

Council

**Wednesday 2 December 2020
2.00 pm**

**To be held as an online video
conference.**

The Press and Public are Welcome to Attend/Observe. To access the meeting, click on the 'View the Webcast' link on the webpage - <http://democracy.sheffield.gov.uk/ieListDocuments.aspx?CId=154&MId=7675&Ver=4>

COUNCIL

Wednesday 2 December 2020, at 2.00 pm

To be held as an online video conference.

MEMBERS OF THE COUNCIL

THE LORD MAYOR (Councillor Tony Downing)
THE DEPUTY LORD MAYOR (Councillor Gail Smith)

1	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Bob Pullin Richard Shaw	10	<i>East Ecclesfield Ward</i> Andy Bainbridge Vic Bowden Moya O'Rourke	19	<i>Nether Edge & Sharrow Ward</i> Peter Garbutt Jim Steinke Alison Teal
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				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Paul Wood

Contact:

Paul Robinson, Democratic Services
paul.robinson@sheffield.gov.uk

PUBLIC ACCESS TO THE MEETING

The Council is composed of 84 Councillors with one-third elected three years in four. Councillors are democratically accountable to the residents of their Ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them

All Councillors meet together as the Council. Here Councillors decide the Council's overall policies and set the budget each year. The Council appoints the Leader and at its Annual Meeting will appoint Councillors to serve on its Committees. It also appoints representatives to serve on joint bodies and external organisations.

A copy of the agenda and reports is available on the Council's website at <http://democracy.sheffield.gov.uk/ieListMeetings.aspx?Committeeld=154>. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Members of the public have the right to ask questions or submit petitions to most Council meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Council meetings are normally open to the public but sometimes the Council may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. Please see the website for details of how to view the remote meeting.

**COUNCIL AGENDA
2 DECEMBER 2020**

Order of Business

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members to declare any interests they have in the business to be considered at the meeting.

3. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

To receive any questions or petitions from the public, or communications submitted by the Lord Mayor or the Chief Executive and to pass such resolutions thereon as the Council Procedure Rules permit and as may be deemed expedient.

(NOTE: There is a time limit of one hour for the above item of business. In accordance with the arrangements published on the Council's website in relation to meetings of the Council held remotely, questions/petitions are required to be submitted in writing, to committee@sheffield.gov.uk, by 9.00 a.m. on Monday 30th November.)

4. MEMBERS' QUESTIONS

4.1 Questions relating to urgent business – Council Procedure Rule 16.6(ii).

4.2 Supplementary questions on written questions submitted at this meeting – Council Procedure Rule 16.4.

4.3 Questions on the discharge of the functions of the South Yorkshire Joint Authorities for Fire and Rescue and Pensions – Section 41 of the Local Government Act 1985 – Council Procedure Rule 16.6(i).

(NB. Minutes of recent meetings of the two South Yorkshire Joint Authorities have been made available to all Members of the Council via the following link -

<http://democracy.sheffield.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13165&path=0>)

5. MINUTES OF PREVIOUS COUNCIL MEETING

To receive the record of the proceedings of the meeting of the Council held on 4th November 2020 and to approve the accuracy thereof.

6. REPRESENTATION, DELEGATED AUTHORITY AND RELATED ISSUES

To consider any changes to the memberships and arrangements for meetings of Committees etc., delegated authority, and the appointment of representatives to serve on other bodies.

7. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

Report of the Executive Director, Place.

8. CORONAVIRUS (COVID-19) UPDATE

To receive updates on Covid-19 related matters affecting the city, including from the Director of Public Health, followed by questions from Members of the Council.

(NOTE: The above item of business is expected to commence at approximately 4.00 p.m.).



Gillian Duckworth
Director of Legal and Governance

Dated this 24th day of November 2020

The next ordinary meeting of the Council will be held on 6 January 2021.

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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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Minutes of the Meeting of the Council of the City of Sheffield held on Wednesday 4 November 2020, at 2.00 pm, as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, and pursuant to notice duly given and Summonses duly served.

PRESENT

THE LORD MAYOR (Councillor Tony Downing)
THE DEPUTY LORD MAYOR (Councillor Gail Smith)

1	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Bob Pullin Richard Shaw	10	<i>East Ecclesfield Ward</i> Andy Bainbridge Vic Bowden Moya O'Rourke	19	<i>Nether Edge & Sharrow Ward</i> Peter Garbutt Jim Steinke Alison Teal
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				28	<i>Woodhouse Ward</i> Mick Rooney Paul Wood

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillors Ben Curran, Abtisam Mohamed, Peter Rippon, Jackie Satur and Sophie Wilson.

2. ORDER OF BUSINESS

- 2.1 It was moved by Councillor Shaffaq Mohammed, and seconded by Councillor Douglas Johnson, that, in view of the amount of business to be conducted at the meeting, the provisions of Council Procedure Rule 5.5 be suspended and the termination of the meeting be extended by 30 minutes, to 6.00 p.m. to ensure time is made available for Members' supplementary questions.
- 2.2 On being put to the vote, the motion was negated.

3. DECLARATIONS OF INTEREST

- 3.1 In the light of the announcement made earlier at the meeting by the Lord Mayor indicating that the Vice-Chancellors of the City's two Universities will be attending the meeting to report on the work that the Universities have been undertaking during the pandemic, interests in agenda item 8 on Coronavirus Update (item 9 of these minutes) were declared by (a) Councillor Lewis Dagnall on the grounds that he is a funded post-graduate student at the University of Sheffield and will shortly be employed by the University as a teaching assistant, (b) Councillor Mark Jones on the grounds that his partner is a Lecturer at the University of Sheffield and (c) Councillor Kaltum Rivers on the grounds that she is a funded post-graduate student at the University of Sheffield.

4. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

- 4.1 The Lord Mayor (Councillor Tony Downing) reported that one petition and questions from six members of the public had been received prior to the published deadline for submission of petitions and questions for this meeting. He added that one of the questioners was now not able to attend the meeting, and, in view of the pressure on time, he would arrange for a written answer to be provided to the questioner as an alternative to dealing with it in this meeting.

4.2 Petitions

4.2.1 Petition Regarding Provision Of Free School Meal Vouchers

The Council received a petition containing 975 signatures and concerning

the provision of free school meal vouchers.

Representations on behalf of the petitioners were made by Kurtis Crossland. Mr Crossland said there were twenty thousand children in Sheffield who depended on free school meals. He referred to the Council's October half term voucher scheme and the announcement that there would also be provision for free school meals during the Christmas holiday, which he said was very good news for anyone that depended upon free school meals. He said that some mistakes did occur in relation to the provision of vouchers in the October half term and he asked the Council to reassure people in that regard.

The Council referred the petition to Councillor Julie Dore, the Leader of the Council. Councillor Dore thanked Mr Crossland for presenting the petition and said that the Council had made the decision to provide free school meal vouchers in the Christmas holidays, following the decision to fund free school meal vouchers during the October half term and this was announced in the last week. She said that it was hoped that the Government would change its approach and listen to people to provide food to those most in need and especially during the Coronavirus pandemic and as a result of the economic effects of the pandemic upon jobs and wages. Councillor Dore referred to the negative effects on those families of coalition government austerity policies and welfare reform.

4.3 Public Questions

4.3.1 Public Question Concerning Crossing on Station Road, Halfway

Kurtis Crossland made reference to the provision of a pedestrian crossing on Station Road, Halfway and asked when construction was expected to start.

Councillor Bob Johnson, the Cabinet Member for Transport and Development, responded that timescales were difficult to estimate. There would be a consultation regarding the scheme and people would be made aware when that consultation was to begin.

4.3.2 Public Question Concerning Housing Offices

Sophie Thornton asked whether the Council still intended to reduce the number of housing offices and, if so, which ones were being considered for closure.

Councillor Paul Wood, the Cabinet Member for Neighbourhoods and Community Safety, stated that the Council was considering how it delivered the housing offices services. No final decisions had been made and there would be consultation with Tenants and Residents Associations prior to any decisions being taken. This would not take place immediately and was delayed because of the Coronavirus pandemic.

4.3.3 Public Question Concerning Garage Fly-tipping

Sophie Thornton said that following her question to Council in October, she had received a reply confirming that the garage site on Gervase Avenue had been tidied and the garage doors closed over the remaining fly-tipping. She asked the Council to reconsider its approach and clean out the garages to remove the remaining rubbish.

Councillor Paul Wood, the Cabinet Member for Neighbourhoods and Community Safety, responded that he would take the matter up with the relevant service on behalf of Sophie Thornton to make sure the situation relating to the garages was dealt with correctly.

4.3.4 Public Questions Concerning Streets Ahead and Street Trees and the Leader of the Council

Russell Johnson said that at a meeting in March 2018, the then Chief Executive of the Council had told him that an Amey sub-contracted or employed person had suffered a broken bone in the course of their duties at Meersbrook Park Road on 22 February 2018. He asked where the Chief Executive had obtained this information and what corroboration was sought before repeating this as fact.

He asked if the Leader of the Council had considered the idea, which was also the subject of social media, that the Council should demonstrate its sincerity in the apology required by the Local Government Ombudsman in its report, by repaying Injunction costs of tree campaigners. If so, what conclusion had the Leader come to and why? He asked if the Leader was aware that there was widespread belief that the Ruling Group on the Council did not appear to understand the concepts of atonement or remorse?

Mr Johnson made comments about damage to Sheffield's reputation resulting from what he stated was years of administrative malefaction by the Council and he asked whether the Leader would consider stepping down now, avoiding further risk by waiting until May 2021.

Councillor Mark Jones, the Cabinet Member for Environment, Streetscene and Climate Change, responded in relation to the first question, that he could not comment on conversations that had taken place between Mr Johnson and the former Chief Executive. However, he was working with officers to understand the background to this incident and allegations and he would respond to Mr Johnson in writing as to the findings of that investigation.

Councillor Julie Dore, the Leader of the Council, stated that she had known of the incident relating to a member of the workforce as referred to by Mr Johnson, because it was repeated several times during that period and was an issue in the public domain. She had not been formally informed that someone within the workforce had suffered an injury.

In relation to comments on social media, Councillor Dore responded that she did not engage with social media. She said peaceful campaigning against the replacement and replenishment of street trees was different to breaching an injunction. The Council had extended a full apology and had worked with campaigners to develop a new joint strategy for the future replacement and replenishment of street trees and this was in a good place.

Councillor Dore said that at present, people needed guidance, help and support during the Coronavirus pandemic and she was aware that there was a widespread belief that this Council was doing everything possible to save lives and to protect the most vulnerable.

4.3.5 Public Question Concerning Electric Vehicle Charging Outlets

Russell Johnson asked whether the Council was aware that, despite the Climate Emergency, and the declared intention to encourage electric vehicle ownership, Sheffield still had significantly fewer Electric Vehicle charging outlets than comparable cities and some much smaller towns and he asked why this was the case.

Councillor Bob Johnson, the Cabinet Member for Transport and Development, responded that the Council recognised the need to provide electric charging infrastructure points and to promote the take up of electric vehicles. The Council was in the process of a roll out of rapid chargers through the early measures fund and it was actively seeking further funding to be able to enhance the network. The Council had also worked with private organisations to help develop provision, which included charging points. A promotion scheme for electric vans was also being implemented with Highways England to provide incentives for businesses to change to electrified vehicles. He said that provision of charging infrastructure was reliant upon the national grid and the underlying infrastructure and it was therefore difficult to make comparisons between cities. The Council was moving ahead on this issue and was implementing rapid chargers, which may not be the same as the standard ones seen in other places.

4.3.6 Public Questions Concerning Local Government Ombudsman Report Concerning Street Trees

Ruth Hubbard asked whether as part of the "full apology" following the Local Government Ombudsman report, the people of Sheffield deserved an explanation as to why the Council took things "too far" and if not, why not?

Councillor Julie Dore, the Leader of the Council, responded that the details of the response to the Ombudsman's report were in a Cabinet report and a copy of that report could be sent to Ruth Hubbard or it could also be accessed on the Council's website.

4.3.7 Public Questions Concerning Coronavirus

Nigel Slack asked several questions concerning the Coronavirus Pandemic. He stated that the Government had failed the nation by insisting that educational establishments continued to provide one of the major vectors for the ongoing crisis of infections, hospital admissions and deaths relating to Covid-19.

He said that this approach was damaging both to public health and to the economy and that the decision regarding lockdown had been taken weeks after the science demanded it, and that was the Government's fault. Mr Slack commented that the City now needed to stand up and be counted.

He asked whether the City would demand that the Government close the schools, colleges and Universities, as demanded by teaching unions and 'the science' to help suppress the uncontrolled pandemic as they were contributing to community infections and as a result, all age groups were now being affected.

He said that it was entirely possible for the country to 'afford' a real national lockdown economically and to enable people to work on ways to support the mental health of those worst affected. He said that the Government chose not to do so and the Council followed orders.

Mr Slack asked: why the Council continued to follow flawed advice from the Government; when would the Council take the right steps to protect students, staff and workers in education; did the Council think this supposed 'lockdown' would work without closing education; and what did the Council say to those working in education and families of students who did not have faith in the Covid-19 related safety measures in place?

Councillor Julie Dore, the Leader of the Council, stated that representatives of the two Universities were attending this meeting of Council and she hoped that Mr Slack would be able to listen to their respective contributions.

She said that the Council had always stood up and been counted and had done so in relation to the present Government and had not shied away from standing up for Sheffield, including over the past ten years.

She said there was a difference between following advice from the Government and having to follow instructions. This day, Parliament would consider and vote upon further measures relating to the Coronavirus pandemic and which would determine whether schools and universities would be required to remain open or closed. That would be a decision of Parliament, rather than advice and the Council had to follow that decision.

She said that her political party and political group's position was that education and learning should remain open and accessible. She said it was a very difficult balance to keep people safe from the virus, whilst also recognising the impact, in many other ways, of those decisions.

Those impacts might be far more harmful for some, especially children and young people who were the most vulnerable and disadvantaged as they would be disproportionately adversely affected by the closure of schools. It might also include matters of safeguarding and an increase in mental health conditions.

Councillor Dore said that there was also data to show that the impact on inequality would be long term and that the gap would grow wider. There were also consequences for the futures of some of the most very vulnerable and disadvantaged young people and which had already been seen with the previous lockdown.

She said that risks had to be properly managed but the cost of children being out of school was too high. There was also a balance to be considered with regards to the closure of other provision such as gyms, leisure centres and other wellbeing activities and the effect on people's physical and mental wellbeing. She said that education was a priority.

Prior to asking the questions above, Mr Slack referred to a written response that he had received from the Cabinet Member for Children, Young People and Families and he expressed concern that in that written response he was being accused of blaming students for spreading the virus and of being divisive.

He stated that he did not blame the students or the pupils in schools and that he blamed the Government, the universities and accommodation providers for failing to protect those young people. He said that whilst no one sector was blameless, when people gathered in environments where staff and students felt unsafe, and where students were succumbing to infection, it was those in power who should shoulder the blame. He said that to infer that he thought otherwise was wrong and he expected an apology.

Councillor Jackie Drayton, the Cabinet Member for Children, Young People and Families, responded and said that in relation to Mr Slack's request for an apology, she would apologise if she had upset him in what she said in the written answer, although she wished to make it clear that she was answering a written question to her. The question had talked about students and young people being responsible for the death of a family member and universities putting money over the health of their students.

She said that she did recognise that Mr Slack was very passionate about challenging organisations, including the Council and the universities and in his belief as to why he thought it best that students and young people should not be attending school and university. She said that she felt the language he had used was divisive and emotive and she did not accept that it was right to use that sort of language.

Councillor Drayton commented on the circumstances of many families and the challenges of having to support and teach children at home with

restricted space and limited access to technology and also sustaining a job. She also referred to the raising of anxiety of people being together in one household. She said that the people who were disadvantaged the most were the poor and the vulnerable and that the pandemic was affecting those people more than others. She said that those children and young people needed to be at school to ensure they were supported and so long as the schools and universities were working hard to keep people safe, she would continue to support them.

Councillor Drayton said that she was sorry if Mr Slack was upset about what was said in the way she had replied. However, this was not meant in any other way than to disagree with the language he had used and she explained that she was happy to always receive a question from Mr Slack.

5. CORONAVIRUS (COVID-19) UPDATE

- 5.1 RESOLVED: On the motion of The Lord Mayor (Councillor Tony Downing) and seconded by The Deputy Lord Mayor (Councillor Gail Smith), that, in accordance with Council Procedure Rule 9.1, the order of business as published on the Council Summons be altered by taking item 8 on the agenda [Coronavirus (Covid-19) Update] as the next item of business.
- 5.2 Greg Fell, the Director of Public Health, provided an update on the latest position in relation to the Coronavirus (Covid-19) pandemic and James Henderson, Director of Policy, Performance and Communications, outlined the restrictions announced by the Government on the second national lockdown, which was due to start on 5 November.
- 5.3 Professor Koen Lamberts, President and Vice-Chancellor of the University of Sheffield, and Professor Sir Chris Husbands, Vice-Chancellor of Sheffield Hallam University, each reported on the work that both Universities had been undertaking during the pandemic. Professor Lamberts was accompanied by Heidi Fraser-Krauss, Executive Director, Corporate Services, and Professor Husbands was accompanied by Joe Rennie, Group Director, Student and Academic Services.
- 5.4 This was followed by an opportunity for Members of the Council to ask questions and a summary of the questions to Greg Fell and James Henderson and responses was as follows:-
- 5.5 Questions were asked about the potential for mass testing of the population for Covid-19 and in response, Mr Fell informed Members that testing was effective if it linked to the right interventions that followed. There were however some scientific uncertainties with regard to testing a whole population. These included the accuracy of the testing and the scientific validity of the exercise - in relation to which there would be learning from the experience of the Liverpool pilot in whole population testing and the deployment of 2000 military personnel to support that programme. There were also significant logistical problems in repeatedly and frequently testing

such a large number of people and there would need to be some certainty in relation to its benefits and the related behaviours and systems and processes, including linking the test to the process of NHS track, trace and isolate.

