

# **Licensing Sub-Committee**

**Tuesday 9 October 2018 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 and Neale Gibson**

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## **PUBLIC ACCESS TO THE MEETING**

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

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

Recording is allowed at Licensing Committee meetings under the direction of the Chair of the meeting. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday.

You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

If you require any further information please contact John Turner on 0114 273 4122 or email [john.turner@sheffield.gov.uk](mailto:john.turner@sheffield.gov.uk)

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## **FACILITIES**

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

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

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**LICENSING SUB-COMMITTEE AGENDA  
9 OCTOBER 2018**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Licensing Act 2003 - Woodhouse Bargain Booze, 16 Cross Street, Sheffield S13 7JR**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

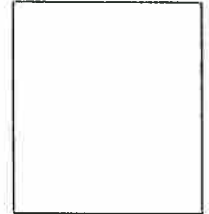
Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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## SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



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

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**Date:** 9<sup>th</sup> October 2018

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**Subject:** Licensing Act 2003

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**Author of Report:** Clive Stephenson

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

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

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

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**Background Papers:** Attached documents

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**Category of Report:** OPEN

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

Ref No 98/18

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

**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 Nadeem Ur Rehman

2.2 The application, which was received on 9<sup>th</sup> August 2018, 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 5 Public
- A Petition (Public)

3.2 A responsible authority has agreed conditions with the applicant and these are attached to this report at Appendix C.

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

3.4 The petition contains private information of the petitioners and will be made available at the hearing for Councillors and the applicant and their representative.

**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.

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

## **7.0 HEARINGS REGULATIONS**

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

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

7.3 Attached at Appendix 'D' is the following: -

- a) a copy of the Notice of Hearing;
- b) the rights of a party provided in Regulations 15 and 16;
- c) the consequences if a party does not attend or is not represented at the hearing
- d) the procedure to be followed at the hearing.

## **8.0 APPEALS**

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

## **9.0 RECOMMENDATIONS**

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

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

10.1 To grant the premises licence in the terms requested.

10.2 To grant the premises licence with conditions.

10.3 To reject the whole or part of the application.

  
Stephen Lonnia  
Chief Licensing Officer  
Head of Licensing

24<sup>th</sup> September 2018

# Appendix A

Application



(A) INDIVIDUAL APPLICANTS (fill in as applicable)

A2

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname <b>REHMAN</b>			First names <b>NADEEN UR</b>		
Date of birth [REDACTED]	I am 18 years old or over			<input checked="" type="checkbox"/>	Please tick yes
Nationality [REDACTED]					
Current residential address if different from premises address		[REDACTED]			
Post town	<b>SHEFFIELD</b>			Postcode	[REDACTED]
Daytime contact telephone number			[REDACTED]		
E-mail address (optional)		[REDACTED]			

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

Part 3 Operating Schedule

A3

When do you want the premises licence to start?

DD	MM	YYYY
0	0	4 2 0 8

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)

TERRACED IN A PARADE OF SHOPS. INTERNAL LAYOUT IS OPEN PLAN

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

NOT APPLICABLE

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

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

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

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

In all cases complete boxes K, L and M

A

AK

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue			<b>APPLICABLE</b>		
Wed					
Thur					
Fri					
			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Sat			<b>NOT</b>		
Sun					
			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue			<b>APPLICABLE</b>		
Wed					
Thur					
Fri					
			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Sat			<b>NO</b>		
Sun					
			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		



<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	<b>APPLICABLE</b>
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)

D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>	
Day	Start	Finish	<b>APPLICABLE</b>	Outdoors	<input type="checkbox"/>	
Mon				Both	<input type="checkbox"/>	
Tue				<u>Please give further details here</u> (please read guidance note 4)		
Wed				<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur				<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri						
Sat						
Sun						

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<b>Please give further details here</b> (please read guidance note 4)			
Tue						
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)			
Thur						
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)			
Sat						
Sun						

APPLICABLE

Not

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<b>Please give further details here</b> (please read guidance note 4)			
Tue						
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)			
Thur						
Fri			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)			
Sat						
Sun						

APPLICABLE

Not

G

A7

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

APPLICABLE

NOT

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 4)		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sun					

APPLICABLE

NOT

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>APPLICABLE</b>					
Mon						<b>Please give further details here</b> (please read guidance note 4)		
Tue								
Wed						<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)		
Thur								
Fri						<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>APPLICABLE</b>					
Mon	8-00	23-00				<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  None		
Tue	8-00	23-00						
Wed	8-00	23-00				<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Thur	8-00	23-00						
Fri	8-00	23-00				None		
Sat	8-00	23-00						
Sun	8-00	23-00						

