

# **Licensing Sub-Committee**

**Monday 29 September 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 Geoff Smith (Chair), Olivia Blake and Vickie Priestley  
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.

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  
29 SEPTEMBER 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. Local Government (Miscellaneous Provisions) Act 1982 - Street Trading - Elmham Road, Sheffield**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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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.

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.

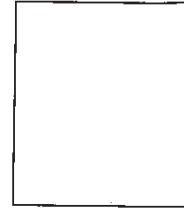
Further advice can be obtained from Gillian Duckworth, Interim Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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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:** 29<sup>th</sup> September 2014

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

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**Author of Report:** Andy Ruston - 2734264

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**Summary:** To give consideration to an application for a Static Street  
Trading Consent.

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**Recommendations:** See attached report.

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**Background Papers:**

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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**

REF No: 93/14

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

**STREET TRADING – STATIC STREET TRADING CONSENT – ELMHAM  
ROAD, SHEFFIELD.**

**1.0 PURPOSE OF REPORT**

1.1 To consider an application for the grant of a Static Street Trading consent.

**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 Council's decision.

**3.0 THE APPLICATION**

3.1 The applicant is Aamir Zaman and a copy of the application is attached at Appendix 'A'.

3.2 The application was submitted on 1st August 2014.

3.3 The application is to sell Fruit and Vegetables.

**4.0 REASONS FOR REFERRAL**

4.1 Objection to the application has been received from a local business.

**5.0 BACKGROUND**

5.1 Aamir Zaman submitted an application for a Static Street Trading consent on 1<sup>st</sup> August 2014.

5.2 The application was circulated, in the usual manner, to South Yorkshire Police, South Yorkshire Fire and Rescue, Highways and Planning . Notices were erected by Licensing Officers on Elmham Road advertising the application and notice was also given to shops within the immediate location, which sell similar items to the applicant.

5.3 Objection has been received from a local business, which is attached to the report at Appendix 'B'.

5.4 Members should note that the Council Street Trading Policy states at page 18, paragraph 3.2.8, that "All applications will be dealt with under their own individual merits, however, when determining an application the proximity of existing nearby shops, café's and other traders that primarily trade in the same articles will be taken into account". Also the Council Street Trading Policy states at page 18 paragraph 3.2.11 that " Written comments from consultees, individuals and occupiers of properties that may be affected by the proposed site will be taken into consideration when determining an application". A copy of the Council's Street Trading Policy is available via the following link; <https://www.sheffield.gov.uk/business-economy/licensing/general-licensing/retail/street-trading.html>.

5.5 Members should note that the age restriction of 5 years for motorised vehicles is under review and is not presently being enforced. Members should also note that the Street Trading Policy has been further amended following the Licensing Committee meeting held on 20<sup>th</sup> February 2014 as follows;

- Mobile consent holders are not permitted to trade within a 500m radius of any static traders, other mobile traders, or shops, trading similar goods/articles.

5.6 The applicant and local business have been invited to attend the Licensing Committee hearing. Copies of the invites are attached at Appendix 'C'.

5.7 A copy of the hearing procedure is attached at Appendix 'D'.

**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 Street Trading Consent.

8.2 To defer the matter for further consideration.

8.3 To refuse the grant of the Street Trading Consent.

Steve Lonnia  
Head of Licensing  
Block C Staniforth Road  
Staniforth Road  
Sheffield  
S9 3HD

19th September 2014

APPENDIX A

Rec 40391 (5)  
 £100  
 CASH

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

**Application for a  
 STATIC 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.

**LICENSING**  
 - 1 JUL 2011  
**SERVICES**

\*I / \*WE HEREBY APPLY to the Sheffield City Council for the grant of a static street trading consent (\*delete as appropriate).

