

Licensing Sub-Committee

Tuesday 23 July 2019 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 Andy Bainbridge (Chair), Dawn Dale and Ruth Mersereau
Josie Paszek (Reserve)

PUBLIC ACCESS TO THE MEETING

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

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

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

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. 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

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
23 JULY 2019**

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. Local Government (Miscellaneous Provisions) Act 1982 - Street Trading - City Centre Static Street Trading Consent - Barker's Pool**
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 Committee Report

Report of: Chief Licensing Officer, Head of Licensing

Date: 23rd July 2019 @10am

Subject: Street Trading
Application for a City Centre Static Street Trading Consent

Author of Report: Jayne Gough

Summary: To consider an application for a Static Street Trading Consent at Barkers Pool, Sheffield City Centre – proposed unit falls outside City Centre Street Trading Qualitative Criteria

Background Papers: As attached
[Street Trading Policy](#)

Category of Report: OPEN

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

REF No: 69/19

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

**STREET TRADING – Mark McCormick and Sean Coffey, trading as Brew
Brothers**

1.0 PURPOSE OF REPORT

1.1 To consider an application for the grant of a City Centre Static Street Trading consent to trade at Barkers Pool Sheffield.

2.0 INTRODUCTION

2.1 The Council as a Licensing Authority have power under the provision of the 1982 Act to regulate Street Trading in the City.

2.2 A Street Trading Consent is required to trade on any Street (which includes roads, footways, forecourts, or other areas to which the public have access) within the Sheffield City Boundary.

2.3 The Licensing Committee at it's meeting of 29th January 2002 passed the following resolution:

1. That under the provisions of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:
 - (a) all streets (which includes roads, footways, forecourts or other areas to which the public have access) within the Sheffield City boundary, shall be designated consent streets and;
 - (b) such street trading designation shall take effect as from the 1st April 2002; and
 - (c) all previous designations in relation to street trading will be rescinded as a result of the designation set out above.
2. The effect of this resolution is that from 1st April 2002, it will be an offence to engage in street trading in any street or any other place identified in the above resolution without being authorised to do so by consent from the City Council.

2.4 A Local Authority may attach conditions to a Street Trading Consent. The conditions may include conditions to prevent obstruction of the street and danger to persons using the street or nuisance or annoyance.

2.5 A Street Trading Consent may only be granted for a maximum period of twelve months.

2.6 There is no appeal procedure against the refusal or revocation of any consent. An applicant may, however apply for judicial review of the Council's decision.

3.0 THE APPLICATION

3.1 The applicants are Mark McCormick and Sean Coffey, trading as Brew Brothers. A copy of the application is attached at Appendix 'A'.

3.2 The application was submitted on the 30th May 2019.

3.3 The application is to serve hot and cold beverages and cakes from a motorised refurbished 1971 Citroen HY Van:

Monday to Saturday - 08:00 – 15:00 hours

3.4 The application was circulated, in the usual manner, to South Yorkshire Police, South Yorkshire Fire and Rescue, Highways and Planning, and City Centre Management.

3.5 No Objections or comments have been received throughout the consultation period from any interested parties or responsible authorities.

4.0 REASONS FOR REFERRAL

4.1 The application has been referred to the Sub-Licensing Committee as the application is for a City Centre site, and the proposed unit falls outside of the City Centre Street Trading Qualitative Criteria due to it being motorised.

4.2 Members should consider all the information provided by the applicant both in their written application and in person at the hearing.

4.3 The applicant has been invited to attend the Licensing Committee hearing. Copies of the invite is attached at Appendix 'B'.

4.4 A copy of the hearing procedure is attached at Appendix 'C'.

5.0 FINANCIAL IMPLICATIONS

5.1 The Street Trading Policy states that fees will be set and reviewed annually on a full cost recovery basis. The level of fee takes into account the location, duration of consent, the trading hours and articles to be sold as well as the enforcement of terms and conditions.

5.2 Fees for static consents are determined at the grant of the application therefore there are no financial implications arising from this report.

6.0 RECOMMENDATIONS

6.1 That Members consider all the relevant information available and our Street Trading policy.

7.0 OPTIONS OPEN TO THE COMMITTEE

- 7.1 To grant the application for a City Centre Static Street Trading Consent at Barkers Pool.
- 7.2 To grant the application with amendments.
- 7.3 To defer the matter for further consideration.
- 7.4 To refuse the grant of the City Centre Static Street Trading Consent.



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

23rd July 2019

Appendix A

Application and supporting documents

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

LG84117 - RC

£100

STREET TRADING CONSENTS

CITY CENTRE STREET TRADING

APPLICATION FORM AND GUIDANCE

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

Telephone Number: 0114 2734264

Or visit our website: www.sheffield.gov.uk/licensing
Or email us at: licensing@sheffield.gov.uk

Opening Times

Monday to Friday

10am to 4pm



GUIDANCE FOR A CITY CENTRE STREET TRADING APPLICATION NOTES FOR APPLICANTS

The purpose of the Street Trading process is to allow the selling or exposing or offering for sale of any article (including a living thing) in a street, under the Local Government (Miscellaneous Provisions Act 1982

The Council passed a resolution under Schedule 4 of the above Act designating all streets (which includes roads, footway, forecourts, or other areas to which the public have access) within the Sheffield City Boundary as consent streets.

This designation took effect from the 1st April 2002. The effect of the above resolution is that from the aforementioned date, it is an offence to engage in street trading in any street or other place identified in the above resolution without being authorised to do so by consent from the City Council.

If you wish to street trade in Sheffield, you must apply to the Licensing Authority. Please ensure you fully read our Street Trading Policy before making an application to us. This can be viewed at www.sheffield.gov.uk/licensing.

Any street trading consent granted under the Local Government (Miscellaneous Provisions) Act 1982 will generally remain in force for one year or for such shorter period as the Licensing Authority thinks fit.

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with a relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place.

