

# **Licensing Sub-Committee - Statutory**

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**Monday 3 October 2022 at 10.00 am**

**To be held at the Town Hall, Pinstone  
Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

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## **Membership**

**Councillors Jayne Dunn (Chair) and Vickie Priestley**

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## **PUBLIC ACCESS TO THE MEETING**

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

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

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

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

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

If you require any further information please contact John Turner on 0114 474 1947 or email [john.turner@sheffield.gov.uk](mailto:john.turner@sheffield.gov.uk)

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## **FACILITIES**

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

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

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**LICENSING SUB-COMMITTEE AGENDA  
3 OCTOBER 2022**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Licensing Act 2003 - Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Avenue, Sheffield, S11 8NT**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

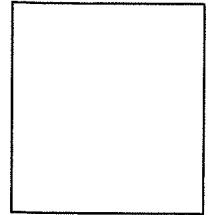
Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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## SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



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

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**Date:** Monday 3<sup>rd</sup> October 2022 – 10am

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**Subject:** Licensing Act 2003

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**Author of Report:** Jayne Gough

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**Summary:** To consider an application to grant a premises licence made under the Licensing Act 2003 for **Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Avenue, Sheffield, S11 8NT (Grid Ref: 34132 85883)**

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

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**Background Papers:** Attached documents  
Sheffield City Councils Statement of Licensing Policy

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**Category of Report:** OPEN

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

**Ref No 140/22**

**Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Avenue,  
Sheffield, S11 8NT (Grid Ref: 34132 85883)**

**1.0 PURPOSE OF REPORT**

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

**2.0 THE APPLICATION**

2.1 The applicants are Sheffield General Cemetery Trust.

2.2 The application was received by the Licensing Service on the 14<sup>th</sup> July 2022 and is attached at Appendix 'A' of this report.

2.3 It was noted by officers that the application had not been advertised correctly in line with the Licensing Act legislation resulting in the consultation period having to be restarted as of the 10<sup>th</sup> of August 2022.

2.4 During the consultation period, the applicant has agreed with South Yorkshire Police to reduce licensing hours and for additional conditions to be added to the licence in the event the licence is granted. A Condition has also been agreed with the Environmental Protection Service. Details of these agreements can be found at Appendix 'B'.

**3.0 REASONS FOR REFERRAL**

3.1 Unresolved representations concerning the application have been received from the following interested parties:

- 2 x Local Residents
- Health Protection Service, Sheffield City Council

3.2 Licensing Officers have made all objectors aware of the agreed conditions and reduced operating hours, but two residents have maintained their objection to the application whilst others formally withdrew their representations after feeling happy with the amendments to the application. Information and correspondence about the outstanding objections can be found at Appendix 'C'.

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

**4.0 POLICIES TO CONSIDER**

4.1 Sheffield City Council Statement of Licensing Policy.

## **5.0 FINANCIAL IMPLICATIONS**

5.1 There are no specific financial implications arising from this application. However, additional costs may be incurred should the matter go to appeal. In such an eventuality it may not be possible to recover all these costs. The impact of these additional costs (if any) will be kept under review and may be subject of a further report during the year.

## **6.0 THE LEGAL POSITION**

- 6.1 The Licensing Act 2003 at section 4 (1) requires the Licensing Authority to carry out its functions with a view to promoting the Licensing Objectives which section 4(2) sets out as:-
- a) the prevention of crime and disorder,
  - b) public safety,
  - c) the prevention of public nuisance,
  - d) the protection of children from harm.
- 6.2 Section 4(3) of the Licensing Act also requires the Licensing Authority to have regard to the published statement of Licensing Policy and any guidance issued by the Secretary of State under section 182.