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

A9

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

STAFF AWARENESS IS ESSENTIAL THEREBY OFTEN DEFUSING A SITUATION BEFORE IT OCCURS, DISCOURAGING NEPARIOSUS INDIVIDUALS FROM USING THE PREMISES. ENSURING THAT NO UNLAWFUL ACTIVITY OCCURS ON THE PREMISES. ENSURING PUBLIC SAFETY ON THE PREMISES AT ALL TIMES. ENSURING THAT NO CUSTOMER ACTIVITY CAUSES NUISANCE TO NEIGHBOURS AND THAT THE SAFETY OF CHILDREN FROM HARM IS PARAMOUNT.

b) The prevention of crime and disorder

DISCOURAGE AND BAN INDIVIDUALS CREATING CRIME AND DISORDER FROM THE PREMISES. TALK TO INDIVIDUALS CONCERNED IN THE EVENT OF CRIME OR DISORDER ABOUT TO OCCUR. TO PREVENT THE SAME FROM HAPPENING

c) Public safety

THE PREMISES WILL COMPLY WITH ALL FIRE AND ESCAPE REQUIREMENTS WITH THE OWNER ENSURING THAT ALL OCCUPANTS OF THE SHOP HAVE VACATED THE PREMISES IN THE EVENT OF AN EMERGENCY

d) The prevention of public nuisance

ENSURE THAT ALCOHOL IS NOT CONSUMED IN FRONT OF THE LICENSED PREMISES. ENSURE THAT ANY RUBBISH DROPPED BY CUSTOMERS IN FRONT OF THE PREMISES IS DISPOSED OF. ENSURE THAT CUSTOMERS BUYING ALCOHOL ARE SOBER, AND REASONABLY BEHAVED, AND SPOKEN TO IF NECESSARY TO ENSURE THE SAME.

e) The protection of children from harm

ENSURE THAT CHILDREN ARE PROTECTED BY STAFF WHILST ON THE PREMISES AND THAT NO ALCOHOL IS SOLD TO AN UNDER 'AGE INDIVIDUAL (THE SAME APPLYING TO TOBACCO ALSO)

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

AK

Name	MR NADEEM UR KEHMAN	
Date of birth	[REDACTED]	
Address	[REDACTED] SHEFFIELD	
Postcode	[REDACTED]	
Personal licence number (if known)	NOT KNOWN	
Issuing licensing authority (if known)	NOT KNOWN	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

NONE

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)  NONE
Day	Start	Finish	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)  NONE
Mon	8.00	23.00	
Tue	8.00	23.00	
Wed	8.00	23.00	
Thur	8.00	23.00	
Fri	8.00	23.00	
Sat	8.00	23.00	
Sun	8.00	23.00	

Checklist:



Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- 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.

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [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).</li> <li>• 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)</li> </ul>
Signature	
Date	7-8-18
Capacity	OWNER

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	<del>NOT APPLICABLE</del>
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

MR NADEEM UR REHMAN SHEFFIELD

Post town SHEFFIELD Postcode

Telephone number (if any)

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

1. Describe the premises, for example the type of premises, its general situation and layout and any other 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.



### Consent of individual to being specified as premises supervisor

I: [full name of prospective premises supervisor] Nadeem UR Rehman

Of: [home address of prospective premises supervisor] [redacted] Sheffield [redacted]

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

[type of application]  
GRANT OF PREMISES

made by: [name of applicant]  
NADEEM UR REHMAN

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

for: [name and address of premises to which application relates]  
16 CROSS STREET, SHEFFIELD, S13 7LR

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

concerning the supply of alcohol at: [name and address of premises to which application relates]  
16 Cross Street Sheffield  
S13 7LR