The city centre of Sheffield in relation to Street trading is attached at the back of this application, if you wish to trade within this area applicants must apply appropriately as below.

The applicant must meet the city centre qualitative criteria at the back of this application which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

Motorised vehicles or stalls etc. are not permitted as part of the city centre scheme and the Council encourages barrows and handcarts to keep in with the area.

All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.

Specific areas have been allocated for the city centre and applicants are advised to contact the Licensing Service for an up to date list.

1. Eligibility Criteria

- The applicant must be at least 17 years old;
- The units must meet the city centre qualitative criteria attached at the back of this application.

2. Fee

- The fee is £1,994.00 per annum but you must submit with your application a £100 non refundable fee (if granted this will be deducted from the £1,994); to cover the costs of processing your application to trade seven days a week between 7am and 7pm (fees are reviewed annually).

If granted payments can be made quarterly if agreed with the Authority.

3. Application

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

To apply for the grant of a Street Trading Consent (City Centre) an applicant must produce to the Council:-

- a) A completed application form;
- b) The non refundable fee of £100;
- c) 3 photographs of the unit to be used showing front, back and side;
- d) Details of the proposed site, including an ordnance survey based map of at least 1:1250 scale (a google map will not be sufficient) clearly identify the proposed trading position and its proximity to other similar retail outlets (shops, café's, etc) within an 800 metre radius.
- e) Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.
- f) Current passport;
- g) Current driver licence;
- h) One other proof of identity, showing applicant's name and current address (recent utility bill, bank statement etc);
- i) Right to work documentation (if applicable);
- j) Details of any food hygiene qualifications (unless trading in non-food items);
- k) If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.
- l) Any further information you may wish to submit in support of your application.

The following documents must be forwarded to us before the grant of a consent:

- a) A certificate of public liability insurance (the level of cover shall be a minimum of £2,000,000);
- b) Written confirmation that the vehicle meets the Council's food safety standards
- c) Waste management contract;
- d) Declare that you have registered as a food business (if applicable); and
- e) The remaining quarterly fee if agreed to pay in quarterly instalments.

4. **Objections**

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

Any application for street trading in the city centre will be referred to the Licensing Committee for their consideration. The applicant and any objectors will be notified of the hearing and will be invited to attend.

5. **Grant of a Licence**

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

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

6. **Offences**

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

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

Any person who, in connection with an application for the grant or renewal of a licence, makes a false statement which he knows to be false in any material respect or which he does not believe to be true shall be guilty of an offence.

7. **Other Legislation to be Aware of**

Food Establishments

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

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

There is no charge for registration.

Trade Waste Disposal

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

For further information on this, please contact Environmental Protection on 0114 2037411 or visit www.netregs.gov.uk.

Identification of Consent Holders and Assistants

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

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

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

Assistant badges will be at a cost of £32 each.

Lost or replacement badges will be at a cost of £22 for consent holders and assistants.

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

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

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

Applications must be submitted to:

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

The Service is open from 9am to 5pm, Monday to Friday. Telephone (0114) 2734264

SHEFFIELD CITY COUNCIL
Licensing Service

PLEASE NOTE:

DISCLAIMER

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

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

We will however endeavour to offer basic information / guidance.

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

Stephen Lonnia
Head of Licensing
Sheffield City Council

Local Government (Miscellaneous Provisions) Act 1982

Application for a (City Centre – small unit) Street Trading Consent

Notes to Applicant:

All questions must be answered unless otherwise stated.
If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

*I / *WE HEREBY APPLY to the Sheffield City Council for the grant of a (city centre – small unit) street trading consent.

A. THE APPLICANT(S)

| | | 1 st Applicant (Mr/Mrs/Miss/other) | 2 nd Applicant (Mr/Mrs/Miss/other) |
|----|--|--|--|
| Q1 | Full name(s) of the applicant | MARK MCCORMICK | SEAN COFFEY |
| Q2 | Applicant(s) permanent private address | [REDACTED] | [REDACTED] |
| Q3 | Date of birth | [REDACTED] | [REDACTED] |
| Q4 | Nationality and place of birth | BRITISH, SHEFFIELD | BRITISH |
| Q5 | National Insurance No. | [REDACTED] | [REDACTED] |
| Q6 | Do you have the legal right to work and live in the UK? | YES / NO Details: | YES / NO Details: |
| Q7 | Have you ever been refused a street trading consent in this or any other area? | YES / NO Details: | YES / NO Details: |
| Q8 | Telephone No | [REDACTED] | [REDACTED] |
| Q9 | Email address | [REDACTED] | [REDACTED] |

B. COMPANY DETAILS (if applying as a Corporate body)

| | | |
|-----|--|--|
| Q10 | Name | |
| Q11 | Registered address | |
| Q12 | Registered number | |
| Q13 | Telephone number | |
| Q14 | Email address | |
| Q15 | Please provide details of all Directors (names, addresses, dates of birth and details of any convictions). A separate sheet may be used. | |

C. TRADING DETAILS

| | | |
|-----|---|----------------------------------|
| Q16 | Trading Name (if applicable) | BREWS BROTHERS |
| Q17 | Trading address (if different from above) Post Code | |
| Q18 | Site to be occupied | BARKERS POOL. |
| Q19 | Items to be sold (i.e. type of food, jewellery, paintings, etc) | COFFEE, TEA, CAKES, CANS, JUICE, |
| Q20 | Please specify preferred days of trade: | MON - SAT |
| Q21 | Please specify preferred hours of trade: | 08:00-15:00. |

D. THE UNIT

| | | |
|-----|------------------------------|--|
| Q19 | Type: eg barrow / cart, etc. | CITROEN HY VAN |
| Q20 | Size of unit | Height: 2340 Width: 1997 Length: 4278. |

E. CONVICTIONS / CAUTIONS

| | | | |
|--|---|---|--------------------------|
| Q21 | Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If the answer is Yes please give full details below: | Applicant 1 Yes [] No [<input checked="" type="checkbox"/>] | |
| | | Applicant 2 Yes [] No [<input checked="" type="checkbox"/>] | |
| Details of previous convictions and/or cautions | | | |
| | Date of Conviction | Court of Conviction | Nature of Offence |
| | Applicant 1 | | |
| | Applicant 2 | | |