**A. THE APPLICANT(S)**

		<b>1<sup>st</sup> Applicant</b> (Mr/Mrs/Miss/other)	<b>2<sup>nd</sup> Applicant</b> (Mr/Mrs/Miss/other)
Q1	Full name(s) of the applicant	AAMIR ZAMAN	
Q2	Applicant(s) permanent private address	[REDACTED] ROAD BD4 7LD	
Q3	Date of birth	13/04/1971	
Q4	Nationality and place of birth	BRITISH PAKISTAN	
Q5	National Insurance No.	[REDACTED]	Aamir Zaman
Q6	Do you have the legal right to work and live in the UK?	YES / <del>NO</del> Details: YES	YES / NO Details:
Q7	Have you ever been refused a street trading consent in this or any other area?	YES / NO Details: NO	YES / NO Details:
Q8	Telephone No	[REDACTED]	
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. THE UNIT / VEHICLE

Q16	Description of unit / vehicle to be used	VW
Q17	Registration number (if applicable)	BX05 JJV
Q18	Date of first registration (if applicable)	26/4/05
Q19	Last MOT and service (if applicable)	16 MAY 2013
Q20	Size of vehicle	Height: 6'7" Width: 7'1" Length: 13'8"
Q21	Does the vehicle meet the qualitative criteria? Your vehicle will be inspected prior to granting a consent.	YES

### D. TRADING DETAILS

Q22	Details of site to be occupied	ELHAM Rd
Q23	Location of pitch: (include site plan to scale)	ELHAM RD DARNAL Page 11 REAR 89

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Q24	Is this private land?	NO
Q25	If private, who owns the land and have you obtained consent from them to use the land to trade?	
Q26	Items to be sold	FRUIT AND VEGETABLES
Q27	Specify days of trade	MONDAYS
Q28	Specify times of trade (use 24 hours clock e.g. 10:00 to 16:00 hours)	12.30 - 15.30
Q29	Highways comments attached?	YES
Q30	Planning comments attached?	YES

**E. CONVICTIONS / CAUTIONS**

Q31	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:	<b>Applicant 1</b> Yes [ ] No [X]	
		<b>Applicant 2</b> Yes [ ] No [ ]	
<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>Sentence</b>		
	<b>Applicant 1</b>		
	<b>Applicant 2</b>		



### F. CHECK LIST

The following documents must be attached with this application:

(tick)

Appropriate fee (if short term) or non refundable fee of £100	✓
Your current passport	✓
Your current drivers licence	
One other proof of identity, showing your name and current address (recent utility bill, bank statement etc)	✓
Right to work documentation (if applicable)	✓
Two colour (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.	✓
If trading from private land, written confirmation from the landowner	✓
Ordnance survey map of at least 1:1250 scale clearly identify the proposed trading position. An additional map to scale showing its proximity to other similar retail outlets within an 800 metre radius.	✓
Photographs of the vehicle / unit showing front, side and rear.	✓
Confirmation in writing that you have consulted with the Highways Department	✓
Confirmation in writing that you have consulted with the Planning Department	✓
Details of any food hygiene qualifications (unless trading in non food items)	✓
If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.	✓
Confirmation that 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	✓
Appropriate vehicle test	✓
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:

<b>Applicant 1</b>	Signature: 
	Print name: AAMIR ZAMAN
	Date: 18/04-2014
	Capacity: .....
<b>Applicant 2</b>	Signature: .....
	Print name: .....
	Date: .....
	Capacity: .....

Please read these notes before completing the application form.

- (a) 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.
- (b) None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- (c) 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.

Please return the fully completed form and all attachments to:

**Licensing Service,  
 Block C, Staniforth Road Depot  
 Staniforth Road  
 Sheffield  
 S9 3HD**

# 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.**

**SHEFFIELD CITY COUNCIL**  
**Licensing Service**

**PLEASE NOTE:**

**DISCLAIMER**

The information / guidance supplied in this pack by Sheffield City Council, Licensing Service, is offered purely as a basic guide for your assistance.

Sheffield City Council can take no responsibility or liability for the completion of your application form.

We will however endeavour to offer basic information / guidance.

Should you require any legal assistance you must seek your own legal advice.

**Stephen Lonnia**  
**Head of Licensing**  
**Sheffield City Council**

9. Other Legislation to be Aware of

**Food Establishments**

Food establishments must be registered with Environmental Health (contact (0114) 273 5774 / 273 4415 or email: healthprotection@sheffield.gov.uk).