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

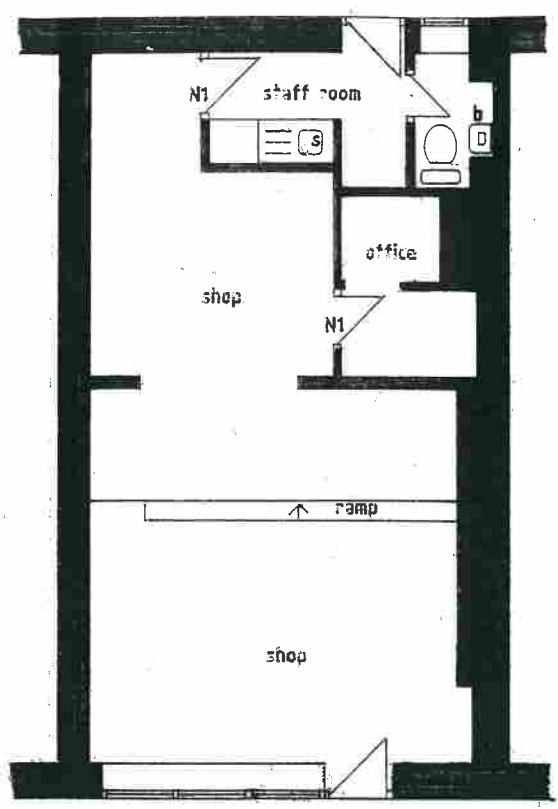
Personal licence number:  
[insert personal licence number, if any]

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

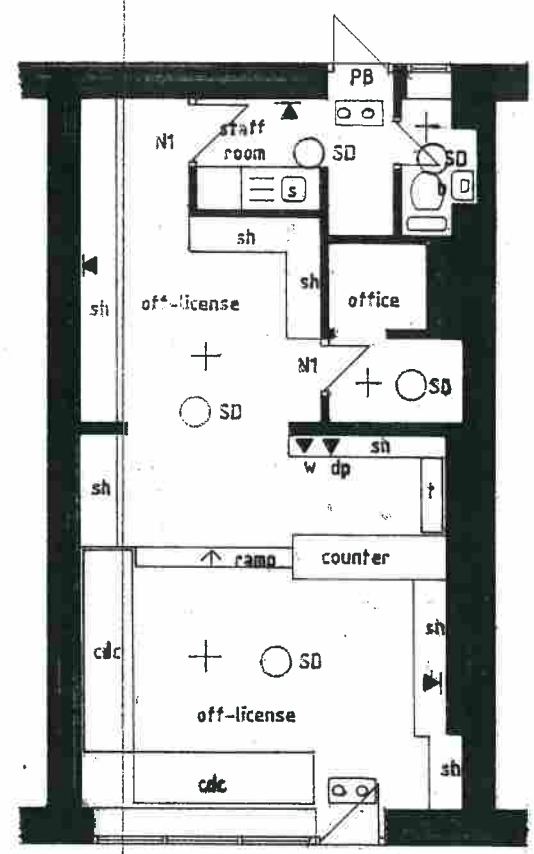
Signed [Signature]

Name (please print) Nadeem UR Rehman

Date 9-8-2018



EXISTING GROUND FLOOR PLAN



PROPOSED GROUND FLOOR PLAN

MR NADEEM UR REHMAN  
 16 CROSS STREET  
 WOODHOUSE  
 SHEFFIELD S13 7JR

MG DESIGN SERVICES LTD  
 73 BARTLE ROAD  
 GLEADLESS  
 SHEFFIELD S12 2QP

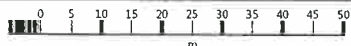
telephone 07831-585363

scale 1,100

FIRE LEGEND	
	illuminated exit sign
	dry powder fire extinguisher
	water fire extinguisher 9 litre capacity
	fire blanket
	fire alarm audible sounder
	heat detector
	smoke detector
	emergency lighting 2 lux per metre squared to conform to BS 5266 and to maintain two hours illumination
	push bar to open

KEY			
sh	shelf	s	sink
t	tobacco cabinet	b	basin
cdc	cold drinks cabinet	N1	door keep locked

AF5

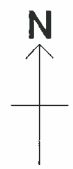


16 Cross Street  
 Sheffield  
 S13 7JR

OS MasterMap 1250/2500/10000 scale  
 Monday, August 6, 2018, ID: BW1-00732526  
[www.blackwellmapping.co.uk](http://www.blackwellmapping.co.uk)

1:1250 scale print at A4, Centre: 441980 E, 384879 N

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**BLACKWELL'S**  
[www.blackwellmapping.co.uk](http://www.blackwellmapping.co.uk)

TEL: 0114 268 7658  
[maps.sheffield@blackwell.co.uk](mailto:maps.sheffield@blackwell.co.uk)

# Appendix B

Objections

5 X Public

1 x Petition

Rughani Kishan

**From:** Gough Jayne (CEX) on behalf of licensingservice  
**Sent:** 20 August 2018 11:10  
**To:** Rughani Kishan  
**Subject:** FW: Online Enquiry Form Submitted (reference 101004252101)

