

# **Licensing Sub-Committee**

**Thursday 4 May 2017 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 Alan Law (Chair), Jack Clarkson and Josie Paszek**

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## **PUBLIC ACCESS TO THE MEETING**

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

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

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).

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## **FACILITIES**

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

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

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**LICENSING SUB-COMMITTEE AGENDA  
4 MAY 2017**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Licensing Act 2003 - Ramos, 6 Church Street, Sheffield S35 9WE**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

You have a personal interest where –

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

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

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

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

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

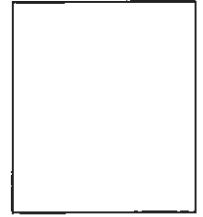
Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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## SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



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

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**Date:** 4<sup>th</sup> May 2017

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**Subject:** Licensing Act 2003

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**Author of Report:** Clive Stephenson

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**Summary:** To consider an application to grant a premises licence made under the Licensing Act 2003.

RAMOS – 6 Church Street Sheffield S35 9WE

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

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**Background Papers:** Attached documents

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**Category of Report:** OPEN

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**REPORT OF THE CHIEF LICENSING OFFICER  
(HEAD OF LICENSING) TO THE LICENSING SUB COMMITTEE  
LICENSING ACT 2003**

**Ref No 46/17**

Ramos (Takeaway) 6 Church Street Sheffield S35 9WE.

**1.0 PURPOSE OF REPORT**

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

**2.0 THE APPLICATION**

2.1 The applicant is. Mr Raees Khan.

2.2 The application, which was received on 23<sup>rd</sup> February 2017, is attached to this report labelled Appendix 'A'.

**3.0 REASONS FOR REFERRAL**

3.1 Representations concerning the application have been received from the following and are attached at Appendix B:-

- No 7 – Public.
- No 1- Councillor

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

**4.0 POLICIES TO CONSIDER**

4.1 Sheffield City Council Licensing Policy

**5.0 FINANCIAL IMPLICATIONS**

5.1 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.

**6.0 THE LEGAL POSITION**

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

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

## Section 6 Cont'd

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

### **7.0 HEARINGS REGULATIONS**

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

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

7.3 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.

### **8.0 APPEALS**

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

### **9.0 RECOMMENDATIONS**

9.1 That Members carefully consider the representations made and take such steps as the Sub Committee consider appropriate for the promotion of the Licensing Objectives.

### **10.0 OPTIONS OPEN TO THE COMMITTEE**

10.1 To grant the premises licence in the terms requested.

10.2 To grant the premises licence with conditions.

10.3 To reject the whole or part of the application.

  
Stephen Lonnia  
Chief Licensing Officer  
Head of Licensing

18<sup>th</sup> April 2017

# Appendix A

Application

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



AI

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

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

I/we RAEES KHAN

(Insert name(s) of applicant)

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

## Part 1 – Premises Details

|  |              |                |         |
|--|--------------|----------------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description |              |                |         |
| 6 Church Street Ramo's   |              |                |         |
| Post town  | SHEFFIELD    | Postcode       | S35 9WE |
| Telephone number at premises (if any)  | 01142 456677 |                |         |
| Non-domestic rateable value of premises  | £ 3,300      | BAND A<br>£100 |         |

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as (Please tick as appropriate)

- |     |   |                                     |                             |
|-----|---|-------------------------------------|-----------------------------|
| a)  | an individual or individuals *  | <input checked="" type="checkbox"/> | please complete section (A) |
| b)  | a person other than an individual *   |                                     |                             |
|     | i. as a limited company   | <input type="checkbox"/>            | please complete section (B) |
|     | ii. as a partnership  | <input type="checkbox"/>            | please complete section (B) |
|     | iii. as an unincorporated association or  | <input type="checkbox"/>            | please complete section (B) |
|     | iv. other (for example a statutory corporation)   | <input type="checkbox"/>            | please complete section (B) |
| c)  | a recognised club   | <input type="checkbox"/>            | please complete section (B) |
| d)  | a charity   | <input type="checkbox"/>            | please complete section (B) |
| e)  | the proprietor of an educational establishment  | <input type="checkbox"/>            | please complete section (B) |
| f)  | a health service body   | <input type="checkbox"/>            | please complete section (B) |
| g)  | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales   | <input type="checkbox"/>            | please complete section (B) |
| ga) | a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | <input type="checkbox"/>            | please complete section (B) |
| h)  | the chief officer of police of a police force in England and Wales  | <input type="checkbox"/>            | please complete section (B) |