It is a criminal offence to operate a food business without registering.

There is no charge for registering with Environmental Health.

**Trade Waste Disposal**

You have a legal responsibility under the Environmental Protection Act 1990 and other related legislation to safely contain and legally dispose of any waste produced from your business. If you don't, you may be prosecuted.

For further information on this, please contact Environmental Protection on 0114 2037411 or visit [www.netregs.gov.uk](http://www.netregs.gov.uk).



**Identification of Consent Holders and Assistants**

Consent holders must ensure that any person who is working on the site has obtained the relevant authorisation in the form of an identification badge from the Licensing Service.

Application forms for assistant identification badges can be collected from the Licensing Service.

Along with the form, the consent holder and any assistants must submit two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness. These will be used to issue an identification badge.

Assistant badges will be at a cost of £15 each.

Lost or replacement badges will be at a cost of £7.50 for consent holders and assistants.

The identification badge must be worn by the person/s working at all times.

Consent holders must ensure that the Licensing Service are immediately informed of any new assistants that are employed to work. Assistants may not commence work until being issued with the appropriate identification badge.

The consent holder must not allow anybody under the age of 17 to work on the pitch.

Applications must be submitted to:

**Licensing Service,  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD**



2. **Fee**

- The appropriate fee if short term or the £100 non refundable fee payable on submission of an application to cover the costs of processing your application.
- The remainder of your fee (if not short term) will be determined if your application is granted.

3. **Application**

All questions on the application form must be answered unless otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant. Application forms are available from [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing)

To apply for the grant of a Static Street Trading Consent an applicant must produce to the Council:-

- a) A completed application form.
- b) The non refundable fee of £100.
- c) 3 colour photographs of the vehicle to be used showing front, back and side.
- d) Details of the proposed site, including an ordnance survey based map of at least 1:1250 scale (a google map will not be sufficient) clearly identify the proposed trading position. A separate plan to scale detailing the sites proximity to other similar retail outlets (shops, café's, etc) within an 800 metre radius.
- e) Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.
- f) Current passport of the applicant(s).
- g) Current drivers licence of the applicant(s).
- h) One other proof of identity, showing applicant's name and current address (recent utility bill, bank statement etc).
- i) Right to work documentation (if applicable).
- j) Written confirmation from Highways Department confirming consultation on the site.
- k) Written confirmation from the Planning Department confirming consultation.
- l) If trading from private land, written confirmation from the landowner.
- m) Details of any food hygiene qualifications (unless trading in non-food items).
- n) If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.
- o) Confirmation that you can meet the qualitative criteria (as attached)
- p) 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 a consent:

- a) The remaining quarterly fee or full annual fee.
- b) A certificate of insurance in respect of the vehicle or tow vehicle you propose to use.
- c) An appropriate vehicle test certificate.
- d) A certificate of public liability insurance (the level of cover shall be a minimum of £2,000,000).
- e) Written confirmation that the vehicle meets the Council's food safety standards.
- f) Waste management contract.
- g) Declare that you have registered as a food business.

4. **Consultation**

Once an application is received, it will be circulated to:

South Yorkshire Police                      0114 220 2020    [www.southyorks.police.uk](http://www.southyorks.police.uk)

South Yorkshire Fire & Rescue            0 ~~Page 202~~ [www.syfire.gov.uk](http://www.syfire.gov.uk)



Planning 0114 203 9183 [planningdc@sheffield.gov.uk](mailto:planningdc@sheffield.gov.uk)

Highways 0114 273 6677 [highways@sheffield.gov.uk](mailto:highways@sheffield.gov.uk)

Where applicable local residents, shop owners and any other person which may be affected by your application.

Twenty-eight days will be given to the above consultees to make comments on your application.

**If you do not contact Highways and Planning prior to making an application and there is a problem with the site you have identified, your application will be delayed.**

**5. Traffic Regulation Orders**

You will need to be aware of any parking restrictions (yellow lines) and other traffic restrictions on the highway when deciding where to site your vehicle.