F. CHECK LIST

The following documents must be attached with this application:

(tick)

| | |
|--|-------------------------------------|
| Non refundable fee of £100 | |
| Your current passport | |
| Your current drivers licence | |
| One other proof of identity, showing your name and current address (recent utility bill, bank statement etc) | |
| Right to work documentation (if applicable) | |
| Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness. | |
| Photographs of the vehicle / unit, front, back and rear. | <input checked="" type="checkbox"/> |
| Details of any food hygiene qualifications (unless trading in non food items) | |
| If trading in food, confirmation that the business has a food hygiene score rating of 3 or more. | |
| Confirmation your vehicle meets the quality criteria | |
| Any further information you may wish to submit in support of your application | |

The following documents must be forwarded to us before the grant of your consent:

(tick if enclosed with this application)

| | |
|---|--|
| The remaining quarterly fee or full annual fee. | |
| Certificate of insurance in respect of the vehicle / unit | |
| Public liability insurance (minimum of £2,000,000) | |
| Written confirmation that the vehicle meets the Council's food safety standards | |
| Waste management contract | |
| Declare that you have registered as a food business | |

G. DECLARATION



WARNING

Paragraph 10(3) of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 gives the following warning:-

"Any person who, in connection with an applicationfor a street trading consent, makes a false statement which he knows to be false, in any material respect, or which he does not believe to be true, shall be guilty of an offence."

I / We,

- declare that all the information I have given in this application is complete and correct;
- declare that I am over 17 years of age (in cases of individual applicants)
- declare I understand and will comply with the Sheffield City Council Street Trading Consent Conditions;
- undertake to pay Sheffield City Council the relevant consent fee in advance whether demanded or not;
- understand that consents are not transferable;
- understand that the Local Authority reserve the right to make further enquiries with South Yorkshire Police as a result of this application as they may consider desirable; and
- understand that giving false information is an offence and may result in prosecution and / or a street trading consent being refused or revoked:

| |
|---|
| Applicant 1 Signature:  Print name: MARK MCCORMICK Date: 23-5-19 Capacity: OWNER |
| Applicant 2 Signature:  Print name: SEAN COFFEY Date: 28/5/19 Capacity: OWNER |

Please read these notes before completing the application form.

- If there is insufficient room on this form to fully answer the questions; or if you wish to make any further statement in support of your application, please do so on a separate sheet of paper attached to this form.
- None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- The Council is under no obligation whatsoever to grant a consent to any person; you will be notified of the result of this application, as soon as possible.

Please return the fully completed form and all attachments to:

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

The Service is open from 10am to 4pm, Monday to Friday. Telephone (0114) 2734264

Sheffield City Council

CITY CENTRE STREET TRADING Small Trading Stalls

BACKGROUND

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place. Set out below is the qualitative criteria which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

QUALITATIVE CRITERIA – SMALL TRADING STALLS

GENERAL DESIGN

- There will be no motorised vehicles or stalls etc. permitted as part of this scheme.
- All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.
- Good display is an important part of the selling process and top quality presentation encourages purchase and benefits the retailer reputation.
- It is in the best interest of traders to produce a high quality design in their barrows/handcarts. The function of the stall is to identify the trader and add vitality and colour to the immediate area, and reflect the quality, cleanliness and order in their operation. The barrow/stall contributes to the appearance of the street for good or bad, so design matters to everyone who uses the street, as well as the operator.
- Sign writing and scrollwork must be finished to a standard acceptable to the City Council.
- The unit must be visually acceptable to the City Council (this will include the Head of Licensing, City Centre Manager and Planning Service) and be in keeping with the street/area that it is to be located.
- Advertisements on stalls will not be permitted except by permission of the Council in writing and subject to further conditions. The Council shall be the sole judge of what is an acceptable advertisement.
- The Council will reserve the right to not renew any consent where it considers the product(s) offered by the operator are not in keeping with the requirements of the site and the promotion of the City Centre.
- Non functional elements attached to barrows / handcarts, are not acceptable.
- The general design of the barrow/handcart must meet the requirements of the Council for that

location.

- Flame retardant 'skirts' are to be used if necessary, so as to obscure the frame, gas bottle etc. They should be designed to 'unify' the barrow/handcart.
- All equipment, tools, gas bottles etc. must be self contained within the stall/handcart etc.
- Bright colours and a sense of fun are encouraged.
- Finished in flame retardant paint.
- A colour photograph or scale illustration of the proposed handcart must be submitted to the Licensing Service as part of the application process.
- No barrow/handcart should have a frontage greater than 3.0 metres or a width greater than 2.0metre.
- Roofs should be no more than 2.5m above ground level.
- Pitched and curved roofs are encouraged.
- Canopies should be high quality with a feeling of 'permanence'. These could be manufactured from either stretched canvas, or woven material, opaque or light metal materials. Clear plastic awning and extensions to the canopy will not be acceptable.
- Canopies must be maintained and cleaned to a high standard.
- Food traders must ensure that any stall design satisfies the requirement of food safety legislation. Staff must be adequately trained in good hygiene (Basic Food Hygiene Certificate and regular on going training) and records of training must be made available on request.
- Best practise of food hygiene must be adopted by the operator. This covers:
 - Personal hygiene
 - Hand washing
 - Ill health
 - Prevention of contamination
 - Temperature control
 - Temperature monitoring
 - Cleaning
 - Storage and stock rotation
 - Procedures in the event of freezer breakdown
 - Site cleanliness
 - Waste disposal
 - Pest control
 - Quality control
 - First aid facilities
- Food traders must have a minimum food hygiene rating score of 3.

