

# **Licensing Sub-Committee**

---

**Monday 25 January 2016 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), Denise Reaney and Zoe Sykes  
Jack Clarkson (Reserve)

---

---

## **PUBLIC ACCESS TO THE MEETING**

---

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.

Recording is allowed at Licensing Committee meetings under the direction of the Chair of the meeting. 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).

---

## **FACILITIES**

---

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.

---

**LICENSING SUB-COMMITTEE AGENDA  
25 JANUARY 2016**

**Order of Business**

---

- 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 - Premier Stores, 28-30 Ballifield Drive, Sheffield S13 9HS**  
Report of the Chief Licensing Officer

This page is intentionally left blank

---

## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

---

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, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

This page is intentionally left blank





## SHEFFIELD CITY COUNCIL Committee Report



---

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

---

**Date:** 25<sup>th</sup> January 2016

---

**Subject:** Licensing Act 2003  
Application for the Review of a premises licence

---

**Author of Report:** Emma Rhodes

---

**Summary:** To consider an application for the review of a premises licence submitted by South Yorkshire Police.

---

**Recommendations:** That members carefully consider the application for review along with any other representations made and take such steps that the Committee consider necessary for the promotion of the Licensing Objectives

---

**Background Papers:** Attached documents

---

**Category of Report:** OPEN

---

**REPORT OF THE CHIEF LICENSING OFFICER,  
HEAD OF LICENSING, TO THE LICENSING SUB COMMITTEE**

Ref No 04/16

**LICENSING ACT 2003**

**Review of Premises Licence**

**Premier Stores, 28-30 Ballifield Drive, Sheffield, S13 9HS**

**1.0 PURPOSE OF REPORT**

1.1 To consider an application for the review of a premises licence made under Section 51 of the Licensing Act 2003 in relation to Premier Stores, 28-30 Ballifield Drive, Sheffield, S13 9HS.

**2.0 THE APPLICATION**

2.1 The application is made by South Yorkshire Police and was received by the Licensing Service on 4<sup>th</sup> December 2015.

2.2 The grounds for the review are based on the following aspects of the 2003 Licensing Act objectives:-

- Prevention of Public Nuisance
- Protection of Children from harm.

2.3 The application form is attached at Appendix 'A' and details further the grounds for the review application.

**3.0 REASONS FOR REFERRAL**

3.1 The Licensing Authority must under the Act refer any application for review to the Licensing Committee, unless it is withdrawn, or if representations are made by an interested party that the Licensing Authority are of the opinion that they are frivolous or vexatious.

3.2 The Licensing Authority has, during the representation period received representations from the following:-

- a) Sheffield Safeguarding Children's Board Appendix 'B'

3.3 The applicant, the Premises Licence Holder and any other person that has made representations have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'C'.

#### **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 52(3) requires that the Licensing Authority must, having regard to the application and any relevant representations, take such steps mentioned in subsection (4) (if any) as it considers necessary for the promotion of the licensing objectives.

- 5.2 Section 52(4) states:

“The steps are –

- a) To modify the conditions of the licence;
- b) To exclude the licensable activity from the scope of the licence;
- c) To remove the designated premises supervisor;
- d) To suspend the licence for a period not exceeding three months;
- e) To revoke the licence;

and for this purpose the conditions of the licence are modified if any of them is altered or omitted, or any new condition added.”

- 5.3 If members decide to take the steps referred to in (a) or (b) above, it may provide that the modification or exclusion is to have effect for only such period (not exceeding three months) as it may specify.

- 5.4 The Licensing Act 2003 at section 52(11) states that:

“A determination under this section does not have effect –

- a) until the end of the period given for appealing against the decision, or
- b) if the decision is appealed against, until the appeal is disposed of.”

- 5.5 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.

- 5.6 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; the holder of the premises licence and those making representations against decisions of the Licensing Authority to the Magistrates Court.

## **8.0 RECOMMENDATIONS**

- 8.1 That members carefully consider the application for review along with any other representations made and take such steps as detailed in paragraph 5.2 above that the Committee consider necessary for the promotion of the Licensing Objectives.

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

- 9.1
- a) modify the conditions of the licence;
  - b) exclude a licensable activity from the scope of the licence;
  - c) remove the designated premises supervisor;
  - d) suspend the licence for a period not exceeding three months;
  - e) revoke the licence; or
  - f) reject the application for review.

*Steve Lonnia*

Steve Lonnia,  
Chief Licensing Officer, Head of Licensing  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot  
Sheffield  
S9 3HD.

# Appendix A

The Application / Current Premises Licence



South Yorkshire  
**POLICE**

Sheffield City Council Licensing  
Block C  
Staniforth Road Depot  
609 Staniforth Road  
Sheffield  
S9 3GZ

Date: 4<sup>th</sup> Dec 2015

Dear Sir / Madam,

**Re: Licensing Review – Premier Stores, 28-30 Ballifield Drive, Sheffield**

Please find attached papers which South Yorkshire Police will rely upon at a Licensing Review at the Town Hall, Sheffield in relation to the above named premises.

The papers have also been served upon all Responsible Authorities and the Premise Licence Holders.

Yours Sincerely

Cheryl Topham  
South Yorkshire Police Licensing Team  
Force Headquarters  
Carbrook House  
Carbrook Hall Road  
Sheffield  
S9 2EH

Tel – (0114) 2523163

Re: Premier Stores, 28-30 Ballifield Drive, Handsworth, Sheffield, S13 9HS

Premise Licence Holders – Hardeep SINGH MATTO

Designated Premises Supervisor – Jugdeep SINGH

**INDEX TO BUNDLE OF DOCUMENTS**

**Compiled on**

	DOCUMENT
	Application for Review (S51) dated 3 <sup>rd</sup> December 2015
	Community Impact Statement by Inspector Jason Booth dated 17/11/15
	Statement by PC 517 Lockwood dated 27/11/14
	Statement by PC 8 North dated 27/11/14
	Statement by female volunteer dated 27/11/14
	Statement by PC 2851 Glaves dated 12/03/15
	Statement by PS 1703 Maddocks dated 12/03/15
	Statement by female volunteer dated 12/03/15
	Copy of Fixed Penalty Ticket No 014-80-3-0013509 9 dated 12/03/15
	Statement by PC 517 Lockwood dated 04/11/15
	Statement by PC 2851 Glaves dated 04/11/15
	Statement by male police volunteer dated 04/11/15
	Copy of Fixed Penalty Ticket No 014-80-3-0034470 2
	Copy of Premises Licence – Issue 1 - No SY1847 PR Issue 2

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

**Application for the review of a premises licence or club premises certificate  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

**I, Cheryl Topham (for and on behalf of the Chief Constable, South Yorkshire Police)  
apply for the review of a  
Premises licence under section 51 / apply for the review of a club premises  
certificate under section 87 of the licensing Act 2003 for the premises described in  
Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

Postal address of premises or club premises, or if none, ordnance survey map reference or description. Premier Stores, 28-30 Ballifield Drive, Handsworth	
Post town Sheffield	Post code (if known) S13 9HS
Name of premises licence holder or club holding club premises certificate (if known) Hardeep Singh Matto	
Number of premises licence or club premises certificate (if known) SY 1847 PR	

**Part 2 – Applicant details**

I am

Please tick  yes

- 1) an interested party (Please complete (A) or (B) below)
- a) a person living in the vicinity of the premises
  - b) a body representing persons living in the vicinity of the premises
  - c) a person involved in business in the vicinity of the premises
  - d) a body representing persons involved in business in the vicinity of the premises



2) a responsible authority (please complete (c) below)

3) a member of the club to which this application relates  
(please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)**

Mr

Mrs

Miss

Ms

Other title  
(for example, Rev)

Surname

First names

Please tick  yes

I am 18 years old or over

Current address

Post Town

Post Code

Daytime contact telephone number

Email address (optional)

**(B) DETAILS OF OTHER APPLICANT**

Name and address
Telephone number (if any)
E-mail (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

<b>Name and address</b> South Yorkshire Police Force Headquarters Carbrook House Carbrook Hall Road Sheffield S9 2EH
<b>Telephone number (if any)</b> 01142523163
<b>E-mail (optional)</b> Cheryl.topham@southyorks.pnn.police.uk

**This application to review relates to the following licensing objective(s)**

Please tick one or more boxes Y

- |   |   |
|---|---|
| 1) the prevention of crime and disorder |   |
| 2) public safety                        |   |
| 3) the prevention of public nuisance    | Y |
| 4) the protection of children from harm | Y |

**Please state the ground(s) for the review (please read guidance note 1)**

The grounds for this review are based on the following aspects of the 2003 Licensing Act objectives:-

Prevention of Public Nuisance  
Protection of Children from Harm

Premier Stores, 28-30 Ballifield Drive, Handsworth, Sheffield, S13 9HS was issued with a Premises License No SY 1847 PR on the 1<sup>st</sup> June 2009. The Premises License Holder is shown as Hardeep Singh Matto and Designated Premise Supervisor is shown as Jugdeep Singh.