If you think there is a traffic regulation order that might affect your consent, you must contact the traffic regulations section on (0114) 273 6178 or email [Traffic\\_Regs@sheffield.gov.uk](mailto:Traffic_Regs@sheffield.gov.uk) before you submit your application.

**6. Objections**

Any person objecting to an application for a consent shall give notice of their objection in writing not later than 28 days after the date of the application.

In any cases where an objection is received the application will be referred to Members of the Licensing Committee for their consideration. The applicant and objectors will be notified of the hearing and will be invited to attend.

**7. Grant of a Licence**

The Council may grant to any applicant a consent to trade in the terms and conditions as specified by the Council.

A consent will remain in force for one year, or such shorter period specified on the consent, unless previously cancelled or revoked.

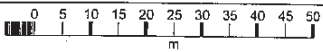
All static consents expire on the 30<sup>th</sup> November.

**8. Offences**

It is an offence for any person to engage in street trading in a consent street without being authorised to do so except under and in accordance with the terms and conditions of a consent granted by the appropriate Authority.

The maximum penalty on summary conviction is £1000 for each offence (each individual sale would constitute a separate offence).

Any person who, in connection with an application for the grant or renewal of a 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.



OS MasterMap 1250/2500/10000 scale  
 11 April 2014, ID: BW1-00315900  
 www.blackwellmapping.co.uk

1:1250 scale print at A4, Centre: 439495 E, 387789 N

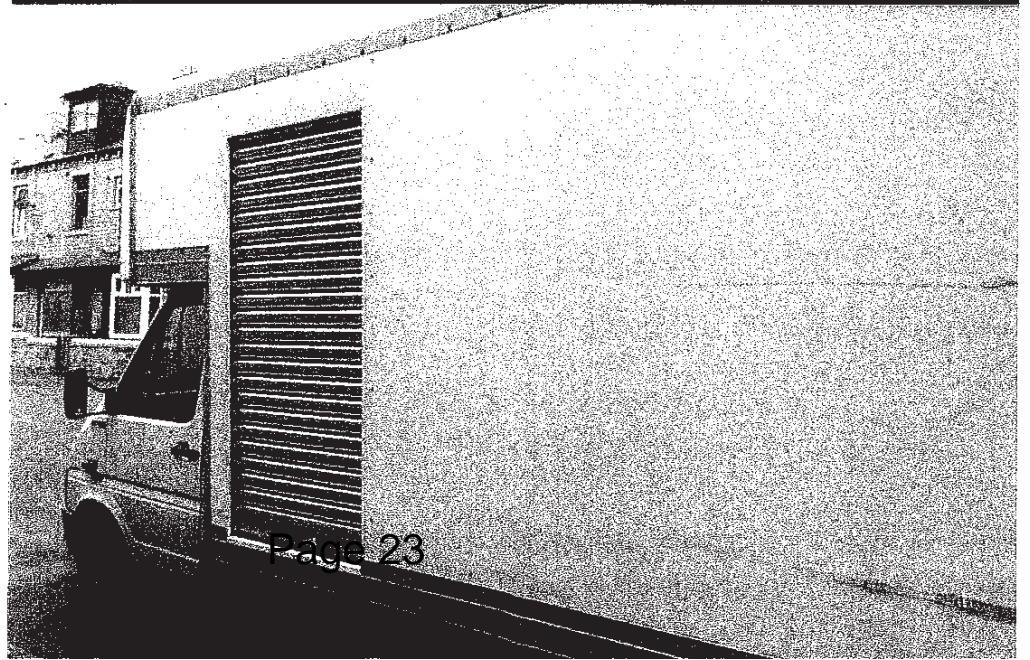
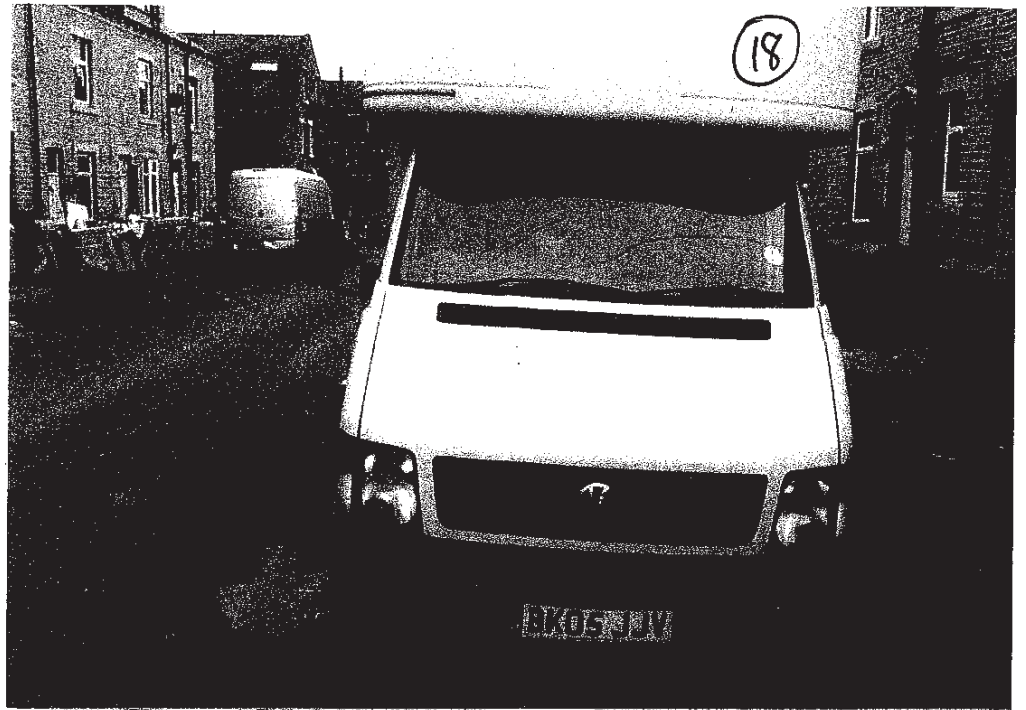
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**BLACKWELL'S**  
 www.blackwellmapping.co.uk