Place
Business Strategy and Regulation

Director: Mick Crofts

Environmental Regulation – Food Safety

5th Floor (North) • Howden House • 1 Union Street • Sheffield • S1 2HS
Fax No. (0114) 273 6464



Officer: Mrs J Marshall
Ref: fhtraining/congrats

Tel: 0114 273 5774
Date: 15 June 2018

Mr Sean Coffey



Dear Candidate

**Chartered Institute of Environmental Health/Highfield Awarding Body for Compliance
Level 2 Award In Food Safety in Catering**

I have great pleasure in enclosing your certificate following your success in the recent Level 2 Award in food Safety in Catering Course organised by this Department. I have also been asked to pass on the congratulations of the Director of Business Strategy & Regulation, Mr M Crofts, and he wishes you well in your future career.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JM', written over a faint circular stamp.

Mrs Jennifer Marshall
Acting Principal Officer

A small handwritten mark or signature in the bottom left corner of the page.

Enc.

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 Page 23
(0114) 273 4415/273 5774

03457 345 345

Mr Sean Peter Coffey
10 May 2019

[Redacted]

MR S P COFFEY

[Redacted]



Your accounts at a glance

▶ Your balances on 10 May 2019

To get your most up to date balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), call us on 03457 345 345*, or come into a branch.

Everyday banking



Barclays Bank Account

[Redacted]

Mr Sean Peter Coffey

[Redacted]

Savings



Instant Cash ISA Issue 1

[Redacted]

Mr Sean Peter Coffey

[Redacted]

This is the end of your account summary.

We're here

Call 03457 345 345* Click barclays.co.uk Come in to a branch

*Call charges apply. Please check with your service provider.
We may monitor or record calls for quality, security, and training.

Mr M McCormick



Web call back service Let us call you back for free at www.yorkshirewater.com

Chat with us live online

Twitter/Facebook tweet or message us your queries

or call us on 0345 1 24 24 24 Mon - Fri 8am - 8pm, Sat 9am - 5pm

Page 1 of 2

Date: 29 March 2019

Supply address:

Here's your final bill for the supply address vacated on 29 March 2019.

Your water and sewerage bill

Your final account

| | |
|---|--|
| Balance of account at 29 March 19 | |
| Cancellation of original charges (credit) 01 Apr 18 to 31 Mar 19 | |
| Cancellation of original charges (credit) 01 Apr 19 to 31 Mar 20 | |
| Your charges for 01 Apr 18 to 29 Mar 19 | |
| Your account in credit | |
| For information only | |

Your direct credit

The amount shown below will be paid to your bank or building society on or just after the date shown. No further payments will then be debited direct from your bank or building society account for this property.

| Payment date | Amount | Bank or building society details |
|--------------|--------|----------------------------------|
| 03 Apr 19 | | Sort code: Account number: |

Thank you for paying by Direct Debit. For security we have disguised the first 6 digits of your account number. If any of these details are wrong, please contact us as soon as possible. If you wish to change your payment dates, please contact us.

⇒ See over for:

- your charges explained
- other ways to get in touch with us



Highfield Qualifications

Certifies that

Mark Morton McCormick

has successfully passed an assessment in
**Highfield Level 2 Award in Food Safety in Catering
(RQF)**

Qualification number 603/2033/3

Date of award 13 June 2018

Certificate number FS1734404

Course Director

Sheffield City Council Environmental
Health

Training Organisation

Jason Sprenger - Chief Executive
Highfield Qualifications



Regulated by

Ofqual

For more information see <http://register.ofqual.gov.uk>





Highfield Qualifications

Certifies that

Sean P Coffey

has successfully passed an assessment in

**Highfield Level 2 Award in Food Safety in Catering
(RQF)**

Qualification number 603/2033/3

Date of award 13 June 2018

Certificate number FS1734402



Course Director

Sheffield City Council Environmental
Health

Training Organisation



Jason Sprenger - Chief Executive
Highfield Qualifications



THE QUEEN'S AWARDS
FOR ENTERPRISE:
2016



Regulation

Regulated by

Ofqual

For more information see <http://register.ofqual.gov.uk>

Corff dylforau cydnabyddedig



Recognised awarding body

- Authority/ Awdurdod/ Úghdarras/ Instantie/ Autorité/ Behörde/ Autorità/ Myndighed/ Údarás/ Εκδόουσα Αρχή/ Autoridade/ Autoridad/ Viranomaiset/ Myndighet/ Pas vydal/ Vájljaandja/ Izdevējiestāde/ Išdavē/ Awtoritā/ Organ Władzy/ Organ/ Úrad/ Kiállító hatóság
- Date of expiry/ Dyddiad dod i ben/ Éifeachdach gu/ De geldigheidsduur van dit paspoort eindigt op/ Date d'expiration/ Gültig bis/ Data di scadenza/ Gyldigt indtil/ As feidhm/ Ημερομηνία λήξεως/ Válido até/ Este pasaporte expira el/ Vilmeinen voimassaolopäivä/ Giltigt t.o.m./ Platnost do/ Kehtiv kuni/ Derīguma termiņš/ Galioja iki/ Data ta' l-għeluq/ Data Wygaśnięcia Wazności/ Veļja do/ Dátum plátnosti/ Lejárati idő
- Holder's signature/ Llofnod y deliada/ Ainm sgríobhte an neach-seilbhe/ Handtekening van de houder/ Signature du titulaire/ Unterschrift der Inhaberin (des Inhabers)/ Firma del titolare/ Indehaverens underskrift/ Σίνιό an tsealbhóra/ Υπογραφή του κατόχου/ Assinatura do titular/ Firma del titular/ Haltijan nimikirjotus/ Passinnehavarens namnteckning/ Podpis držitele/ Omaniku allkiri/ Pilsõpa paraksts/ Savininko parašas/ Firma ta' min inhariġlu l-pasaport/ Podpis posiadacza/ Podpis imetnika/ Podpis držitefa/ A tulajdonos aláírása
- Observations page/ Sylwadau tudaler/ Fiosrachadh eile/ Opmerkingen bladzijde/ Page d'observations/ Vermerke seite/ Annotazioni/ Bemærkninge side/ Leathanach tagairtí/ Παρατηρήσεις σελίδοι/ Página para observações/ Página de observaciones/ Lisämerkinnät sivu/ Observationer sida/ Poznámky strana/ Märkused/ Īpašas atzīmes/ Pastabos puslapis/ Tagħrif iehor/ Adnotacje/ Strán za opombe/ Pripomienky strana/ Megjegyzések oldal