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

**From:** [customerservices@sheffield.gov.uk](mailto:customerservices@sheffield.gov.uk) [mailto:customerservices@sheffield.gov.uk]  
**Sent:** 18 August 2018 23:33  
**To:** licensingservice  
**Subject:** Online Enquiry Form Submitted (reference 101004252101)

An online enquiry form has been submitted to your team via [www.Sheffield.gov.uk](http://www.Sheffield.gov.uk)

-----  
Case Reference: 101004252101  
Customer Name: Miss Sharron Shalborn  
Customer Address: [Redacted] Sheffield [Redacted]  
Customer Contact Details: [Redacted]

Information Request: Hi we have hear another off license traying be open in 16 cross street wood house s137JR we are hopping the answer from Sheffield city Cance bay no as we have enough alcoholic people in that street and another shop trying be open as off license sale alcohol that no good idea we hoping Sheffield city Cance make the right decisions what&rsquo;s good for people specially in cross street wood house Sheffield . Thank you we hope hear no for another off license in wood house  
Regards  
Sharron

**From:** Gough Jayne (CEX) on behalf of licensingservice  
**Sent:** 20 August 2018 11:03  
**To:** Rughani Kishan  
**Subject:** FW: Objection to premise license

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

**From:** Clare Pierc [REDACTED]  
**Sent:** 18 August 2018 20:29  
**To:** licensingservice  
**Subject:** Objection to premise license

To whom it may concern,  
I want to object to premise licensing application made by Nadeem ur rheman for woodhouse bargain booze. i wish to express my concerns, the area already has 3 premises in very close proximity of each other, all on same road. the woodhouse area has got a problem with street drinkers which the police are trying to control, there is also an hostel in the area for alcohol and drug depend, don't think another alcohol outlet is what the village needs

Concerned resident of the area  
Sent from my iPhone

**From:** Gough Jayne (CEX) on behalf of licensingservice  
**Sent:** 17 August 2018 08:46  
**To:** Rughani Kishan  
**Subject:** FW: Objection

---

**From:** Mandy Littlewood [REDACTED]  
**Sent:** 16 August 2018 18:29  
**To:** licensingservice  
**Subject:** Objection

I wish to strongly object to the application for an alcohol license by Nadeem Ur Rehman T/A Woodhouse Bargain Booze 16 Cross Street Woodhouse Sheffield S13 7JR

We have enough premises in Woodhouse serving alcohol, and seeing as Woodhouse already has an ongoing problem with alcohol abuse, I feel this would only add to it.

There are 2 maybe 3 premises in the centre of Woodhouse that open late serving alcohol plus the 3 public houses. There are also 2 shops on Station Road selling it.

Even though Woodhouse village is supposed to be an "alcohol free zone" there are still people insistent on flouting this, and the discarded cans and bottles in the children's park and surrounding areas prove this to be so.

Our already understaffed, overworked Police must be really "fed up" of having to deal with alcohol related incidents, because of Licences being handed out, without careful consideration to the local people who have to live amongst it and suffer this on a daily basis.

I have also raised these concerns with our local Police Inspector Jason Booth.

I sincerely hope you will take these concerns on board.

Rughani Kishan

---

**From:** Gough Jayne (CEX) on behalf of licensingservice  
**Sent:** 16 August 2018 16:33  
**To:** Rughani Kishan  
**Subject:** FW: bargain booze

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

**From:** lynda wilcock [REDACTED]  
**Sent:** 16 August 2018 15:56  
**To:** licensingservice  
**Subject:** bargain booze

I strongly oppose to this convenience store selling bargain alcohol till 11oclock every day. Woodhouse has got its fair share of alcohol problems already. It is suppose to be an alcohol free zone but yet we have numerous fights and disturbances all because of alcohol. There are 3 public houses all within a few yards of one another, 3 supermarkets selling alcohol till 10oclock at night this store will only bring more problems to the area which is not fair on decent people who don't want to be kept awake with people drinking in parks and surrounding areas. Please consider this license very carefully for the sake of all the decent people still living in Woodhouse.