The premises have been subject of recent Test Purchase Operations. Since 27<sup>th</sup> November 2014 it has failed the test three times and passed the test three times. Full details of these test purchase operations are contained within this report.

These test purchase operations are conducted to provide a positive response and action following complaints from the public and observations by police staff that many instances of anti-social behaviour involve young people under the age of 18 years, who have acquired alcohol and/or under the influence of alcohol.

Many instances of concern by local residents relate to shopping precincts, park areas and other similar hotspots, which suffer from graffiti, criminal damage and threatening behaviour by these young people towards other law abiding members of the public.

The issue of child safety is also raised, in that alcohol acquired by young people illegally is often passed to even younger children and over indulged by all, thereby causing serious concern for health and safety.

Please provide as much information as possible to support the application (please read guidance note 2)

Test Purchase and Intervention carried out at the premises:-

1. Thursday 27<sup>th</sup> November 2014  
Four x 500ml cans Stella 4% lager was sold to a 15 year old police volunteer , by a member of staff namely, Jessica SHARPE.

A Fixed Penalty Notice No. 0031404 8 was issued attracting a penalty of £90.

A failed Test Purchase Pack was sent out on 16<sup>th</sup> December 2014. This pack is full of useful information and best practices on how best to avoid under age sales and advise on safeguarding young people.

2. On Saturday 13<sup>th</sup> December 2014 the premises passed a Test Purchase Operation.
3. On Saturday 10<sup>th</sup> January 2015 the premises passed a Test Purchase Operation.
4. On Friday 13<sup>th</sup> February 2015 the premises passed a Test Purchase Operation.
5. Thursday 12<sup>th</sup> March 2015  
One x Bottle of Jacques Cider was sold to a 15 year old police volunteer, by a member of staff namely, Emma FAIRBROTHER.

A Fixed Penalty Notice No. 0013508 9 was issued attracting a penalty of £90.

A meeting was held on Thursday 19<sup>th</sup> March 2015 to discuss the Failed Test Purchase. Present at the meeting was the Designated Premises Supervisor Mr Singh, SYP Licensing Enforcement Officer Lizzy Payne and SYP Licensing Administrator, Alicia Marsden. They spoke with him for a considerable amount of time regarding the failure. Another Licensing/Safeguarding Information pack was provided to assist Mr Singh in training his staff. All areas of due diligence were discussed and explained the need to retrain staff in light of this failure. The legislation was explained to Mr Singh regarding what would happen should the shop fail twice in a three month period (voluntary closure) and if the shop fails three times in twelve months (Review of the license). It was recommended that Mr Singh send some of his staff on a Multi Agency Training course as a refresher.

6. On Wednesday 14<sup>th</sup> October 2015 several of the staff from the shop attended a Multi Agency Training course. This was led by Julie Hague, Childrens Safeguarding Board. Also speaking at the training was Benita Mumby, SYP Licensing Manager and Greg Ward, Trading Standards.
7. Wednesday 4<sup>th</sup> November 2015  
1 x Bottle of Crabbies Alcoholic Ginger Beer was sold to a 15 year old police volunteer, by a member of staff namely, Jessica SHARPE.

A Fixed Penalty Notice No. 0034470 was issued attracting a penalty of £90.

Have you made an application for review relating to this premises before  **Please tick Y yes**

If yes please state the date of the application

Day    Month    Year

--	--	--	--	--	--	--	--

**If you have made representations before relating to this premises please state what they were and when you made them**

**No Representations have been made in the past.**

Please tick ✓ yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

**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 3 – Signatures (please read guidance note 3)**

**Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 4). If signing on behalf of the applicant please state in what capacity.**

Signature C. J. Topham  
Date 3/12/15  
Capacity LICENSING ENFORCEMENT OFFICER

<b>Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 5)</b> Cheryl Topham SYP Licensing Team Carbrook House, Carbrook Hall Road	
<b>Post town</b> Sheffield	<b>Post code</b> S9 2EH
<b>Telephone number (if any)</b> 01142523163	
<b>If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)</b> cheryl.topham@southyorks.pnn.police.uk	

**Notes for Guidance**

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about the application.

**WITNESS STATEMENT**

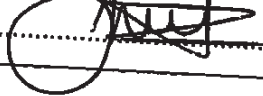
Criminal Procedure Rules, r 27.2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B

URN

Statement of Jason Booth .....

Age If under 18 Over 18.... (If over 18 Insert "over 18") Occupation: Police Inspector.....

This statement (consisting of ...2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

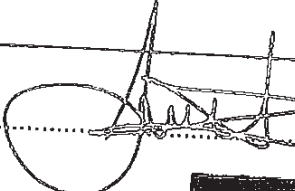
Signature  J.S.P. Booth (witness) Date: 17<sup>th</sup> November 2015

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a police inspector currently responsible for the South East Sheffield Local Policing Team which includes the Ballified estate, Sheffield. I have performed this role since 2009 and have a good overview of local issues within my area.

My primary functions are problem solving around quality of life issues, community safety, and responding to long term problems within the community either as a partnership with other interested agencies, or as a stand-alone police service. In doing this I consult with the community, speak to my partners and ensure that lines of communication are open between South Yorkshire Police and those who represent the communities. I am also looking to ensure opportunities are taken to reduce crime from occurring in the first instance through preventative measures and interventions to ensure the community feels safe.

The issue of alcohol and its effect on behaviour is taken very seriously across my entire geographic area in the South East of Sheffield. Indeed Woodhouse for example was the first residential area within Sheffield to obtain a Designated Public Place Order (DPPO) which ensures that people are not allowed to congregate within public areas and consume alcohol.

Signature:  J.S.P. Booth Signed by: .....

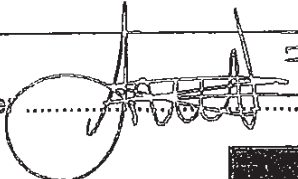
Continuation of Statement of: Jason Booth

Page 2

I can confirm that the effect of alcohol on young people is very detrimental not only to the young people themselves, but also the local community which is why, as an area, we place great emphasis on the importance of carrying out regular Test Purchase Operations. These are done with the aim of identifying premises who do not have stringent procedures and policies in place, which in turn ensure they are only selling alcohol to over 18s responsibly. Once identified we work with local partner agencies to offer support, advice and training to try and reduce the possibility of these premises committing the offence of underage sales again.

My enquiries have shown that Premier Stores Ballfield Road have failed two further test purchase operations since the initial failure on 21<sup>st</sup> November 2014. The premises have also passed three operations during this time. However I have genuine concerns with regards to the management of the premise and I am aware that licensing staff have met with them previously to highlight this along with arranging additional training.

As stated above the effects of alcohol on young people can lead to an increase in Anti-Social and criminal behaviour which negatively impacts on the local community. Therefore, I am keen to ensure that premises such as Premier Stores are made aware of the impact of their failure to prevent sales to underage people, and that in future they take all reasonable steps available to ensure that this does not happen again.

Signature  ..... Signature Witnessed by: .....

RESTRICTED (where appropriate)

WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN [ ] [ ] [ ] [ ]

Statement of Robert Lockwood

Age if under 18 0118 (if over 18 insert "over 18") Occupation: PC 517

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature P. Richardson P517 Date: 27/11/2014

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a \*Police Constable / \*Police-Community Support Officer in the South Yorkshire Police, currently stationed at MOSS WAY Police Station.

On THURS the 27 of NOVEMBER 2014 I attended at MOSS WAY Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [REDACTED] a young volunteer with South Yorkshire Police.

At 1856 hours that same day I was on duty in full uniform when PC X NORTH entered an off-licence trading under the name of PREMIER located at BANKFIELD DRIVE SHEFFIELD.

This officer was shortly followed by the above mentioned young volunteer, intending to make a test purchase of alcohol.

Signature: P. Richardson P517 Signature Witnessed by: .....





RESTRICTED INFORMATION

Continuation of Statement of Robert Lockwood

A short while later both the Police Officer and the young volunteer came out of the store and approached me. The young volunteer was in possession of

STELLA ARDIS 34 CANS

which was handed over and ~~later suitably disposed of~~ / \*entered into the property store at Miss Wain Police Station.

The young volunteer fully informed PC S. NORTH and myself of the circumstances which had just occurred.

I then went inside the store and approached a member of staff, who I now know to be:

JESSICA SHARPE

I introduced and identified myself and explained the test purchase operation. The offence of selling alcohol to an under aged person was outlined and S. SHARPE was cautioned.

Reply No reply

I completed a fixed penalty notice (reference no. 0081404) for the offence of selling alcohol to a person under the age of 18 years, Contrary to Section 146 of the Licensing Act 2003. The fixed penalty process and payment procedure was explained.

\*Any further replies

Signature: [Signature] Signature Witnessed by: .....

RESTRICTED (1) (1)

**WITNESS STATEMENT**  
(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN 

--	--	--	--

Statement of FATE NORTH  
Age if under 18 0:18 (If over 18 insert "over 18") Occupation: Police Constable 8

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [Handwritten Signature] Date: 27/11/2014

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a Police Constable in the South Yorkshire Police, currently stationed at Mass Way Police Station.