- 5.6 Mr Fell explained that there could be benefit in population screening of defined cohorts, such as asymptomatic testing in domiciliary or home care settings as was now being done in care homes. Similarly, there might be a case for asymptomatic testing in critical services both in the public and private sectors, albeit with some caveats. There might also be a case for asymptomatic testing of contacts of confirmed cases of Covid-19, such as households and that was being examined at present in reference to learning from the experience of the Liverpool pilot. It was important to be clear about the logistics of testing a wider proportion of the population. Further information would be provided in writing.
- 5.7 As regards the question of whether schools and universities should close, SAGE (the Scientific Advisory Group for Emergencies) had been clear in advice to Government that the reopening of schools and universities would lead to more cases of infection. The balancing factors were that firstly, schools were operating in a largely safe environment and there was little in any documented evidence of in-school transmission. However, cases connected to schools were reflective of community transmission which was brought into school and then appropriately isolated. Second, the transmission from children to adults was quite rare. And thirdly, education was good for children and not having education affected life chances and was inequitable.
- 5.8 In relation to the effects of a second lockdown on the rates of Covid-19 infection, the less contact people had, together with other measures, the more rates would reduce. It was also recognised that there would be longer term consequences for some people, such as those who had developed 'long-Covid' and a related impact for health and social care.
- 5.9 Not enough people who should be isolating were doing so. Although there was financial support available for people to self-isolate, it was acknowledged that those with less income could find it difficult to self-isolate for two weeks. Community support for those who were required to self-isolate was also important. Observations were made as to the effectiveness of the NHS Covid-19 App and it was hoped that these would be addressed.
- 5.10 In relation to older people continuing to go to the workplace, whilst people who were clinically vulnerable should take extra care, there was not at this time specific government guidance on going into the workplace. The Council would undertake risk assessments in relation to employees as appropriate.

(Note: Due to time constraints, any remaining questions from Members to Greg Fell and James Henderson were to be asked and answered in writing.)

- 5.11 A summary of the questions to the Universities and responses was as

follows:-

- 5.12 The Students' Union had been engaged in relation to the delivery of teaching and assessment so that no students suffered detriment and teaching was delivered either on campus or online. International students made a major contribution to the culture and economy of the City. The Universities had reduced international travel by using alternative technologies and were also looking at future ways of working in relation to reducing environmental impact.
- 5.13 In connection with the transmission of the virus in the air, the Universities had followed guidance and had been working with the Council's public health team and other experts. Risk mitigation measures adhered to government guidelines, including the wearing of masks in teaching areas and active ventilation, together with social distancing. There was not evidence through track and trace of aerosol transmission in teaching settings.
- 5.14 As regards concerns about the level of university fees and the possible reduction of fees and relatively little teaching time in some cases and having spoken with students, it was thought that students did understand the circumstances relating to the Coronavirus pandemic and they were philosophical and quite realistic. The reaction of students to placing learning materials online had been mixed with some students saying they were just as good or better and others saying that they were not so good. Lectures were recorded in short segments, for students to access. Both universities had a cost base and it was just as labour intensive to develop online materials as to deliver teaching in person. It was thought, and the case had been made to Government, that changes could be made to the regime of repayment of student loans.
- 5.15 Universities had been working hard to provide high quality learning for students. If students felt that learning outcomes had not been met, those concerns could be raised with the university through the appropriate procedure and support was available through student advisers. The Universities were determined to deliver the learning outcomes that were expected.
- 5.16 Questions were asked about support to students who were required to self-isolate and Members were informed that an extensive support package was provided to those students, including welfare and emotional support and awareness of access to mental health and wellbeing services, eligibility to a hardship fund and an ability to borrow a laptop. Students staying in university accommodation received a daily check-in or they could register for a daily welfare call in relation to their specific needs and how they were feeling. Support was offered for access to medication and shopping deliveries. There were also a range of online services to make sure that students remained engaged with their course. There was peer support available for other students who were not self-isolating but might also need support or services. In summary, there was a lot of hard work being done in this regard to support students.

- 5.17 As regards blended learning and whether there was any planned increase in face to face teaching and learning, universities had needed to respond and adapt rapidly and were looking at the year ahead, including timetabling, teaching and placements, and in respect of health and education courses and it was expected that the experience for students would be different later in the academic year.
- 5.18 In relation to teaching and learning for students on clinical, nursing and teaching courses, clinical teaching was being delivered face to face. There were challenges with regard to placements for health and education and this was the subject of current activity.
- 5.19 Support was available for students living in other accommodation in communities and those on placement elsewhere in the UK and shopping could be delivered to students who were self-isolating because of the Coronavirus. The Universities did engage with local communities and were keen to reassure people and make sure that people in communities were not unduly concerned. There was related proactive activity, including social media and the Universities were responding to enquiries. In general, students both understood and complied with guidance. Local MPs and Councillors were also kept informed of activity.
- 5.20 In response to questions concerning student accommodation and the effect of the pandemic upon providers, including providers of larger student complexes, and the future for student accommodation, it was explained that the two Universities were different in that, unlike the University of Sheffield, Sheffield Hallam University was not a provider of accommodation and worked with private sector providers. The information available indicated that the market would not shrink in the near future.
- 5.21 For Sheffield Hallam University, a significant proportion of students lived in large residential complexes. Work was done in partnership with providers in relation to welfare and support and issues of conduct and discipline. Others lived locally or commuted into Sheffield or lived in homes provided by local landlords, including as part of a registered scheme and students were encouraged to move into homes with such partners.
- 5.22 The approach with regards accommodation providers was similar for the University of Sheffield. It was anticipated, looking at the demographics, that demand for higher education accommodation would increase and would be resilient and there was robust demand for a higher education experience in an institution and as a resident of a city.
- 5.23 In relation to risk assessment and what had been learned concerning transmission of Covid-19, it was thought that any movement of people brought a risk of transmission and that was proportional to the underlying transmission rate in the population. How the risk translated into actual transmission depended upon both the underlying rate of infection and mitigations that were put in place. Mitigations were put in place in

collaboration with the Council's Public Health team, to help ensure the effect of transmission on campus was as low as possible. There was limited control in relation to behavioural compliance but this had been very good on the whole. It was about balancing the benefits of providing students with education and the risks associated with any movement of people.

- 5.24 It was a matter of judgement as to the overall risks. It was considered that, if young people had been asked to put their lives on hold for a year, that would have resulted in a very difficult position, which created problems with the delivery of higher education in 2021 and it presented challenges with regards to mental health and youth unemployment. There were some important trade-offs and it was considered that the mitigations which had been put in place by the Universities had worked.
- 5.25 A question was asked about students returning home for the Christmas holiday and the effect of them returning to Sheffield on the rate of cases of Covid-19 and what action might be taken in that regard. In response, it was considered that this would depend on the consequences of a range of public health interventions. Whilst it was possible that there would be an increase in cases of Covid-19 when students returned, this also needed to be considered along with the prospects of those young people and long term needs of society for an educated workforce and it was really important that they did return. Government guidance was awaited in relation to students going home and returning after the Christmas holiday and what could be expected in terms of risk and mitigation depended upon the model that the Government chose to recommend.
- 5.26 In response to a question concerning the continuing job security, leading up to the Christmas period, of university employees including those in job roles in catering and cleaning, it was stated that for Sheffield Hallam University staff in such roles, there had not been spare capacity with people having been fully occupied and thought would be given to the future. However, it was not intended to make people redundant at this point. For the University of Sheffield, the position was broadly the same and tribute was paid to those staff who had been crucial in keeping the University campus open and allowing research to take place and in keeping people safe and it was not intended to make people redundant at this point.
- 5.27 In relation to the effectiveness of mitigations and what might be done differently for the return of students in January as compared to the arrival of students in the autumn term, in respect of Sheffield Hallam University, the campuses and delivery of teaching had been secure and there had not been evidence of transmission. However, at the beginning of term, there had been some behaviours that had accelerated transmission and the University had worked incredibly hard with students, including in relation to communications and that was considered to have been effective. There was also examination of further development of test and trace which could help to manage the present circumstances. The University was also considering how it might adapt teaching and learning and that work was not yet complete and had been put on hold whilst an immediate response was put in place to the

announcement of Tier 4 restrictions by the Government.

- 5.28 As regards international students, for the University of Sheffield, early on, there was concern as to an anticipated reduction in international students being able or choosing not to travel to Sheffield. A significant number of students had chosen to wait until the new year and to defer their arrival and were undertaking the first semester online. There were challenges, including in relation to visas and international travel. Arrangements had been put into place recently for travel from China. The numbers of students registering to come to the University was holding up reasonably well. The Government had offered a loan and grant package, which was expected in the new year, to help cover the shortfall in international student numbers and fees which helped the University to maintain research.
- 5.29 Support from the City Council was valuable in terms of working with teams in the Council and so there was understanding of local needs and concerns and in order that the Universities were also informed by the Council.
- 5.30 For Sheffield Hallam University, it had been anticipated that there would be a reduction in numbers of international students and in fact this reduction had not been as large as expected earlier in the year. The numbers of domestic students had held up well. The Universities were working together to put a proposal to Government concerning how there might be more effective working in relation to social and economic recovery and renewal. There was a wish for the two Universities to collaborate together and with the City Council to consider the place of the Universities, their contribution to the City and in improving the quality of life for young people and the population of Sheffield.
- 5.31 Questions were asked about how a learning and academic deficit might be addressed and as to how the lack of a wider learning experience of students in higher education could be addressed such as by the use of summer schools. In response, it was acknowledged that this was a concern and the current circumstances presented a different experience for students. The University was looking at learning outcomes and giving consideration as to what might need to be picked up in future years and for first and second year students. Students were demonstrating considerable resilience and were learning through responding to the present circumstances relating to the pandemic. Students had often been ahead in relation to their grasp and use of new technologies and in the last six months, universities had found they had had to catch up.
- 5.32 The Council noted the information reported and thanked all of the presenters for attending the meeting and providing their updates and for answering Members' questions.

6. TRIBUTES TO FORMER COUNCILLORS

- 6.1 RESOLVED: On the motion of The Lord Mayor (Councillor Tony Downing)

and seconded by The Deputy Lord Mayor (Councillor Gail Smith), that, in accordance with Council Procedure Rule 9.1, the order of business be altered by taking tributes to former Councillors, followed by a vote of thanks to former Councillor Olivia Blake, as the next items of business.

- 6.2 The Lord Mayor (Councillor Tony Downing) provided an opportunity for Members of the Council to pay tribute to former Councillors Mike Bower, Keith Hill, George Mathews and Alf Meade, who sadly had died on 1st April, 19th June, 14th July and 28th February, 2020, respectively.
- 6.3 Former Councillor Mike Bower had served as a Member of the Council from 1976 to 1998 and was Chair of the Education Committee from 1983 to 1986 and Chair of the Policy Committee, and Leader of the Council, from 1993 to 1998.
- 6.4 Former Councillor Keith Hill had served on the Council from 1999 to 2014 and was Chair of the South West Area Panel from 2005 to 2008.
- 6.5 Former Councillor George Mathews had served on the Council from 1982 to 1998 and was Deputy Chair of the Employment Committee from 1983 to 1988 and Deputy Chair, then Chair, of the Planning and Economic Development Committee from 1992 to 1998.
- 6.6 Former Councillor Alf Meade had served on the Council from 1971 to 2015, albeit with a number of small breaks in service on the Council during that time. He was awarded an MBE in 2014 for services to the community.
- 6.7 Several Members of the Council spoke to pay tribute to the four former Councillors.

(NOTE: During the above item of business, it was - **RESOLVED**: On the motion of Councillor Penny Baker and seconded by Councillor Shaffaq Mohammed, that the provisions of Council Procedure Rule 5.5 be suspended and the termination of the meeting be extended to enable the tributes to be paid, and a vote of thanks to be passed to former Councillor Olivia Blake.)

7. VOTE OF THANKS TO FORMER COUNCILLOR OLIVIA BLAKE

- 7.1 The Council paid tribute to former Councillor Olivia Blake who had resigned on 2nd March 2020 to fully focus on her role as a Member of Parliament, after serving as a Member of the Council, representing the Walkley Ward, since May 2014.
- 7.2 It was **RESOLVED**: that this Council places on record its thanks and appreciation to former Councillor Olivia Blake for her hard work and service to the City of Sheffield.

8. MEMBERS' QUESTIONS

- 8.1 A schedule of questions to Cabinet Members, submitted in accordance with Council Procedure Rule 16, and which contained written answers, was circulated.
- 8.2 Supplementary questions (under the provisions of Council Procedure Rule 16.4), questions relating to urgent business (under the provisions of Council Procedure Rule 16.6ii) and questions relating to the discharge of the functions of the South Yorkshire Joint Authorities for Fire and Rescue and Pensions (under the provisions of Council Procedure Rule 16.6i), were not able to be asked before the meeting terminated at the conclusion of the tributes to former Councillors.

9. MINUTES OF PREVIOUS COUNCIL MEETING

- 9.1 RESOLVED: On the Motion of Councillor Dianne Hurst, seconded by Councillor Andy Bainbridge, that the minutes of the meeting of the Council held on 7th October 2020 be approved as a true and accurate record.

10. REPRESENTATION, DELEGATED AUTHORITY AND RELATED ISSUES

- 10.1 RESOLVED: On the Motion of Councillor Dianne Hurst, seconded by Councillor Andy Bainbridge, that:-

(a) approval be given to the following change to the memberships of Committees, Boards, etc.:-

Scrutiny Committee	- Councillors Peter Garbutt and
Substitute Members	Ruth Mersereau to be appointed as additional substitute members

(b) representatives be appointed to serve on other bodies as follows:-

Sheffield City Region Mayoral Combined Authority Housing and Infrastructure Board	- Councillor Mazher Iqbal to be appointed as the Reserve Member for Councillor Bob Johnson
---	---

11. APPOINTMENT TO THE POST OF DIRECTOR OF ADULT HEALTH & SOCIAL CARE

- 11.1 RESOLVED: On the motion of Councillor George Lindars-Hammond, seconded by Councillor Jackie Drayton, that this Council notes the information contained in the report of the Director of Human Resources and Customer Services now submitted, informing the Council of the recent

appointment of Alexis Chappell to the post of Director of Adult Health and Social Care, and that Ms. Chappell is expected to start in post in early November 2020.

LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

1. At its meeting on 18th November 2020, the Cabinet considered a report of the Executive Director, Place, setting out the details of the revised Statement of Licensing Policy to be published under the Licensing Act 2003 and detailing the consultation process that had been undertaken. The report also sought approval to the final draft of the Statement of Licensing Policy and for it to be referred to Full Council.
2. Approval of the Statement of Licensing Policy under the Licensing Act 2003 is a function reserved to full Council.
3. The resolution passed by the Cabinet is set out below.

RESOLVED: That Cabinet approves the Statement of Licensing Policy for referral to Full Council on 2nd December 2020.

Recommendation

That the Council approves the Statement of Licensing Policy under the Licensing Act 2003, as set out in the attached report.

Options

Full Council may:-

- (i) approve the Statement of Licensing Policy, without modification; or
- (ii) approve the Statement of Licensing Policy with modification, subject to the caveats below.

In considering the options, Full Council must have full regard to the contents of the report to Cabinet including, in particular, the implications that are highlighted in the report. Full Council's attention is drawn to the statutory requirements (noted in the report) of Section 5 (1) of the Licensing Act 2003, that each licensing authority must, in respect of each five year period:-

- (a) Determine its policy with respect to the exercise of its licensing functions, and
- (b) Publish a statement of that policy before the beginning of the period.

(NOTE: A copy of the report submitted to the Cabinet is attached.)

Laraine Manley
Executive Director, Place



Author/Lead Officer of Report: Claire Bower

Tel: 0114 2930209

Report of: *Laraine Manley*
Report to: *Cabinet*
Date of Decision: *18th November 2020*
Subject: *Statement of Licensing Policy Approval Report*

Is this a Key Decision? If Yes, reason Key Decision:- Yes No
- Expenditure and/or savings over £500,000
- Affects 2 or more Wards

Which Cabinet Member Portfolio does this relate to? *Place*

Which Scrutiny and Policy Development Committee does this relate to? *Licensing Committee*

Has an Equality Impact Assessment (EIA) been undertaken? Yes No

If YES, what EIA reference number has it been given? *546*

Does the report contain confidential or exempt information? Yes No

If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-

"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."

Purpose of Report:

The report sets out the details of the revised Statement of Licensing Policy to be published under the 2003 Act and details the consultation process that has been undertaken.

The report seeks approval of the document and refers to Full Council.

Recommendations:

That Cabinet approve the Statement of Licensing Policy for referral to Full Council in December 2020.

Background Papers:

Draft Statement of Licensing Policy

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <i>Chloe Parker</i>
	Legal: <i>David Hollis</i>
	Equalities: <i>Annemarie Johnston</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	EMT member who approved submission: <i>Laraine Manley</i>
3	Cabinet Member consulted: <i>Robert Johnson</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: <i>Claire Bower</i>
	Job Title: <i>Licensing Strategy and Policy Officer</i>
Date: <i>9/11/2020</i>	

1. PROPOSAL

1.1 The proposed Statement of Licensing Policy conveys how Sheffield's Licensing Authority proposes to deal with licence applications under the Licensing Act 2003 for the following licensable activities:

- the sale and supply of alcohol
- the provision of regulated entertainment and
- the provision of late night refreshment.

1.2 The Licensing Act 2003 states at Section 5 (1):

“Each licensing authority must in respect of each five-year period –
(a) Determine its policy with respect to the exercise of its licensing functions, and
(b) Publish a statement of that policy before the beginning of the period.”

1.3 This report is to seek approval on the final draft of the Statement of Licensing Policy under the Licensing Act 2003 and refer the matter to Full Council for determination.

2. HOW DOES THIS DECISION CONTRIBUTE ?

2.1 The Statement of Licensing Policy will assist the Licensing Service in administering and enforcing the Licensing Act system in accordance with the promotion of the four statutory licensing objectives:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm.

All four objectives must be addressed when licensing functions are undertaken, and they provide the foundation for all the decisions made by the licensing authority.

2.2 It will provide developers looking to come to Sheffield, new businesses, current licensees and the residents of Sheffield with a clear and concise reference document to assist them in understanding the Licensing Act process in the city and assist them to become a successful part of the city's economy.

2.3 The Statement of Licensing Policy will support the wider strategies within the Council and assist the overall vision for the city to be successfully and safely delivered to all who live, work, study and enjoy Sheffield as a whole.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 All responsible authorities under the Act and relevant internal partners were consulted with prior to the 12-week formal consultation in order to ensure the final consultation draft was as comprehensive and currently relevant as possible.