Sent from my iPad



BS

Rughani Kishan


---

**From:** Gough Jayne (CEX) on behalf of licensingservice  
**Sent:** 20 August 2018 11:09  
**To:** Rughani Kishan  
**Subject:** FW: Online Enquiry Form Submitted (reference 101004252086)

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

**From:** [customerservices@sheffield.gov.uk](mailto:customerservices@sheffield.gov.uk) [mailto:customerservices@sheffield.gov.uk]  
**Sent:** 18 August 2018 23:07  
**To:** licensingservice  
**Subject:** Online Enquiry Form Submitted (reference 101004252086)

An online enquiry form has been submitted to your team via [www.Sheffield.gov.uk](http://www.Sheffield.gov.uk)

-----  
**Case Reference:** 101004252086  
**Customer Name:** Mr Jogn Adam  
**Customer Address:**  
**Customer Contact Details:** 

**Information Request:** Hi my name is Adam John we are no happy about another off license be open in Woodhouse Cross street Sheffield as you know already 3 off license shop in same street we do have enough problems in cross street wood house and another business want open in same street and sale alcohol all night really no good idea for wood house cross street we are hoping that no happen in wood house we have small kids same time we can't sleep till late because the off alcoholics people noise again we hoping no happen again thanks  
Kind regards  
Adam John

# Appendix C

Agreed conditions  
South Yorkshire Police

From: SHEFFIELD\_Licensing

Sent: 16 August 2018 09:26

To: [REDACTED]

Subject: New Grant: 16 Cross Street, Woodhouse, Sheffield, S13 7JR

Agreed Cons

CI

Dear Mr Rehman,

Following your meeting yesterday with John O'Malley, the licensing department manager, I am emailing you following receipt of your application for the grant of licence application for 16 Cross Street, Woodhouse, S13 7JR I have reviewed your proposals and in order to promote the four licensing objectives, we would require the following conditions adding to the licence:

- Staff will receive training on matters concerning underage sales and operating procedures. Records of such training will be kept and made available for inspection of the authorities if requested.
- Incident and refusal book maintained and such records to be retained for at least 12 months and available for inspection on request.
- A Challenge 25 scheme will operate at all times when the premises are open.
- The DPS and any other members of staff management see fit will undertake appropriate safeguarding children training from the Children's Safeguarding Board.
- Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly.
- The provision of litter bins encouraging customers not to drop litter in the areas surrounding the shop.
- No singular alcoholic drinks, including beer, lager & cider in cans will be sold; a minimum purchase of 4 will be required.

**I would be obliged if you could confirm by email that you are happy to adopt the above practices.**

Could you please also confirm whether or not you will be having any form of CCTV installed at your premise? If so, could I please suggest the following condition?

- A CCTV system of your choosing will be fitted, maintained and in use at all times whilst the premises are open. The CCTV images will be stored for 30 days and police and authorised officers of the council will be given access to images for purposes in connection with the prevention and detection of crime and disorder. Members of the management team will be trained in the use of the system.

Many thanks, we look forward to your response.

Regards

# Appendix D

Hearing notices and Regulations



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

DI

Nadeem Ur Rehman

[REDACTED]

Sheffield

[REDACTED]

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 9<sup>th</sup> August 2018 received an application in respect of the premises known as;

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

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

- 5 x Public
- 1 x Petition

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 Tuesday **9<sup>th</sup> October 2018 10.00am**; 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: 24<sup>th</sup> September 2018

Signed:

Clive Stephenson

The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

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



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

Miss Sharon Shelborn

[Redacted]

[Redacted]

Sheffield

[Redacted]

Sent via email: [Redacted]

The Sheffield City Council being the licensing authority, on the 9<sup>th</sup> August 2018 received an application in respect of the premises known as;

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

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

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- 1 x Petition
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Dated: 24<sup>th</sup> September 2018

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

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



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

Clare Pierce

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 9<sup>th</sup> August 2018 received an application in respect of the premises known as;

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

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

- **5 x Public**
- **1 x Petition**
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on the likely effect of this application on the promotion of the licensing objectives, should it be granted.

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Dated: 24<sup>th</sup> September 2018

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

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

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

D4

Mandy Littlewood

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 9<sup>th</sup> August 2018 received an application in respect of the premises known as;

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

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

- **5 x Public**
- **1 x Petition**
- 

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

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Dated: 24<sup>th</sup> September 2018

Signed: Clive Stephenson

The officer appointed for this purpose  
Licensing Enforcement and Technical Officer

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





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

Adam John

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 9<sup>th</sup> August 2018 received an application in respect of the premises known as;

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

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

- **5 x Public**
- **1 x Petition**
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- 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: 24<sup>th</sup> September 2018

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

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



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

Lynda Willcock

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 9<sup>th</sup> August 2018 received an application in respect of the premises known as;

Woodhouse Bargain Booze 16 Cross Street Sheffield S13 7JR

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

- **5 x Public**
- **1 x Petition**
- 

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

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

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

**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

DR

- (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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