

Licensing Sub-Committee

Tuesday 11 July 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 David Barker (Chair), Jack Clarkson, Neale Gibson and Cliff Woodcraft (Substitute Member)

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. 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.

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
11 JULY 2017**

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 - Lo Sfizio Pizza, 97 Lindsay Avenue, Sheffield S5 7SD**
Report of the Chief Licensing Officer

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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.

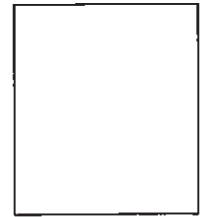
To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's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

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SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



Report of: Chief Licensing Officer, Head of Licensing

Date: 11th July 2017

Subject: Licensing Act 2003

Author of Report: Clive Stephenson

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

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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.

Background Papers: Attached documents

Category of Report: OPEN

REPORT OF THE CHIEF LICENSING OFFICER **Ref No 81/17**
(HEAD OF LICENSING) TO THE LICENSING SUB COMMITTEE
LICENSING ACT 2003

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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. Abdul Hanan

2.2 The application, which was received on 16th May 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 1 – South Yorkshire Fire & Rescue
- No 1 – Environmental Health Services
- No 15 Public (by way of petition)

3.3 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 'C'.

7.3 Attached at Appendix 'C' 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

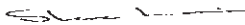
9.1 That Members carefully consider the representations made and take such steps as the Sub Committee consider appropriate for the promotion of the Licensing Objectives.

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

Appendix A

Application

under the Licensing Act 2003

A1

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.

We ABDUL HANAN

(Insert name(s) of applicant)

I/We 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			
LO SFIZIO Pizzeria			
17 LINDSAY AVENUE			
City or town	SHEFFIELD	Postcode	S5 7SD
Telephone number at premises (if any)	[REDACTED]		
Non-domestic rateable value of premises	£		

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- an individual or individuals * please complete section (A)
- a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
- a recognised club please complete section (B)
- a charity please complete section (B)
- the proprietor of an educational establishment please complete section (B)
- a health service body please complete section (B)
- a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- 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 please complete section (B)
- the chief officer of police of a police force in England and Wales please complete section (B)

If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	example, Rev)
Surname HANAN		First names ABDUL		
Date of birth	[REDACTED]	I am 18 years old or over	<input checked="" type="checkbox"/>	Please tick yes
Nationality				
Current residential address if different from premises address		[REDACTED] ROAD BROOM VALLEY		
Post town	ROTHERHAM	Postcode	S60 [REDACTED]	
Daytime contact telephone number		[REDACTED]		
E-mail address (optional)	[REDACTED]			

A2

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		
Date of birth	[REDACTED]	I am 18 years old or over	<input type="checkbox"/>	Please tick yes
Nationality				
Current postal address if different from premises address		[REDACTED]		
Post town	[REDACTED]	Postcode	[REDACTED]	
Daytime contact telephone number		[REDACTED]		
E-mail address (optional)		[REDACTED]		

(B) OTHER APPLICANTS

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

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

A3

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)

LO SFIZIO PIZZA
 97 LIDSAY AVENUE
 SHEFFIELD
 S6 7SD

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

10-15

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

If cases complete boxes K, L and M

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	04.00 PM	12.45 AM			
Tue	04.00 PM	12.45 PM	Monday to Thursday 04.00pm to 12.45 Sunday 04.00 to 12.45 am		
Wed	04.00 PM	12.45 AM			
Thur	04.00 PM	12.45 AM	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Fri	04.00 PM	01.45 AM			
Sat	04.00 PM	01.45 AM	Friday to Saturday 04.00 to 1.45 am		
Sun	04.00 PM	12.45 AM			
			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 (please read guidance note 6)		
			Friday to Saturday 04.00 to 1.45 am		

AA

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue			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 (please read guidance note 6)		
Wed					
Thur					
Fri					
Sat					
Sun					

A5

Name _____

Date of birth _____

Address _____

Postcode _____

Personal licence number (if known) _____

Issuing licensing authority (if known) _____

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 9).