The formal consultation period began on 20th April 2020 and concluded on 13th July 2020.

3.2 Section 5 (3) of the 2003 Act sets out who the licensing authority must consult before determining its policy, they are: -

- the chief officer of police for the licensing authority's area;
- the fire authority for that area;
- such persons as the licensing authority considers to be representative of holders of premises licences issued by that authority;
- such persons as the Licensing Authority considers to be representative of holders of club premises certificates issued by that authority;
- such persons as the Licensing Authority considers to be representative of holders of personal licences issued by that authority; and
- such persons as the Licensing Authority considers to be representative of businesses and residents in its area.

3.3 Over 5000 letters and emails regarding the consultation were distributed to premises licence holders, club premises certificate holders, personal licence holders, responsible authorities, elected members, and many other groups; information was published on the Licensing Service webpages with active links to an online comments form on Citizen Space.

3.4 The Licensing Authority received 31 responses to the consultation and amendments have been made to the draft policy document where it has been deemed appropriate.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

4.1.1 There are no adverse equality of opportunity implications arising from this report.

4.1.2 An Equality Impact Assessment has been prepared and retained (ref no. 546).

4.2 Financial and Commercial Implications

4.2.1 The work on the revision of the Statement of Licensing policy is a statutory duty placed upon us as the Licensing Authority and the work has

been undertaken within the current resources of the Licensing Service and is fully recovered through licence fees, therefore there are no additional financial and resource implications to the Council arising from this report.

4.3 Legal Implications

4.3.1 Failure to formally review the Statement of Licensing Policy in accordance with Section 5 of the Licensing Act 2003, the Regulations and Associated Guidance would mean that the Council would not be able to comply with its statutory duty and would leave it open to legal challenge.

4.3.2 If the revised document referred to within this report is approved by full Council in December 2020 then the Council, as the Licensing Authority has fulfilled its statutory duties.

5. REASONS FOR RECOMMENDATIONS

5.1 To comply with statutory obligations and in doing so promote the core objectives under the Licensing Act, and positively support the wider Council's Vision to promote a successful, safe and flourishing economy in the City of Sheffield.

6 RECOMMENDATIONS

6.1 That Cabinet approve the Statement of Licensing Policy for referral to Full Council in December 2020.

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SHEFFIELD CITY COUNCIL'S

STATEMENT OF LICENSING POLICY

Under the Licensing Act 2003

2021

Author	Reason for amendment	Date	Version
J Gough	12 week consultation comments amendments	28.07.2020	Final Draft v0.1
J Gough	CB amendments	28.07.2020	Final Draft v0.2
J Gough	Pages renumbered, formatted document added watermark	31.07.2020	Final Draft v0.3
J Gough	Amendments after SMT - APPROVED	07.09.2020	Final Draft v0.4
C Bower	Amendments re: vaping for Licensing Committee Approval on 26/10/2020	13.10.2020	Final Draft v0.5
C Bower	Final Draft Approved by Licensing Committee 26/10/2020	26.10.2020	Final Draft v.06

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PART 1 - FOREWORD

Sheffield has built a strong reputation as being a safe and vibrant city with a wide range of different cultural and entertainment venues which are valued by residents, visitors and businesses. It is important that these operate lawfully and sensitively, taking account of the needs of customers but also the wellbeing of nearby residents, and people enjoying other activities.

In Sheffield, we use our Licensing Policy to guide the licensed business sector when making applications under the Licensing Act, to assist councillors in reaching decisions on those applications that they consider, and to help residents voice their views and concerns in appropriate ways. It also allows Responsible Authorities to provide a proportionate, preventative and evidence based approach to assisting new and existing applicants to run and maintain safe, varied and successful licensable activities which actively support the reduction in alcohol related harms and safeguard all who could come in to contact with or be affected by such licensable activities.

It is imperative that we maintain a balance between welcoming and supporting those delivering licensable activities that are important to parts of our city, whilst ensuring a high quality of life for all those who live, work in, study or visit Sheffield. This policy is robust in its nature, and meets this requirement in a fair and proportionate way.

As an Authority we will encourage well run premises and will support these activities being provided in a positive manner wherever we can to keep Sheffield a leader in the licensed business sector. However, we will not tolerate any businesses or activities that place risk of damaging our communities or overall wellbeing as Sheffield residents, workers or visitors. Public Safety is our main focus, and this policy is provided to ensure this is maintained to the highest standard.

Introduction

The policy assists in addressing issues that impact on the safety and well-being of our residents, visitors to the city and those working in the leisure and entertainment industry.

We seek to assist and promote excellent operation and winning practice within the remit of the Licensing Act 2003, and hope that responsible licensees will find comfort in this policy.

The Licensing Authority will continue to tackle those who fail to uphold the licensing objectives, breach their conditions or operate outside their licence. The Council see licensing as a key means of controlling nuisance and anti-social behaviour from licensed premises. The service plays an active part in the holistic approach to the management of the evening and night time economy by assisting in reducing alcohol related harms and linking in with support initiatives and helping to promote positive and safe practice across the City.

This policy explains how the licensing regime will be implemented within Sheffield, giving clear guidance to new and current licence holders, as well as Councillors and partners. It is important to note that Sheffield City Council will not automatically punish licence holders who commit minor infringements and do not operate in line with this policy and underlying legislation by having their license revoked in the first instance. We seek to provide assistance to resolve issues, become compliant and encourage to actively uphold the licensing objectives. If licensees or operators persist in non-compliance and choose to not co-operate after this help and guidance has been provided, the Council will take firm steps which could result in the license revocation and possible further legal action where the situation would deem necessary.

We want to continue to promote Sheffield as a city of cultural and sporting excellence, increase engagement in cultural activities and encourage vibrant, safe and strong communities. We want to celebrate cultural diversity and respect and provide for the needs of all users of our City. We encourage a varied range of different types and styles of premises, particularly in the city centre, to attract a wide range of users from families with children through to older people as well as people with additional needs. We want Sheffield to be a leading city where people are able to enjoy the night time economy and the leisure opportunities in a safe, social and sensible way and reduce alcohol-related harms.

We are particularly keen to ensure the cultural hub of the city centre remains an attractive destination for every visitor to our city and to this end we would encourage premises that serve the needs of all visitors to this area, with an emphasis on the European café culture, rather than a late night drinking destination, which is already well catered for in other areas of the city centre.

Many people choose not to drink alcohol on some days or all days for a variety of reasons, yet still wish to enjoy the night time economy, cultural and leisure opportunities. We therefore support the move to offer a wider range of no and low alcohol drinks aimed at this emerging market as part of a vibrant city offer.

The world of regulation has changed significantly in recent years, with a clear acknowledgement that the best results are achieved when regulators and businesses work together because ultimately both parties aim for the same outcome - safe and well managed premises, places and environments.

It is now common practice for national statutory guidance to focus on the message of positive partnership in regulation. This is no more so than in the Licensing Act s.182 guidance to local authorities where numerous references to "*working in partnership*" can clearly be seen.

Examples of this practice in Sheffield within licensing regulation which we are proud to state we play an active and positive role in include:

- **Sheffield Pub Watch** – where local businesses, council officers and police officers come together to promote a safer drinking environment in licensed premises.
- **Purple Flag Scheme** - the accreditation process for town & city centres that meet or surpass the standards of excellence in managing the evening and night time economy (ENTE). Sheffield has received this prestigious status for 8 consecutive years and continues to be recognised nationally as a vibrant, welcoming and safe place for people of all ages to enjoy a night out between 5pm and 5am.
- **Best Bar None Scheme** - supported by the Home Office, local councils and the drinks industry and is aimed primarily at promoting responsible management and operation of alcohol licensed premises.
- **Local Drug and Alcohol Co-ordination Team (DACT)** – Close partnership working to combat the risks and difficulties faced by the use of drugs and alcohol in Sheffield, and we work together to deliver closely linked supporting strategies to keep Sheffield lower or as near to national standards as possible.
- **Club Soda** – an initiative supported by the Best Bar None Scheme and DACT to encourage premises to offer a wider range of no and low alcohol beverages to support those who choose not to drink alcohol on some days or all days to enjoy the night time economy.

Ambition of the City and other linked strategies.

It is vital to ensure that this Statement of Licensing Policy links positively and effectively into the current priorities of Sheffield City Council. There is a clear focus of strong partnership working and the benefits this creates for the City. It is linked to other city wide strategies to ensure that the overall ambitions of Sheffield City Council are effectively delivered, whilst providing solutions to continual challenges faced within the city, and providing succinct support and advice in the most appropriate and streamlined manner.

These linked strategies deal in part with the leisure economy, cultural plan, future planning and development of the city and effective maintenance of equality and inclusion, which helps to promote a safe and successful City for everyone to live, work, visit and study. The licensing authority has considered these relevant strategies when developing this policy.

Plans, policies and strategies which are linked include (but are not limited to):

- Sheffield City Partnership
- The Government's Alcohol and Modern Crime Prevention Strategy
- Sheffield Joint Health & Wellbeing Strategy 2019-2024
- A Culture Plan for the Sheffield Culture Consortium 2017-2022
- Accessible Sheffield
- Safety Certification / Safety Advisory Group Policy Document
- Government Modern Crime Prevention Strategy 2016
- Sheffield City Centre Plan 2018-2028 (being consulted on at the time of writing this policy)

Changes to the priorities of Sheffield City Council moving forward are likely to have some bearing on this Statement of Licensing Policy. Therefore, this policy document will be kept under constant review to ensure that all strategies, plans and policies which it links into remain live, current and relevant.

PART 2 - OVERVIEW

The licensing process is about regulating licensable activities on licensed premises, by qualified clubs and at temporary events within the terms of the Licensing Act 2003 with a view to promoting the four licensing objectives:

- **Prevention of crime and disorder**
- **Public safety**
- **Prevention of public nuisance**
- **Protection of children from harm.**

Sheffield City Council wants Sheffield to be a city with the attributes it needs to prosper and where the quality of life makes it somewhere people choose to live, work, study and do business.

The licensing authority strives to achieve the right balance between developing and enabling businesses whilst regulating and applying sanctions to them.

Legislative Background (The Act)

The Licensing Act 2003 provides a unified system of regulation for the activities of the sale and supply of alcohol, the provision of regulated entertainment and the provision of late night refreshment. In the Act, these activities are referred to collectively as “the licensable activities”.

The purpose of the system of licensing for licensable activities is to promote four core objectives (“the licensing objectives”). Those objectives are –

- **The prevention of crime and disorder;**
- **Public safety;**
- **The prevention of public nuisance;**
And
- **The protection of children from harm.**

The system of licensing is achieved through the provision of authorisations through:

Personal licences: - authorising individuals to sell or supply alcohol, or authorising the sale or supply of alcohol, for consumption on or off premises for which a premises licence is in force for the carrying on of that activity;

Premises licences: - authorising the holder of the licence to use the premises to which the licence relates (“the licensed premises”) for licensable activities;

Club premises certificates: - authorising qualifying clubs to use club premises for qualifying club activities;
and

Temporary event notices: - authorising short term, ad-hoc events with an overall capacity of less than 500 people at any one time.

The Act provides procedures for regulating the discharge by the licensing authority of its functions. Authorities are required to publish a policy framework document. In producing the document, a licensing authority is required to take account of the views of those representing the holders of licences and certificates, local residents and businesses, and the Responsible Authorities specified under The Act.. Licensing authorities are also required to take into account the Guidance to the Act.

The Act provides licensing authorities with the power, on review of a premises licence, to suspend or revoke the licence, to exclude specific licensable activities from the licence, or to modify operating conditions attached to the licence. These powers must be exercised with a view to promoting the licensing objectives. These same powers attach to club premises certificates.

In addition, the Act confers powers on the police to close licensed premises to deal expeditiously with disorderly behaviour and excessive noise; these powers are both anticipatory and reactive.

Key Definitions

The following terms are used frequently throughout this Statement of Licensing Policy document:

'the Licensing Authority'	refers to Sheffield City Council which carries out its function as Licensing Authority under the Licensing Act 2003 within the Sheffield city boundary.
'the Council'	refers to Sheffield City Council.
'the Act'	refers to the Licensing Act 2003.
'the Licensing Committee'	refers to the committee of Sheffield City Council established under s7(1) of the Act.
'the Licensing Sub-Committee'	refers to three members of the Licensing Committee with sub-delegation of functions.
'the Guidance to the Act'	refers to the most current Guidance issued by the Secretary of State under Section 182 of the Act.
'Licensing Policy'	refers to this document, Sheffield City Councils Statement of Licensing Policy.
'authorisation'	refers to all licences, certificates, temporary event notices and any other permission which can be given under the Act.
'Responsible Authorities'	refers to public bodies that must be notified of new licence applications, reviews and other licensing functions. They are entitled to make relevant representations to the licensing authority in relation to the application for the grant, variation or review of such a licence. See contact details at page 46.

Please refer to the glossary at page 50 for further definitions.

Scope of Licensing Policy

All licensing authorities must publish a statement of licensing policy with the purpose to:

- provide applicants with a clear, consistent basis for submitting applications and notices in Sheffield;
- provide a clear, consistent basis for determining licence applications in Sheffield;
- ensure the relevant views of those affected by licensed premises are taken into consideration; and
- support and link in with the wider strategies of the City Council.

The licensing policy covers all applications and notices for the following licensable activities:

- **the sale by retail of alcohol;**
- **the supply of alcohol by or on behalf of a club to, or to the order of a member of that club;**
- **the provision of regulated entertainment; and**
- **the provision of late night refreshment.**

It is an offence under section 136 of the Act to carry on any of the licensable activities above other than in accordance with a licence or other authorisation under the Act.

Current definitions of the above activities can be found in the glossary at page 50. Note: changes to legislation may amend these definitions at any time.

Any application received under the Licensing Act 2003 will be dealt with on its own individual merits and by reference to the four licensing objectives.

We will take care to ensure necessary, proportionate and reasonable conditions are imposed on regulated activities.

Process of applying for a licence

Applying for a licence or permission under the Act generally involves three stages:

- 1. Applying** Completion of an application form by an applicant/applicants representative
- 2. Processing** Receipt and handling of application by licensing officers
- 3. Determining** Deciding on the outcome of the application by Members of the Licensing Sub-Committee

Applying

All applications made under the Act must contain as much detail as possible.

Applications for new premises licences, club premises certificates and variations of such need to be supported by an operating schedule.

The applicant must specify on the operating schedule (among other things) the steps which he/she proposes to promote each of the licensing objectives.

Full details of how to apply for each permission can be found on the relevant application form or on our website www.sheffield.gov.uk/licensing.



Processing

The licensing authority (officers) will process the application on receipt and ensure the application is compliant with this policy.



Determining

If there are no representations to the application within the relevant period of consultation, the steps in the operating schedule will become licence conditions and the licence will be granted.

(Where a representation has been submitted to a minor variation application, there is no right to a hearing. The licensing authority (officers) will take any relevant representations into account in arriving at a decision.)

If there are relevant representations to an application at the end of the consultation process, a hearing before the licensing authority sub-committee will be held.

The sub-committee must, having regard to the representations, take steps as it considers appropriate to promote the licensing objectives. These may include refusing the application, accepting the application in its current form without any changes being imposed, or adding to or modifying the conditions proposed in the operating schedule.

In exercising its discretion, the licensing sub-committee will have regard (amongst other things) to this licensing policy and the Guidance to the Act. Therefore, in making an application and drawing up an operating schedule, applicants are advised to read this policy and the Guidance to the Act carefully.

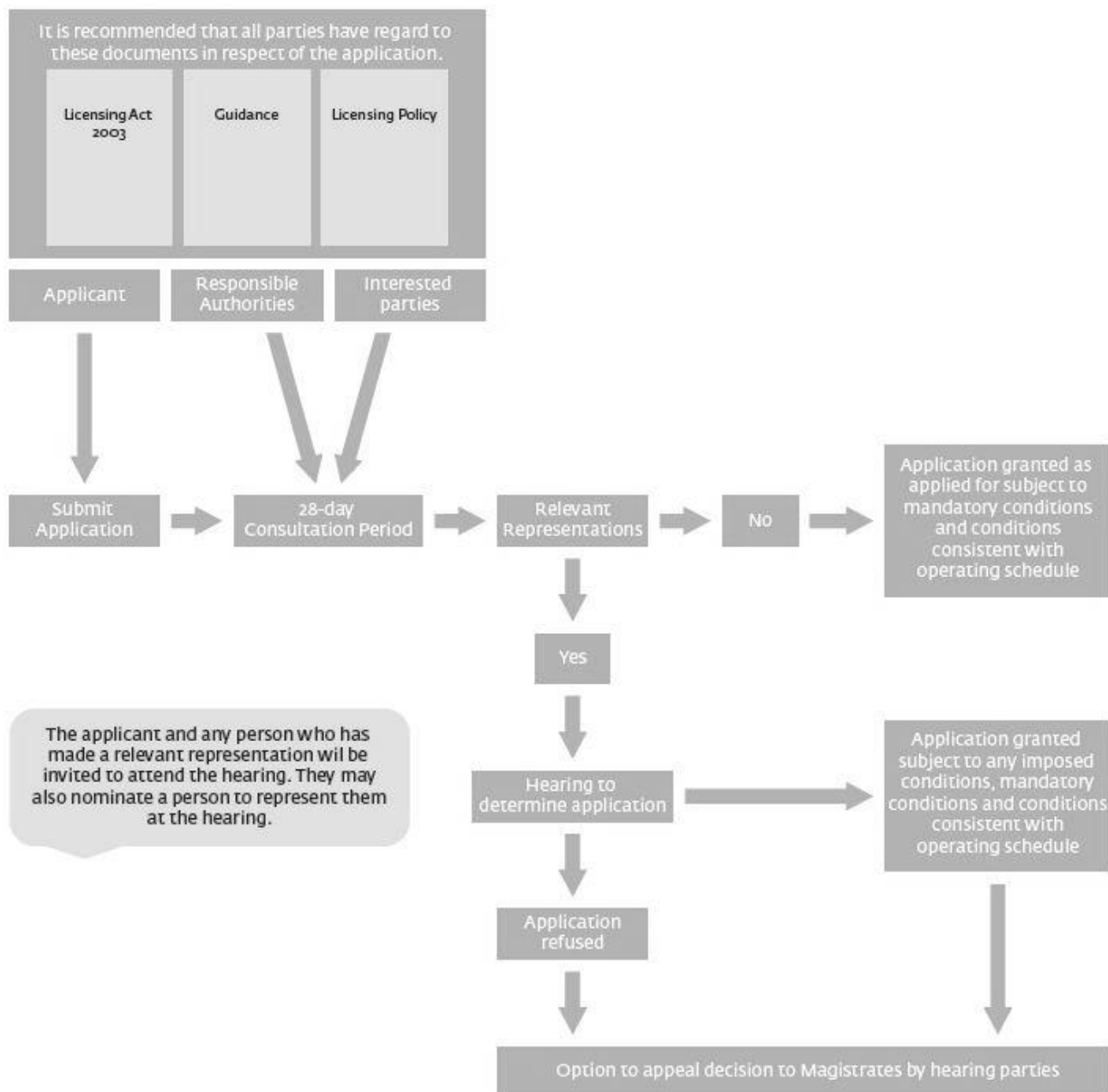
Where an application complies with this policy, it is generally less likely that a responsible authority or other person will object to it, or that any objection will succeed. Therefore, compliance with this policy is likely to assist an applicant to avoid the delay and expense of a contested licence application hearing, and the risk of a refusal or the addition of any unwanted licence conditions.