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

42





Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

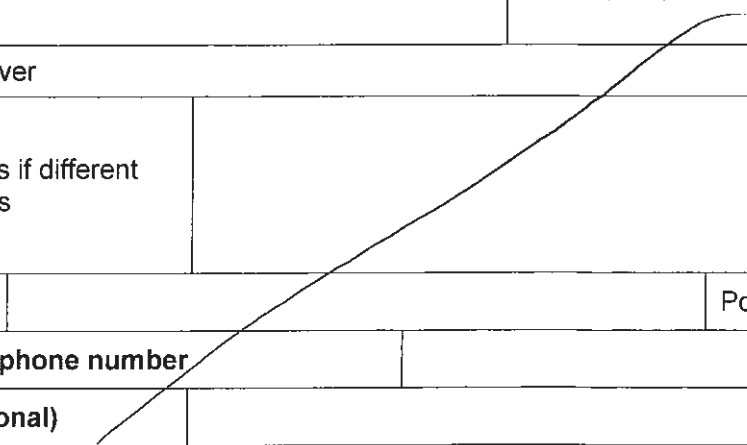
a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

|   |                              |   |                             |   |  |
|---|------------------------------|---|-----------------------------|---|--|
| Mr <input checked="" type="checkbox"/>                    | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/>   | Ms <input type="checkbox"/> | Other Title (for example, Rev)  |  |
| Surname <b>KHAN</b>                                       |                              |   | First names <b>RAEES</b>    |   |  |
| I am 18 years old or over                                 |                              |   |                             | <input checked="" type="checkbox"/> Please tick yes                                 |  |
| Current postal address if different from premises address |                              |   |                             |   |  |
| Post town   | <b>Sheffield</b>             |   | Postcode                    |  |  |
| Daytime contact telephone number                          |                              |   |                             |   |  |
| E-mail address (optional)                                 |                              |  |                             |   |  |

E

SECOND INDIVIDUAL APPLICANT (if applicable)

|   |                              |  |                             |  |  |          |  |
|---|------------------------------|--|-----------------------------|--|--|----------|--|
| Mr <input type="checkbox"/>                               | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/>  | Ms <input type="checkbox"/> | Other Title (for example, Rev)           |  |          |  |
| Surname   |                              |  | First names                 |  |  |          |  |
| I am 18 years old or over                                 |                              |  |                             | <input type="checkbox"/> Please tick yes |  |          |  |
| Current postal address if different from premises address |                              |  |                             |  |  |          |  |
| Post town   |                              |  |                             |  |  | Postcode |  |
| Daytime contact telephone number                          |                              |  |                             |  |  |          |  |
| E-mail address (optional)                                 |                              |  |                             |  |  |          |  |

**(B) OTHER APPLICANTS**

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

AB

|   |
|---|
| Name  |
| Address   |
| Registered number (where applicable)  |
| Description of applicant (for example, partnership, company, unincorporated association etc.) |
| Telephone number (if any)   |
| E-mail address (optional)   |

### Part 3 Operating Schedule

A34

When do you want the premises licence to start?

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
|    |    |      |

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

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
|    |    |      |

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

It is Hotfood Lane Way

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M



AB

| Late night refreshment<br>Standard days and timings<br>(please read guidance note 6) |       |        | Will the provision of late night refreshment take place indoors or outdoors or both – please tick<br>(please read guidance note 2)   | Indoors  | <input type="checkbox"/> |
|--|-------|--------|--|----------|--------------------------|
|  |       |        |  | Outdoors | <input type="checkbox"/> |
| Day  | Start | Finish | Both <input checked="" type="checkbox"/>   |          |                          |
| Mon  | 23:00 | 2:00   | <b>Please give further details here</b> (please read guidance note 3)  |          |                          |
| Tue  | 23:00 | 2:00   |  |          |                          |
| Wed  | 23    | 2:00   | <b>State any seasonal variations for the provision of late night refreshment</b><br>(please read guidance note 4)<br>Day Prior to public holidays<br>open 23:00 - 03:00<br>Xmas Eve 23:00 - 03:00<br>New Years Eve 23:00 - 03:00   |          |                          |
| Thur   | 23:00 | 2:00   |  |          |                          |
| Fri  | 23:00 | 2:00   | <b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)<br>All public holidays & could open from 23:00 till 3:00 e.g. Christmas Eve or Bank Holiday |          |                          |
| Sat  | 23:00 | 2:00   |  |          |                          |
| Sun  | 23    | 2:00   |  |          |                          |

J

| Supply of alcohol<br>Standard days and timings<br>(please read guidance note 6) |       |        | Will the supply of alcohol be for consumption – please tick (please read guidance note 7)   | On the premises  | <input type="checkbox"/> |
|---|-------|--------|---|------------------|--------------------------|
|   |       |        |   | Off the premises | <input type="checkbox"/> |
| Day   | Start | Finish | Both <input type="checkbox"/>   |                  |                          |
| Mon   |       |        | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)  |                  |                          |
| Tue   |       |        |   |                  |                          |
| Wed   |       |        | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |                  |                          |
| Thur  |       |        |   |                  |                          |
| Fri   |       |        |   |                  |                          |
| Sat   |       |        |   |                  |                          |
| Sun   |       |        |   |                  |                          |

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

AB

|  |  |
|--|--|
| Name                                   |  |
| Address                                |  |
| Postcode                               |  |
| Personal licence number (if known)     |  |
| Issuing licensing authority (if known) |  |