Days premises are open to the public Standard days and timings (please read guidance note 7)	Start	Finish	State any seasonal variations (please read guidance note 5)
Monday	04.00 pm	12.45 am	Monday to Thursday 04.00 pm to 12.45 am
Tuesday	04.00 pm	12.45 am	
Wednesday	04.00 pm	12.45 am	Sunday 04.00 pm to 12.45 am
Thursday	04.00 pm	12.45 am	
Friday	04.00 pm	12.45 am	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 (please read guidance note 6) Friday to Saturday 04.00 pm to 1.45 am
Saturday	04.00 pm	01.45 am	
Sunday	04.00 pm	01.45 am	
Monday	04.00 pm	12.45 am	

a) General - all four licensing objectives (b, c, d and e) (please read guidance note 10)

to promote all four licensing objectives we will keep strong management controls and effective training of all staff so that they are aware of the premises licence and the requirement to meet the four licensing objectives with particular attention to CCTV system installed with recording option available. whilst it is possible to collect our products from the store the vast majority of our business is delivering pizza and other products we sell to people's homes.

16

b) The prevention of crime and disorder

CCTV System installed to monitor entrances, exit, and other part of premises in order to properly prevention of crime objectives. we will not countenance the use or supply of illegal drugs and our staff will inform the police immediately of any such suspected activity on or in the vicinity of the store.

c) Public safety

Fire alarm Fitted Internal and external lighting Fitted to promote the Public Safety objectives all parts of the premises and all fitting and apparatus there in door fastening and notices will be maintained at all times in good order and in safe condition and with back emergency exit.

d) The prevention of public nuisance

Prominent clear and legible notice will be displayed for staff and public requesting to respect the need of nearby. Deliveries of goods necessary for the operation of the business will be carried out in such a manner as to and all go rear back entrance door with 2 to 3 car parking and that's where bins be kept.

e) The protection of children from harm

our store is not licenced for the sale of alcohol. Because of the nature of the licence for which we are applying and the nature of our business generally, it is most unlikely that a child unaccompanied by an adult would visit our store during the hours for which we are licenced.

A7


- 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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	16/05/2017
Capacity	Owner of the premises

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). 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 14)

~~XXXXXXXXXX~~
Broom Valley

Town	Rotharham	Postcode	S60 XXXX
Phone number (if any)	XXXXXXXXXX		

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

information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

- the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

A9

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

- A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:
- does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity -- such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

A/O

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Consent of individual to being specified as premises supervisor

All

I: *[full name of prospective premises supervisor]*

Of: *[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for:

[type of application]

made by: *[name of applicant]*

relating to premises licence number: *[number of existing licence, if any]*

for: *[name and address of premises to which application relates]*

and any premises licence to be granted or varied in respect of this application made by: *[name of applicant]*

concerning the supply of alcohol at: *[name and address of premises to which application relates]*

also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below:

Personal licence number:
[insert personal licence number, if any]

Personal licence issuing authority:
[insert name and address and telephone number of personal licence issuing authority, if any]

signed

name (please print)

date

PLAN OF PREMISES
(Licensing Act Regulations – Statutory Instrument 2005 No 42)

A/2

Paragraph 3.

Unless the relevant Licensing Authority has previously agreed in writing with the applicant, following request by the applicant, that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale (1:100).

The plan shall show:

- a) The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- b) the location of points of access to and egress from the premises;
- c) if different from paragraph (b), the location of escape routes from the premises.
- d) in a case where the premises is used for more than one existing licensable activity (or qualifying club activity), the area within the premises used for each activity;
- e) *in a case where an existing licensable activity (or qualifying club activity) relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol; (conversion only)*
- f) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment.
- g) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- h) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- i) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- j) the location and type of any fire safety and any other safety equipment; and
- k) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

A13

Premises Licences and Club Premises Certificates

Fees are banded according to the Rateable Value of the premises.

In order to calculate the fee you need to pay, look for the rateable value of your property in the table below and that will give you the band for your licence fee.

The fee bands are : -

RATEABLE VALUE	BAND
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

lease Note: -

Where a premises is in the course of construction it will fall in Band C, and if not mentioned above it will fall in Band A.

When you have determined the correct band look at the chart below and that will give you the fee which must be sent with your application.