An opposed application which complies with this policy will not necessarily be granted and an opposed application which does not comply with it will not necessarily be refused. Where there have been relevant representations, the licensing authority will always consider the merits of the case, and interfere with the operating schedule, only when, and to the extent, appropriate to promote the licensing objectives.

While the contents of the operating schedule are a matter for the applicant, where there is objection to a schedule which departs from this policy, the licensing sub-committee hearing of an opposed application will normally expect to give good reason for the departure from this policy if it is asked to make an exception to it.

Quick Reference Licensing Application Flow Chart

This flow chart outlines the application process as simply as possible to assist applicants, interested parties and the licensing sub-committee to be clear and confident in what is expected of them for this process in line with this Policy.



Relationship with Planning

Planning and Licensing are governed by different legislation and guidance, but are clearly linked to ensure that premises operate safely and appropriately. Although Licensing legislation does not stipulate that the relevant planning permissions must be in place prior to a Licence being granted, it is strongly recommended that these permissions have been obtained so that proper consideration can be given to the impact that the use of the premises will have on the locality, particularly to ensure that it is compatible with the character of the area and will not harm the living conditions of any nearby residents.

Applications for licences may be made prior to any planning permission being in place and the lack of planning permission is not a relevant representation under the Licensing Objectives, however, applicants should note that where planning permission is not in place, relevant representations are more likely to be made by the Planning Service.

The Planning, Building Regulation and Licensing regimes will be properly separated as they involve consideration of different (albeit related) matters. For example, licensing committees are not bound by decisions made by a planning committee, and vice versa.

There are circumstances when, as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to the licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.

Applicants are encouraged to indicate, when applying for a licence under the Act, whether they have also applied for planning permission or that they intend to do so. This gives licensing and planning officers the opportunity to discuss applications prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.

Whilst varying permissions and licences are required for a business to operate successfully and safely, they are all granted under separate statutory legislation and must be dealt with separately. It is often a confusing and complicated process to gain the right permissions due to the input that is required from these separate services. It is therefore an ambition of Sheffield City Council to create a streamlined application process which enables customers to use a single entry system to the Council, and obtain the necessary guidance to operate successfully and compliantly.

The following Planning policies and guidance documents are relevant to premises that carry out licensable activities (note planning guidance may be subject to change and applicants should always check the latest version):

The Development Plan

The Sheffield Development Framework Core Strategy (2009) and the saved policies within the Sheffield Unitary Development Plan (1998) constitute the Development Plan for Sheffield. Please follow this link to access these documents <https://www.sheffield.gov.uk/home/planning-development/sheffield-plan>.

Night Time Uses – Interim Planning Guidance

Guideline 1: Controlled Areas

Within the areas shown on Plan 1 (below), conditions will be applied to planning approvals which allow the times of opening of drinking establishments and nightclubs to no later than 12.30am. This will also apply to hot food takeaways.

Food establishments - cafes/restaurants will not be time limited unless through applying Guideline 2, they would be considered to have an adverse impact on nearby residents, workers or users of the area.

Guideline 2: City Centre and Neighbourhoods

Leisure, and Food and Drink uses will be allowed if:

- (a) conditions for nearby residents and people working in the area will not be harmed by noise breakout, traffic, parking on nearby streets, odours, street noise, or general disturbance; and
- (b) they are unlikely to lead to anti-social behaviour that would disturb residents, workers or users of the area; and
- (c) neither the parking of cars nor the provision of signs, tables, and chairs outside the premises would impair the safety or ease of movement of pedestrians and road users.

In considering the criteria, the Council's Planning Service will take into account the cumulative harmful effect of existing leisure and entertainment uses.

The Council's Planning Service may attach conditions to permissions to ensure that these criteria are met.

City Centre Living Strategy – Supplementary Planning Guidance

Guideline 11

Nightclub or late-night pub developments will normally be accepted in those parts of Heart of the City (around Barkers Pool and the New Retail Quarter), St Vincent's (north of Scotland Street), Hallam Central, Castlegate (north of river and Wicker), The Moor and the CIQ (west of Leadmill Road/Paternoster Row), provided that they would have no serious effects on the amenity of existing residents.

Note: Night-Time Uses Guideline 1 removes the small area bounded by Pinstone Street, Cross Burgess Street and the rear of properties on Burgess Street from an "area where night-time leisure will be normally accepted" identified in City Centre Living SPG Guideline 11. This small area is included in the "12.30am closing zone" shown on Plan 1.

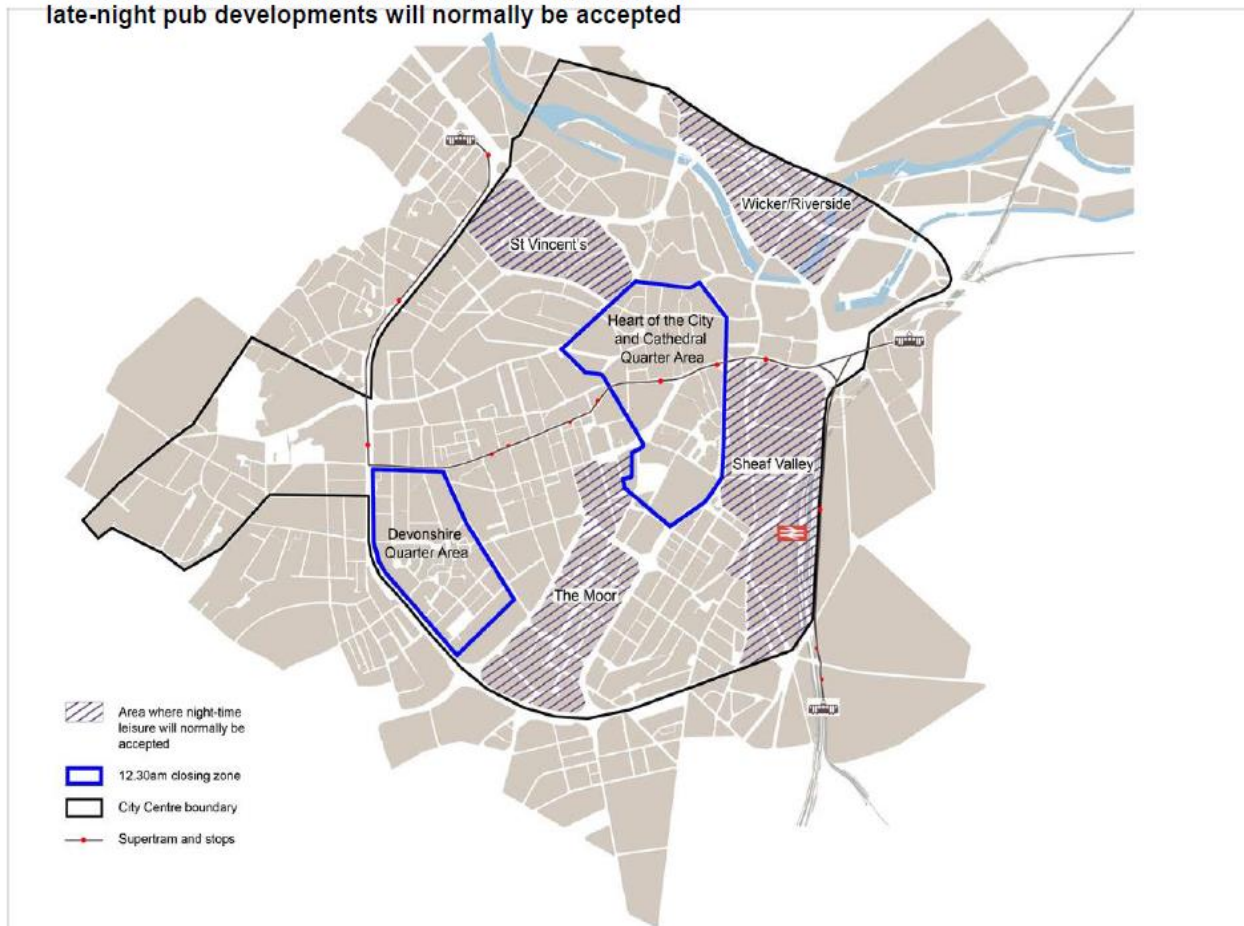
We want the city to be attractive to a wide range of activities, visitors and residents. This includes a vibrant, healthy and safe night time economy. We recognise that the best cities in the world offer a wider variety of choices around night time leisure uses, including later opening hours where this is appropriate. We want to work with potential applicants at an early stage to understand how we can enable their ideas to happen.

Applications will be encouraged for night time economy uses that complement the established and developing communities in areas of the city where the night time economy already thrives and benefits from this type of offering, but with careful consideration to late night opening. The Heart of the City and the Cathedral Quarter would suit applications such as those for seated eating and drinking that complement the "cultural" offer of the area, but again with limited late night opening.

Sheffield City Centre

PLAN 1

Controlled opening areas and areas where nightclub or late-night pub developments will normally be accepted



PART 3 – WHAT IS SHEFFIELD CITY COUNCIL’S STATEMENT OF LICENSING POLICY?

The Statement of Licensing Policy sets out how Sheffield will exercise its licensing functions under the Licensing Act 2003.

Licensing functions are the duties and powers of the Council in its capacity as “the licensing authority”.

The licensing authority will grant licences / certificates at the end of the relevant period for representation if no adverse representations are received.

If adverse representations are received, the licensing authority’s discretion will be engaged.

In exercising its discretion, the licensing authority will apply the standards set out in the shaded boxes of this section.

The licensing authority may deviate from the policy in exceptional circumstances where one or more of the licensing objectives can be achieved through other means.

This licensing policy will provide an applicant with an awareness of the expectations of the licensing authority and responsible authorities as to best practice, giving a collaborative view of the best means of promoting the licensable objectives.

Applicants are able to make applications without complying with this policy; however, failure to comply could lead to representations being made, delays, extra costs and the application of the policy at a hearing of the licensing sub-committee.

The Licensing Objectives

The Act provides a clear focus on the promotion of four statutory licensing objectives:

- **Prevention of crime and disorder**
- **Public safety**
- **Prevention of public nuisance**
- **Protection of children from harm.**

All four objectives must be addressed when licensing functions are undertaken, and they provide the foundation for all the decisions made by the licensing authority.

The Act does not provide a definition of each objective and this section aims to set out how the licensing authority will consider each objective at each stage of application.

Each objective is of equal importance and of paramount consideration at all times.

General steps for applicants to promote the licensing objectives

In completing an operating schedule, applicants are expected to have regard to this statement of licensing policy and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives.

Applicants are, in particular, required to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives that they understand:

- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
- Any risk posed to the local area by the proposed licensable activities; and
- Any local initiatives (for example, local crime reduction initiatives or voluntary schemes) which may help to mitigate potential risks.

Applicants are required to include positive proposals in their application on how they will manage any potential risks.

It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider how this impacts upon their smoking/vaping, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

Publicly available sources which may be of use to applicants include:

- The Crime Mapping website (www.police.uk);
- Neighbourhood Statistics websites (www.neighbourhood.statistics.gov.uk);
- Websites or publications by local responsible authorities (see contact details at page 46);
- Websites or publications by local voluntary schemes and initiatives; and
- On-line mapping tools.

While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. The licensing authority encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses *before* applications are submitted in order to minimise the scope for disputes to arise. There may be resident or business groups which may also be consulted.

Applicants are required to make it clear in their applications, why the steps they are proposing are appropriate for the premises rather than providing a set of standard conditions to promote the licensing objectives.

All parties are expected to work together in partnership to ensure that the licensing objectives are promoted collectively; the legislation actively encourages a partnership approach.

Where there are no disputes, the steps that applicants propose to take to promote the licensing objectives, as set out in the operating schedule, will very often translate directly into conditions that will be attached to premises licences.

For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and clear about the measures that are proposed to promote each of the licensing objectives.

Pre-Application Advice and Consultancy Service

The Licensing Service offers a Pre-Application Advice and Consultancy Service which gives applicants the opportunity to book time with an experienced technical officer and gain guidance and advice, and/or administrative assistance with the application process before submitting a formal application to the service or any responsible authorities.

PLEASE NOTE: this does not quantify as legal advice as our technical officers are not legally qualified.

DRAFT

THE PREVENTION OF CRIME AND DISORDER

Well-run and responsible licensed premises form an important element of the social fabric of our communities, and diligent supervision of drinking can assist with the prevention of crime and disorder.

The prevention of crime and disorder should be given due consideration by all managers, licence holders and clubs.

Crime and Disorder Policy

Applications

CCTV

Applicants are required to consider the use of CCTV as part of their crime and disorder reduction measures and evidence of such consideration should be detailed in the application form. Applications must take into account the circumstances surrounding that application and whether a requirement to have a surveillance camera system is appropriate in that particular case.

South Yorkshire Police (SYP) Licensing Officers are able to visit your premises to discuss CCTV requirements, with a standard specification being that the system fitted has a minimum of 28 days recording facility, and the ability for nominated or authorised staff members to be able to operate the system at any time in the event of immediate access being required to images by South Yorkshire Police or Local Authority Officers in line with GDPR guidance.

City Retailers Against Crime

The Sheffield Crime Reduction Partnership tackles business crime across the city. Partners include City Centre Management, retailers, South Yorkshire Police, pubs and clubs and the Salvation Army.

- **City centre retailers/business** – links retail premises, businesses, South Yorkshire Police, City Centre Ambassadors and Sheffield City Council's CCTV to each other via personal radios. The aim of this scheme is the prevention and detection of crime within city centre retail premises and businesses as well as anti-social behaviour in the city centre.
- **City centre evening economy** - links licensed premises to South Yorkshire Police and Sheffield City Council's CCTV and is aimed at assisting all those involved in managing the behaviour of individuals linked to the evening economy in the city centre.

These schemes allow businesses to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering staff and customers on the premises. To take part in the City Retailers Against Crime Schemes, you will need to gain the necessary membership and obtain the relevant chipped radio equipment from the Partnership. This also entitles you to free training for you and your staff, and access to intelligence meetings to assist in information sharing from the relevant parties.

Management Practices

Applicants are required to include information in the operating schedule of effective and responsible management, best practice and procedures. On-going risk assessments are encouraged to minimise risks to staff and customers

Drugs

The use of licensed premises for the sale and distribution of drugs and the laundering of the proceeds of drugs crime are treated with particular seriousness by the licensing authority.

Applicants are required to give consideration to the creation and enforcement of a zero tolerance drugs policy and should detail any staff awareness training procedures in place in the operating schedule.

It is also strongly encouraged to consider accessing training on drugs for staff from Drugs and Alcohol Co-ordination Team (DACT) commissioned services. Premises should also consider displaying information in their toilets on the zero tolerance policy, treatment services for both drugs and alcohol, and domestic abuse.

Well managed premises where staff take an active interest in drug prevention are less likely to attract drug use.

More information on intervention and referral can be sought from DACT – see contact details at page 48.

Door Supervisors

Applicants are required to consider the use of Security Industry Authority (SIA) registered door supervisors and evidence such consideration in the application form. Unregistered staff must not be used.

Should registered door staff be utilised, a written record must be kept of each staff member including name, badge

number, time on and off duty and location whilst on the premises.

It is also a requirement that anyone acting in this capacity must clearly display their SIA ID badge on their person at all times.

Sale of Illicit Goods

The licensing authority is extremely concerned about the rise in the availability of illicit alcohol and tobacco in the city.

Whether non-duty paid (where the product is genuine but the appropriate tax has not been paid), or counterfeit (where a fake product is made to look genuine), it is the opinion of the licensing authority that the selling of any illicit goods is a deliberate, criminal act and shows evidence of poor management and disregard for the licensing objectives.

The Trading Standards Service is responsible for tackling the illegal sale of illicit goods in the city and regularly inspects licensed premises.

Where illicit goods are found, the product will be seized and the offender may be prosecuted.

Trading Standards are also very likely to submit a review of the premises licence where illicit goods are discovered (see Review Application Policy at page 40).

Sale of high strength beers and ciders

Clear links are made by Trading Standards to the selling of high strength alcohol at less than minimum pricing or just above, and the encouragement of duty not being paid on these products, resulting in smuggling items becoming an issue.

Sheffield City Council seeks to help these people and prevent this problem in the City. Premises selling such drinks below "The permitted price" are likely to have their licence reviewed as are businesses where the goods are smuggled and purchased illegally. It may be considered necessary for some premises licences to contain conditions whereby the maximum strength for beers, lagers and ciders will be stipulated together with a maximum size of container. It may also stipulate a minimum quantity of containers that can be sold in any one transaction to reduce the incidence of begging. Like the sale of illicit goods identified above, the licensing authority will view this as a deliberate criminal act, indicating evidence of poor management and disregard for the licensing objectives.

Dispersal / End of Evening Policy

Premises that are close to residential properties are expected to consider dispersal or end of evening policies to minimise the potential for disorder and disturbance as customers leave the premises (see NOCTIS <http://noctis.net-genie.co.uk/Policy/> for an example of good practice) and evidence of such consideration should be detailed in the application form.