**K**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

NO ~~ADULT~~ APPLICABLE

**L**

|  |       |        |  |
|--|-------|--------|--|
| <b>Hours premises are open to the public</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <b>State any seasonal variations</b> (please read guidance note 4)   |
| Day  | Start | Finish | <b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)<br><br>AS Per Sec I. |
| Mon  | 16:00 | 02:00  |  |
| Tue  | 16:00 | 02:00  |  |
| Wed  | 16:00 | 02:00  |  |
| Thur   | 16:00 | 02:00  |  |
| Fri  | 16:00 | 02:00  |  |
| Sat  | 16:00 | 02:00  |  |
| Sun  | 16:00 | 02:00  |  |

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

AP

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

b) The prevention of crime and disorder

try to prove active about not stay or remain  
groups people outside the shop.  
Zero tolerance to abusive customer.

c) Public safety

~~Keep~~ Keep clear zone for accident, incident or  
or refusal

d) The prevention of public nuisance

I will ask customer to leave quietly and ~~not~~  
do put notice asking customer to Don't make  
noise and leave quietly.

Regularly try clean and collect the  
the rubbish.

e) The protection of children from harm

I would try to aware why the ~~kid~~ kid is  
here at that late time.

**Checklist:**


Please tick to indicate agreement

- I have made or enclosed payment of the fee.  - 48
- I have enclosed the plan of the premises.  -
- I have sent copies of this application and the plan to responsible authorities and others where applicable.  -
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.  -
- I understand that I must now advertise my application.  -
- I understand that if I do not comply with the above requirements my application will be rejected.  -

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

**Part 4 – Signatures** (please read guidance note 10)

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

|           |   |
|-----------|---|
| Signature |  |
| Date      | 15/02/17  |
| Capacity  | owner   |

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

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

|   |  |          |  |
|---|--|----------|--|
| Post town   |  | Postcode |  |
| Telephone number (if any)   |  |          |  |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) |  |          |  |

- informed via age date for comment - had been sent proof by newspaper by e-mail but he confirmed it was ok in error. @ 9/3/17 16:15

AB1  
Thurs, Mar 17

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**ENTERTAINMENTS**

**ENTERTAINMENTS**



**ROTHERHAM FOOD & DRINK SHOW 2017**

Enjoy cookery demonstrations from top chefs

**FREE for all to attend on 20th & 21st May**  
Saturday 10am to 6pm | Sunday 10am to 4pm

**PUBLIC NOTICES**

**PUBLIC NOTICES**

**INSOLVENCY ACT 1986**  
**IN BANKRUPTCY SHEFFIELD COUNTY COURT**

**NO 266 of 2003 RE: VALERIE KING**  
Who at the date of the bankruptcy order 10/07/2003 resided at 46 The Crescent, Swinton, South Yorkshire S64 8ET  
D.O.B: 10 September 1938  
NOTE: the above-named was discharged from the proceedings and may no longer have a connection with the addresses listed.  
I intend to pay within four months from 31st March 2017 (being the last day for proving) the first and final dividend of 11 p/£.  
Creditors who have not yet proved their debts must do so by 31st March 2017 (being last day of proving) otherwise they will be excluded from the dividend. The required proof of debt form is available on the Insolvency Service website (www.bis.gov.uk/insolvency), select "Forms" and then form 6.37. Alternatively, you can contact my office at LTADT, PO Box 490, Ipswich, Suffolk, IP1 1YR telephone 01473 383535 to supply a form.

**NO 309 of 2003 RE: CLAIRE MICHELLE GIBBS**  
Who at the date of the bankruptcy order, 31 July 2003 resided at 10 Overend Drive, Gleadless Valley, Sheffield, South Yorkshire S14 1JH.  
D.O.B: 26 September 1973  
NOTE: the above-named was discharged from the proceedings and may no longer have a connection with the addresses listed.  
I intend to pay within four months from 31st March 2017 (being the last day for proving) the first and final dividend of 23.12 p/£.  
Creditors who have not yet proved their debts must do so by 31st March 2017 otherwise they will be excluded from the dividend. The required proof of debt form is available on the Insolvency Service website (www.bis.gov.uk/insolvency), select "Forms" and then form 6.37. Alternatively, you can contact my office at PO Box 16665, BIRMINGHAM, B2 2JX or telephone 0161 234 8500 to supply a form.  
**Mr D Gibson, Official Receiver and trustee**

**The Licensing Act 2003 (Premises and Club Premises Certificates) Regulations 2005**

Notice is hereby given that I/We **RAEES KHAN** Have made an application under Section 17 Part 3 of the Licensing Act 2003 for the grant of a Premises Licence for the Premises known as **RAMOS 6 CHURCH STREET S35 9WE**

We intend to conduct on or from the premises the following licensable activities:  
**MONDAY TO SUNDAY**  
23:00 TO 02:00  
**DAYS PRIOR TO PUBLIC HOLIDAYS**  
23:00-03:00  
**NEW YEARS EVE**  
23:00-03:00  
**CHRISTMAS EVE**  
23:00-03:00

Interested parties or responsible authorities may make written representations to Licensing Services, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD about this application by 28TH MARCH 2017

For information on representations, please see www.sheffield.gov.uk/licensinginforesidents