Rateable Value Bands	A	B	C	D*	E*
Application Fee	£100	£190	£315	£450*	£635*

'LEASE NOTE*

In the case of a premises licence only where the premises fall within Band D or E and are used exclusively or primarily for the selling of alcohol the fee is subject to a multiplier and must pay the fee set out in the chart below.

BAND	D (x 2)	E (x 3)
FEE	£900	£1905

Where the premises hold more than 5,000 persons may be required to pay an additional fee set out below:

ADDITIONAL FEE

Number	Additional Fee
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,999	£4,000
20,000 to 29,999	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000
80,000 to 89,999	£56,000
90,000 and over	£64,000

ANNUAL FEES

Once granted, holders of premises licences and club premises certificates must also pay an annual fee to the authority, each year on the anniversary of the date that the licence was granted:

ALP

BAND	FEE
A	£70
B	£180
C	£295
* D	£320
* E	£350

* However premises falling in Band D or E used exclusively and primarily for the sale of alcohol pay the amount set out below.

BAND	FEE
D x 2	£640
E x 3	£1,050

In cases where premises have a capacity in excess of 5,000 persons an additional fee may also be payable as set out below.

Number	Additional Fee
5,000 to 9,999	£500
10,000 to 14,999	£1,000
15,000 to 19,999	£2,000
20,000 to 29,999	£4,000
30,000 to 39,999	£8,000
40,000 to 49,999	£12,000
50,000 to 59,999	£16,000
60,000 to 69,999	£20,000
70,000 to 79,999	£24,000
80,000 to 89,999	£28,000
90,000 and over	£32,000

Exemptions from Fees under the 2003 Act

Certain premises are exempt from fees and these are set out Licensing Act 2003 (Fees) Regulations 2005 and the Licensing Act 2003 (Transitional conversion fees) Order 2005.

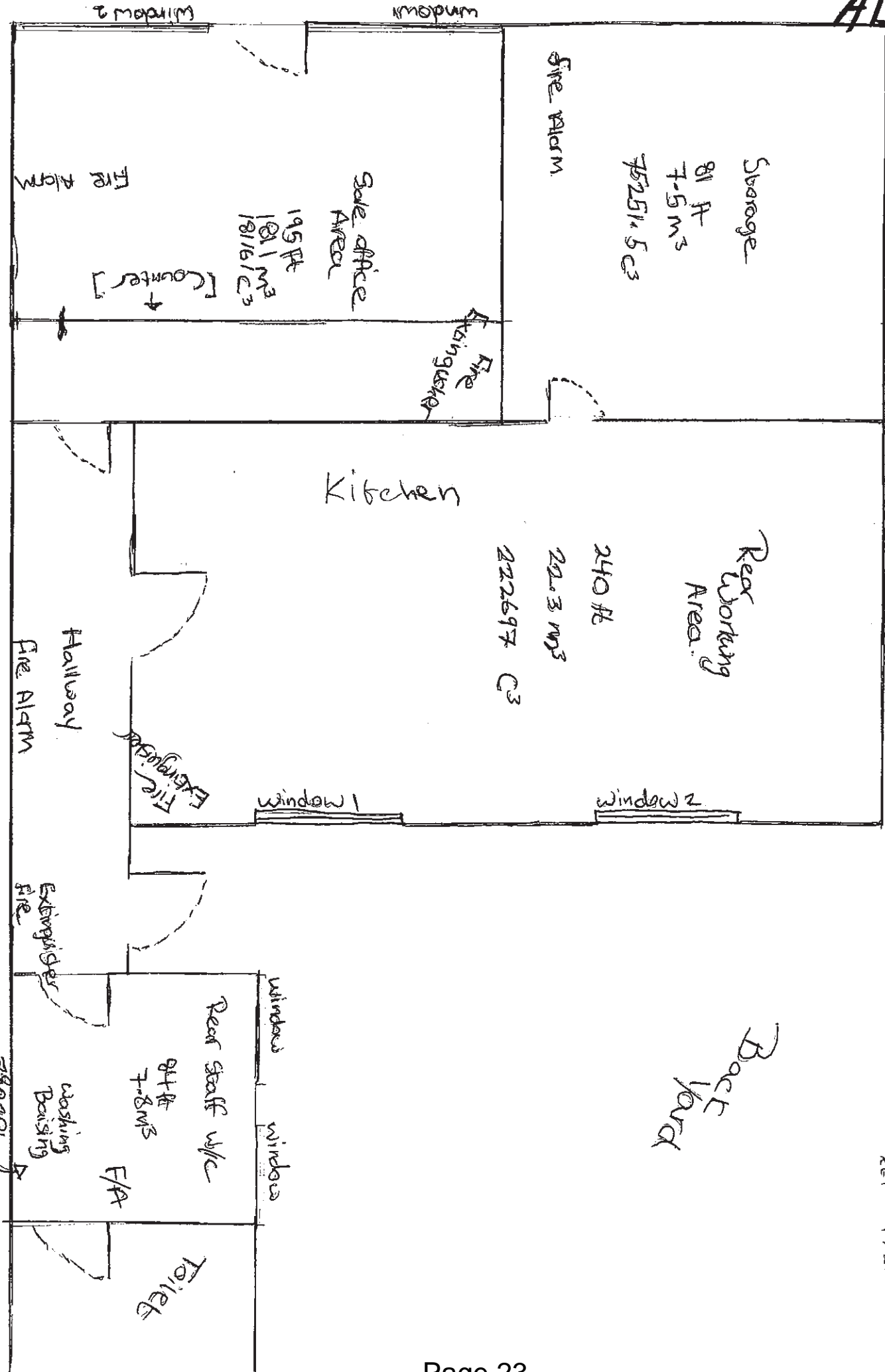
These provide that where an application relates to the provision of regulated entertainment only and that application is by or on behalf of: -