Winding Down Time

Premises serving alcohol after 11pm should consider giving customers the opportunity to remain on the premises after last orders to encourage a 'wind down' period.

The Licensing Authority will normally expect the service of alcohol to cease at least 30 minutes before customers are required to leave the premises.

Applicants should consider a strategy of how they will implement a 'winding down' period and detail this in the application form. This could include slowing down the pace, volume and type of music played, brighter lighting arrangements and serving hot food, coffee and other soft drinks.

Use of Glassware

As a measure to reduce alcohol-related injuries, where it is appropriate to the venue or event, consideration should be given to the use of safer alternatives to traditional glassware.

Operators of high volume premises and outdoor events are encouraged to consider polycarbonate or plastic drinking vessels subject to Weights and Measures marking requirements.

Recent evidence has shown that glass related assaults occur more commonly in pubs, clubs, crowded venues with “pinch points”, vertical drinking establishments as well as public spaces, on Friday and Saturday nights in the late night/early hours of the morning between the hours of 22:00 - 03:00.

Taking this into account, it is an expectation that anyone wishing to operate this type of premises would have to supply a comprehensive risk assessment including proactive methods of safeguarding customers in this area. It is more likely that you may be asked to consider the use of polycarbonate or plastic drinking vessels as part of your standard operation.

Determining an Opposed Application

The licensing authority (sub-committee) considers South Yorkshire Police to be the main source of advice on crime and disorder and Trading Standards on issues specifically in relation to illicit goods.

Attention will be given to the consideration provided in the application on the above subjects.

Where an applicant has omitted information regarding the subjects outlined in this section, the committee will ask questions of the applicant on such matters and will consider attaching appropriate conditions to the licence.

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PUBLIC SAFETY

Licence holders have a responsibility to ensure the safety of those using their premises.

This objective concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation.

Public Safety Policy

Applications

Risk Assessments

The licensing authority encourages applicants to undertake risk assessments in relation to the safety of customers and staff on the premises.

Where such risk assessments are undertaken, a copy should be maintained on the premises for inspection by authorised officers.

Example risk assessments for specific kinds of premises (pub, nightclub, off licence, convenience store, village hall, food preparation, etc.) are available on the HSE website www.hse.gov.uk/risk.

Specified Uses of the Building

The operating schedule must clearly detail the intended use for the building.

Plans

All plans must comply with the regulations that accompany the Act, be legible and show all internal and external areas.

Applications where plans do not comply with the regulations will not be accepted as a complete application.

Ensuring Safe Departure of those using the premises

Applicants should make provision to ensure that premises users safely leave their premises.

Consideration should be given to:

- Providing information on local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks (this should be balanced to avoid light pollution to neighbouring properties).

Venue Safety

The licensing authority considers that the safety of the public (including but not limited to customers, employees and visitors) within the venue is of paramount importance. To a lesser extent, applicants should also demonstrate that consideration has been given to the area immediately outside or adjacent to the venue with regard to public safety.

Applicants will be expected to consult fully with the responsible authorities before and / or during the process to ensure that all matters concerning public have been suitably addressed.

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

The most relevant design standards are –

- Building Regulations Approved Document M: Access to and use of buildings - Volume 2: Building other than dwellings
- BS 8300-1 2018: Design of an accessible and inclusive built environment - Part 1: External environment - Code of practice
- BS 8300-2 2018: Design of an accessible and inclusive built environment - Part 2: Buildings - Code of practice

(The BS is more thorough and provides a more inclusive environment but the approved document is more readily available at https://www.planningportal.co.uk/info/200135/approved_documents/80/part_m_-_access_to_and_use_of_buildings/2.)

Drugs

A harm reduction approach towards the use of drugs, including New Psychoactive Substances such as Spice, is expected, with staff being fully trained to detect signs of drug intoxication and what to do in the event this was to occur. It is recommended for venues to display referral information for help with drug use, and for these venues to have secure bins for the safe disposal of illicit/illegal drugs. It is vital that all staff are able to recognise that some people need to carry essential medications and subsequently support these customers appropriately and in a sensitive manner.

This harm reduction approach to drugs is supported by our safer dancing/safer clubbing information detailed within this policy. Some events will find it harder to exclude drugs and secure their event and in these circumstances (such as outdoor festivals) a harm reduction approach is preferred to minimise health harms. All venues – indoor or out - should aim to have a cool/calm safe welfare space for patrons.

The Licensing Authority will have due regard to imposing relevant conditions preventing the sale of legal highs / new psychoactive substances (NPS) such as Spice where it considers to be applicable.

In the case of new venues or changes to existing premises, design considerations to reduce the use of illegal substances should be considered, for example:

- Access control – consider employing security staff; refuse service to anyone suspected of participating in the sale or use of drugs.
- Lines of sight – avoid recessed areas; allow a clear view across the premises so staff can quickly assess issues.
- Lighting – avoid dark corners or areas throughout the premises, parking areas and outside areas, ensuring they are well lit and managed appropriately.
- Toilet areas - cisterns should be concealed, hidden behind panelling or impenetrable, avoiding flat smooth areas that can be used as surfaces to be used to divide drugs or as a platform for consuming.

Alcohol Harm

Alcohol misuse is a significant public health challenge; it affects thousands of individuals, families and communities across the country and is a significant drain on resources for a number of partner agencies.

Although public health is not one of the licensing objectives in the Act, applicants are required to demonstrate what steps they intend to take with regard to patrons who may be in a state of incapability.

Consideration should be given to sign posting individuals to intervention or referral policies, including the option of licence holders displaying paraphernalia in premises toilets promoting support services which can be clearly seen by all patrons.

It is expected that all staff are trained appropriately to recognise the signs of intoxication and support patrons to leave venues safely.

More information on intervention and referral can be sought from the Drugs and Alcohol Co-ordination Team (DACT) – see contact details at page 48.

Determining an Opposed Application

The licensing authority (sub-committee) considers South Yorkshire Fire and Rescue, Sheffield City Council's Health Protection Service and the Department for Public Health as the main sources of advice on public safety.

Attention will be given to the details of the risk assessment provided with the application on the above subjects. Where an applicant has omitted a risk assessment, the committee will ask questions of the applicant on such matters.

PREVENTION OF PUBLIC NUISANCE

The Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance.

We want to support a thriving night-time evening economy but not at the expense of causing public nuisance to nearby residents. To this end we will have regard to the conflict that can arise between late night uses and residential uses and would encourage operators that wish to operate venues which are liable to emit higher levels of noise or very late night uses to seek premises that are sited well away from residential uses.

Issues with noise, smells, light pollution and litter (from both inside and outside the immediate vicinity of the premises) that result from the operation of a licensed premises that unreasonably affect people living or working nearby, must be reported to the licensing authority and/or relevant responsible authority. It is expected that every effort should be made by operators to minimise any nuisance that may be caused, with a clear expectation that if this is not undertaken to a satisfactory degree, further action may be implemented from the necessary responsible authorities.

Public Nuisance Policy

Applications

Noise Breakout from Regulated Entertainment

The licensing authority expects the applicant to evidence their consideration of the following:

- Noise control measures;
- Noise sensitive premises likely to be affected by actual or potential noise breakout from the premises;
- An assessment of the noise climate in the area. Advice should be sought from Sheffield City Council's Environmental Protection Service;
- An outline of the proposed measures to control noise generated, to prevent the adverse effect of noise on sensitive premises or the ambient noise climate in the area.

Where residential properties are in close proximity to a proposed licensed premise, operators will be expected to clearly demonstrate how their proposals will not cause nuisance to nearby residents.

Where amplified sound is proposed, physical measures such as improved acoustic glazing and acoustic lobbies to entrances should be considered as should the fitting of a noise limiter to help control amplified sound. Speakers in outside areas close to residential properties are not advised.

Closing Times

Applicants will be expected to demonstrate that they have fully researched and considered the anticipated impact of their proposed closing times in relation to noise breakout and anti-social behaviour that would disturb nearby residents or workers in the area. The nature of the locality will obviously be a critical factor in deciding closing times.

The implementation of policies to manage customer dispersal at closing times should be considered, especially in areas with residential premises, and clearly outlined in your application and any appropriate risk assessments.

Light Pollution

Bright lighting outside premises may give rise to light pollution for neighbours. However, lighting may be appropriate for safety of customers and / or for crime and disorder prevention. Applicants are encouraged to consider balancing these issues where appropriate.

Outside Areas and Smoking/Vaping Shelters

Outside areas for customers may be a source of noise nuisance to neighbouring properties. Applicants are responsible for ensuring that the use of outside areas and smoking shelters are effectively managed and that they are not permitted to become a source of nuisance. Management practices to mitigate such nuisance should be detailed in your application.

Tables and Chairs

Applicants are expected to consider the impact of the use of signs, tables and chairs outside premises that would impair the safety or ease of movement for pedestrians and road users.

Operators that provide tables and chairs for customers outside their premises on the highway are required to obtain planning consent followed by a pavement café licence from the licensing service.

It is also preferred that they carry out the appropriate risk assessment for the potential requirement of glassware alternatives for use in any such outside areas to reduce the potential of glass-related injury.

Applicants can find the application pack and guidance [here](#).

Fly posting, flyering and other nuisance advertising

The Council expects licensees will ensure that the licensing objectives are promoted by ensuring entertainment at their premises is not advertised inappropriately.

To this end, a responsible licensee is required to take all reasonable steps, and exercise due diligence, to ensure that any advertising of licensable activities does not cause nuisance annoyance or result in a criminal offence being committed. These measures should be clearly outlined within their operating schedules.

Determining an Opposed Application

The licensing authority (sub-committee) considers the Environmental Protection Service as the main source of advice on public nuisance.

Conditions relating to public nuisance will usually concern steps appropriate to control the levels of noise emanating from premises, both from amplified sound breaking out of the premises and from people in external areas. Conditions could also be imposed to control the noise from people accessing and leaving the premises.

PROTECTION OF CHILDREN FROM HARM

The licensing authority considers the Sheffield Children's Safeguarding Partnership to be the recognised body to be competent to give advice on the protection of children from harm. For the purpose of this policy a child is anyone under the age of 18 years.

The Sheffield Children's Safeguarding Partnership takes a positive view of this role and where possible, is committed to working in partnership with licensed operators, statutory agencies and other organisations to ensure licensed locations are places where children and young people can learn to integrate and socialise within a safe and responsible environment. To assist operators with their child protection responsibilities, the Sheffield Children's Safeguarding Partnership provides free training. The licensing authority expects operators to attend this training.

The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated with alcohol but also wider harms such as exposure to strong language or sexual expletives.

Sheffield Children's Safeguarding Partnership is increasingly incorporating issues relating to adult safeguarding and promotes a holistic approach to safeguarding; we therefore encourage operators to include vulnerable adults in their risk assessments.

Protection of Children from Harm Policy

Applications

Children and Young People's Risk Assessment

The licensing authority encourages all operators to undertake a children and young people's risk assessment. This should be undertaken by the designated premises supervisor, premises licence holder or other such responsible person, and maintained as part of your due diligence records. The purpose of the assessment is to identify ways to prevent risk of physical, psychological or moral harm, to persons under the age of 18. The assessment should include consideration of children being exposed or subject to:

- Underage drinking
- Irresponsible adult drinking
- The use of strong or offensive language
- Anti-social, dangerous or criminal behaviour
- Substance misuse
- Sexual entertainment
- Supervision arrangements for children
- Child exploitation
- Gambling related harm

A risk assessment template is available to download at <https://safeguardingsheffieldchildren.org/sscb>

Access for Children to Licensed Premises

It is required that applications that are proposing to allow children on the premises make it clear what activities will be undertaken, which areas children would be able to access and at what times in order to help determine when it is not appropriate for children to be present.

Risk management systems must be operated with regard to children who live, work, perform or socialise at licensed premises.

A code of practice for children living at licensed premises is available to download at <https://safeguardingsheffieldchildren.org/sscb>

Proof of Age / Age Verification Scheme

It is a mandatory requirement for a proof of age scheme to operate to prevent underage sales of alcohol. In order to be recognised by the Sheffield Children's Safeguarding Partnership, the scheme must comply with the following criteria:

- Proof of age must be requested if any staff suspects that the customer is under the age of 18 years. To assist staff, rules such as 'Challenge 21', 'Challenge 25' or similar should be applied.

- A refusals register must be maintained and made available for inspection at reasonable request. Records should include the date and time of the refusal, the product the young person attempted to buy or the reason for refusal/ejection, a physical description of the customer and any other significant comments;
- Signage must be displayed throughout the premises to promote the chosen scheme;
- Staff training records must be maintained and made available for inspection at reasonable request.

In circumstances where the delivery of alcohol is being carried out to a residential address, steps must be in place to ensure that all staff involved with this sale and provision of such alcohol are fully aware of their responsibilities to ensure no alcohol is sold to persons underage. Delivery staff must be trained to comply with the Code of Good Safeguarding Conduct which is available download at <https://safeguardingsheffieldchildren.org/sscb>

Further information and a refusals register template is available to download at <https://safeguardingsheffieldchildren.org/sscb>

Underage Sales

The Sheffield Children's Safeguarding Partnership, South Yorkshire Police and Trading Standards work in partnership to prevent and respond to underage alcohol sales.

The group has an agreed strategy for dealing with, and educating premises that fail test purchase operations carried out by South Yorkshire Police and Sheffield Trading Standards.

The strategy provides a clear framework to both enforcement agencies and premises of how persistent failures of test purchases are dealt with in Sheffield:

Test Purchase Strategy Process

1st Failure

Option of:

- Fixed Penalty Notice ; **Or**
- Disposal if offender enrolls and pays to attend responsible retail of alcohol course ; **Plus**
 - **Expected** to attend multi-agency training "Safeguarding Children at Licensed Premises" workshop delivered by Sheffield Children's Safeguarding Partnership

2nd Failure (within 3 months of first failure – considered persistent)

- Consider prosecution/discuss voluntary closure/review licence
- **MUST** attend multi-agency training "Safeguarding Children at Licensed Premises" workshop delivered by Sheffield Children's Safeguarding Partnership

2nd Failure (after 3 months of first failure within 12 months of first failure)

Option of:

- Fixed Penalty Notice; **Or**
- Disposal if offender enrolls and pays to attend responsible retail of alcohol course ; **Plus**
- **MUST** attend multi-agency training "Safeguarding Children at Licensed Premises" workshop delivered by Sheffield Children's Safeguarding Partnership
- Consider voluntary closure dependent on premises history

3rd Failure (within 12 months of first failure)

- **Automatic review application**

3rd Failure (after 12 months of first failure)

- A review application may be submitted after considering the past history of the premises and the management.

Gambling and Gaming:

At premises where gambling or gaming facilities are provided, all staff are expected to be trained to enforce the law and implement an appropriate age verification scheme in addition to maintaining refusals records and displaying signage. Operators are encouraged to train their staff in relation to recognising and responding to harmful gambling or gaming.

Child Exploitation

The risk of child exploitation can be present at all types of premises, and it is expected that risk management systems are in place to identify and report suspicious activity. Premises that fail to do so may put children at risk of harm and in such cases action will be taken, which could result in the suspension or revocation of the premises licence. It is important that the risk of child exploitation is managed at your premises to protect children and young people from harm and to protect your business.

The following safeguarding measures, or similar, should be included in your safeguarding policy to help evidence due diligence and keep children safe:

- Undertake a written children and young people's risk assessment and use it to inform your operating policy and staff training;
- Train staff to recognise and respond to safeguarding risk, and to operate an age verification scheme;
- Maintain staff training records;
- Monitor activity at the premises using CCTV or regular patrols;
- Report suspicious activity to the police and keep the necessary records of such activity.

Further information and templates can be downloaded at <https://safeguardingsheffieldchildren.org/sscb>

Events

The licensing authority recommends that event organisers plan their events with reference to the good practice guidance published by the Sheffield Children's Safeguarding Partnership which can be downloaded at <https://safeguardingsheffieldchildren.org/sscb>

It is recommended that harm reduction measures are in place at events attended by children and vulnerable people (Annex 8 to the SSCB event guidance refers)

It is expected that security measures will include checks of children and young people who access events and that the guidance issued by the Sheffield Children's Safeguarding Partnership and South Yorkshire Police is adhered to.

Proxy Sales

'Proxy sales' is a term used to describe the purchase of alcohol on behalf of children. ... It is also an offence for a person to buy or attempt to buy alcohol for someone under 18 to drink on licensed premises.

Licensed operators selling alcohol must also take steps to prevent proxy purchase, such as monitoring activity in and around the premises using CCTV or by regular and recorded patrols.

Staff must be trained and reminded of their responsibilities in relation to the issue.

Safeguarding Coordinator

At premises where children are allowed, the Licensing Authority suggests at least one member of management to be designated to take a lead on issues relating to safeguarding children. This person should act as the safeguarding coordinator.

This role should be delegated to a suitable member of staff when the lead person is on holiday, or otherwise absent from the premises. This safeguarding measure should be included in the operating schedule to evidence a commitment to vigilant safeguarding, however the name of the Children's Safeguarding Co-ordinator should not be included in the operating schedule.

The designation of a lead safeguarding staff member is a demonstration of due diligence and can be an advantage at premises where there is a high turnover of staff, to ensure continuity and provide an induction to child safety policy.

The assignment of a Children’s Safeguarding Co-ordinator would also benefit the business during busy times, ensuring that the premises management is able to prioritise child safety and therefore meet the Core Objective to protect children from harm, under the Licensing Act 2003 legislation.

The Sheffield Children’s Safeguarding Partnership provides advice and training to support staff designated to this role. Further information on the role of the Children’s Safeguarding Co-ordinator can be downloaded at <https://safeguardingsheffieldchildren.org/sscb>

Determining an Opposed Application

The licensing authority (sub-committee) will give considerable weight to representations about child protection matters in licensed premises.

It considers the Sheffield Children’s Safeguarding Partnership as the main source of advice on child protection.

Conditions restricting access will be considered in the following circumstances:

- where adult entertainment is provided;
- where member(s) of the management have been convicted for serving alcohol to minors;
- where it is known that unaccompanied children have been allowed access;
- where there is a known association with drug taking or dealing; or
- where in some cases, the premises are used exclusively or primarily for the sale of alcohol.