On THUR the 27 of NOVEMBER 2014 I attended at Mass Way Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [Redacted Name] a Young Volunteer with South Yorkshire Police. A photographic image was taken of his/her appearance at that time and is produced as evidence duly labelled and signed by me.

At 1856 hours that same day I entered an off-licence trading under the name of Pramice

Located at Banfield Drive, Sheffield

Signature: [Handwritten Signature] Signature Witnessed by: .....

RESTAURANT (Name of premises)

Continuation of Statement of: FARE NOETN

I was shortly followed by the above mentioned Young Volunteer who I observed select the following alcoholic item(s).....STELLA ARTOIS x 4 CANS.....

\*He/she took the item(s) to the till area and presented it to the member of staff serving, who I would describe as follows: -

54 yrs, 101 female, slim build, brown hair in a long straight bob

\*Delete if inappropriate\*

~~The member of staff asked the Young Volunteer if he/she had any form of identification. The Young volunteer informed them that they did not.~~

The member of staff informed the Young Volunteer that the purchase price was £4.49 who then handed the money to them before leaving the store with the purchased goods. I observed this purchase from a close and unobstructed distance in good light. I also then left the store.

Outside the store the Young Volunteer fully informed \*PC ~~PCSO~~ S17 LOCKWOOD..... and myself of the circumstances which had just occurred. They also handed over the alcoholic purchase, which was \*later suitably disposed of / \*entered into the property store at .....

Police Station

Signature: [Signature] Signature Witnessed by: .....

**WITNESS STATEMENT**

CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2006, Rule 27.1

URN 

--	--	--	--

Statement of [Redacted] .....

Age If under 18 15 yrs (if over 18 insert "over 18") Occupation: Student

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [Redacted] Date: 27/11/14

Tick if witness evidence is visually recorded  (supply witness details on rear)  
I am the above named person and live at an address known to South Yorkshire Police. I am currently a young volunteer within the South Yorkshire Police and I am 15 years of age, born 14/04/1999

I have received training to act as the purchaser for the purpose of test purchase operations.

On Thursday the 27th of November 2014. I attended at Moss Way Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences. A photographic image was taken of my appearance at that time.

At 18:56 hours the same day I entered an off-licence trading under the name of Premia Shop located at Ballfield Drive, Sheffield

Also in the store at that time was a plain clothes Police Officer, PC Faye North

I selected the following alcoholic item(s) 4 x cans Stella Artois beer

Signature: [Redacted] Signature Witnessed by: R. [Redacted]

Continuation of Statement of: [REDACTED]

Page 2

I took the item(s) to the till area and presented it/them to the member of staff serving. I would describe this person as follows: -

white female aged early 20's, around 5'4" tall, slim build with brown straight shoulder length hair

\*Delete if inappropriate\*

The member of staff asked me if I had a form of identification and I informed them that I did not.

The member of staff informed me that the price was £4.49 and I handed the money to them before leaving the store with the purchased goods

Outside the store I informed PC Lockwood and \*PC/PESO North of what had happened inside the store and handed the alcoholic purchase to PC/PESO Lockwood

In respect of the above matter, if I had been challenged I would have fully admitted my age and left the premises without making a purchase.

I took no further part in this matter.

Signature: [REDACTED] Signature Witnessed by: R. Pollock P.ESO

### WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

Statement of Liam Graves [ ] [ ] [ ] [ ] [ ]

Age if under 18 018 (If over 18 insert "over 18") Occupation: PC 2851

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [Signature] 2851 Date: 12th MARCH 2015

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a \*Police Constable / \*Police Community Support Officer in the South Yorkshire Police, currently stationed at MOSS WAY Police Station.

On ~~Thursday~~ the 12 of MARCH, 2015, I attended at MOSS WAY Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [Redacted] a young volunteer with South Yorkshire Police.

At 1855 hours that same day I was on duty in full uniform when PC MADDOCKS entered an off-licence trading under the name of PREMIER located at BALFIELD DRIVE, HANDSWORTH, SHEFFIELD.

This officer was shortly followed by the above mentioned young volunteer, intending to make a test purchase of alcohol.

Signature: [Signature] 2851 Signature Witnessed by: .....

200405(1)

Continuation of Statement of: Liam Graves

A short while later both the Police Officer and the young volunteer came out of the store and approached me. The young volunteer was in possession of

A BOTTLE OF JAGUES LIQOR WITH FRUIT

which was handed over and <sup>Le.</sup> \*later suitably disposed of / \*entered into the property store at MOSS WAY Police Station.

The young volunteer fully informed <sup>PS</sup> ~~PE~~ MADDOCKS and myself of the circumstances which had just occurred.

I then went inside the store and approached a member of staff, who I now know to be: -

EMMA FAIRBROTHER 20/09/79.

I introduced and identified myself and explained the test purchase operation. The offence of selling alcohol to an under aged person was outlined and FAIRBROTHER was cautioned.

Reply " I WAS GOING TO ASK HER FOR I.D, I THOUGHT SHE WAS OLD ENOUGH THOUGH"

I completed a fixed penalty notice (reference no. 048030013508 9 15.) for the offence of selling alcohol to a person under the age of 18 years, Contrary to Section 146 of the Licensing Act 2003. The fixed penalty process and payment procedure was explained.

\*Any further replies

Signature: [Signature] 2851 Signature Witnessed by: .....

RESERVED FOR THE SOUTH YORKSHIRE POLICE

### WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (e) and 5B; MC Rules 1981, r.70)

URN 

--	--	--	--	--

Statement of Nick Maddox

Age if under 18 0:18 (If over 18 insert "over 18")

Occupation: Police Sergeant

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature N Maddox Date: 12/13/2015

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a Police ~~Constable~~ Sergeant in the South Yorkshire Police, currently stationed at Moss Hill Police Station.

On ~~Tuesday~~ the 12<sup>th</sup> of March 2015 I attended at Moss Hill Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [REDACTED] a Young Volunteer with South Yorkshire Police.

A photographic image was taken of his her appearance at that time and is produced as evidence duly labelled and signed by me.

At 18:55 hours that same day I entered an off-licence trading under the name of

Provisional Stores

Located at Barnham Dr, Marnham, Sutton

Signature: N Maddox Signature Witnessed by: [Signature]



MASSIVE COLLECTION OF DOCUMENTS

Continuation of Statement of: Neil Maddams

Page 2

I was shortly followed by the above mentioned Young Volunteer who I observed select the following alcoholic item(s) A bottle of James Watson Scotch Whisky

\*He/she took the item(s) to the till area and presented it to the member of staff serving, who I would describe as follows: -

IC 1 female Aileen Stewart Senior Lecturer  
Age 5'09" tall, Slim Build, Fair Hair, Green  
30's, Wearing a Blue Store Issue Polo Shirt

\*Delete if inappropriate\*

~~The member of staff asked the Young Volunteer if he/she had any form of identification. The Young volunteer informed them that they did not.~~

The member of staff informed the Young Volunteer that the purchase price was £3.29 who then handed the money to them before leaving the store with the purchased goods. I observed this purchase from a close and unobstructed distance in good light. I also then left the store.

Outside the store the Young Volunteer fully informed \*PC/PCSO 2851 Liam Gaff and myself of the circumstances which had just occurred. They also handed over the alcoholic purchase, which was \*later suitably disposed of / \*entered into the property store at Mass. Wat...

Police Station

Signature: N Maddams Signature Witnessed by: .....

2004/05(1)

PS120

### WITNESS STATEMENT

CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

URN 

--	--	--	--	--

Statement of ... [REDACTED]

Age <sup>15</sup> if under 18 ~~Over 18~~ (If over 18 insert "over 18") Occupation: School Police

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [REDACTED] Date: 12-3-15

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am the above named person and live at an address known to South Yorkshire Police. I am currently a young volunteer within the South Yorkshire Police and I am 15 years of age, born 16/8/99.

I have received training to act as the purchaser for the purpose of test purchase operations.

On Thursday the 12 of MARCH 2015 I attended at MOSS WAY Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences. A photographic image was taken of my appearance at that time.

At 18:00 hours the same day I entered an off-licence trading under the name of Premier located at Burfield Drive, Handsworth, Sheffield.

Also in the store at that time was a plain clothes Police Officer PC R 1703 MADDocks.

I selected the following alcoholic item(s) JACQUES SIDER WITH FRUIT.

Signature: [REDACTED] Signature Witnessed by: .....

200287 (1)


Continuation of Statement of: .....

Page 2

I took the item(s) to the till area and presented it/them to the member of staff serving. I would describe this person as follows: -

WHITE WOMAN, DARK HAIR, SHOULDER LENGTH, ABOUT 5'09" IN HEIGHT, SLIM BUILD, AGED ABOUT 23 YEARS. WEARING A BLUE TOP.

.....