THIS PASSPORT CONTAINS 32 PAGES

Mae 32 tudalen yn y pasbort hwn/ Tha 32 duilleag aig a' chead-sulthail seo/ Dit paspoort bevat 32 bladzijden/ Ce passeport contient 32 pages/ Dieser Pass enthält 32 Seiten/ Il presente passaporto contiene 32 pagine/ Dette pas består af 32 sider/ Tá 32 leathanach sa phas seo/ Το παρόν διαβατήριο περιέχει 32 σελίδες/ Este passaporte contém 32 páginas/ Este pasaporte contiene 32 páginas/ Tämä passi sisältää 32 sivua/ Passet innehåller 32 sidor/ Tento pas má 32 stran/ Selles passis on 32 lehekülge/ Šajā pasē ir 32 lappuses/ Šiame pase yra 32 puslapiai/ Dan il-pasaport fih 32 pagna/ Ten Paszport zawiera 32 strony/ Ta potri list ima 32 stran/ Tento cestovný pas má 32 strán/ Ez az útlevél 32 lapból áll

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
PASSPORT
PASSEPORT

Country Code
GBR

Type
P

Surname/Noni (1)
COFFEY

Given names/Preznoms (2)
SEAN PETER

Nationality/Natsjonalite (3)
BRITISH CITIZEN

Date of birth/Date of birth (4)

Sex (5)
M

Place of issue/Issued in (6)
CLEVELAND

Date of issue/Date of issue (7)
13 OCT / OCT 10

Date of expiry/Date of expiration (8)
13 DEC / DEC 20



Authority/Autorité (9)
IPS

Holder's signature/Signature du titulaire (10)

J. P. Coffey



DRIVING LICENCE

UK


1. COFFEY
2. SEAN PETER

3. ENGLAND
4a. 15-12-10 4b. 14-12-20 4c. DVLA

5. [REDACTED]
6. [REDACTED]
7. *S. Coffey*
8. [REDACTED]

9. B, BE, C1, C1E, D1, D1E, *kl, klp*

01-02-09





DRIVING LICENCE

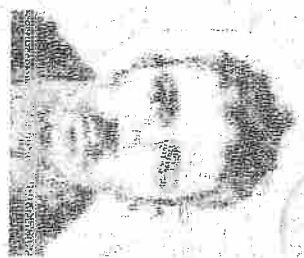
- 1. MCCORMICK
- 2. MARK MORTON



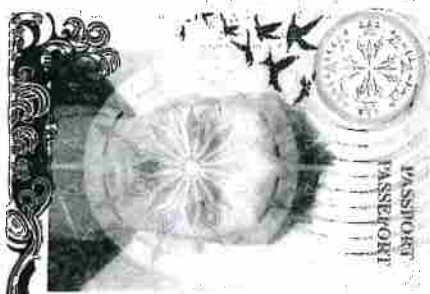
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- 4a. 06.06.2017 4c. DVLA
- 5. [REDACTED]
- 6. [REDACTED]
- 7. [REDACTED]
- 8. [REDACTED]
- 9. AM/A/B1/B/C1/D1/B/E/C1/E/D1E//K//r/p/q

THIS PAGE IS RESERVED FOR OFFICIAL OBSERVATIONS
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HERE ARE NO OFFICIAL OBSERVATIONS



UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND



PASSPORT
 PASSEPORT

Type/Type: P Code/Cou: GBR Passport No./Passport No: [REDACTED]

Surname/Nom (1): MCCORMICK
 Given names/Prénoms (2): MARK MORTON
 Nationality/Nationalité (3): BRITISH CITIZEN
 Date of birth/Date de naissance (4): [REDACTED]
 Sex/Sexe (5): M Issued/Date de délivrance (6): 04 SEP /SEPT 13
 Date of expiry/Date d'expiration (8): 04 SEP /SEPT 23
 Holder's sign./Signature du titulaire (10): [Signature]