For full details and to view a copy of the application please contact the Licensing Service. Telephone: 0114 2734264 or by email to licensing@sheffield.gov.uk

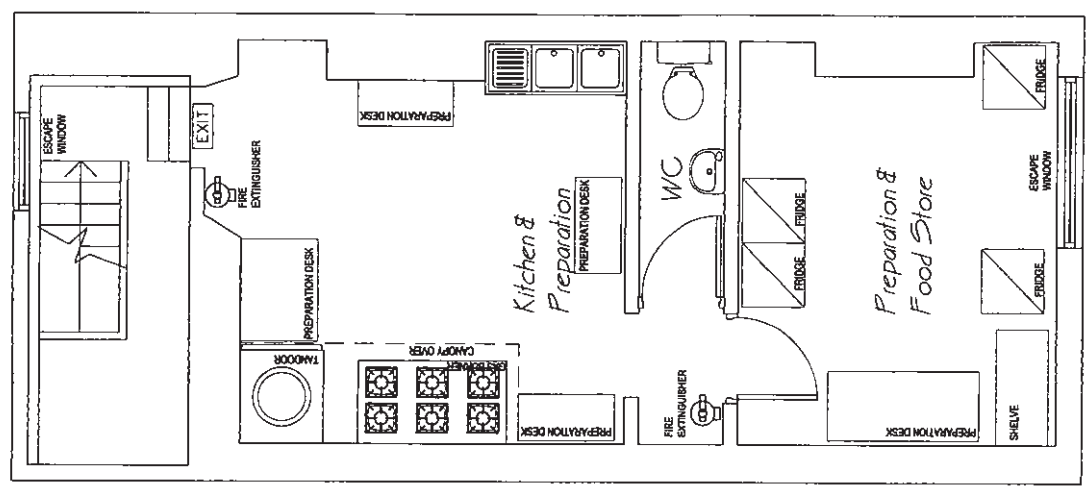
It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on conviction for this offence is a fine not exceeding £5,000.



**A90**

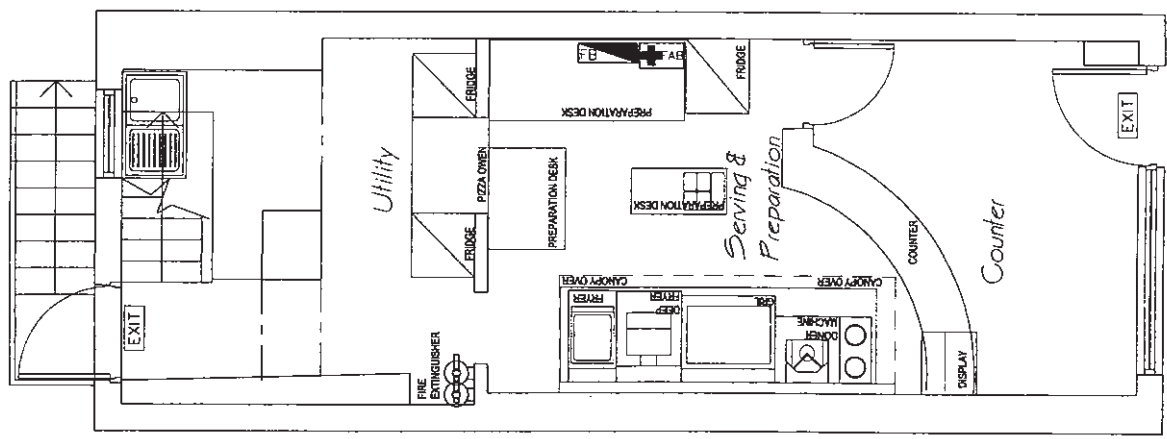
**L I C E N S I N G**

|  |              |             |          |
|--|--------------|-------------|----------|
| Rev  | Revised Note | date        | int      |
| CLIENT: <b>RAMO'S (Hot FoodTakeaway)</b><br>6 Church Street,<br>Ecclesfield,<br>Sheffield, S35 9WE     |              |             |          |
| JOB TITLE:<br><b>Existing Survey<br/>         Drawings For:-<br/>         Licensing &amp; Planning</b> |              |             |          |
| DRG TITLE:<br><b>Existing Ground &amp; First<br/>         Floor Plan</b>                               |              |             |          |
| DRAWN BY:  | TB           | SCALE:      | 1:50     |
| DATE:  | Feb.17       | REF:        | A3       |
| REV:   |              | ISSUE DATE: | 17/05.02 |

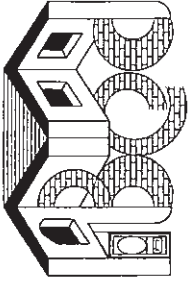


**Existing First Floor**

- Legend Key**
- EXIT
  - Illuminated fire exit signs
  - Fire Extinguishers
  - First Aid Box
  - Fire Blankets
  - CCTV