- a) an Educational Institution (a school or college) for and on behalf of the purposes of the educational institution or,
- b) a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building,

no fee is payable on application or annually.

ALS

[Main Entrance Shop Frontage]



DATE: 16.5.17
Ref: 972IND A02

Appendix B

Objections

From: Delamore Lindsey on behalf of licensingservice
Sent: 08 June 2017 14:24
To: Crawshaw Michael (CEX)
Cc: Rhodes Emma (CEX)
Subject: FW: lo sfizio pizza 97 lindsay avenue-OBJECTION
Attachments: DOC080617.pdf

From: Gibbons Sean (DEL)
Sent: 08 June 2017 14:09
To: licensingservice
Subject: FW: lo sfizio pizza 97 lindsay avenue-OBJECTION

Dear colleagues,

Please find attached a copy of my objection letter sent to Mr Hanan for Lo Sfizio Pizza, 97 Lindsay Avenue, Sheffield, S5 7SD,

Thank you

Regards
Sean

*Sean Gibbons BSc (Hons)
Environmental Health Officer
Health & Safety Inspector
Environmental Regulation
Sheffield City Council
5th Floor North
Howden House
1 Union Street
Sheffield
S1 2SH*

*Tel: 0114 273 4616
Fax: 0114 273 6464
Email: sean.gibbons@sheffield.gov.uk*

This emailed representation is made in accordance with the agreement with the Licensing Authority on the 18th October 2006 to accept representations by email.

-----Original Message-----

From: Health Protection Service [<mailto:toshiba@sheffield.gov.uk>]
Sent: 08 June 2017 13:02
To: Gibbons Sean (DEL)
Subject: lo sfizio pizza 97 lindsay avenue 08/06/2017 13:01

Scanned from MFP07611791
Date:08/06/2017 13:01
Pages:1

Place
Business Strategy and Regulation



Director of Business Strategy and Regulation: Mick Crofts
Environmental Regulation
5th Floor (North) • Howden House • 1 Union Street • Sheffield • S1 2HS
Fax No. (0114) 273 6464

Officer: Mr S Gibbons
sean.gibbons@sheffield.gov.uk
Ref: Lo Sfizio Pizza/sg

Tel: 0114 273 4616
Date: 8 June 2017

Abdul Hanan
1 Treherne Road
Broom Valley
Rotherham
S60 2TD

Dear Sir

**Licensing Act 2003- Application for New Premises Licence
Premises: Lo Sfizio Pizza, 97 Lindsay Avenue, Sheffield, S5 7SD**

As the responsible authority for public safety, under the Licensing Act 2003, I am formally objecting on the grounds of public safety to this licence being granted.