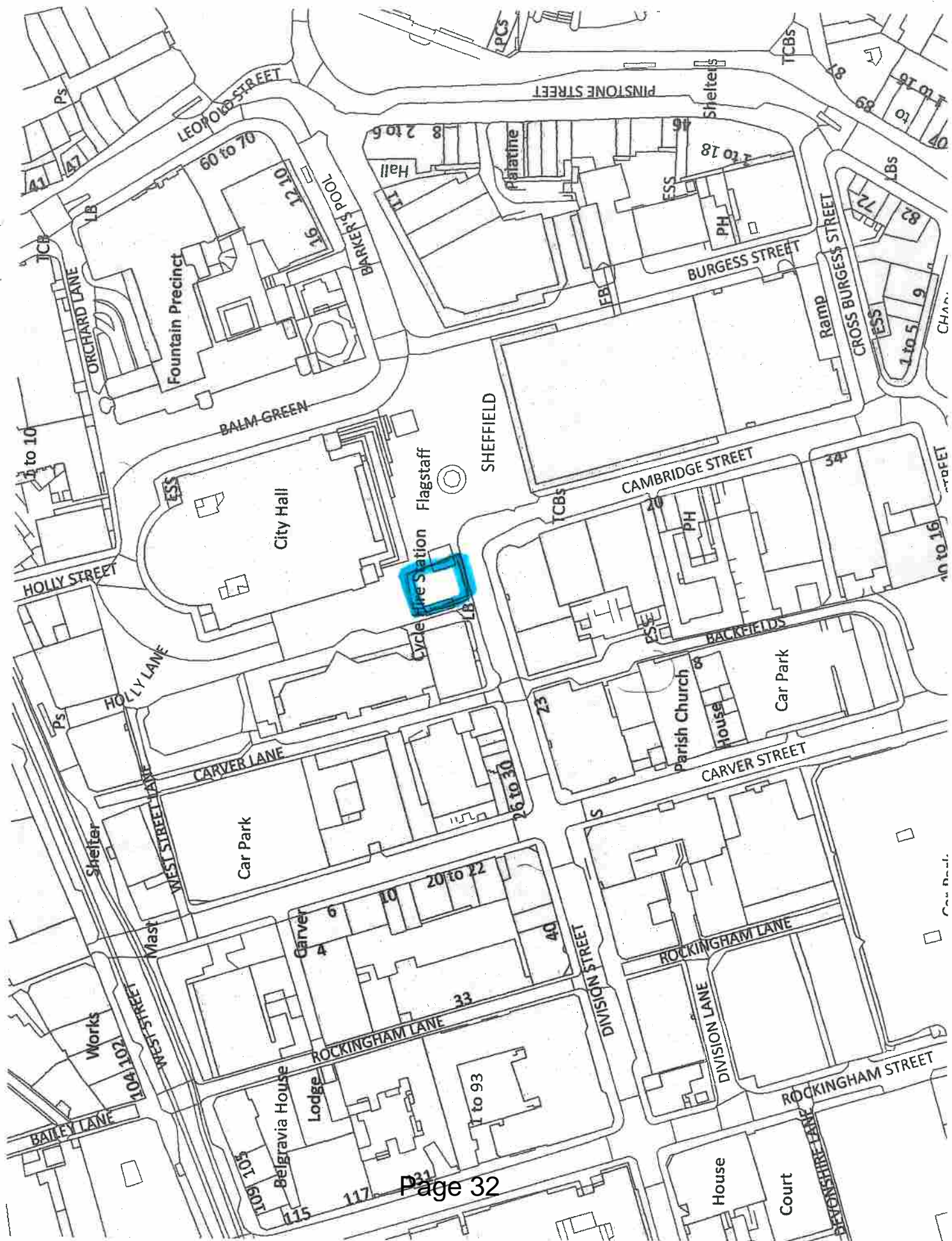
Our vehicle is a lovingly restored and converted 1971 Citroen HY Van. It runs on a combination of gel batteries, solar and LPG and consequently is silent and doesn't create any unpleasant fumes.

Citroen Hy Vans are beautiful vintage vehicles which have seen a rise in popularity in recent years and can often be found in the trendier locations around the country. They make a very attractive addition to any town landscape and provide a real talking pint for customers and passers by.

The inside has been fitted out to the highest standard using incorporating real oak counters and bespoke detailing.

Our HY van has been fully restored and is painted in a classic vintage cream colour. It is used as a fully functional espresso coffee bar having as it does a dual fuel Fracino coffee machine. We serve a full menu of artisan coffee as well as speciality teas and hot chocolates.

We believe it would be a real attractive addition to the Barkers Pool area helping to make the area even more cosmopolitan as well as providing the people of Sheffield with high quality artisan take-away coffee.



As you have not received a decision by this date you can
assume it's been approved as tacit consent applies

If you haven't had a decision by this date you can
assume it's been approved as tacit consent applies

If you have any questions about your application
please contact:

Sheffield City Council, Health Protection Service
2-10 Carbrook Hall Road, Carbrook, S9 2DB
0114 2734644

From: Laycock Dot <Dot.Laycock@sheffield.gov.uk>
Subject: FW: Food Premises Registration / Food Safety Advice
Date: 15 March 2019 16:31:06 GMT
To: [REDACTED]

With reference to our telephone conversation I can confirm
that your business "Brews Brothers – [REDACTED]
[REDACTED] is registered as a food business and is
"awaiting inspection".

I have also attached some information / guidance to help you
comply with the hygiene regulations.

Please contact me if you need any further advice or
information.

Kind regards,

Dot Laycock
Environmental Health Officer

Health Protection
Sheffield City Council
5th Floor (North) Howden House
1 Union Street
Sheffield
S1 2SH

Tel: 0114 2053165

Crawshaw Michael (CEX)

From: Crawshaw Michael (CEX)
Sent: 03 June 2019 10:13
To: EPS; Police Licensing; SYFRlicensing@syfire.gov.uk (SYFRlicensing@syfire.gov.uk); planningdc@sheffield.gov.uk; City Centre Management Team; Seneviratne Nalin (CEX)
Subject: Street Trading City Centre
Attachments: FW: ; Untitled

Good Morning

Please find the application for City Centre – Barkers Pool

Mark McCormick & Sean Coffey

Last date for comment 27 June 2019

Mick

Michael Crawshaw
Licensing Analyst & Processing Officer

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

Licensing Service, Business Strategy & Regulation
Block C, Staniforth Road Depot,
Staniforth Road, Sheffield, S9 3HD.
Telephone 0114 2734264 Fax 01142734073
Email michael.crawshaw@sheffield.gov.uk or licensing@sheffield.gov.uk
www.sheffield.gov.uk

Crawshaw Michael (CEX)

From: Crawshaw Michael (CEX)
Sent: 03 June 2019 15:34
To: highways@sheffield.gov.uk
Subject: FW: Street Trading City Centre
Attachments: FW: ; Untitled

