rd</sup> January 2014 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 (5) working days before the day or the first day on which the hearing is to be held.**

Dated: 9<sup>th</sup> January 2014

Signed:                     Matt Proctor                      
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.

[General.licensing@sheffield.gov.uk](mailto:General.licensing@sheffield.gov.uk)

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

D3

J Thompson  
24 Clarke Street  
Sheffield  
S10 2BS

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

[General.licensing@sheffield.gov.uk](mailto:General.licensing@sheffield.gov.uk)

**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.

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