The licensing authority (sub-committee) will take care to ensure the Guidance to the Act is applied in all cases.

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Representations made by 'other persons'

As well as responsible authorities, the Act allows any other person to play a role in a number of licensing processes.

This includes any individual, body or business entitled to make representations to licensing authorities in relation to applications, regardless of their geographic proximity to the premises.

Representations made by 'other persons' policy

Making a representation

Representations must be submitted in writing (which includes via email) to the licensing service within the relevant period for comments.

The representation must be relevant to the likely effect of the grant of the licence or variation on the promotion of one or more of the licensing objectives.

The issues on which the representation is based must not be frivolous i.e. the issues concerned in the representation are minor and no remedial steps would be warranted or proportionate.

The issues on which the representation is based must not be vexatious i.e. it appears the representation is intended to cause aggravation or annoyance without reasonable cause or justification.

Responsible Authorities

It is recommended to contact the relevant responsible authority/s if you are planning on submitting a representation as they may have addressed your concerns by way of mutually agreed conditions. It will also highlight your concerns to that authority if they are not already aware.

Contact details for the responsible authorities are available at page 46.

Petitions

Petitions submitted in relation to an application must contain a clear statement relevant to the likely effect of the grant of the application on the promotion of one or more of the licensing objectives.

The petition must specify the contact details, including an address for the petition organiser and must clearly log the full name, address and signature of those supporting the petition.

The issues on which the petition is based must not be vexatious i.e. it appears the representation is intended to cause aggravation or annoyance without reasonable cause or justification.

Processing a representation

When considering representations to an application made by other persons, the licensing authority (officers) will take into account the following:

- a) Whether the representation is relevant to one or more of the licensing objectives;
- b) Whether the representation is frivolous; and / or
- c) Whether the representation is vexatious.

Where the licensing authority (officers) determines that a representation is not relevant or is 'frivolous' or 'vexatious', it will notify the person of the reasons for its determination in writing and the representation will not be considered.

The licensing authority (officers) will redact personal information of those making representations from licensing committee reports and associated documents, however, objectors must provide the licensing authority with their full address details.

Petitions

The licensing authority (officers) will communicate with the petition organiser regarding any licensing committee hearing. Individual petition supporters will not be contacted.

Determining an Opposed Application

Attendance at Licensing Committee Hearings

The licensing authority expects those making representations to an application to make every effort to attend the licensing committee hearing.

The licensing authority (committee) will consider all written comments in the absence of those making representations and apply appropriate weight; however, non-attendance at the licensing hearing will not allow clarification on points.

A third party may attend on behalf of anyone making a representation, but the licensing authority must be satisfied that such a person has been given authority to act on their behalf.

Where groups attend a licensing hearing, it is preferable for a spokesperson to be nominated to speak on behalf of the group.

The licensing authority (committee) will give appropriate weight and consideration to all representations which are based on reliable, accurate and appropriate evidence.

Petitions

Petitions will be considered by the licensing authority (committee) but will generally be given less evidential weight than if the petition supporters had written in individually detailing their personal concerns.

Applications for: Premises Licences/Club Premises Certificates/Provisional Statements

New and full variation applications for premises licences, club premises certificates and provisional statements will be considered in line with the policy below.

The relevant application form invites applicants to demonstrate that the premises or event will be managed in a manner that safeguards the licensing objectives. Applicants are advised to provide as much information as possible in the application form.

Following a review of the Licensing Act Guidance in April 2018, it is now necessary for all individuals wishing to hold a premises licence for the sale of alcohol or late night refreshment to provide the necessary evidence that they are entitled to work in the UK. This can be in the form of a valid passport or other accepted right to work documentation. A full list of these documents can be found within the necessary application forms.

Premises Licences/Club Premises Certificates/Provisional Statements Application Policy

Applications

Considering the Local Community

Applicants are expected to consider the needs and benefits of the community that their business will operate in. Consideration to the local community when setting out an operating schedule must be evidenced in the application.

We would expect to see that an applicant has obtained sufficient information to enable them to demonstrate that they understand:

- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
- Any risk posed to the local area by the applicants' proposed licensable activities; and
- Any local initiatives which could help to mitigate potential risks.

Processing

The licensing authority (officers) will check the application has been made in accordance with the Act in particular, whether it has been properly advertised (details of how applications should be advertised is provided in the application form guidance).

Where no representations are made, the licensing authority must grant the application in the terms sought, subject only to conditions which are consistent with the operating schedule and relevant mandatory conditions under the Act.

Determining an Opposed Application

When determining an application for a, premises licence, club premises certificate or provisional statement the licensing authority (sub-committee) will take into account the following:

- a) The intended use of the premises;
- b) The times applied for;
- c) The licensable activities applied for;
- d) The character of the area in which the premises is situated and the applicants knowledge of such;
- e) Whether the operating schedule and any agreed conditions adequately address the licensing objectives;
- f) The volume of customers;
- g) The intended demography of customers and the applicants knowledge of such;
- h) The nature and frequency of any proposed entertainment;
- i) Evidence of responsible management of the premises, e.g. safety management plans, training and supervision of staff, opening and closing records, use of best industry practice, etc.;
- j) Any relevant representations.

The licensing authority will give appropriate weight to:

- The steps that are appropriate to promote the licensing objectives;
- The representations (including any supporting information) presented by all the parties, paying particular regard to relevant and appropriate evidence;
- The Guidance to the Act;
- This statement of Policy.

Premises Licences for Alcohol Delivery Services

The Licensing Service regularly receives enquiries in relation to applications for licences relating to alcohol delivery services.

These tend to fall into three main groups:

- Premium specialist product mail order-type services
- Food delivery services (both meal and grocery) that include delivery but are primarily food lead, and
- Convenience-type alcohol delivery services that are targeted at convenience for those drinking at home.

Although these types of services are not provided for in the Licensing Act 2003 in any way differently from other licensed premises, they do provide their own unique set of circumstances that need to be addressed.

In particular, the Authority has concerns with the potential for the following:

- Age verification at both purchase point and delivery point
- The safety of delivery drivers at the point of delivery
- The safety of the premises from which orders are taken and sent out for delivery, and
- Possible public nuisance caused by delivery drivers collecting deliveries from the licensed premises and delivering to customers.

It should be expected that the following conditions would be requested by the Authority to be placed on a premises licence for delivery services where it is appropriate and relevant to the individual licence application:

- A standard age verification check shall be undertaken on entering the website.
- A signature at the point of delivery must be obtained from a person above the age of 18 with appropriate age verification identification. No delivery shall be left without a signature.
- Alcohol shall only be delivered to a residential or business address and may not be delivered to a public place.
- Every third party courier delivery box shall be labelled with the words "Age Restricted Product".
- Any delivery driver or third party courier will be required to have appropriate age verification training, and in particular they will be required to have undergone training in refusal of supply where age verification is not provided, or the recipient is clearly intoxicated.
- A refusals log will be maintained for deliveries and available for inspection on request.
- Appropriate security will be in place at the premises as agreed with the Police.
- Measures for minimising noise and disturbance caused by the dispatch of deliveries to be identified in the operating schedule.
- Website and all promotional material should be designed and set out in a way which is consistent with the responsible retail of alcohol.
- The Authority would expect operators to have systems in place to ensure alcohol is not delivered to problematic house parties or to people who appear drunk and, in such instances, alcohol should be refused and that refusal recorded.

Applications for: Personal Licences

Where an applicant for a personal licence has unspent convictions for a relevant offence defined in the Act or a foreign offence, the licensing authority is required to notify South Yorkshire Police.

The police may submit a representation to the application if they are satisfied the granting of the licence would undermine the **crime prevention objective**.

All individuals wishing to hold a personal licence must provide the necessary evidence on application that they are entitled to work in the UK. This can be in the form of a valid passport or other accepted right to work documentation. A full list of these documents can be found within the necessary application form.

As a result of the Deregulation Act 2015 the Government has removed the requirement to renew personal licences with effect from 1 April 2015. Personal licences are therefore now valid indefinitely unless surrendered or revoked.

Personal Licence Application Policy

Applications

In order to apply for a personal licence you must:

- a) Be aged 18 or over;
- b) Possess a licensing qualification or be a person of a prescribed description;
- c) Have the right to work within the UK;
- d) Not have forfeited a personal licence within 5 years of your application; and
- e) Not have an unspent conviction for a relevant offence or foreign offence.

Processing

If a), b), c) or d) do not apply, the authority must reject the application.

In the case of d) above, the licensing authority (officers) is required to notify South Yorkshire Police when an applicant is found to have an unspent conviction for a relevant offence defined in the Act or for a foreign offence.

The police have no involvement in a personal licence application until notified by the licensing authority.

Determining an Opposed Application

Should a representation be received, the applicant is entitled to a hearing before the licensing sub-committee.

When determining an application for the grant of a personal licence where a representation has been submitted by South Yorkshire Police, the licensing authority (sub-committee) will take into account the following:

- a) The seriousness of the offence(s);
- b) The period that has elapsed since the offence(s) were committed; and
- c) Any mitigating circumstances.

The application will be rejected if the licensing authority (sub-committee) considers it necessary for the promotion of the crime prevention objective.

Designated Premises Supervisors (DPS)

Every premises licence that authorises the sale of alcohol must specify a DPS. This will normally be the person who has been given day to day responsibility for running the premises by the premises licence holder. The DPS must hold a personal licence to be able to be specified as DPS on a premises licence.

The only exception is for community premises which have successfully made an application to remove the usual mandatory conditions set out in the 2003 Act.

Where there is no DPS in respect of a premises licence, no alcohol may be sold under that licence.

Only one DPS may be specified on a single premises licence, but a DPS may supervise two or more premises as long as the DPS is able to ensure that the licensing objectives are properly promoted and that each premises complies with licensing law and licence conditions.

Designated Premises Supervisor (DPS) Application Policy

Applications

When specifying a DPS, the licensing authority expects a premises licence holder to ensure the individual has adequate experience for the size and character of the premises and with the proposed licensable activities.

Processing

The police may make a representation to the designation of a new DPS where, in exceptional circumstances, they believe that the appointment would undermine the crime prevention objective.

Determining an Opposed Application

Should a representation be received, a hearing before the licensing sub-committee will be held.

The application will be rejected if the licensing authority (sub-committee) considers it necessary for the promotion of the crime prevention objective.

Temporary Event Notices (TENs)

A temporary event notice allows a premises/property to be used for short-term licensable activities, e.g. the sale of alcohol or regulated entertainment, subject to certain conditions. It can also be used to temporarily extend permissions on existing premises licences or club premises certificates.

The licensing authority **does not** have discretion over the limits stated in the Act; notice submitters are therefore encouraged to provide notice to the licensing authority as early as possible.

Restrictions on TEN's

TEN's can be used to authorise small-scale ad hoc events for no more than 499 people at any one time, but they have a number of restrictions associated with their use:

- Each event covered by a TEN can last no longer than 168 hours (i.e. 7 days).
- No more than 15 TENs can be given for the same premises in any calendar year.
- A maximum aggregate duration of the periods covered by TENs at any individual premises of 21 days in any year.
- If the event taking place begins before midnight and continues into the following day this will count as 2 days against the maximum aggregate of 21 days.
- There must be a minimum of 24 hours between events notified by a premises user or associates of that premises user in respect of the same premises

You must give sufficient notice to all parties under the Act for your event to be able to go ahead. The amount of notice you give stipulates which type of TEN you are using, both of which come with their own limitations of use:

- **'Standard Notices'** - these are notices submitted **10 clear working days** before the day of the event (do not count the day of the event or the day of submission).
- **'Late Notices'** - these are notices submitted not later than 5 clear working days, but no earlier than 9 clear working days before the day of the event (do not count the day of the event or the day of submission).

The legislation allows for a personal licence holder to submit **50 TEN's** in any calendar year and non-personal licence holders to submit **5 TEN's** in any calendar year.

Within these limits, 10 of these TEN's can be 'late notices' if you are a personal licence holder and 2 of these TEN's can be 'late notices' for a non-personal licence holder.

Temporary Event Notice (TEN) Policy

Applications

The Guidance to the Act encourages licensing authorities to publicise preferences in terms of advance notice of events planned, however, TENs can cover a huge variety of events, some requiring more consultation than others. Event organisers are advised to informally contact the licensing authority at the earliest opportunity when planning events. Officers will be able to sign post organisers to relevant services that can provide specialist advice.

Processing

Only the following responsible authorities are able to comment on a TEN:

- | | |
|--|---|
| Police: | South Yorkshire Police will submit representations based on evidence gathered from Police systems, in particular incidents reported. |
| Environmental Protection Service: | EPS will consider previous complaint history and the potential of the proposed event to cause a nuisance. |
| Health Protection Service: | The Health and Safety Team may visit any premises where TEN's have been submitted with respect to assessing the suitability of the building for its intended use. |

It is advisable that event organisers contact each of these authorities for advice prior to submitting a notice. See contacts at page 46.

The licensing authority (officers) will check that the limitations of the Act have been observed.

If the notice does not exceed the basic limits of the TENs scheme, the licensing authority (officers) will acknowledge the notice.

If an objection is received in relation to a **standard TEN** by a relevant person, the licensing authority will hold a hearing to consider it, unless the authority, premises user and relevant person agree that a hearing is unnecessary.

If an objection is received in relation to a **late TEN** by a relevant person, the licensing authority (officers) must issue a counter notice meaning the event cannot go ahead. No hearing will be held.

Where a TEN exceeds the limits imposed by the Act, the licensing authority will provide the notice giver with a counter notice and the event will not be permitted to go ahead.

Proposed licensable activities that exceed the limits will require a premises licence or a club premises certificate to be in place.

Determining an Opposed Application

When determining a standard temporary event notice where a representation has been submitted by South Yorkshire Police, Environmental Protection or Health and Safety, the licensing authority (sub-committee) will take into account the following:

- a) Evidence provided by the Police, EPS and HPS on the basis of any of the licensing objectives;
- b) Evidence that modification with the notice giver has been attempted or is not appropriate;
- c) Evidence from the applicant to demonstrate that the licensing objectives will not be undermined.

Applications for: events to be held of Council land

The promotion of events in Sheffield can provide opportunities for community involvement and can attract visitors to the city, contributing to the local economy and to that end, Sheffield City Council wishes to encourage cultural and community events being held in the city.

Sheffield City Council holds a number of premises licences for areas in the city centre (which is defined as anything in the inner ring road) and several parks throughout the city therefore, persons or organisations may not be required to obtain a premises licence or submit a temporary event notice themselves but would need the permission of the licence holder - Sheffield City Council.

If you wish to hold an event on Council land in Sheffield, we would strongly advise you to contact the licensing service first to see if the area is already covered by a premises licence and enable you to be put in contact with the appropriate person for permission.

The primary responsibility for safety of attendees at events rests with the event organisers.

Event to be held of Council land Policy

Applications

Requests must be made in writing to the relevant service that holds the premises licence.

All events within the city centre boundary must go through the city centre licensees detailed events application procedure before use of the site is granted.

If alcohol is to be served at the event, due diligence tests may be applied.

Processing

Event planning meetings will be held between the licence holder, the applicant and the responsible authorities to discuss risk assessments, stewarding, policing proposals and other event specific information where appropriate.

Larger events will engage the Safety Advisory Group (SAG) (see Large Scale Events Policy at page 35).

Determining an Application

The licence holder and /or the SAG will work with the event organisers to address any safety issues before the Council allows the use of any of its licences.

To make use of a licence held by Sheffield City Council, the applicant must agree to comply with the advice and conditions set out by the licence holder and/or the SAG.

Failure to agree will lead to the application being referred to the Licensing Committee for determination.

Applications for: Large Scale Events

If you wish to hold an event in Sheffield, we would strongly advise you contact the licensing service first to see if the area is already covered by a premises licence with the necessary permissions already in place to meet the needs of your event.

Where there is no premises licence in place, it is recommended that a premises licence application should be submitted to the Licensing Service *ideally* 6 months before the event, but not less than 3 months as in almost all cases, large events will engage the Safety Advisory Group (SAG).

The SAG is a group established to provide specialist advice and guidance in relation to safety at designated stadiums, regulated stands, concerts, festivals and other events.

The primary responsibility for safety of attendees at events rests with the event organisers.

Large Scale Events Policy

Applications

Applicants are expected to have reference to The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, commonly referred to as 'The Purple Guide'.

Details relating to the following are necessary with any large-scale event application:

- Site plan including site management, exits, entrances and the structural integrity of all temporary structures
- Crowd management, stewarding and security plan

Further details on the following are to be provided for discussion at SAG meetings (this list is not exhaustive and will vary by event type):

- Entertainment
- Capacities
- Alcohol management plan
- Production details
- Medical and first aid provision
- Fire safety and control
- Noise Management Plan
- Car-parking arrangements
- Sanitary provisions
- Concessionary activities
- Counter terrorism measures
- Welfare provisions

Consideration should also be given to issues caused by the event outside the licensable area, e.g. noise, traffic and transport plan, cleansing strategy, etc.

Processing

The SAG will generally meet three / four times prior to a large concert, festival or other large scale event, however, this may change depending on the size and nature of the event.

The number of meetings will be determined by the Chair of the Safety Advisory Group.

Determining an Application

The SAG will work with the event organisers to address any safety issues before the Council allows the issuing of a premises licence.

The applicant must agree to comply with the advice and conditions set out by the SAG. Failure to agree will lead to the application being referred to the Licensing Committee for determination.

PLEASE NOTE: The licensing authority, acting in its role as a Responsible Authority, may seek to implement safety related conditions onto the licence which are appropriate to the proposed event.

Applications for: Minor Variations

A minor variation is defined as a small change to a licence that could not impact adversely on any of the four licensing objectives.

Please note that advice will not be provided by the licensing authority as to whether a proposal would fall under the full variation or minor variation process prior to submitting an application.

If you are unsure, we would recommend you seek your own legal advice.

Failure to provide sufficient information may lead to the refusal of your application.

Minor Variation Application Policy

Applications

Minor variations generally fall into four categories:

- Minor changes to the structure or layout of the premises;
- Small adjustments to licensing hours;
- The removal of out of date, irrelevant or unenforceable conditions or the addition of volunteered conditions; and
- The addition of certain licensable activities (not alcohol).

Please refer to the application form for examples of what would and would not constitute a 'minor variation'.