Good Morning

Please find the application for City Centre – Barkers Pool

Mark McCormick & Sean Coffey

Last date for comment 27 June 2019

Mick

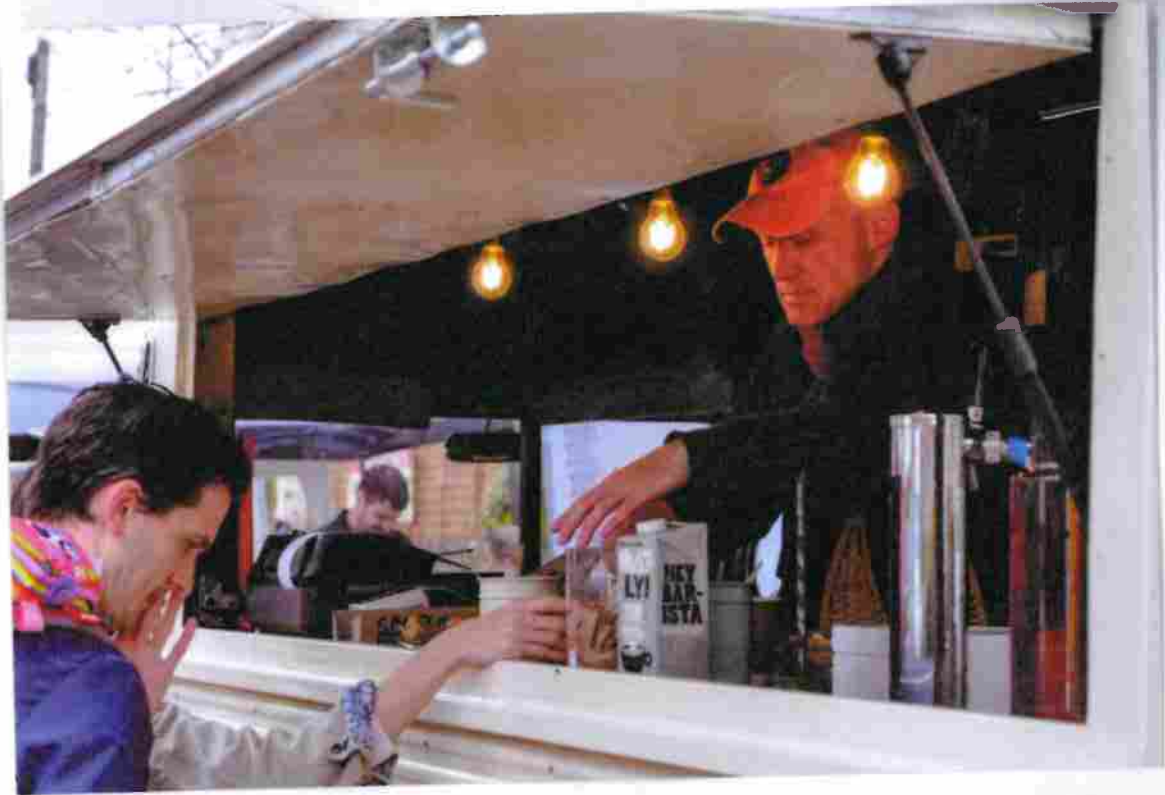
Michael Crawshaw
Licensing Analyst & Processing Officer

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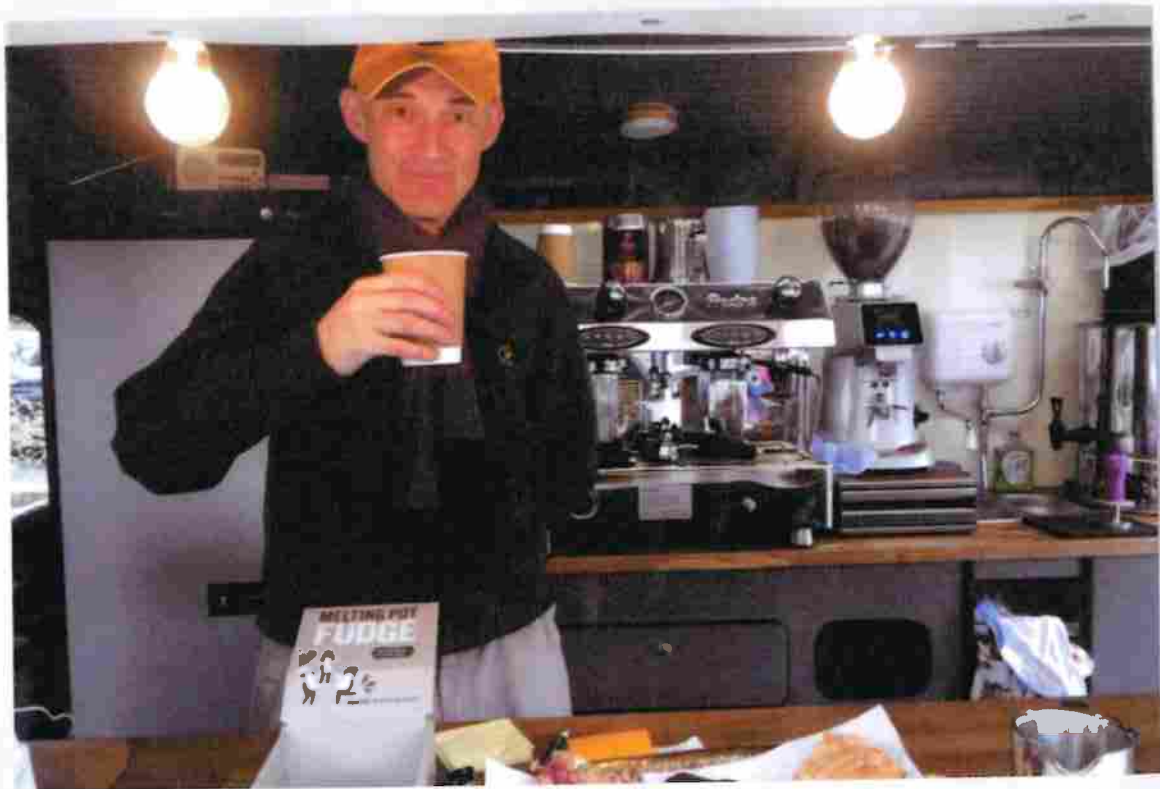
Licensing Service, Business Strategy & Regulation
Block C, Staniforth Road Depot,
Staniforth Road, Sheffield, S9 3HD.
Telephone 0114 2734264 Fax 01142734073
Email michael.crawshaw@sheffield.gov.uk or licensing@sheffield.gov.uk
www.sheffield.gov.uk