\*Delete if inappropriate\* 

The member of staff asked me if I had a form of identification and I informed them that I did not.

The member of staff informed me that the price was £3.29.. and I handed the money to them before leaving the store with the purchased goods

Outside the store I informed PC <sup>R</sup> MADDOCKS .. and PC/PSO GLAVES .. of what had happened inside the store and handed the alcoholic purchase to PC/PSO GLAVES: .....

In respect of the above matter, if I had been challenged I would have fully admitted my age and left the premises without making a purchase.

I took no further part in this matter

Signature:  Signature Witnessed by: .....

RESTRICTED (WHEN COMPLETED)  
 POLICING YORKSHIRE AND THE HUMBER  
 PENALTY NOTICE FOR DISORDER  
 DETAILS OF RECIPIENT - OFFICE COPY

NOTICE REFERENCE NUMBER

FORCE CODE	80	3	0013508	9	
------------	----	---	---------	---	--

IMPORTANT INFORMATION:  
 ANY STATEMENT OFFERED BY THE SUSPECT OR A 3RD PARTY  
 WITNESS SHOULD BE RECORDED IN YOUR POCKET NOTEBOOK  
 This section should be completed for street issues

HEIGHT	5	68	BUILD	SL
EYE COLOUR		B.L.	GLASSES	
HAIR TYPE		LW	HAIR COLOUR (1)	B.P.
H. COLOUR (2)			HAIR FEATURES	
NATIONALITY	BRITISH			
DRIVER NO				
TATTOO (TAT)				
MARK MISSING SCAR				
PIERCED (PRCD)				
PECULIAR (PECU)				

FIGHT (F) LEFT (L) CENTRE (C) SCALP SPEECH LEGS TEETH CHEST BACK BUTTOCKS  
 BROW EYES FINGER GAIT HAND GENTALS TONGUE  
 FACE EARS LIPS TOES ABDOMEN FEET  
 ARMS NOSE CHIN NECK BREAST HIPS  
 HANDWRITING DYED/CREATING FACIAL HAIR

Description (Describe mark and location on body)


FINGERPRINTS TAKEN  PHOTOGRAPH TAKEN  DNA TAKEN

PAGE COMPLIANT INTERVIEW - CUSTODY OR VA ONLY

DATE (ddmmyy) TIME START TIME END HRS

CUSTODY NO. /VA NO TAPE REF

INTERVIEWING OFFICER COLLAR NO

INJURED PARTY

TITLE DATE OF BIRTH (ddmmyy) GENDER W/F/U

SURNAME FORENAMES ADDRESS POSTCODE TELEPHONE NO PLACE OF BIRTH OCCUPATION

ETHNICITY CODES - OFFICER DEFINED SELF DEFINED

IS VICTIM AWARE THAT THIS PND HAS BEEN ISSUED? Y N

PROPERTY Description VRM (if applicable) Veto M.O.

(Continue on a separate sheet or OMB if necessary)

RESTRICTED (WHEN COMPLETED)  
 POLICING YORKSHIRE AND THE HUMBER  
 PENALTY NOTICE FOR DISORDER  
 OFFICE COPY

NOTICE REFERENCE NUMBER

FORCE CODE	80	3	0013508	9	18	1410
------------	----	---	---------	---	----	------

TITLE DATE OF BIRTH (ddmmyy) GENDER W/F/U

SURNAME FORENAMES ADDRESS POSTCODE TELEPHONE NO PLACE OF BIRTH OCCUPATION

ETHNICITY CODES - OFFICER DEFINED SELF DEFINED

ISSUE DATE (ddmmyy) TIME LOCATION

SALES ASSISTANT

You (officer) protection: SALE OF ALCOHOL TO PERSON UNDER 18 YEARS.

OFFENCE CODE CONTRARY TO (Act containing the offence)

5146 LICENSING Act 2003

PLACE OF ISSUE - STREET GUESTROY

ISSUE DATE (ddmmyy) HRS

PROOF OF TYPE IDENTITY REFERENCE

FAIR 28 189 209 EL 9 RM 46

DATA PROTECTION ACT 1998: Personal data supplied on this form may be held on and/or verified by reference to information already held on computer and will be used for the processing of this notice.

RECIPIENT'S SIGNATURE (if not a witness) I acknowledge receipt of this notice

ISSUING OFFICER'S SIGNATURE

CLAVEKSI

RANK COLLAR NO UNIT CODE STATION DIVISION/DISTRICT POLICE FORCE

PC 2851 14KX MOSS WAY 14KX SOUTH YORKSHIRE

ISSUING OFFICER'S SIGNATURE

Complete as appropriate:

Offender has been made aware that they will be recorded as being responsible for committing a crime and this is available for disclosure and information sharing purposes where appropriate Y N

3RD PARTY WITNESS STATEMENT PARTICULARS OBTAINED? Y N

NOTEBOOK NO CRIME REPORT NO. IF PREVIOUSLY REPORTED

A/S NO. REVTP URS OF RECIPIENT RUC ID OF RECIPIENT

RESTRICTED (When complete)

WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3)(a) and 5B; MC Rules 1981, r.70)

URN [ ] [ ] [ ] [ ]

Statement of Robert Lockwood

Age if under 18 018 (If over 18 insert "over 18") Occupation: PCS17

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature R. Lockwood Date: 16-11-15

Tick if witness evidence is visually recorded [ ] (supply witness details on rear)

I am a Police Constable in the South Yorkshire Police, currently stationed at Moss Way Police Station.

On 11th the 11th of Nov 2015 I attended at Moss Way Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [redacted] a Young Volunteer with South Yorkshire Police. A photographic image was taken of his/her appearance at that time and is produced as evidence duly labelled and signed by me.

At 20.25 hours that same day I entered an off-licence trading under the name of

Located at Premier Retail Park, Blithfield Drive, Blithfield

Signature: R. Lockwood Signature Witnessed by:

**RESTRICTED (ALCOHOLIC)**

Continuation of Statement of: Robert Lockwood

I was shortly followed by the above mentioned Young Volunteer who I observed select the following alcoholic item(s) 1 x bottle 'Crabbies' alcoholic ginger beer

\*He/she took the item(s) to the till area and presented it to the member of staff serving, who I would describe as follows: -  
white female, brown straight shoulder length hair, aged early 20's.

\*Delete if inappropriate\*

The member of staff asked the Young Volunteer if he/she had any form of identification. The Young volunteer informed them that they did not.

The member of staff informed the Young Volunteer that the purchase price was £1.99 who then handed the money to them before leaving the store with the purchased goods. I observed this purchase from a close and unobstructed distance in good light. I also then left the store.

Outside the store the Young Volunteer fully informed \*PC / P660 Claves..... and myself of the circumstances which had just occurred. They also handed over the alcoholic purchase, which was \*later suitably disposed of / \*entered into the property store at .....

~~Police Station~~

Signature: R. Lockwood Signature Witnessed by: .....

**RESTRICTED (S17(1)(b))**

### WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.3A(3)(a) and 5B; MC Rules 1981, r.70)

URN 

--	--	--	--

Statement of LIAM GRAVES

Age if under 18 018 (If over 18 insert "over 18") Occupation: PC 2851

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [Signature] 2851 Date: 4th NOVEMBER 2015

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a <sup>CC</sup> \*Police Constable / \*Police Community Support Officer in the South Yorkshire Police, currently stationed at MOSS WAY Police Station.

On WEDS the 4th of NOVEMBER 2015 I attended at MOSS WAY Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [Redacted] a young volunteer with South Yorkshire Police.

At 20:25 hours that same day I was on duty in full uniform when PC S17 LOCKWOOD entered an off-licence trading under the name of PRIME located at SAUFIELD DRIVE

This officer was shortly followed by the above mentioned young volunteer, intending to make a test purchase of alcohol.

Signature: [Signature] 2851 Signature Witnessed by: \_\_\_\_\_  
2004/05(1)



Continuation of Statement of: LIAM GRAVIS

A short while later both the Police Officer and the young volunteer came out of the store and approached me. The young volunteer was in possession of

1 BOTTLE OF CRABBIT ALCOHOLIC GINGER BEER  
TO STAFF AT DELI AND AFTER I PHOTOGRAPHED IT.  
which was handed over and later suitably disposed of\* entered into the property store at 16,  
Police Station.

The young volunteer fully informed PC S17 LOCKWOOD and myself of the circumstances which had just occurred.

I then went inside the store and approached a member of staff, who I now know to be: -  
JESSICA SHARPE

I introduced and identified myself and explained the test purchase operation. The offence of selling alcohol to an under aged person was outlined and SHARPE was cautioned.  
Reply " I THOUGHT HE WAS OLD ENOUGH "

I completed a fixed penalty notice (reference no. SN/203/03478) for the offence of selling alcohol to a person under the age of 18 years, Contrary to Section 146 of the Licensing Act 2003. The fixed penalty process and payment procedure was explained.

\*Any further replies

Signature: [Signature] 2851 Signature Witnessed by: .....