TEL: 0114 268 7658  
 maps.sheffield@blackwell.co.uk





# APPENDIX B

**Anderson Anne (CEX)**

---

**From:** Finch Shimla (CEX) on behalf of licensingservice  
**Sent:** 01 September 2014 16:37  
**To:** Anderson Anne (CEX)  
**Subject:** FW: Static application Objection

Hi Anne

Please place on file and pass to a LETO for review and possible committee.

Thanks

---

**From:** usman mohammad [REDACTED]  
**Sent:** 29 August 2014 18:33  
**To:** licensingservice  
**Subject:** Static application Objection

Hi there i'm writing to object a licence permit that has been submitted by from Amir Zaman ffor Static on Elmham Road Sheffield. Currently I Nasar Ahmed have a Static Licence permit granted on Elmham Road but there isn't enough businesses for 2 Vans, by having Amir working on the same road with the same business as us will put me out of business. Aamir Zaman has applied for a licence permit to which we Clearly Object. I look forward to hearing back from you.


Kind Regards  
[REDACTED]

APPENDIX C

**SHEFFIELD CITY COUNCIL**

**LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982  
Street Trading – Static – Elmham Road**

**IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING**

To: Mr Aamir Zaman  
  
Bradford  
BD4 7LD.

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

**LICENCE TYPE: Street Trading Consent – Elmham Road**

I refer to the above and your 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 applicants to attend the meeting.**

The meeting will take place on 29<sup>th</sup> **September 2014** in a Committee Room of the Town Hall, Sheffield (Pinstone Street entrance) and you are invited to attend at **10:00 am**.

**PLEASE NOTE:**

I would be grateful if you could confirm that you will be attending the meeting by telephoning the Licensing Office on 0114 2734264.

Date: 12th September 2014

.....  
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 – Static – Elmham Road**

**IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING**

To: Mr Nasar Ahmed  
[Redacted]  
Sheffield  
S6 1LH.

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

**LICENCE TYPE: Street Trading Consent – Elmham Road**

I refer to the above and your 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.

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Head of Licensing

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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 D

## STREET TRADING CONSENT APPLICATION

25

### 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.**