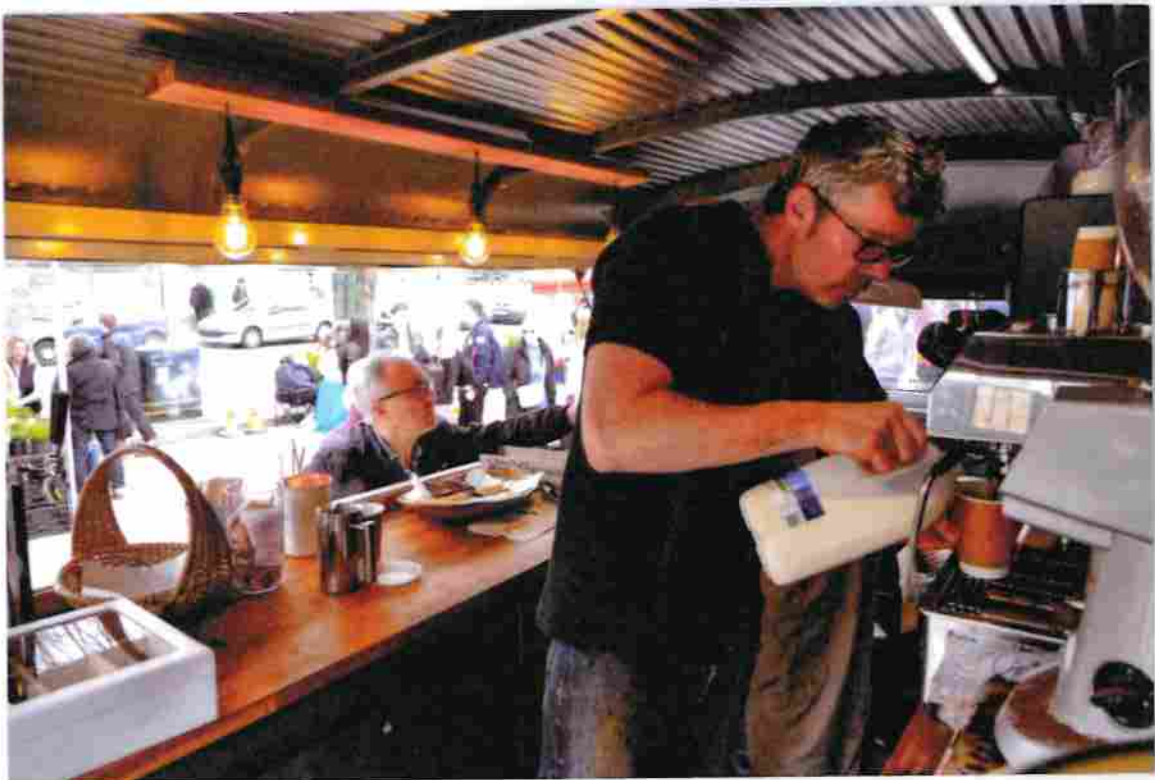




Photo-Me

£ 6.00
30/01/2019 14H26
BOOTH NO. 37GY
CUSTOMER SERVICE 0800 035 6600

Appendix B

Hearing Invitation

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – City Centre Static Street Trading Application – Barkers Pool

IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: Mark McCormick and Sean Coffey t/a Brew Brothers

Sent via email: [REDACTED]

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: City Centre Street Trading Consent – Barkers Pool

I refer to the above and the application for the grant of a City Centre static street trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination due to the proposed unit falling outside of the City Centre Street Trading Qualitative Criteria. Full details are provided in the report enclosed and to the Committee. The Licensing Committee has the authority to decide what action to take in relation to each application.

The Committee has indicated that it expects applicants and interested parties and objectors to attend the meeting.

The meeting in respect of the application will take place on **Tuesday 23rd July 2019** in a Committee Room of the Town Hall, Sheffield, S1 2HH (Pinstone Street entrance) and you are invited to attend at **10 am**.

PLEASE NOTE:

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

Steve Lonnia

.....
Steve Lonnia
Chief Licensing Officer
Head of Licensing

Date: 4th July 2019

IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD Telephone 0114 2734264

**The Licensing Service Reception is open from 10.00am to 4.00pm, Monday to Friday.
Telephone calls can be taken from 09:00am to 5:00pm.**

Appendix C

Hearing Procedure

STREET TRADING CONSENT APPLICATION

SUB-COMMITTEE HEARING PROCEDURE

This procedure has been drawn up to assist those parties attending Street Trading Consent Committee hearings.

1. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
2. The Chair will ask the applicants and interested parties to formally introduce themselves.
3. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
4. Hearing Procedure:-
 - (a) The Licensing Officer will introduce the report.
 - (b) Questions concerning the report can be asked both by Members and the applicant.
 - (c) The applicant/consent holder (or his/her nominated representative) will then be asked to:-
 - (i) detail the application;
 - (ii) provide clarification on the application and respond to the representations made.
 - (d) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the applicant and/or his/her representative.
 - (e) Consultees / interested parties will be invited to present their representations or elect a spokesperson (which may be a Councillor) to speak on their behalf. New representations must not be raised.
 - (f) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the consultees / interested parties.
 - (g) The consultees / interested parties will be invited to sum up. A maximum of 5 minutes will be allowed.
 - (h) The applicant will be invited to sum up. A maximum of 5 minutes will be allowed.
 - (i) The Licensing Officer will then detail the options.
 - (j) There will then be a private session for Members to take legal advice and consider the application.
 - (k) Once a decision has been reached, all parties will be invited to return. The Sub-Committee's decision and reasons will be announced by the Chair.
 - (l) The Sub-Committee's decision will be confirmed in writing to the applicant and those parties who made representations.

- NB:
- 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
 - 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

There is no right of appeal against the Council's decision to refuse to grant or revoke a Street Trading Consent.

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