### WITNESS STATEMENT

CJ Act 1987, s.9 MC Act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

URN 

--	--	--	--

Statement of [REDACTED]

Age if under 18 ~~Over 18~~ <sup>15</sup> (If over 18 insert "over 18") Occupation: School Pupil

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have willfully stated anything which I know to be false or do not believe to be true.

Signature [REDACTED] Date: 4th NOVEMBER 2015

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am the above named person and live at an address known to South Yorkshire Police. I am currently a young volunteer within the South Yorkshire Police and I am 15 years of age, born 3.18.2000

I have received training to act as the purchaser for the purpose of test purchase operations.

On WEDNESDAY the 4th of NOVEMBER 2015, I attended at MOSS WAY Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences. A photographic image was taken of my appearance at that time.

At 20:25 hours the same day I entered an off-licence trading under the name of PREMIER located at

BANFIELD DRIVE

Also in the store at that time was a plain clothes Police Officer, PC

SIR LOCKWOOD

I selected the following alcoholic item(s) 1x CARRIES ALCOHOLIC GINGER BEER

Signature: [REDACTED] Signature Witnessed by: [Signature]

Continuation of Statement of: LOUIS LOCKER

Page 2

I took the item(s) to the till area and presented it to the member of staff serving. I would describe this person as follows: -

WHITE FEMALE, BLONDE FRIZZY HAIR, AGED EARLY 20'S  
YOUNG LOOKING, SHE WAS THE ONLY STAFF MEMBER  
PRESENT.

.....

\*Delete if inappropriate\*

~~The member of staff asked me if I had a form of identification and I informed them that I did not.~~

The member of staff informed me that the price was £1.99 and I handed the money to them before leaving the store with the purchased goods

Outside the store I informed PC 2851 GLAVES and \*PC/PCSO ST7 LOCKWOOD of what had happened inside the store and handed the alcoholic purchase to PC/PCSO 2851 GLAVES

In respect of the above matter, if I had been challenged I would have fully admitted my age and left the premises without making a purchase.

I took no further part in this matter.

Signature: CL ..... Signature Witnessed by: PC 2851

RESTRICTED (WHEN COMPLETED)  
 POLICING YORKSHIRE AND THE HUMBER  
 PENALTY NOTICE FOR DISORDER  
 DETAILS OF RECIPIENT - OFFICE COPY

NOTICE REFERENCE NUMBER

FORCE CODE	UNIT CODE	PENALTY POINT
014 80 3	0034470 2	

IMPORTANT INFORMATION

ANY STATEMENT OFFERED BY THE SUSPECT OR A 3RD PARTY WITNESS SHOULD BE RECORDED IN YOUR POCKET NOTEBOOK  
 (1) An exception should be permitted for street issues

HEIGHT	5	BUILD	SL
EYE COLOUR	BL	GLASSES	N
HAIR TYPE	SL	HAIR COLOUR (N)	BL
H. COLOUR (N)		HAIR FEATURES	
NATIONALITY	EUROPEAN		
DRIVER (N)			
TATTOO (DATE)		SCAR (DATE)	
MARK		LEFT (L)	
MISSING		RIGHT (R)	
REAR (RECIPIENT FROM)		NECK (RECIPIENT FROM)	
RECIPIENT (RECIPIENT)		HAIR	

RIGHT (R)	SCAR (DATE)	BROW	FACE	AFRIS
LEFT (L)	LESS	EYES	EAR	NOSE
	VEHICLE	FINGER	LIPS	CHIN
	CHEST	HAIR	TEETH	NECK
	BACK	HAND	ABDOMEN	BREAST
	BUTTOCKS	GENITALS	FEET	HAIR
		TONGUE		

Description (Please give name and location on body)

TATTOO	L	BLUP	4-11-00 CAR JUDGE
--------	---	------	-------------------

PHOTOGRAPHS TAKEN  PHOTOGRAPH TAKEN  DNA TAKEN

FACE COMPLIANT INTERVIEW - CUSTODY OR YA ONLY

DATE (dd/mm/yyyy) TIME START TIME END

ISSUE/NO. /VA NO. TAFE REF

INTERVIEWING OFFICER: COLLAR NO.

INQUIRED PARTY

TITLE	DATE OF BIRTH (dd/mm/yyyy)	GENDER
		(M/F/U)
SURNAME		
FORENAMES		
ADDRESS		
POSTCODE	TELEPHONE NO.	
PLACE OF BIRTH		
OCCUPATION		
ETHNICITY CODES - OFFICER DEFINED <input type="checkbox"/>	SELF DEFINED <input type="checkbox"/>	
IS VICTIM AWARE THAT THIS PND HAS BEEN ISSUED?	Y <input type="checkbox"/>	N <input type="checkbox"/>
PROPERTY Description:		
VPM (if applicable):		
Value:		
M.O.		

RESTRICTED (WHEN COMPLETED)  
 POLICING YORKSHIRE AND THE HUMBER  
 PENALTY NOTICE FOR DISORDER  
 OFFICE COPY

NOTICE REFERENCE NUMBER

FORCE CODE	UNIT CODE	PENALTY POINT
014 80 3	0034470 2 18	190

TITLE	DATE OF BIRTH (dd/mm/yyyy)	GENDER
MUS S	24 06 19 83	M/F/U
SURNAME		
FORENAMES		
ADDRESS		
POSTCODE	TELEPHONE NO.	
S13 9 1 1 4	0742 83 62 89	
PLACE OF BIRTH		
SHEFFIELD		
OCCUPATION		
SALCS A S S I S T A N T		
ETHNICITY CODES - OFFICER DEFINED <input type="checkbox"/>	SELF DEFINED <input type="checkbox"/>	
ISSUE DATE (dd/mm/yyyy)	TIME	
04/11/05	2025	
LOCATION		
SHEFFIELD		
OFFENSES (VIOLENCE)		
SALE OF ALCOHOL ANYWHERE TO PERSON U 18		
SOLD CIGARETTES ALCOHOL TO U 18		
OFFENSE CODE		
1803016		
CONTRARY TO (An) (Section) (of) (Act)		
LICENSING ACT 2003		
PLACE OF ISSUE	STREET	CUSTODY <input type="checkbox"/>
SHEFFIELD		
ISSUE DATE (dd/mm/yyyy)	TIME	
04/11/05	2035	
PROOF OF IDENTITY (Type (i.e. driving license / ID CARD))		
KNOWN TO OFFICER		
REFERENCE		
DATA PROTECTION ACT 1998: Personal data supplied on this form may be held on and/or verified by reference to information already held on computer and will be used for the processing of this notice.		
RECIPIENT'S SIGNATURE (Must be written in ink)		
ISSUE OFFICER'S SIGNATURE		
RANK	COLLAR NO.	UNIT CODE
PC	2851	182X
STATION		
MOS S BAY		
POLICE FORCE		
SOUTH YORKSHIRE		
ISSUING OFFICER'S SIGNATURE		

Complete as appropriate:

Offender has been made aware that they will be recorded as being responsible for committing a crime and this is available for disclosure and information sharing purposes where appropriate Y  N

3RD PARTY WITNESS STATEMENT PARTICULARS OBTAINED? Y  N

NOTEBOOK NO. CRIME REFERENCE NO. IF PREVIOUSLY REPORTED

APP NO.

RENTURN OF RECEIPT PND ID OF RECEIPT

NO TRACE

RESTRICTED (WHEN COMPLETED)  
 POLICING YORKSHIRE AND THE HUMBER  
 PENALTY NOTICE FOR DISORDER  
 DETAILS OF RECIPIENT - OFFICE COPY

NOTICE REFERENCE NUMBER  
 FORCE CODE VALUE CODE PENALTY AMOUNT  
 014 80 3 0034470 2

IMPORTANT INFORMATION:  
 ANY STATEMENT OFFERED BY THE SUSPECT OR A 3RD PARTY  
 WITNESS SHOULD BE RECORDED IN YOUR POCKET NOTEBOOK  
 This section should be completed for street issue

HEIGHT 5 612 BUILD 3 L  
 EYE COLOUR 6 67L GLASSES N HANDEDNESS  
 HAIR TYPE 3 L HAIR COLOUR (1) L L DYED/GREYING  
 H COLOUR (2) HAIR FEATURES FACIAL HAIR  
 NATIONALITY 6 6 L P 1 5 7 8  
 DRIVER NO  
 TATTOO DATE RIGHT (R) SCALP BROW EAR ARMS  
 MARK LEFT (L) SPEECH EYES EARS NOSE  
 MISSING LEFT (L) FINGER FEET MORE  
 SEAR TEETH GAIT TEES NECK  
 PEGGED (PICK) CHEST HAND ABDOMEN BREAST  
 REGULAR (REG) BACK HANDS FEET HIPS  
 BUTTOCKS TONGUE

Description (Describe mark and location on body)  
 TATE L. EAR  
 EARLY TOP CAN MARKS  
 TATE

FINGERPRINTS TAKEN  PHOTOGRAPH TAKEN  DNA TAKEN

FACE COMPLAINT INTERVIEW - CUSTODY OR VIA GARD

DATE OF INTERVIEW TIME START TIME END HRS  
 CUSTODY NO. MISC. TYPE  
 INTERVIEWING OFFICER COLLAR NO.