**Existing Ground Floor**



**BASHIR EXTENSIONS  
DESIGN**

Mob: 07810758363  
Email: extensionsandconversions@gmail.com

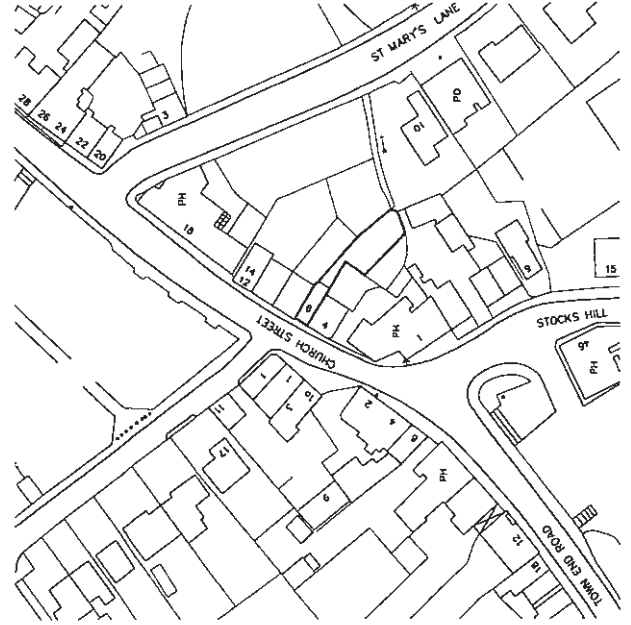
**NOTES**

All dimensions to be checked on site  
and any discrepancies to be notified  
prior to the commencement of work

Do not scale from this drawing  
If in doubt ask



Block Plan  
@ 1:200



Site Location  
Plan @ 1:1250

| Rev   | Revision Notes          | Date | By |
|---|-------------------------|------|----|
|   |                         |      |    |
| <b>CLIENT:</b><br>RAMO'S (Hot FoodTakeaway)<br>6 Church Street,<br>Ecclesfield,<br>Sheffield, S35 9WE |                         |      |    |
| <b>JOB TITLE:</b><br>Existing Survey<br>Drawings For:-<br>Licensing & Planning                        |                         |      |    |
| <b>DWG TITLE:</b><br>Site Location and<br>Block Plan  |                         |      |    |
| <b>DRAWN BY:</b> TB   | <b>SCALE:</b> As Shown  |      |    |
| <b>DATE:</b> Feb.17   | <b>REF:</b> A3          |      |    |
| <b>REV:</b>   | <b>ISSUED:</b> 17/05.02 |      |    |

DRAWING STATUS:  
**P L A N N I N G**

**A10**

Licensing Service  
Sheffield City Council  
Block C Staniforth Road Depot  
Staniforth Road  
Sheffield S9 3HD  
E-mail: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)  
Website: [www.sheffield.gov.uk/licensingact](http://www.sheffield.gov.uk/licensingact)  
Tel: 0114 273 4264  
Our Ref: LIC/280/LNR/RAMOSEJR  
Date: 30<sup>th</sup> January 2017

A/1

FAO. THE OWNER / OCCUPIER  
Ramos Pizza  
6 Church Street  
Ecclesfield  
Sheffield  
S35 9WE

Dear Sir/Madam,

**LICENSING ACT 2003 – Provision of Late Night Refreshment:**  
**Premises: Ramos Pizza, 6 Church Street, Ecclesfield, Sheffield, S35 9WE**

I refer to the above premises and observations made by officers that the premises are open for trade after 23:00 hours. At 00:30 hours on Saturday 28<sup>th</sup> January 2017 officers noted that the door was open, the premises was fully lit and at least 5 persons who appeared to be customers to be in the premises at 00:30 hours on Saturday 28<sup>th</sup> January 2017. According to our records, this premise does not hold a Premises Licence.

I must inform you that if you supply hot food or drink between the hours of 23:00 and 05:00 it is a requirement under the Licensing Act 2003 to have a premises licence to provide late night refreshment.

Sheffield City Council is the Licensing Authority who issues the Licences and carries out any enforcement duties for this purpose. If you wish to continue trading after 11pm **you must apply for a licence within the next 28 days.**

I can confirm that it is a criminal offence under section 136 of the Licensing Act 2003, to carry on any of the Licensable Activities other than in accordance with a licence or other authorisation under the 2003 Act. The fine for this is unlimited.

Your premises will be closely monitored for illegal activity, and if we find that you are continuing to operate after 11pm and you have not obtained a licence, I will not hesitate to instigate legal proceedings.

If you have any queries please do not hesitate to contact the Licensing Service on 0114 273 4264.

Yours faithfully

**Emma Rhodes**  
Licensing Enforcement & Technical Officer



**Stephenson Clive (CEX)**

**From:** Rhodes Emma (CEX)  
**Sent:** 28 March 2017 10:38  
**To:** Stephenson Clive (CEX)  
**Subject:** Ramos, 6 Church Street, Ecclesfield. S35 9WE  
**Attachments:** 28.1.17 - Ramos, 6 Church Street, Ecclesfield LNR No Licence.doc

Hi Clive

I have provided a brief history regarding Ramo's below for your information.