Processing

The licensing authority (officers) will consider the following when determining a minor variation application:

- a) Whether a full detailed description of all the proposed variation has been provided in the application;
- b) Whether the variation could impact adversely on the licensing objectives;
- c) If more than one variation is sought, whether any of them considered separately or together could impact adversely on the licensing objectives;
- d) The history of the premises, e.g. have previous applications attracted representations from the local community that have been difficult to resolve?
- e) Whether there have been any complaints received relevant to the proposed application.

All minor variations will be circulated to the relevant responsible authorities with an interest in the proposed variation.

If the licensing authority fails to respond to an applicant within 15 working days, the application will be treated as refused and the authority will return the fee. In some circumstances, it may be agreed that the undetermined application should be treated as a new application and the fee originally submitted may be applied to the new application.

Determining an Opposed Application

Where a representation has been submitted there is no right to a hearing under this process, but licensing authorities (officers) must take any relevant representations into account in arriving at a decision.

Where an application is refused and then resubmitted through the full variation process, the full 28 day consultation period will apply from the date the new application is received.

Application for: Review

The Act permits responsible authorities or other persons to apply for the review of a premises licence certificate where problems associated with the licensing objectives are occurring.

The licensing authority has considered reviews of many premises licences that have failed to promote the licensing objectives and licences have been revoked, suspended, designated premises supervisors have been removed and tighter conditions imposed. These reviews were not taken lightly.

Review Application Policy

Applications by Responsible Authorities

It is expected that applications for reviews will be instigated by responsible authorities as a last resort after attempting alternative means for achieving compliance.

The licensing authority considers the action planning approach (where one or more responsible authorities works with a licence holder/DPS to agree clear objectives within a timetable for improvements) an acceptable tool for demonstrating attempts at working together to achieve the licensing objectives.

Reviews submitted in connection with crime and disorder but not directly connected to licensable activities will be considered in order to promote the crime prevention objective, for example, problems with drugs at the premises, the sale of stolen goods at the premises, etc.

Applications by 'Other Persons'

Persons other than responsible authorities can request that the licensing authority review a premises licence where activities at licensed premises are undermining one or more of the licensing objectives.

Before a review of a licence is requested however, the licensing authority would expect to see evidence that the following points have been addressed:

- The management of the premises have been approached to let them know about the problem and give them the opportunity to address the issues;
- The licensing service have been asked to talk to those who manage the premises on your behalf; or
- The relevant "responsible authority" has been approached about the problem.

Review applications will only be considered where a licence has been granted for a premises and that premises has had the opportunity to trade in accordance with that licence.

Applications – General

The licensing authority expects the review application to be accompanied by up to date, appropriate and accurate evidence which will be able to withstand the scrutiny to which it will be subject at the hearing.

Processing

The licensing authority (officers) may reject the application on any individual ground for review if it is satisfied that it is not relevant.

In the case of an application made by other persons (other than a responsible authority), the licensing authority (officers) may reject the application on any individual ground if it considers it to be 'repetitious', 'frivolous' or 'vexatious'.

'Repetitious' in this case, would be viewed as identical or substantially similar to a review made previously within a 12 month period save in compelling circumstances or where it arises following a closure order.

Determination of a Review Application

The licensing authority (committee) will consider the full range of powers when determining the review of a premises licence:

- a) Modify the conditions of the licence;
- b) Exclude a licensable activity from the scope of the licence;
- c) Remove the designated premises supervisor;
- d) Suspend the licence for a period not exceeding three months;
- e) Revoke the licence;
- f) Reject the application for review; or
- g) Take no steps.

Where persistent sales of alcohol to children have occurred, the licensing authority (committee) will seriously consider the Guidance to the Act which states:

“Where persistent sales of alcohol to children have occurred at premises, and it is apparent that those managing the premises do not operate a responsible policy or have not exercised appropriate due diligence, responsible authorities should consider taking steps to ensure that a review of the licence is the norm in these circumstances. In determining the review, the licensing authority should consider revoking the licence if it considers this appropriate.”

Where illicit goods have been discovered, the licensing authority (committee) will seriously consider the Guidance to the Act which states:

“Where reviews arise and the licensing authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence – even in the first instance – should be seriously considered.”

There may be other circumstances where the licensing authority (committee) will seriously consider revoking the licence.

This authority is concerned over the frequently observed practice of an application for a transfer of a premises licence being made following an application for a review of that same licence being lodged.

Where such applications are made, this authority will require documented proof of transfer of business / lawful occupancy of the premises (such as a lease), to a new proposed licence holder to support the contention that the business is now under new management control.

Where a senior member of the police force considers that a licensed premise (that is authorised to sell alcohol) is associated with *serious* crime, *serious* disorder or both, they may apply to the licensing authority for a summary review of the licence.

Summary Review Application Policy

Processing

Within 48 hours (non-working days are disregarded) of receipt of the application the licensing authority (officers) will give a copy of the application to the premises licence holder and to each responsible authority.

Determining Interim Steps

Within the same 48 hour period, a hearing will be co-ordinated for the licensing authority (sub-committee) to consider whether it is necessary to take interim steps pending the determination of the review of the premises licence.

These considerations may take place without the holder of the premises licence being given the opportunity to make representations to the sub-committee.

The steps available to the sub-committee are:

- To modify the conditions of the licence;
- To exclude the sale of alcohol by retail from the scope of the licence;
- To remove the designated premises supervisor from the licence; and
- To suspend the licence.

In determining the interim steps, the licensing authority (sub-committee) will take care to ensure the Home Office Section 53A Licensing Act 2003: summary review guidance is applied in all cases.

The licensing authority will give immediate notice of its decision and its reasons for such.

Making Representations against the Interim Steps

The premises licence holder may make representations against the interim steps taken by the licensing authority.

On receipt of such representations, the licensing authority must hold a hearing within 48 hours of their receipt. Advance notice of the hearing will be given to the police and to the premises licence holder.

At the hearing, the licensing authority (sub-committee) must:

- consider whether the interim steps are appropriate for the promotion of the licensing objectives; and
- determine whether to withdraw or modify the steps taken.

When considering the case the licensing authority must take into account:

- the senior officer's certificate that accompanied the application;
- the chief officer's representations (if any); and
- any representations made by the premises licence holder.

There is no right of appeal to a magistrates' court against the licensing authority's decision at this stage.

Determination of a Review Application

The licensing authority (committee) will consider the full range of powers when determining the review of a premises licence:

- a) Modify the conditions of the licence;
- b) Exclude a licensable activity from the scope of the licence;
- c) Remove the designated premises supervisor;
- d) Suspend the licence for a period not exceeding three months;
- e) Revoke the licence; or
- g) Take no action.

Any summary review application received will be seriously considered on its own individual merits and by reference to the four licensing objectives.

Annual Fees and Suspensions

Once granted, holders of premises licences and club premises certificates must pay an annual fee to the Licensing Authority each year on the anniversary of the date that the licence was first granted, which is directly linked to the non-domestic rateable value of the premises.

It is the sole responsibility of the licence holder to ensure the annual licence fee is paid on time, with no obligation on the Licensing Service to ensure they are reminded to do so.

In Sheffield, the Licensing Service tries to assist licence holders by issuing two reminder letters in the month leading up to the annual fee renewal date in an attempt to help licence holders and club premises certificate holders to pay their fees on time, but this is not something that is a statutory requirement so it is required that all licence holders know when their annual fee is due. The Act requires a licensing authority to suspend a premises licence or club premises certificate if the annual fee is not paid when it is due.

If the annual fee has not been paid by the renewal date, the licensing authority will write to the licence holder or club premises certificate holder and advise of the exact date that the suspension will come into effect.

A suspension ceases to have effect on the day on which the licensing authority receives payment of the outstanding fee from the licence or certificate holder.

Exemptions from Fees under the 2003 Act

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

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

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

no fee is payable on application or annually.

Cumulative impact and Areas Nearing Stress

The term '*Cumulative Impact*' means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.

The "need" for premises is a commercial matter and cannot be considered by a licensing authority.

In some areas, where the number or type of premises is high or exceptional, serious problems of crime, nuisance and disorder may arise outside or some distance from those premises.

Where in such circumstances the licensing authority receive representations from a responsible authority or other person that an area has become saturated with licensed premises, they may, if not satisfied that the imposition of conditions would address the issue, consider the adoption of a "Cumulative Impact Policy" whereby applications for new licences may be refused because the granting of any further licences would undermine one or more of the licensing objectives.

In some areas of Sheffield, a concentration of licensed premises or activities exist which have led to problems of public nuisance and disorder, causing 'stress' but it has not yet been determined, in the opinion of the licensing authority, at the level where a formal cumulative impact policy has been required. These are referred to as '*areas nearing stress*'.

At the time of writing this policy, Sheffield does not have any cumulative impact policy in place however; the need for the designation of Cumulative Impact Areas will be kept under review.

The absence of a cumulative impact policy does not prevent any responsible authority or any other person making representations on an application for the grant or variation of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives.

Moving forward, the future design and development of Sheffield will positively contribute to the review of areas nearing stress in order to influence the acceptance and decision making for different types of businesses being licensed to operate in the most relevant areas of the city. It is a goal of the Licensing Service to encourage the most appropriate level of licensing provision in order to strike a fair balance between the promotion of the economy in Sheffield, and the maintenance of the quality of life to all who live, work, study and visit the city.

Other methods of controlling Cumulative Impact

Once away from the licensed premises, a minority of consumers will behave badly or unlawfully.

Other mechanisms both within and outside the licensing regime are available for addressing such issues. For example:

- planning controls;
- positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority;
- the provision of CCTV surveillance in town centres, taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
- powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- the confiscation of alcohol from adults and children in designated areas;
- police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices;
- prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale);
- police powers to close down instantly for up to 24 hours (extendable to 48 hours) any licensed premises in respect of which a TEN has effect on grounds of disorder, the likelihood of disorder, or noise emanating from the premises causing a nuisance;
- the power of the police, other responsible authorities or other persons to seek a review of a licence or certificate; and
- Early Morning Alcohol Restriction Orders (EMROs).

Early Morning Restriction Orders (EMROs)

The power enables a licensing authority to prohibit the sale of alcohol for a specified time period between the hours of 12am and 6am in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.

EMROs are designed to address recurring problems such as high levels of alcohol-related crime and disorder in specific areas at specific times; serious public nuisance; and other instances of alcohol-related anti-social behaviour which is not directly attributable to specific premises.

Before a licensing authority makes a determination to recommend to the full council that it makes a proposed EMRO, it should be satisfied that it has sufficient evidence to demonstrate that making the EMRO would be appropriate for the promotion of the licensing objectives. The requirement to take an evidence-based decision to promote the licensing objectives should enable licensing authorities to draw on their experience from other licensing decisions they make under the 2003 Act, such as the determination of applications for the grant of premises licences. The licensing authority should consider evidence from partners, including from responsible authorities and local Community Safety Partnerships, alongside its own evidence, to determine whether an EMRO would be appropriate for the promotion of the licensing objectives.

At the time of writing this policy, Sheffield City Council has no plan to implement an EMRO.

PART 4 - LICENSING COMMITTEE

Sheffield City Council, as the licensing authority, has established a licensing committee in accordance with the Act, consisting of fifteen Councillors.

Sub-committees consisting of three members of the licensing committee have been established to carry out many of the functions, however, where no representations are received in respect of an application; officers will deal with the application under delegated authority without the need for a hearing.

Hearings

If representations are received in respect of an application, a hearing is scheduled before a Committee of elected Councillors to consider the application and the representations.

Each case will be considered on its own individual merits, with strong encouragement for both applicants and interested parties to submit accurate, up to date and relevant evidence to support their case.

A person may request a third party, such as a friend or a local ward councillor, on their behalf to make a written representation, and attend to present their concerns at a sub-committee hearing.

A hearing will not be held if ALL persons who made representations have had these concerns addressed, after discussion with the applicant, and therefore agree that a hearing is no longer necessary.

Delegations of Functions

The table sets out the agreed delegation of decisions and functions to the licensing sub-committee and officers.

Application / matter to be dealt with	Decision delegated to:	
	Licensing Sub-Committee	Officers
Personal licence	If police representation made	All other cases
Personal licence with relevant unspent convictions	All cases	
premises licence/club premises certificate	If relevant representation made	All other cases
Provisional statement	If relevant representation made	All other cases
Premises licence / club premises certificate variation	If relevant representation made	All other cases
Vary designated premises supervisor (DPS)	If police representation made	All other cases
Request to be removed as DPS		All cases
Transfer of premises licence	If police representation made	All other cases
Interim authority	If police representation made	All other cases
Review of premises licence / club premises certificate	All cases	
Decision on whether a complaint is irrelevant, frivolous or vexatious etc.		All cases
Decision to object when Local Authority is a consultee and not the relevant authority considering the application	All cases	
Representation to a standard temporary event notice	All cases	
Minor variation application		All cases

Appeals

With the exception of appeals in relation to closure orders, there is a right of appeal to the Magistrates Court against licensing authority decisions.

Appeals may, depending on the nature of the application, be instigated by an applicant, a responsible authority or any other person who made representations against the application.

Appeal applications must be commenced within a period of 21 days of receipt of the decision notice.

On determining an appeal the court may:

- Dismiss the appeal;
- Substitute for the decision appealed against any other decision which could have been made by the licensing authority; or
- Remit the case to the licensing authority to dispose of it in accordance with the direction of the court and make such order as to costs as it thinks fit.

PART 5 - EQUALITY, DIVERSITY AND INCLUSION

Sheffield is a diverse city, both ethnically and culturally. We value and celebrate the diversity that exists amongst both the citizens of Sheffield and our workforce. As a Council we want to ensure that everyone can fully participate in the social, cultural, political and economic life of the city.

The Equality Act 2010

The Equality Act 2010 and Section 149, the Public Sector Equality Duty, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics: - age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex, sexual orientation and Marriage & Civil Partnership.

The Licensing Authority will at all times have regard to the Equality Act 2010 and Sheffield City Council's Equality, Diversity and Inclusion Policy Statement 2017.

For further information, please see details on the following link:

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/organisations-and-businesses/businesses>

Equality Impact Assessment (EIA)

An EIA is how Sheffield City Council systematically assesses the potential effects that a proposed policy or project is likely to have on different groups within the city. Policies will affect different people in different ways and it is possible that they have the potential to discriminate against certain groups, even if this is not an intention.

EIA's are carried out within the Licensing Service to consider the equality impacts of any proposed projects, new and revised policies, strategies and budget proposals.

An EIA has been carried out throughout the formulation of this policy (EIA number 546). If you are interested in viewing this document, please contact the Licensing Service.

PART 6 - RELATED LEGISLATION & GUIDANCE

Planning

The Council's licensing functions will be discharged separately from its functions as the "Local Planning Authority".

It is preferred that applicants for premises licences and variations should have already obtained any necessary planning consent before making their application under the Licensing Act 2003 however a licence application can and will be considered in the absence of planning.

There are circumstances when, as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to the licensing hours, the applicant must observe the earlier closing time. Those operating in breach of their planning permission would be liable to prosecution under planning law.

Applicants for premises licences should have regard to the relevant planning policies when determining the nature of the activities proposed and consider their impacts on the local environment and community in which the premises are situated.

Smoking & Vaping

Smoking remains the leading cause of illness and early death in Sheffield and is a significant cause of inequalities in health outcomes. National legislation is in place to ensure premises that are open to the public, or are used as a place of work by more than one person or where members of the public might attend to receive or provide goods or services are smokefree in areas that are enclosed or substantially enclosed.

The latest evidence published by Public Health England (PHE) (2015/18) and Royal College of Physicians Nicotine Without Smoke report (2015) found that vaping is significantly safer for users than smoking and that there is no evidence of harm to bystanders from exposure to e-cigarette vapour and the risks to their health are likely to be extremely low.

Although vaping is not covered by smokefree legislation and electronic-cigarettes (e-cigarettes) present a real opportunity to contribute to a reduction in smoking prevalence in Sheffield and reduce harm from combustible tobacco, e-cigarette vapour can be a nuisance and unpleasant for some people and those with asthma and other respiratory conditions can be sensitive to a range of environmental irritants, which could include e-cigarette vapour.

Licence holders are strongly advised to implement their own policy that takes into account professional etiquette and consideration to others who do not vape when determining where vaping will be allowed.

Weights and Measures

There are legal requirements for the licensed trade concerning the quantities and measurement of alcoholic drinks and how they are described, as well as on informing customers about the prices they will be charged. There are also mandatory licensing conditions, which include minimum quantities.

Gambling

Pubs and other alcohol licensed premises are automatically entitled to two category C or D gaming machines upon notification to the licensing authority of their intention to make gaming machines available for use.

In addition to their automatic entitlement, pubs and other alcohol licensed premises may apply to their local licensing authority for a gaming machine permit which allows the provision of additional machines. The number of machines allowed will be specified on the permit.

Where a gaming machine permit authorises the making available of a specified number of gaming machines in particular premises, this will effectively replace, and not be in addition to, any automatic entitlement to two machines.

Sexual Entertainment Venues

Premises that have any live performance or any live display of nudity for the purpose of sexually stimulating any member of the audience must hold a sexual entertainment venue licence.

Please contact the licensing service if you intend to have adult performances at your premises or seek your own legal advice.

Pavements Café Licences

Premises that provide tables and chairs for customers outside of their premises on the public highway are required to obtain planning consent followed by a pavement café licence from the licensing service.

If the area of land which the tables and chairs are to be sited is within the curtilage of the premises, there is no requirement to gain a Pavement Café Licence in this manner.

Applicants can find guidance and an application pack [here](#).

Door Staff

Section 21 of the Act states that if a premises licence is granted with a condition that there must be door/security staff present, the staff must be licensed by the Security Industry Authority (SIA).

See page 48 for details of how to contact the SIA.

Duplication

The Council recognises the need to avoid so far as possible duplication with other regulatory regimes. However, some regulations do not cover the unique circumstances of certain entertainments and, in appropriate circumstances, the Council will attach conditions to premises licences and club premises certificates where these are necessary for the promotion of the licensing objectives, and are not already provided for in any other legislation. Any such conditions imposed may be tailored to the individual premises and the type of activities expected to take place there.