INJURED PARTY

TITLE DATE OF BIRTH (dd/mm/yy) GENDER  
 SURNAME M/F  
 FORENAMES  
 ADDRESS  
 POSTCODE TELEPHONE NO  
 PLACE OF BIRTH  
 OCCUPATION  
 ETHNICITY CODES - OFFICER DEFINED  SELF DEFINED   
 IS VICTIM AWARE THAT THIS PND HAS BEEN ISSUED? Y  N

PROPERTY Description  
 VFM (if applicable)  
 Value  
 M.O.

(Continue on a separate sheet or ONS if necessary)

RESTRICTED (WHEN COMPLETED)  
 POLICING YORKSHIRE AND THE HUMBER  
 PENALTY NOTICE FOR DISORDER  
 OFFICE COPY

NOTICE REFERENCE NUMBER  
 FORCE CODE VALUE CODE PENALTY AMOUNT  
 014 80 3 0034470 2 18- 290.

TITLE DATE OF BIRTH (dd/mm/yy) GENDER  
 MISS 21/06/1994 M/F

SURNAME  
 SHARPE

FORENAMES  
 JESSICA LAUREN

ADDRESS  
 112 KALLIFIELD AVE  
 SHEFFIELD

POSTCODE TELEPHONE NO  
 S17 9TU 01225376239

PLACES OF BIRTH  
 SHEFFIELD

ETHNICITY CODES - OFFICER DEFINED  SELF DEFINED

OFFENCE DATE (dd/mm/yy) TIME  
 04/12/03 2:02 PM

LOCATION  
 SHEFFIELD

OFFENDING VEHICLE MAKE OF VEHICLE MAKE OF VEHICLE TO PART OF VEHICLE  
 SHARPE U18

500 CENSUS RECORD TO U18

OFFENDING VEHICLE MAKE OF VEHICLE MAKE OF VEHICLE TO PART OF VEHICLE  
 SHARPE U18

CONTRARY TO (Part covering the offence)  
 LICENSING ACT 2003

PLACE OF ISSUE STREET CUSTODY

ISSUE DATE (dd/mm/yy)  
 04/12/03 2035 HRS

PROOF OF TYPE (No change from PNC check)  
 IDENTITY KNOWN TO OFFICER

REFERENCE

DATA PROTECTION ACT 1998: Personal data supplied on this form may be held on and/or verified by reference to information already held on computer and will be used for the processing of this notice.

RECIPIENT'S SIGNATURE (Print name) (Add telephone number of this notice)  
 Sharpe

RANK COLLAR NO. UNIT CODE  
 PC 2851 142X

STATION DIVISION/DISTRICT  
 MGS 3AY 14EC

POLICE FORCE  
 SOUTH YORKSHIRE

ISSUING OFFICER'S SIGNATURE

2851

Complete as appropriate:  
 Offender has been made aware that they will be recorded as being responsible for committing a crime and this is available for disclosure and information sharing purposes where appropriate Y  N

3RD PARTY WITNESS STATEMENT PARTICULARS OBTAINED? Y  N

NOTEBOOK NO. CRIME REFERENCE NO. IF PREVIOUSLY REPORTED

AS NO

PENITENTIAL OF RECIPIENT PNC ID OF RECIPIENT  
 NS TRACE

## THE LICENSING ACT 2003

**Premises Licence No: SY 1847 PR**

**ISSUE NO: 2**

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

### **PART 1 – Premises details**

Premier Stores  
28-30 Ballfield Drive  
Handsworth  
Sheffield  
S13 9HS

**Telephone Number: Unknown**

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

Not applicable.

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

- 1. Sale by retail of alcohol:**  
(a) for consumption off the premises

Sunday	06:00 to 22:00 hours
Monday	06:00 to 22:00 hours
Tuesday	06:00 to 22:00 hours
Wednesday	06:00 to 22:00 hours
Thursday	06:00 to 22:00 hours
Friday	06:00 to 22:00 hours
Saturday	06:00 to 22:00 hours

**The opening hours of the premises are:**

Sunday	06:00 to 22:00 hours
Monday	06:00 to 22:00 hours
Tuesday	06:00 to 22:00 hours
Wednesday	06:00 to 22:00 hours
Thursday	06:00 to 22:00 hours
Friday	06:00 to 22:00 hours
Saturday	06:00 to 22:00 hours

### **PLEASE NOTE:**

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

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

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

Sale by retail of alcohol for consumption off the premises.

**PART 2**

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

Hardeep Singh Matto  
11 Fieldfare Court  
Heatherton Village  
Littleover  
Derby DE23 3XX

**Telephone Number:**

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

Not Applicable

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

Jugdeep Singh

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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

**Personal Licence Number:** PA10551749  
**Issuing Authority:** Derby City Council

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

Restricted.

**This Premises Licence shall be in force from the 19<sup>th</sup> May 2009**

**Issued on: 1<sup>st</sup> June 2009**

.....  
**Director of Legal Services**  
**On behalf of Sheffield City Council (issuing licensing authority)**

<b>Sheffield City Council – For Office use only</b>		
<b>Variation of Premises Licence</b>	<b>1</b>	<b>Granted 3<sup>rd</sup> November 2009</b>
<b>Variation of DPS</b>		
<b>Transfer of Premises Licence</b>		

## Annex 1 – Mandatory Conditions

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

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

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

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

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

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

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

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

2. In this section -

“children” means persons aged under 18; and

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

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

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



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

1. Shelving and display units for the purposes of displaying alcohol must be of suitable design, construction and adequately secured.
2. A litter bin to be kept outside the premises as displayed on the plan attached to the licence.
3. The CCTV system will cover the extended shop floor.

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

1. A colour CCTV system to the specification of South Yorkshire Police, will be fitted, maintained and in use at all times the premises are open, the CCTV images will be stored for 28 days and Police and Authorised Officers of the Council will be given access to images for purposes in connection with the prevention and detection of crime and disorder.
2. The Premises Licence Holder and all persons working at the premises shall be fully trained in the use of the CCTV system in order that images can be immediately obtained by Police and Authorised Officers of the Council.
3. The CCTV system to be extended outside the premises to the satisfaction of the Licensing Authority to provide two CCTV cameras to the front and one to cover the rear back yard of the premises.
4. Additional lighting to be fitted to the front and rear of the premises, sufficient to enable clear images of persons to be recorded by CCTV.
5. The sale of alcohol to be limited to the floor space as per the plan submitted at the hearing and agreed with the applicant.
6. A mosquito style system to the satisfaction of the Licensing Authority must be installed and maintained and available for use at all times that the premises are open to the public.
7. The Challenge 21 proof of age Scheme promoted by the Government must be operated at all times at the premises and must include the use of a refusals book.
8. All staff and the Premises Licence Holder shall be trained in the operation of the Challenge 21 Scheme and how to manage confrontation, and staff training records must be maintained to the satisfaction of the Licensing Authority and made available to officers of the Responsible Authorities and the Licensing Authority on request.
9. The holder of a Personal Licence to remain on the premises at all times that the premises are open and alcohol sold.
10. A till prompt be installed to remind each member of staff to check the identity of customers if they suspect them to be under the age of 21.
11. The Premises Licence Holder and the Designated Premises Supervisor shall be members of Sheffield Licence Watch and maintain registration, annual membership and attendance at appropriate meetings.

Appendix 1



# Appendix B

Sheffield Safeguarding Children's Board  
Representation

## Rhodes Emma (CEX)

---

**From:** Hague Julie  
**Sent:** 16 December 2015 14:12  
**To:** licensingservice  
**Cc:** CHERYL TOPHAM (Cheryl.Topham@southyorks.pnn.police.uk)  
**Subject:** APPLICATION TO REVIEW THE PREMISES LICENCE: PREMIER STORES, 28 - 30 BALLIFIELD DRIVE, SHEFFIELD S13 9HS  
**Attachments:** DOC161215-16122015150439.pdf  
**Importance:** High  
**Categories:** Nina Hollis

For the attention of the Licensing Authority

This e'mailed representation is made in accordance with the agreement with the Licensing Authority on the 18th October 2006 to accept representations by e'mail

Please be informed that I have made a representation on behalf of the Sheffield Safeguarding Children Board in relation to the above application. The representation is submitted to the Licensing Authority and is attached to this e'mail along with related correspondence for the consideration of the Licensing Sub Committee.

Thank you.