On 25 May, I left a voicemail message for you to return my call in order to discuss the application. On 26 May, I called again and spoke to you. I requested a site meeting to discuss the application. You have not contacted me with respect to this.

Therefore, it has not been possible to assess this application with respect to public safety. I would therefore urge you to contact me as soon as possible to arrange a site meeting in order to reach a satisfactory conclusion.

Disabled Access

The City Council encourages the provision of disabled access and facilities to licensed premises within Sheffield and when a new application is being made or when substantial alterations are taking place, reasonable provision must be made under the Equality Act 2010 for people to access and use the building and its facilities.

Yours faithfully

Mr S Gibbons
Environmental Health Officer

Copy Via Email Legal & Governance – Licensing General Section

Email Address: HealthProtection@sheffield.gov.uk
Visit us at: www.sheffield.gov.uk/environment/how-we-work/health-protection/

Large print versions of this letter
are available by telephoning
(0114) 273 4415/273 5774

We ask Sheffield city council not to grant fast food planning permission to the above premises for the following reason:

It will bring more traffic chaos it will create excessive noises and disturbs the residence's daily life.

The community will not benefit from another fast food place in this area.

Paul Tunstall [redacted] Lindsay Ave [Signature]

P & Steve [redacted] LINDSEY AV
W Wakefield [redacted] LINDSAY AVE [Signature]

R. Udall [redacted] LINDSET AVE R. Udall

J. Dyson [redacted] Deerland Avenue. (not signed)

S HOWGATE [redacted] Lindsay avenue [Signature]

M Powell [redacted] Lindsay avenue M Powell.

R. POWELL [redacted] LINDSAY AVENUE [Signature]

J. Powell [redacted] Lindsay Avenue [Signature]

Jashton [redacted] MASTER CRE Jashton

C Campbell

[redacted] Lindsay Avenue

~~cont~~

B4

Natalie Foster

[redacted] Master Crescent

N Foster

[redacted] Lurking Grove

Kieran Taylor

[redacted] Sicey Avenue S50EH

K Taylor

Gemma Thompson

[redacted] Lindsay Avenue

G Thompson

Paul A Herbert

[redacted] Lindsay Ave

Paul Herbert

Unknown address
Royal Mail

MRC

B5



South Yorkshire FIRE & RESCUE

James Courtney
Chief Fire Officer & Chief Executive

Date: 23/05/2017

Your Ref:

Our Ref: RC/#445754/W6664/0/945301

Sheffield Business Fire Safety
197 Eyre Street
Sheffield
S1 3FG

This matter is being dealt with by: Business Fire Safety Inspecting Officer Karl Harrison

Tel Direct line: 0114 2532382

Fax Direct line: 0114 2532888

Tel: 0114 2727202

Email: kharrison@syfire.gov.uk

Website: www.syfire.gov.uk

Fax: 0114 2532888

1 Treherne Road
Broom Valley
Rotherham
S60 2TD

For the Attention on Habdul Hanan



Dear Sir/Madam

LEGISLATION:

**Fire and Rescue Services Act 2004
The Regulatory Reform (Fire Safety) Order 2005**

TYPE OF APPLICATION:

Grant of a Premises Licence

PREMISES:

Lo Sfizio Pizza, 97 Lindsay Avenue, Sheffield, S5 7SD

REF/PLAN NUMBER:

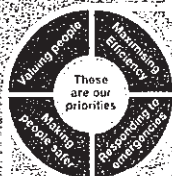
Not Known

This Authority acknowledges receipt of your consultation as part of the application for the **grant** of your premises licence. The **grant** fails to satisfy the requirements of the above legislation.

I have to inform you that these premises are now regulated by the Regulatory Reform (Fire Safety) Order 2005 and as such the responsibility for complying with the above Order rests with the 'responsible person', as defined within Article 3 of the FSO.