PART 7 - CONTACT DETAILS

Responsible Authorities

Licensing Service		
Block C, Staniforth Road Depot Staniforth Road Sheffield S9 3HD	Telephone	0114 2734264
	Email	licensing@sheffield.gov.uk
	Website	www.sheffield.gov.uk/licensing
South Yorkshire Police – Licensing Team		
South Yorkshire Police Licensing Dpt Moss Way Police Station Moss Way Sheffield S20 7XX.	Telephone	0114 2523617
	Email	sheffield.liquor-licensing@southyorks.pnn.police.uk
	Website	www.southyorks.police.uk
South Yorkshire Fire and Rescue – Licensing		
Sheffield Technical Fire Safety Fire Safety Office (Licensing) 197 Eyre Street Sheffield S1 3FG	Telephone	0114 2736753
	Website	www.syfire.gov.uk
Sheffield Children’s Safeguarding Partnership		
Floor 3, Howden House Union Street Sheffield S1 2JQ	Telephone	0114 2734450
	Email	sscb@sheffield.gov.uk
	Website	www.safeguardingsheffieldchildren.org/sscb
Environmental Protection Service (Noise Nuisance)		
Sheffield City Council Floor 5 (North), Howden House Union Street, Sheffield S1 2SH	Telephone	0114 2734609
	Email	epsadmin@sheffield.gov.uk
	Website	www.sheffield.gov.uk/environment
Health Protection Service (Health and Safety)		
Sheffield City Council Floor 5 (North), Howden House Union Street, Sheffield S1 2SH	Telephone	0114 2734415
	Email	healthprotection@sheffield.gov.uk
	Website	www.sheffield.gov.uk/environment
Planning		
Licensing Applications Howden House 1 Union Street Sheffield S1 2SH	Telephone	0114 2039183
	Email	planningdc@sheffield.gov.uk
	Website	www.sheffield.gov.uk/planning
Weights and Measures Authority		
Sheffield Trading Standards Sheffield City Council Floor 5 (North), Howden House Union Street, Sheffield S1 2SH	Telephone	0114 2736286
	Email	tradingstandards@sheffield.gov.uk
	Website	www.tradingstandards.gov.uk/sheffield

Home Office		
Alcohol and Licensing Team Home Office Lunar House 40 Wellesley Road Croydon CR9 2BY	Telephone	0114 2071414
	Email	alcohol@homeoffice.gsi.gov.uk

Public Health		
The Public Health Officer Office of the Director of Public Health Sheffield City Council Town Hall Pinstone Street Sheffield, S1 2HH	Telephone	0114 2734152
	Email	DPHoffice@sheffield.gov.uk

In relation to a vessel:

The Navigation Authority		
Association of Inland Navigation Authorities (AINA) Fearn's Wharf, Neptune Street Leeds LS9 8PB	Telephone	0113 2433125

The British Waterways Board		
British Waterways Yorkshire Office Fearn's Wharf, Neptune Street Leeds LS9 8PB	Telephone	0113 2816800

Other useful contacts

Ward Councillors

Councillors are democratically accountable to the residents of their Ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

For contact details of your Ward Councillor, please refer to

www.sheffield.gov.uk/councillors

Or by telephoning 0114 2734096.

Sheffield Drugs and Alcohol Coordination Team (DACT)

A strategic team responsible for commissioning drug and alcohol treatment services in Sheffield.

Telephone	Drugs: 0114 2721481 Alcohol: 0845 3451549
Website	www.sheffielddact.org.uk/drugs-alcohol/

Sheffield Licence Watch

An association of Sheffield licensees with a constituted committee - encouraged by Sheffield City Council and backed by South Yorkshire Police, Sheffield Drug & Alcohol Co-ordination Team and Sheffield's Pub Watch.

Telephone	
Email	sheffieldlicencewatch@outlook.com
Website	

Best Bar None

A recognised scheme that accredits premises for carrying out responsible licensing practice in line with the four core licensing objectives, which is led by DACT.

Telephone	0114 273 6851.
Email	BBN@sheffield.gov.uk
Website	www.sheffieldbestbarnone.com

Business Sheffield

Business Sheffield is the business facing arm of Sheffield City Council, who offer a comprehensive service designed to help all kinds of businesses thrive and grow, whether they are new or established.

Telephone	0114 224 5000
Email	businesssheffield@sheffield.gov.uk
Website	www.welcometosheffield.co.uk/business

Security Industry Authority

The Security Industry Authority (SIA) is the organisation responsible for regulating the private security industry in the UK.

Telephone	0844 8921025
Website	www.sia.homeoffice.gov.uk

Club Soda

An initiative to encourage premises to offer a wider range of no and low alcohol beverages to support those who choose not to drink alcohol on some days or all days to enjoy the night time economy.

61 Philpot Street Whitechapel London E1 2JH	Website	www.joinclubsoda.com
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Sheffield Treatment and Recovery Team (S.T.A.R.T)
Free NHS alcohol support service for anyone over the age of 18 who lives in Sheffield

Alcohol Service 44 Sidney Street Sheffield S1 4RH	Telephone	0114 3050500
	Email	sct-ctr.fitzwilliamcentrereferrals@nhs.net
	Website	www.shsc.nhs.uk/services/alcohol-service-sheffield-treatment-and-recovery-team

DRAFT

PART 8 – GENERAL DATA PROTECTION REGULATIONS (GDPR) AND THE UK DATA PROTECTION ACT 2018

How we will use your information?

Any information provided to the Licensing Service will be used to help us process your application.

Your personal data is processed under a contract to which you are party to through your application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data including criminal records, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

Who will we share your information with?

We may share your information with the following third parties in order to inform decision making:

- Responsible Authorities
- South Yorkshire Police
- South Yorkshire Fire and Rescue
- Public Health
- Sheffield Children's Safeguarding Partnership
- Environmental Protection
- Health Protection
- British Waterways Board / Navigation Authority
- Home Office
- Trading Standards
- Other Licensing Authorities relevant to your application
- Other Council Services
- Bodies Responsible for auditing or administering public funds

How long will we keep your information for?

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

What are your rights?

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Privacy Notice web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

APPENDIX 'A' - GLOSSARY OF TERMS

This section explains the key terms used in the Licensing Policy. These terms are all defined in the Act and the Guidance to the Act.

This glossary is only intended to clarify the general meaning of each of the terms. The list is not exhaustive, nor are the definitions legally comprehensive. The Act stands as the legal reference for the terms.

Adult entertainment

It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants and responsible authorities need to apply common sense to this matter. However, such entertainment or services, for example, would generally include topless staff, striptease, lap dancing, table dancing or pole-dancing, performances involving significant violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.

Children

There are several definitions of children under the Licensing Act 2003. A child is defined for the purposes of section 145 of the Act as an individual aged under 16. For the purposes of the Act, children are considered to be unaccompanied if they are not in the company of an individual aged 18 or over. The Act makes it an offence to allow unaccompanied children on premises used exclusively or primarily for the supply of alcohol for consumption on the premises. It is also an offence to allow unaccompanied children under 16 at other premises supplying alcohol for consumption on premises with a premises licence, club premises certificate or temporary event notice between 00:00 and 05:00.

Section 146 of the Licensing Act 2003 on sale of alcohol to children makes it clear that the sale of alcohol to any individual under 18 is an offence.

In Section 20, for the purposes of the exhibition of film, 'children' means any person under 18 years of age.

Combined use premises

Premises that operate as multi-use premises where there is more than one use and the uses are not dependent on, or part of, the other uses, i.e. ancillary to them. Examples include: café/bar/nightclub; restaurant/nightclub; public house/restaurant; bar/performance venue, etc. These types of premises sometimes operate in different ways throughout the day and night and may vary their operation over the days of the week.

Cumulative Impact

The potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.

Designated Premises Supervisor (DPS)

If the licensable activities carried out at the premises include the sale or supply of alcohol, a designated premises supervisor must be specified on the premises licence.

He or she must hold a personal licence and will normally have been given day-to-day responsibility for running the premises by the premises licence-holder. There can only be one DPS per premises, although there can be more than one personal licence-holder per premises.

Other Persons

People who live or are involved in a business in the relevant licensing authority's area.

Late night refreshment premises

A person providing late night refreshment at any time between the hours of 23:00 and 05:00. This consists of the supply of hot food or hot drink to members of the public, or a section of the public, on or from any premises, whether for consumption on or off the premises (Schedule 2, Licensing Act 2003)

Licensable activities

Those activities under the Licensing Act 2003 which require a licence from the Licensing Authority (Council) include the following:

- (a) the sale by retail of alcohol;
- (b) the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- (c) the provision of regulated entertainment; and
- (d) the provision of late night refreshment.

Licensing Authority

For the purposes of this statement, Sheffield City Council is the body responsible for licensing under this Act.

Licensing objectives

The objectives are the basis of all licensing decisions. They are:-

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

Operating schedule

The part of a licence application or current licence which describes in detail all the licensable activities to be carried out at the premises, and how the licensing objectives will be achieved.

Personal licence

This is a licence which:

- (a) is granted by a Licensing Authority to an individual in the local authority area where they usually reside and
- (b) authorises that individual to supply alcohol, or authorise the supply of alcohol, in accordance with the premises licence (Part 6, section 111(1), Licensing Act 2003).

The Licensing Act 2003 specifies the tests that may be applied when determining an application for a personal licence (Part 6, Section 120). Any individual is only permitted to hold one personal licence (Part 6, Section 118, Licensing Act 2003).

Provisional Statement

Where premises are being or are about to be constructed, extended or otherwise altered, investors may be unwilling to commit funds unless they have some assurance that a premises licence would be granted when the work is completed.

A provisional statement can ensure some degree of certainty that a premises licence would be granted once the premises is completed to the satisfaction of all responsible authorities.

Qualifying club

These clubs are organisations where members have joined together for particular social, sporting or political purposes and have then combined to buy alcohol in bulk as members of the organisation for supply to the club. There are technically no sales of alcohol by retail at such premises except to guests when guests make a purchase. Such clubs have traditionally not been "licensed"; they have registered with the Magistrates' Courts having established that they qualify to be treated exceptionally. The Act preserves this special treatment and requires the club to "qualify" to be outside the normal premises licence arrangements. The new authority for the supply of alcohol and provision of other licensable activities on qualifying club premises is a club premises certificate and this is issued by the Licensing Authority.

A qualifying club will normally be permitted under the terms of a club premises certificate to sell and supply alcohol to its members and their guests only. In order to be a qualifying club, instant membership is not permitted and members must normally wait at least two days between their application and their admission to the club. Any qualifying club may choose to obtain a premises licence if it decides that it wishes to offer its facilities commercially for use by the general public, including the sale of alcohol to them.

Such qualifying clubs should not be confused with proprietary clubs, which are clubs run commercially by individuals, partnerships or businesses for the purposes of profit and which require a premises licence and are not eligible to be qualifying clubs.

Regulated entertainment

The types of entertainment regulated by the 2003 Act (as amended by the Live Music Act 2012 and the Licensing Act 2003 (descriptions of Entertainment) (Amendment) Order 2013 are:

- a performance of a play;
- an exhibition of a film**;
- an indoor sporting event;
- a boxing or wrestling entertainment;
- a contest, exhibition or display which combines boxing or wrestling with one or more martial arts (“combined fighting sports”);
- a performance of live music;
- any playing of recorded music;
- a performance of dance;
- entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance.

As a result of amendments to the 2003 Act by the Live Music Act 2012 and the Licensing Act 2003 (descriptions of Entertainment) (Amendment) Order 2013, no licence is required for the following activities to the extent that they take place between **08:00 and 23:00 on any day**:

- a performance of a play in the presence of any audience of no more than 500 people;
- an indoor sporting event in the presence of any audience of no more than 1,000 people;
- most performances of dance in the presence of any audience of no more than 500 people; and
- live music, where the live music comprises:
 - a performance of unamplified live music;
 - a performance of live amplified music in a workplace with an audience of no more than 200 people; or
 - a performance of live music on licensed premises which takes place in the presence of an audience of no more than 200 people, provided that a number of important conditions are satisfied.

** A mandatory condition attached to all premises licences and club premises certificates authorising the exhibition of films requires that all films should have been classified by a body designated under Section 4 of the Video Recordings Act 1984 (the British Board of Film Classification (BBFC) is the only body designated as such) or by the Licensing Authority itself. Where the Licensing Authority itself is to classify a film, the Authority expects that:

- A synopsis of the exhibition shall be sent to the Licensing Authority 21 days in advance, where possible, of any exhibition, detailing any potentially controversial issues which could affect the classification given to the film such as theme, swearing, violence, imitable techniques, horror, drugs, nudity, and in particular anything considered over 18 – R18 for example. The Licensing Authority will then follow guidelines stipulated in the BBFC Guidance in applying the relevant classification of the exhibition.
- Applicants will provide the Licensing Authority with comprehensive details of the measures which will be implemented throughout the exhibition of film to ensure that the correct audience is able to view the film, including any child safeguarding and age verification measures which will be applied.

Representation

A comment submitted on the likely effect of the grant of an application or the operation of an existing licence.

Representations can include positive / supportive comments as well as adverse / negative.

Representations must be ‘relevant’ i.e. they must refer to one or more of the licensing objectives.

Restaurant

Restaurant is defined as premises where alcohol is served only to seated customers who are dining, where any ancillary bar area is only for customers waiting to dine at those premises.

Safer Clubbing

‘Safer Clubbing’ is guidance published by the Home Office. The key issues identified are:

- prevention of overcrowding
- air conditioning and ventilation
- availability of drinking water
- further measures to combat overheating
- overall safety
- Proactive offer of advice from DACT

Safety Advisory Group (SAG)

The Safety Advisory Group is made up of representatives from the local authority, emergency services and other relevant bodies. They meet at regular intervals, or when necessary, to review event applications and advise on public safety.

SAG's do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place.

They provide independent advice to event organisers, who retain the legal responsibility for ensuring a safe event

Security Industry Authority (SIA)

The Security Industry Authority was set up by the Private Security Industry Act 2001. The key role for the SIA involves the managing and issuing of licences for people working in particular areas of the private security business. More details are available at www.the-sia.org.uk.

Sexual Entertainment Venue Licences

Premises that have any live performance or any live display of nudity for the purpose of sexually stimulating any member of the audience must hold a sexual entertainment venue licence.

Sex establishment licences

These are defined in Schedule 3 of the Local Government Miscellaneous Provisions Act 1982. They are required for sex shops, and for sex cinemas, and sex encounter premises that are not providing regulated entertainment or late night refreshment authorised under the Licensing Act 2003.

Designated Public Place Order (DPPO)

Under section 13(2) of the Criminal Justice and Police Act 2001 in designated areas, the police have the power to require a person not to drink alcohol there and to surrender any alcohol or containers, including sealed containers. It is only an offence to fail to comply with a police officer's requirements.

Temporary event

An event where licensable activities will be carried out, but no premises licence is held to cover the activities. Certain constraints apply, such as:

- a maximum of 499 people can attend;
- The event can have a maximum duration of 168 hours (7 days);
- The premises user (usually the organiser) must be aged 18 or over.

Temporary event notice (TEN)

The notice submitted to the Licensing Authority, Police, Environmental Protection Service and Health Protection Service, before the event, which informs them about:

- The date/s the event will be held;
- The licensable activities that will be carried out.
- How the licensing objectives will be achieved.

Variation

A variation is a material change to a premises licence and would include an increase in the capacity of the premises, a change in the hours of operation of the premises, a change in the way the premises is to operate in regard to the Operating Schedule or a request to vary an existing condition attached to the premises licence. Policies relating to variations do not apply to applications to change the name or address of someone named in the licence or an application to vary the licence to specify a new individual as the designated premises supervisor.

Vessels

A vessel (which includes a ship or a boat or a barge) that is permanently moored or berthed is regarded as a "premises" situated at that place. The Act also applies in relation to a vessel which is not permanently moored or berthed as if it were premises situated at the place where it is usually moored or berthed. The relevant Licensing Authority is the Licensing Authority for the area in which it is usually moored or berthed. An activity is not a licensable activity if it takes place aboard a vessel engaged on an international voyage. The Secretary of State for Transport represented by the Maritime and Coastguard Agency is the lead responsible authority for vessels with regard to public safety, including fire

safety, and issues affecting passenger vessels. Merchant Shipping legislation does not, however, apply to permanently moored vessels.

In relation to a vessel, but no other premises, responsible authorities also include the navigation authorities that have statutory functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is proposed to be navigated at a time when it is used for licensable activities.

Vicinity

The vicinity test was removed from the Act in 2012, however Sheffield City Council had previously chosen not to define vicinity as a fixed distance in relation to any premises. Instead its approach is to consider each matter individually, taking into account whether any individual's residence or business is being, or likely to be, directly affected by activities which occur on the premises or immediately outside it. The key consideration is the impact of issues on the licensing objectives.

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APPENDIX 'B' - CONSULTATION/CONSULTEES

In developing this Licensing Policy, Sheffield City Council has consulted widely and given due consideration to the views of all those who responded to that consultation process.

There are many organisations and people who have a stake in the leisure industry, including providers, customers, residents, law enforcers and the emergency services, all of whom have views and concerns that require consideration as part of the licensing function and promotion of the licensing objectives.

The Council also consulted those involved and responsible for its local strategies on crime prevention, planning, transport, culture, tourism and economic development.

The City Council / Licensing Authority is committed to consulting with as wide and varied an audience as possible regarding this and any future Licensing Policy or any amendments in accordance with the Licensing Act 2003.

The Licensing Authority must in any case consult with the following:-

- (e) the Chief Officer of Police in the area;
- (f) the Fire Authority;
- (g) persons / bodies responsible for local holders of premises licences;
- (h) persons / bodies responsible for local holders of club premises certificates;
- (i) persons / bodies responsible for personal licensees; and
- (j) persons / bodies responsible for businesses and residents in its area.

The Act requires the Council to consult representatives of those persons who have a special interest in the Licensing Policy. In this Licensing Policy those with a special interest are called "stakeholders".

The Council is, however, able to go beyond the minimum statutory requirements. It has actively sought the views of all stakeholders on its proposals and not just those persons who are representative of them.

The Licensing Authority has conducted a full consultation of its Licensing Policy by way of writing to / emailing all consultees, providing relevant information on its website and publishing a statement in the local press,...

The views of all our consultees will be considered and given proper weight when writing and / or reviewing the Licensing Policy.

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