Julie Hague  
Licensing Project Manager  
Sheffield Safeguarding Children Board  
Floor 3, Howden House, Union Street, Sheffield S1 2JQ  
0114 2736753  
07854 219682  
[julie.hague@sheffield.gov.uk](mailto:julie.hague@sheffield.gov.uk)



Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children  
Board - Licensing Project  
Floor 3  
Howden House  
Union Street  
Sheffield S1 2SH  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

16.12.15

The Licensing Authority  
Town Hall  
Surrey Street  
Sheffield

Dear Sirs

**APPLICATION TO REVIEW THE PREMISES LICENCE: PREMIER STORES, 28 – 30  
BALLIFIELD DRIVE, SHEFFIELD S13 9HS**

I am writing to make a representation on behalf of the Safeguarding Children Board (SSCB) as the Responsible Authority for the protection of children from harm under the Licensing Act 2003. The reason for the representation is that the above premise has been evidenced to operate in a way that has put children at risk and undermines the core objective for the protection of children from harm, under the Licensing Act 2003.

The evidence submitted by South Yorkshire Police demonstrates that alcohol has been sold to children at the premises on 3 occasions within a 12 month period. The Safeguarding Children Board takes a serious view of premises that are evidenced to be selling alcohol to children. The SSCB routinely offers training sessions to people in the licensed trade to ensure they are fully aware of the risks associated with underage sales and that Designated Premises Supervisors, licence holders and their staff are able to manage risk for the prevention of harm to children.

In November 2014, the Safeguarding Children Board was informed by South Yorkshire Police that the premises had failed a test purchase operation resulting in a 15 year old child buying lager from the shop. In response, free training places were offered to the licence holder (appendix 1 a, refers). This resulted in two staff from the shop attending the training on 4.2.15.

In March, the Safeguarding Children Board was again notified by the police that another 15 year old child had been able to buy alcohol (cider) during a test purchase operation at the shop, this resulted in the Safeguarding Children Board offering further training places (appendix 1 b refers), however no staff from the premise attended the training that took place on 15.4.15.

In September 2015, the licence holder Mr Singh contacted the Safeguarding Children Board and requested 7 places on the next available training (app 1 c). These were provided and on 14.10.15 six staff attended the training.

The training provided in response to failed test purchase operations or other complaints is a strategy that has been agreed by the South Yorkshire Police, the Safeguarding Children Board and Trading Standards and is set out in South Yorkshire Police's 'Test Purchase Protocol'; the aim of this is to engage retailers in partnership to support them to improve their operation to make it safe and compliant with the law. The training has been recognised by the Licensing Authority since 2008 and does not usually result in operators repeatedly returning due to failing 3 test purchase operations within a 12 month period. The training provides information about the law in relation to children and alcohol, how an operator can prevent underage sales and the impact of underage drinking on children and young people and the local community.

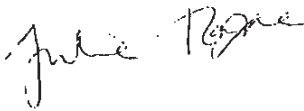
It is with some disappointment therefore, that despite Mr Singh's apparent willingness to send staff on the training, there is evidence of a 'hit and miss' trend in the enforcement of the due diligence systems to prevent underage sales. On 7.11.15, I was notified by the police that a 15 year old child had bought alcohol from the premises during a test purchase operation on 4.11.15.

The impact of alcohol misuse on children is well documented and the prevention of underage sales is a key objective of local and national alcohol strategies. This is because underage drinking can significantly impact on a child's health and physical development, education, behaviour and personal safety.

The Safeguarding Children Board is concerned that, despite a number of staff attending the training, the premises management has failed to consistently enforce the required system or improve the operation at the premises.

In light of the above, the Safeguarding Children Board would ask the Licensing Sub Committee to take positive action to address the serious safeguarding concerns presenting at this premise.

Yours sincerely



**JULIE HAGUE**  
**Licensing Project Manager**  
**Sheffield Safeguarding Children Board**

Cc Licence Holder, Mr Singh  
The Applicant, SY Police



14.1.15

Mr Singh  
Premier Stores  
28 – 30 Ballifield Drive  
Handsworth  
Sheffield S13 9HS

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children Board  
- Licensing Project  
Floor 2  
Redvers House  
Union Street  
Sheffield S1 2JQ  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

Dear Sir/Madam

**THE PROTECTION OF CHILDREN AT LICENSED PREMISES - LICENSING ACT 2003  
OFFER OF FREE STAFF TRAINING: Premier Stores, 28-30 Ballifield Drive, Handsworth Sheffield S13 9HS**

I am writing to inform you that 2 places have been reserved on the multi-agency 'Safeguarding Children at Licensed Premises' training workshop, for the Designated Premises Supervisor or other responsible members of staff at the above premises. The workshop is free of charge and will take place as follows:

**Date: 4.2.15**

**Time: 1pm to 5pm**

**Venue: STADIA TECHNOLOGY PARK, 60 Shirland Lane, Sheffield S9 3SP**

The purpose of the workshop is to support you to operate the premises legally and responsibly, with due regard for the protection of children. It is important to attend the workshop in addition to any other training you may attend, as this training is recognised by the Sheffield Licensing Authority and will assist you with improving partnership work with the responsible authorities and finding out what services are available in Sheffield to help you; attendance will go towards your test of due diligence and help you to demonstrate that you are trying to address issues at the premises. Records of attendance will be maintained and shared with South Yorkshire Police, Sheffield City Council Trading Standards and the Licensing Authority.

Meanwhile, please ensure that the following systems are operating at the premises (immediate advice about age verification is available from Greg Ward, Trading Standards (0114 2736241):

- The Challenge 21 (OR 25) scheme: All staff must be trained to operate this, including managing confrontation, keeping a refusals log and knowledge of which types of identification are legitimate and acceptable.
- Staff training records must be maintained including the signature of trainees, details of the training delivered and dates, including refresher training.
- Signage to highlight the Challenge 21 OR 25 scheme and to highlight the law in relation to children and alcohol must be prominently displayed.
- A children and young people's risk assessment should be undertaken and this should inform your operating policy and staff training. Assistance with the risk assessment process including a risk assessment tool is available from the Sheffield Safeguarding Children Board (contact details above).

CONTINUED .../



Materials such as posters and other signage to promote your proof of age scheme are also available to download from the internet at <http://www.noidnosale.com/>; or <http://www.drinkaware.co.uk/resources>. Proof of age materials may also be obtained from [info@validateuk.co.uk](mailto:info@validateuk.co.uk) to assist customers who do not have other types of acceptable identification.

**To secure a place please contact me on (0114) 2736753 not later than 31 JANUARY 2015 to confirm the name of the person who will attend. DELEGATES ATTENDING THE WORKSHOP MUST BRING PHOTO ID (passport or driving licence) IN ORDER TO OBTAIN A CERTIFICATE OF ATTENDANCE. Please let us know in advance if you have any special requirements to access the training.**

Yours sincerely



**JULIE HAGUE**  
Licensing Project Manager,  
Sheffield Safeguarding Children Board



1.4.15

Mr Singh  
Premier Stores  
28 – 30 Ballifield Drive  
Handsworth  
Sheffield S13 9HS

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children Board  
- Licensing Project  
Floor 3  
Howden House  
Union Street  
Sheffield S1 2JQ  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

Dear Sir/Madam

**THE PROTECTION OF CHILDREN AT LICENSED PREMISES - LICENSING ACT 2003  
OFFER OF FREE STAFF TRAINING: Premier Stores, 28-30 Ballifield Drive, Handsworth Sheffield S13 9HS**

I am writing to inform you that 2 places have been reserved on the multi-agency 'Safeguarding Children at Licensed Premises' training workshop, for the Designated Premises Supervisor or other responsible members of staff at the above premises. The workshop is free of charge and will take place as follows:

**Date: 15.4.15**

**Time: 1pm to 5pm**

**Venue: STADIA TECHNOLOGY PARK, 60 Shirland Lane, Sheffield S9 3SP**

The purpose of the workshop is to support you to operate the premises legally and responsibly, with due regard for the protection of children. It is important to attend the workshop in addition to any other training you may attend, as this training is recognised by the Sheffield Licensing Authority and will assist you with improving partnership work with the responsible authorities and finding out what services are available in Sheffield to help you; attendance will go towards your test of due diligence and help you to demonstrate that you are trying to address issues at the premises. Records of attendance will be maintained and shared with South Yorkshire Police, Sheffield City Council Trading Standards and the Licensing Authority.

Meanwhile, please ensure that the following systems are operating at the premises (immediate advice about age verification is available from Greg Ward, Trading Standards (0114 2736241):

- The Challenge 21 (OR 25) scheme: All staff must be trained to operate this, including managing confrontation, keeping a refusals log and knowledge of which types of identification are legitimate and acceptable.
- Staff training records must be maintained including the signature of trainees, details of the training delivered and dates, including refresher training.
- Signage to highlight the Challenge 21 OR 25 scheme and to highlight the law in relation to children and alcohol must be prominently displayed.
- A children and young people's risk assessment should be undertaken and this should inform your operating policy and staff training. Assistance with the risk assessment process including a risk assessment tool is available from the Sheffield Safeguarding Children Board (contact details above).

CONTINUED .../

Materials such as posters and other signage to promote your proof of age scheme are also available to download from the internet at <http://www.noidnosale.com/>; or <http://www.drinkaware.co.uk/resources>. Proof of age materials may also be obtained from [info@validateuk.co.uk](mailto:info@validateuk.co.uk) to assist customers who do not have other types of acceptable identification.