To comply with the requirements of the FSO you must in the first instance complete a Fire Risk Assessment (see below guidance). To assist you in this, the following document **Offices and Shops ISBN-13:978 1 85112 815 0** and additionally **Means of Escape for Disabled People ISBN-13: 978 1 85112 8737** is available to purchase from good bookshops or free to download from the internet at www.gov.uk/workplace-fire-safety-your-responsibilities

Additional information is also provided to assist you in the completion of your fire risk assessment as a form of a guidance note attached to this letter.



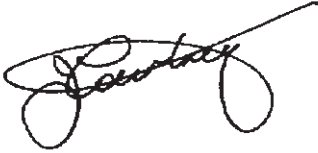
Attached to this letter are schedules of observations relating to your proposal which require to be addressed as part of your Fire Risk Assessment.

B6

Where measures necessitate structural alterations to a building, enquiries should be made as to whether planning consent, and/or, Building Regulations approval are required; if so these should be obtained from the Local Building Authority or an Approved Inspector before work is carried out.

If you require any further information please contact the officer dealing with this matter.

Yours faithfully



Chief Fire Officer

Copy to:
Licensing Authority
Licensing Services
Block C
Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD



Data Protection Act 1998

Information provided relating to any application made to South Yorkshire Fire & Rescue will be retained and may be used for future enforcement purposes and monitoring statutory compliance by SYFR and related enforcement agencies.

Disclaimer – Any legal liability howsoever arising from any information contained in this correspondence is hereby excluded.

Schedule 1

Schedule of observations relating to your proposal which also should be addressed by your Fire Risk Assessment.

SCHEDULE to letter ref: RC/#445754/W6664/0/945301

Dated: 24/05/2017

1. Fire Alarm System should be fitted and installed to British Standard 5839 Part 1 2013 or equivalent standard.
2. Emergency Lighting System should be fitted and installed to British Standard 5266 Part 1 2016 or equivalent standard.
3. Fire Extinguishers should be fitted and installed to British Standard 5306 Part1 or equivalent standard
4. All persons should be able to achieve safe and unobstructed evacuation from the rear of the premises through the 'Back Yard' to an ultimate place of safety.
5. All doors on escape routes should be easily and immediately openable without the use of a key. All outward opening doors used for means of escape which have to be kept fastened while people are in the building should be fitted with a single form of release device such as a panic latch, a panic bolt or a push pad.

Schedule 2

Goodwill advice that is not enforceable but offered as advice in the best interest of public safety.

SCHEDULE to letter ref: RC/#445754/W6664/0/945301

Dated: 24/05/2017

Business Continuity Planning

There are many disruptive incidents that could cause a severe disruption to your business activities, which in turn can cause major adverse effects for yourselves, employees, customers and the community. Disruptive incidents could include fire or flooding. To help minimise these effects on your business you should take steps to ensure that you have a Business Continuity Plan (BCP) in place.

If you do nothing else then you should consider completing a Business Impact Analysis (BIA) to identify your critical activities and which people, places, and processes are critical to the continuance of business activities.

There are many ways of completing a BIA. The type of business you carry out and the size of your business may determine the style of BIA which you utilise. There are many free BIA templates and examples available on the internet.

If you would like to take your BCP a stage further then you may wish to consider the use of a BCP software solution.

One of these software solutions is ROBUST. ROBUST is a Resilient Business Software Toolkit designed to help your business produce an effective, simple and efficient BCP. It will also provide on-the-spot assistance when capability is lost by visiting the embedded Incident management Planner (IMP). ROBUST and all ancillary documentation may be downloaded entirely free of charge from <https://robust.riscauthority.co.uk>.

There are also many BCP software solutions available on the market which may be suitable for your business. Please check these out thoroughly before you make any purchase as they tend to be specific to certain industries.

Third Party Content

South Yorkshire Fire and Rescue (SYFR) neither endorses nor guarantees the accuracy of products or services offered or sold and will not be responsible for any transactions between you and the seller.

SYFR is keen that all businesses within South Yorkshire are adequately prepared and build resilience into their operations. We support the South Yorkshire Local Authorities, who operate schemes and promotions to assist businesses with Business Continuity preparedness.