30.1.17 – letter sent (copy attached) as I witnessed the premises operating after 11pm without a licence.

Mr Khan then phoned me to ask what he needed to do & I explained about the pre-advice service to apply for a grant and also TEN's.

8.2.17 – Mr Raees Khan attended the Licensing reception and submitted 4 separate TEN's for the 16<sup>th</sup> to 19<sup>th</sup> Feb, 23<sup>rd</sup> to 26<sup>th</sup> Feb, 2<sup>nd</sup> to 5<sup>th</sup> March and 9<sup>th</sup> to 12<sup>th</sup> March to operate for Late Night Refreshment until 1am each day. No comments or objections from the RA's were received on consultation and no complaints have been made during the period the TEN's were in effect.

13.2.17 – Mr Khan attended the pre-application appointment with JG & paid for the full service.

23.2.17 – Mr Khan submitted an application for the grant of a premises licence.

Let me know if you need anything else.

Thanks

*Emma*

Emma Rhodes  
Licensing Enforcement / Technical Officer

**NEW**

**Pre-Application Advice & Consultancy Service**  
**Do you need help with your application or just want it checking?**  
**Then give us a call on 0114 273 4264**  
**This new service starts on Monday 6<sup>th</sup> February 2017**

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

Telephone: 0114 2734264 Fax: 0114 27 35410

Email: [Emma.Rhodes@sheffield.gov.uk](mailto:Emma.Rhodes@sheffield.gov.uk) or [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)

Website: [www.sheffield.gov.uk/business-economy/licensing](http://www.sheffield.gov.uk/business-economy/licensing)

# Appendix B

Public Objection - No -7  
Councillor No -1

**From:** Andrew [REDACTED]  
**Sent:** 08 March 2017 11:24  
**To:** licensing@sheffield.gov.uk  
**Subject:** Licensing Application - RAMO'S Kebab and Take-Away shop, Ecclesfield.

Dear Sirs,

I wish to object to this application. Before specifying the reasons, I think it is important to set the scene for the area in which this shop is situated.

#### Location of Ramo's

Ramo's shop is situated in the ancient and historic village of Ecclesfield, a Conservation Area, whose history goes back to before the Domesday book. The village is dominated by the unusually large and Grade 1 listed Church, St. Mary's, itself of important historic significance to the whole of greater Sheffield or Hallamshire as it used to be. In the 12<sup>th</sup> century, Hallamshire had only 3 churches – Ecclesfield, Bradfield and Sheffield (now Sheffield Cathedral) and all three were in Ecclesfield parish and were managed and organised from Ecclesfield. These three churches remain the only Grade 1 listed churches in the whole of Sheffield.

Ramo's shop is located on Church St which has double yellow lines on both sides of the road. It is opposite Priory Rd which also has double yellow lines on both sides of the Rd in the area where it meets Church St. This is a dangerous junction for vehicles coming out of Priory Rd joining Church St because of limited visibility and the speed of traffic. The owners of the current shop regularly park one or two vehicles at the bottom of Priory Rd on double yellow lines which has the effect of reducing access to the road to a single lane and making the junction extremely dangerous. There is more or less no parking in the village for customers of the shop and customer vehicles also from time to time park on double yellow lines. It should be noted that the customers of Ramo's are almost entirely not from the village.

#### Objection

1. Need. The only businesses open at 11pm are two pubs which stop serving at 11pm. There seems to be no justification for staying open until 2am.
2. Parking. The existing business already breaks parking regulations on a frequent basis by parking one or two vehicles on double yellow lines on Priory Rd. Any extended opening is likely to extend this abuse with the consequent danger presented to vehicles entering and exiting Priory Rd.
3. Disruption to the village. Current customers can be noisy and often leave a mess of litter and sometimes vomit which needs to be cleared up the following day. Extending this behaviour in the village, a Conservation Area, beyond 11pm would not be acceptable. It should be noted that nearly all customers of Ramo's are not from the village.

I am writing this objection in my role as a local resident and also as a churchwarden at St. Mary's Church, Ecclesfield.

Yours Faithfully,

*Andrew Robinson*

[REDACTED]

This Email, and any attachments, may contain non-public information and is intended solely for the individual(s) to whom it is addressed. It may contain sensitive or protectively marked material and should be handled accordingly. If this Email has been misdirected, please notify the author immediately. If you are not the intended recipient you must not disclose, distribute, copy, print or rely on any of the information contained in it or attached, and all copies must be deleted immediately. Whilst we take reasonable steps to

B2

Sheffield city council  
Licensing service  
Block C  
Staniforth Rd Depot  
Staniforth Rd  
Sheffield  
S9 3HD

[REDACTED]

27<sup>th</sup> Feb 2017

Dear sirs

With reference to the application of **Raees Khan of Ramos, 6 Church st, Ecclesfield, Sheffield S35 9WE.**

I formally object to the suggested provision of light refreshments from 23.00hrs to 02.00 due to the following reasons

1. Current noise levels are already bad with current licensing hours due to:
  - 1a. Extractor fan from kitchen
  - 1b. Parking of cars illegally on double lines and
    - 1bi Leaving car engine running
    - 1bii Loud music from running cars
2. Noise from staff shouting and talking outside the flats
3. Customers hanging around to eat takeaway. excessive noise and at times anti-social behaviour.
4. More rubbish being generated in the area.
5. Additional mess caused by staff at the rear of the takeaway. (which I have personally had to clean up) even after being informed of this.