**To secure a place please contact me on (0114) 2736753 not later than 10 APRIL 2015 to confirm the name of the person who will attend. DELEGATES ATTENDING THE WORKSHOP MUST BRING PHOTO ID (passport or driving licence) IN ORDER TO OBTAIN A CERTIFICATE OF ATTENDANCE. Please let us know in advance if you have any special requirements to access the training.**

Yours sincerely

  
**JULIE HAGUE**  
Licensing Project Manager,  
Sheffield Safeguarding Children Board



Appendix 1c

15.9.15

Mr Singh  
Premier Store  
30 Ballifield Drive  
Handsworth  
Sheffield S13 9HS

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children Board  
- Licensing Project  
Floor 3  
Howden House  
Union Street  
Sheffield S1 2JQ  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

**BY EMAIL**

Dear Sir/Madam

**THE PROTECTION OF CHILDREN AT LICENSED PREMISES - LICENSING ACT 2003  
OFFER OF FREE STAFF TRAINING: PREMIER, 30 BALLIFIELD DRIVE, HANDSWORTH, S13 9HS**

I am writing to inform you that 7 places have been reserved on the multi-agency 'Safeguarding Children at Licensed Premises' training workshop, for the Designated Premises Supervisor or other responsible members of staff at the above premises. The workshop is free of charge and will take place as follows:

**Date: 14.10.15**

**Time: 1pm to 5pm**

**Venue: STADIA TECHNOLOGY PARK, 60 Shirland Lane, Sheffield S9 3SP**

The purpose of the workshop is to support you to operate the premises legally and responsibly, with due regard for the protection of children. It is important to attend the workshop in addition to any other training you may attend, as this training is recognised by the Sheffield Licensing Authority and will assist you with improving partnership work with the responsible authorities and finding out what services are available in Sheffield to help you; attendance will go towards your test of due diligence and help you to demonstrate that you are trying to address issues at the premises. Records of attendance will be maintained and shared with South Yorkshire Police, Sheffield City Council Trading Standards and the Licensing Authority.

Meanwhile, please ensure that the following systems are operating at the premises (immediate advice about age verification is available from Greg Ward, Trading Standards (0114 2736241):

- The Challenge 21 (OR 25) scheme: All staff must be trained to operate this, including managing confrontation, keeping a refusals log and knowledge of which types of identification are legitimate and acceptable.
- Staff training records must be maintained including the signature of trainees, details of the training delivered and dates, including refresher training.
- Signage to highlight the Challenge 21 OR 25 scheme and to highlight the law in relation to children and alcohol must be prominently displayed.
- A children and young people's risk assessment should be undertaken and this should inform your operating policy and staff training. Assistance with the risk assessment process including a risk assessment tool is available from the Sheffield Safeguarding Children Board (contact details above).

CONTINUED .../

Materials such as posters and other signage to promote your proof of age scheme are also available to download from the internet at <http://www.noidnosale.com/>; or <http://www.drinkaware.co.uk/resources>. Proof of age materials may also be obtained from [info@validateuk.co.uk](mailto:info@validateuk.co.uk) to assist customers who do not have other types of acceptable identification.

**To secure a place please contact me on (0114) 2736753 not later than 1<sup>ST</sup> OCTOBER 2015 to confirm the name of the person who will attend. DELEGATES ATTENDING THE WORKSHOP MUST BRING PHOTO ID (passport or driving licence) IN ORDER TO OBTAIN A CERTIFICATE OF ATTENDANCE. Please let us know in advance if you have any special requirements to access the training.**

Yours sincerely



**JULIE HAGUE**  
**Licensing Project Manager,**  
**Sheffield Safeguarding Children Board**

# Appendix C

Hearing Notices



---

**Notice of hearing to consider an  
application for review of premises  
licence and any relevant representations**

Mr Hardeep Singh Mattoo

**Served by post**

The Sheffield City Council being the licensing authority, on the **4<sup>th</sup> December 2015** received an application for a review of Premises Licences in respect of premises known as **Premier Stores, 28-30 Ballifield Drive, Sheffield, S13 9HS.**

During the consultation period the Council has received representations from Sheffield Safeguarding Children's Board.

The Council now GIVES YOU NOTICE that the review 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 **Monday the 25<sup>th</sup> January 2016 at 10am**; following which the Council will issue a Notice of Determination of the Application for Review.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 52(7) of the Act.

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

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

**You should complete form LAR1 and return it to: The Licensing Service, Business Strategy and Regulation, Place Portfolio, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated 4<sup>th</sup> January 2016

Signed \_\_\_\_\_  
Emma Rhodes  
Licensing Enforcement / Technical Officer  
The officer appointed for this purpose

Please address any communications to:

**The Licensing Service  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot,  
Staniforth Road,  
Sheffield,  
S9 3HD.**



---

**Notice of hearing to consider an  
application for review of premises  
licence and any relevant representations**

Cheryl Topham (for and on behalf of the Chief Constable)  
South Yorkshire Police

Served by e-mail to: **Cheryl.topham@southyorks.pnn.police.uk**

The Sheffield City Council being the licensing authority, on the **4<sup>th</sup> December 2015** received an application for a review of Premises Licences in respect of premises known as **Premier Stores, 28-30 Ballifield Drive, Sheffield, S13 9HS.**

During the consultation period the Council has received representations from Sheffield Safeguarding Children's Board.

The Council now GIVES YOU NOTICE that the review 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 **Monday the 25<sup>th</sup> January 2016 at 10am**; following which the Council will issue a Notice of Determination of the Application for Review.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 52(7) of the Act.

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

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

**You should complete form LAR1 and return it to: The Licensing Service, Business Strategy and Regulation, Place Portfolio, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated 4<sup>th</sup> January 2016

Signed \_\_\_\_\_  
Emma Rhodes  
Licensing Enforcement / Technical Officer  
The officer appointed for this purpose

Please address any communications to:

**The Licensing Service  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot,  
Staniforth Road,  
Sheffield,  
S9 3HD.**





---

## Notice of hearing to consider an application for review of premises licence and any relevant representations

Julie Hague  
Licensing Project Manager  
Sheffield Safeguarding Children Board

Served by e-mail to: [julie.hague@sheffield.gov.uk](mailto:julie.hague@sheffield.gov.uk)

The Sheffield City Council being the licensing authority, on the **4<sup>th</sup> December 2015** received an application for a review of Premises Licences in respect of premises known as **Premier Stores, 28-30 Ballifield Drive, Sheffield, S13 9HS.**

During the consultation period the Council has received representations from Sheffield Safeguarding Children's Board.

The Council now GIVES YOU NOTICE that the review 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 **Monday the 25<sup>th</sup> January 2016 at 10am**; following which the Council will issue a Notice of Determination of the Application for Review.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 52(7) of the Act.

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

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

**You should complete form LAR1 and return it to: The Licensing Service, Business Strategy and Regulation, Place Portfolio, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated 4<sup>th</sup> January 2016

Signed \_\_\_\_\_  
Emma Rhodes  
Licensing Enforcement / Technical Officer  
The officer appointed for this purpose

Please address any communications to:

**The Licensing Service  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot,  
Staniforth Road,  
Sheffield,  
S9 3HD.**

## NOTES

### **Right of attendance, assistance and representation**

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

### **Representations and supporting information**

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

### **Failure of parties to attend the hearing**

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

### **Procedure at hearing**

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

# Appendix D

Regulations / Procedures

## Licensing Act 2003 – Hearing Procedure (REVIEW) – 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 and other parties 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 by Members the applicant and other parties.
    - (c) The Licensing Officer will introduce the applicant for review (or his/her nominated representative) who will be asked to detail the application.
    - (d) Members may ask questions.
    - (e) The Licensing Officer will in turn introduce representatives for the other Responsible Authorities and Interested parties who will be asked to detail their relevant representations
    - (f) Members may ask questions
    - (g) With the leave of the Chair the licensee or his representative may cross examine the representatives of the applicant for review and the other Responsible Authorities and Interested Parties.
    - (h) The licensee (or his/her nominated representative) will then be asked to respond to the application and to any other representations made.
    - (i) The 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.
    - (j) The applicant will then be given the opportunity to sum up the application.
    - (k) The representatives of the Responsible Authorities will be given the opportunity to sum up
    - (l) The licensee will be given the opportunity to sum up
    - (m) The Licensing Officer will then detail the options.
    - (n) 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 Board Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

## Regulation 8

- (1) A party shall give to the authority within the period of time provided for in the following provisions of this regulation a notice stating –
  - (a) whether he intends to attend or be represented at the hearing;
  - (b) whether he considers a hearing to be unnecessary
- (2) In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.
- (3) In the case of a hearing under –
  - (a) section 48(3)(a) (cancellation of interim authority notice following police objection), or
  - (b) section 105(2)(a) (counter notice following police objection to temporary event notice),

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

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

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

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

This page is intentionally left blank