The below internet site provides government guidance on the generic challenges to business continuity. <https://www.gov.uk/resilience-in-society-infrastructure-communities-and-businesses>

The below internet page provides simple to understand downloadable information for small to medium size businesses <http://www.letsgetready.org.uk/lets-get-ready-business/business-continuity-lite/>

If you are a business and would like further information please visit www.syfire.gov.uk under "Business Advice" and select Business Continuity. Alternatively you can contact SYFR Civil Protection Group on 0114 253 2457 or 0114 253 2246.



South Yorkshire FIRE & RESCUE

39

As the owner/manager of licensed premises you may be the 'Responsible Person' and as such you have a **duty to comply with legislation relating to Fire Safety** within your premises. The legislation which applies is the Regulatory Reform (Fire Safety) Order 2005.

You will be the 'Responsible Person' if you are:-

- **The employer, or**
- **The person who has control of the premises in connection with the carrying on of a business, trade or undertaking, or**
- **The owner**

This legislation imposes duties upon the 'Responsible Person'. These duties include but are not restricted to:-

- **Carry out a Fire Risk Assessment.**
- **Record the significant findings of the assessment and the control measures which have been or will be taken by the responsible person.**
- **Provide adequate 'General Fire Precautions'.**
- **Provide adequate training to staff.**

Please see the attached note which gives basic guidance regarding these duties and responsibilities.

Under this legislation an Authorised Inspector from the Fire Authority can, at any material time, inspect the premises and require the production of the Fire Risk Assessment. They will ask to see any other documentation relating to the Responsible persons duties under the Regulatory Reform (Fire Safety) Order 2005. The Inspector will also ask to see details of testing and maintenance of fire provisions including staff training and drills.

Further information with regards to the duties and responsibilities in order to comply with the Law relating to Fire Safety in licensed premises is available to download from:-

1. <http://www.syfire.gov.uk/business-advice/>
2. <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
3. <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

General Fire Precautions

Fire Risk Assessment

B10

The fire risk assessment should:-

- **Identify fire hazards** e.g. electrical equipment, heat processes, flammable substances etc.
- **Identify people at risk** e.g. staff, members of the public, people with disabilities.
- **Evaluate the Risk from fire occurring** e.g. accidentally, failure to prevent, deliberately.
- **Remove /reduce Hazards** e.g. portable heaters, waste materials, reduce storage.
- **Protect People from risk** e.g. early warning of fire, control occupancy, staff training.
- **Record the Significant Findings** of the fire risk assessment.
- **Prepare a plan to deal with emergencies** to ensure the premises can be safely evacuated.
- **Inform, Instruct and Train** all staff to prevent fire and what to do in case of fire.

Fire Risks and Preventative Measures

The following should be seen as examples of what to consider as preventative measures:-

- Good housekeeping will reduce the risk of fire.
- Excessive storage can block escapes and create additional fire hazards.
- Electrical safety can prevent fires by regular inspection and testing.
- Managing building work and alterations can prevent fire as additional hazards and processes may be introduced.
- Arson can be prevented by good waste management and good security awareness.

Fire Detection and Warning

It should be identified if there are places within the premises where people may be isolated and could be trapped by fire due to being unaware of its development. There may be areas where a fire can develop unobserved. An adequate fire alarm system should ensure that in these areas, the fire will be detected and the alarm raised in order to give early warning of fire to occupants of the premises. The fire alarm system installed should be tested weekly by the responsible person and should be serviced six monthly.

Fire Fighting Equipment

Appropriate Firefighting Equipment e.g. fire extinguishers, fire blankets etc, should be provided for premises. This equipment should be suitably sited, usually on escape routes and near to exits. However dependent on your fire risk assessment it may be more suitable to place them in secure locations. The fire extinguishers should be serviced annually also checked visually for damage and pressure loss monthly by the Responsible Person.

Escape Routes

- Escape routes from the premises should be easily, safely and immediately (no locked final exit doors) usable at all relevant times.
- Escape routes and exits should be adequate for the number of people likely to use them.
- If only one door is available, regardless how wide it is, to escape from any room the occupancy of that room should be limited to 60 persons.
- All doors should open in the direction of escape.
- Where fire doors are fitted they should be fitted with self closing devices, in good order and capable of resisting smoke.

Occupancy

The occupancy of all parts of premises should be such that everyone should be able to safely evacuate without undue delay.