I have lived at the flats for over 20 years and this has always been an issue and so extending the hours would make the situation worse and cause sleep issues for local residents, in which already happens when noise levels increase.

Your faithfully



Stephanie de la Haye FRSA. FinstLM

[REDACTED]  
Ecclesfield

Sheffield [REDACTED]

21. 3. 2017

Dear Sir,

Re Ramo's Takeaway  
Church Street, Ecclesfield

I understand that the above named  
wishes to extend the hours of opening.

He regularly illegally parks his  
vehicle, half on the pavement, on double  
yellow lines at the bottom of Poring  
Road.

Why this man wishes to sell his  
produce at 2 or 3 o'clock <sup>in the morning</sup> boggles  
belief. I strongly object to him  
doing so

Yours faithfully  
Maurice Ad.

██████████  
 Sheffield ██████████

Dear Sir,  
 We are writing to object,  
 for the licensing department, to  
 refuse the application, made by  
 Ramo's Kebab take-away shop,  
 at the bottom of Priory Rd. They  
 are applying to extend their hours  
 of opening. We object to this  
 application.

Ramo's is in a residential area. The peace  
 will be disturbed, by the increase in  
 traffic, from different areas.

The protection of young people  
 is important. Kichesfield school  
 has got counselling, for young  
 people in many careers.

Yours faithfully  
 Mr. & Mrs. J. H. KENNINGTON



22 Mar 2017

B5

[REDACTED]  
Ecclesfield,  
Sheffield [REDACTED]  
Tel: [REDACTED]

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

19 March 2017

Dear Sirs

**Re Ramo's Takeaway, Church Street, Ecclesfield S35 9WE**  
**Licensing application for extended opening hours after 11.00pm**

I would like to record my strong objection to the above application.

This establishment already constitutes a hazard and a nuisance in that every day, vehicles belonging to the owners of that shop, park on double yellow lines at the very bottom of Priory Road with its junction with Church Street where the shop is located. Priory Road is narrow and at that point just 2 cars wide. Church Street is also narrow, very busy and it too has double yellow lines. The junction is very tight and vehicles leaving or entering Priory Road have a difficult manoeuvre. Nonetheless the owners park their vehicles right at the junction in such a way as to inhibit the free movement of traffic – especially large vehicles such as ambulances and fire engines which may need emergency access at any time of the day or night. Local residents have many times complained to the police (who say it is not their responsibility) and to the local authority but the illegal parking continues.

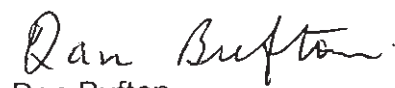
The owners have got away with illegal parking for years.

I make the point about parking in order to draw attention to the fact that these people are not only continuously and flagrantly flouting the law but have a weak sense of social responsibility.

But my overriding concern is the effect upon local residents. Who are these supposed patrons of the business (almost certainly not locals) wandering around the area at 2 and 3am? And doing what else besides? I suggest a recipe for noise and trouble as the word gets around. There are residents to be considered not just the marginal addition to shop sales. In close proximity are families with and without children, sick people and the elderly who will undoubtedly suffer if the extension is sanctioned which I cannot believe you will allow to happen.

The prospect of this shop remaining open until the early hours of the morning is unthinkable

Yours faithfully

  
Dan Bufton

B6

[REDACTED]  
Ecclesfield

Sheffield

[REDACTED]  
14<sup>th</sup> March 2017

17 113 877  
Sheffield City Council,  
Licencing Section Block C,

Sir,

Re: Ramo's, Church Street, Ecclesfield.

I am writing to object to the proposal to extend the opening hours of the above kebab shop.

The existing management conduct the business with no regard to the welfare or safety of residents or other road users, nor to the fact that they are operating within a Conservation area.

Examples include constantly parking delivery vehicles on double yellow lines at the bottom of Priory Road, making access from and exit onto Church Street difficult and indeed dangerous for residents and users of the Church and Gatty Hall. When not parked there, they, and their customers, also park outside the shop on Church Street which restricts the main road, and is immediately before a busy road junction.

Environmentally, there is a constant smell of grease or cooking oils emitting from the shop, no adequate provision for customers to dispose of packaging, thus causing litter problems, and a constant noise from cars and delivery vehicles.

Furthermore, as the shop is within the Conservation Area it is inappropriate to have take away food shops opening till the early hours.