A rule of thumb guide for working out the occupancy of premises is based on the door widths that are available for people to escape from. This information is taken from Approved Document B which is a Communities and Local Government Document relating to Building Regulations. The rule of thumb guide is as follows:-

- Door width 750mm will allow 100 people to escape
- Door width 1050mm will allow 200 people to escape

Other factors can come into calculating the potential occupancy for premises.

Emergency Lighting

Emergency lighting should be provided in order to light escape routes adequately to allow people to escape from the premises should the mains power fail in the event of fire. The lighting may be on all the time (maintained lighting) or it may only illuminate if the power fails (non maintained lighting). Emergency lighting should be serviced annually and tested by the responsible person monthly.

Fire Signs

Fire exit signs should be displayed so that anyone in the premises can make their way out of the building without any confusion.

Fire action notices (what to do in case of fire) should be displayed to give guidance to all employees regarding the evacuation procedure for the premises.

Recording, Planning, Informing, Instructing and Training

Up to date records of your fire risk assessment should be kept along with your servicing and maintenance records for any structure or systems related to the buildings fire safety measures e.g. fire alarm testing and servicing, fire door maintenance etc.. Fire drills should also be undertaken and recorded.

All employees should be given instruction on the actions to take if a fire is discovered or the fire alarm actuates. Employees should sign a document to show that they have received and understood this instruction.

Appendix C

Hearing notices and Regulations



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

Mr Abdul Hanan
[REDACTED]

Rotherham
S60 2TD

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application.

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

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

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

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

Dated: 29th June 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



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

C Campbell
Lindsay Avenue
Sheffield
S5 7SD

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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.

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Dated: 29th June 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



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

Sean Gibbons
Environmental Regulation
Sheffield City Council

Emailed to sean.gibbons@sheffield.gov.uk

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application.

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Dated: 29th June 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



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

Ms G Thompson
Lindsay Avenue
Sheffield
S5 7SA

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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Dated: 29th June 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



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

H Wakefield
Lindsay Avenue
Sheffield
S5 7SB

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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Dated: 29th June 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



CB

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

J Ashton
10 Masters Crescent
Sheffield
S5 7SQ

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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Dated: 29th June 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

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

C7

J Powar
Lindsay Avenue
Sheffield
S5 7SD

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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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: 29th June 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

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

C8

Mr K Taylor
Sicey Avenue
Sheffield
S5 0EH

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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- 1) Your response to the representations made, upon which you may ask and be asked questions by the parties to the hearing.
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Dated: 29th June 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

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

C9

M Powell
Lindsay Avenue
Sheffield
S5 7SE

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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Dated: 29th June 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



C10

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

Ms N Foster
Masters Crescent
Sheffield
S5 7SR

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application. A copy of the full report can be found at <http://democracy.sheffield.gov.uk/mgCommitteeDetails.aspx?ID=155>

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Dated: 29th June 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



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

C11

P J Shaw
Lindsay Avenue
Sheffield
S5 7SG

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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

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Dated: 29th June 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

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

C12

R Udall
Lindsay Avenue
Sheffield
S5 7SA

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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

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Dated: 29th June 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



C13

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

R Powar
Lindsay Avenue
Sheffield
S5 7SD

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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

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Dated: 29th June 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

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

C14

S Howgate
Lindsay Avenue
Sheffield
S5 7SA

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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

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Dated: 29th June 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

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

C15

Mr K Harrison
South Yorkshire Fire & Rescue
Sheffield Business Fire Safety
197 Eyre Street
Sheffield
S1 3FG

Emailed to [REDACTED]

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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 **11th July 2017 at 10am**; following which the Council will issue a notice of determination of the application.

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Dated: 29th June 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

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

C16

Mr Paul Tunstill
Lindsay Avenue
Sheffield
S5 7SG

The Sheffield City Council being the licensing authority, on the 16th May 2017 received an application in respect of the premises known as;

Lo Sfizio Pizza 97 Lindsay Avenue Sheffield S5 7SD

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

- **Public**
- **South Yorkshire Fire & Rescue**
- **Environmental Health Services**

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

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Dated: 29th June 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

NOTES

C17

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

C18

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

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

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