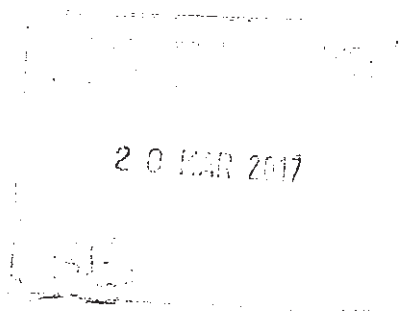
Yours Faithfully,



Michael Grey



B7



Mrs. G. HOXLEY

ECCLESFIELD

SHEFFIELD

14/3/2014

Re Ramo's Kebab & Takeaway application for an extension to their opening hours. Please take into account when making your decision that on Priory Road there is the Community Hall (Cjatty Hall) used by local groups, including the 'Girl Guides', 'Brownies', 'Ecclesfield Ladies Group' and many others, all evening events.

We already have groups of youths congregating in the village, mainly St. Mary's Lane. It's quite obvious to us when passing that the cars pulling up are dealing in drugs.

Please help to make our Community more safe when you make your decision.

Yours faithfully  
G. M. Hoxley

B8

**Delamore Lindsey**

---

**From:** Andrews Pauline (UKIP CLLR)  
**Sent:** 09 March 2017 09:50  
**To:** licensingservice  
**Subject:** Objection to a proposed licence application from Applicant Raees Khan, premises Ramos address 6, Church Street, Sheffield, S35 9WE.

Good morning,

I would like to put in my objection to the above.

I am a Cllr for East Ecclesfield, and my reasons for this objection is as follows.

At this moment in time the takeaway all ready causes problems for our area.

Church Street is a very narrow road with double yellow lines on both sides of the road, which customers allready ignore while using the takeaway.

A conservation area with St Mary 's church standing on this heritage site opposite which is a landmark and grade 1 listed.

I have received messages from constituents expressing there objections to these extended hours of 2.00 am , and 3.00 am at holiday times ie bank holidays.

Where are the people going to sit both outside and in.

It's also a very busy road, with vehicles using it which would make it extremely dangerous, because of the narrow pavement and speeding traffic.

Regards Cllr Pauline Andrews



Ecclesfield.



Sent from Email+ managed by MobileIron

# Appendix C

Invitation notices



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

Raees Khan  
[Redacted]  
Sheffield  
[Redacted]

Sent via email: [Redacted]

The Sheffield City Council being the licensing authority, on the 23<sup>rd</sup> February 2017 received an application in respect of the premises known as;

Ramos – 6 Church Street Sheffield S35 9WE

During the consultation period, the Council received representations from the following authorities / interested parties:

- **Public**
- **Councillor**

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

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on **18<sup>th</sup> April 2017 at 10.30am**; following which the Council will issue a notice of determination of the application.

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

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

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

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

Dated: 5<sup>th</sup> April 2017

Signed: **Clive Stephenson**  
The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)



C2

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

Andrew Robinson

[REDACTED]  
Ecclesfield  
Sheffield  
[REDACTED]

Emailed to [REDACTED]

The Sheffield City Council being the licensing authority, on the 23<sup>rd</sup> February 2017 received an application in respect of the premises known as;

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Dated: 5<sup>th</sup> April 2017

Signed: Clive Stephenson

The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)



CB

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

Cllr Pauline Andrews

[REDACTED]  
Ecclesfield  
Sheffield  
[REDACTED]

Emailed to [REDACTED]

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Dated: 5<sup>th</sup> April 2017

Signed: Clive Stephenson

The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)



CH

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

Mr Dan Bufton

[Redacted]  
Ecclesfield  
Sheffield  
[Redacted]

The Sheffield City Council being the licensing authority, on the 23<sup>rd</sup> February 2017 received an application in respect of the premises known as;

Ramos 6 Church Street, Ecclesfield Sheffield S35 9WE

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The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)

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

CS

Mrs G Loxely  
[REDACTED]

Ecclesfield  
Sheffield  
[REDACTED]

The Sheffield City Council being the licensing authority, on the 23<sup>rd</sup> February 2017 received an application in respect of the premises known as;

Ramos 6 Church Street, Ecclesfield Sheffield S35 9WE

During the consultation period, the Council received representations from the following authorities / interested parties:

- **Public**
- **Councillor**

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

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on **18<sup>th</sup> February 2017 at 10.30am**; following which the Council will issue a notice of determination of the application.

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

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

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

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

Dated: 5<sup>th</sup> April 2017

Signed: Clive Stephenson  
The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)





C6

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

Mr & Mrs Kennington  
[REDACTED]

Sheffield  
[REDACTED]

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Dated: 5<sup>th</sup> April 2017

Signed: **Clive Stephenson**

The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

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

CF

Maureen Del  
[REDACTED]

Ecclesfield  
Sheffield  
[REDACTED]

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The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

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

C8

Mr Michael Grey

[REDACTED]  
Ecclesfield  
Sheffield  
[REDACTED]

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During the consultation period, the Council received representations from the following authorities / interested parties:

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- **Councillor**

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

C9

Stephanie De La Haye  
[REDACTED]  
[REDACTED]

Ecclesfield  
Sheffield  
[REDACTED]

Emailed to [REDACTED]

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Dated: 5<sup>th</sup> April 2017

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# Appendix D

Notices and Regulations

**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.

## Regulation 8

D2

- (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.



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

D3

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

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