## **7.0 HEARINGS REGULATIONS**

- 7.1 Regulations governing hearings under the Licensing Act 2003 have been made by the Secretary of State.
- 7.2 The Licensing Authority has provided all parties with the information required in the Regulations to the 2003 Act as set out at Appendix 'D'.
- 7.3 Attached at Appendix 'D' is the following: -
- a) a copy of the Notice of Hearing;
  - b) the rights of a party provided in Regulations 15 and 16;
  - c) the consequences if a party does not attend or is not represented at the hearing
  - d) the procedure to be followed at the hearing.

## **8.0 APPEALS**

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

## **9.0 RECOMMENDATIONS**

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

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

- 10.1 To grant the premises licence in the terms requested.
- 10.2 To grant the premises licence with conditions.

10.3 To reject the whole or part of the application.



Stephen Lonnia  
Chief Licensing Officer  
Head of Licensing

Date: 3<sup>rd</sup> October 2022

# Appendix 'A'

## Application

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

## PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Sheffield General Cemetery Trust

*(Insert name(s) of applicant)*

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

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description <b>Samuel Worth Chapel Sheffield General Cemetery Cemetery Avenue Grid ref SK 34132 85883</b>			
Post town	Sheffield	Postcode	S11 8 <sup>N</sup> ST
Telephone number at premises (if any)	0114 2683486		
Non-domestic rateable value of premises	£2550		

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick as appropriate

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

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

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

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

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

Name - Sheffield General Cemetery Trust
Address - The Gatehouse, Cemetery Avenue, Sheffield, S11 8NT
Registered number (where applicable) Company reg. no. 04997593
Description of applicant (for example, partnership, company, unincorporated association etc.) Charity no. 1103158
Telephone number (if any) 0114 2683486 / 07530 822712
E-mail address (optional) sgct@gencem.org / catieevans@gmail.com



**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
0	1	0 8 2 0 2 2

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

DD	MM	YYYY

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

The Samuel Worth Chapel is a restored Grade II\* listed Nonconformist Chapel in the centre of the Sheffield General Cemetery (the cemetery site is a public park), located between Cemetery Road and Ecclesall Road and accessed from: Cemetery Avenue, Stalker Walk, Montague Street, Cemetery Road.

The chapel (along with the Grade II\* listed Gatehouse) is owned by Sheffield General Cemetery Trust, the chapel is run by the Trust as an events venue for fundraising events, charity and community activities and hired out for private events and functions. It is licensed for civil ceremonies and weddings.

The proceeds from the hire of the chapel are used for upkeep and preservation of the chapel and Gatehouse and help to fund the Trusts work to maintain the cemetery site through its volunteer workforce of 70 volunteers.

The freeholder is Sheffield City Council. The wider cemetery park is owned by Sheffield City Council.

The chapel facilities include a kitchen, WC, accessible WC, permanent accessibility ramp

Maximum capacity - 100.

Please see attached floor plan, location plan, grid reference and fire safety and evacuation plan.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

**A**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example – we may receive a booking for a one off play or performance – these bookings are for plays produced and delivered by small theatre groups, looking for single night performances, matinees or late night/ early morning/ sunrise performances</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			
			<p><b>State any seasonal variations for performing plays</b> (please read guidance note 5)</p> <p>The chapel is not used for regular weekly, monthly or seasonal performances but more generally for one off performances by small theatre groups or as part of a festival programme, eg Festival of the Mind.</p>		
			<p><b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p> <p>See above – as the chapel is used mainly for one off performances, there are no standard or non-standard timings as each performance will depend purely on the theatre group's requirements.</p>		

**B**

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish						
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example – we receive bookings for film screenings from individual film production / delivery companies, such as The Village Screen, who choose unusual and individual venues for their one off screenings – these will generally be a single or two night showing, there is no regular programme of film screenings</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p>					
Tue	00.00	24.00						
Wed	00.00	24.00						
						<p><b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)</p> <p>No seasonal variations as there is no regular screening programme</p>		

Thur	00.00	24.00	
Fri	00.00	24.00	<p><b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p> <p>See above – as the chapel is used for one off screenings, there are no standard or non-standard timings as each screening will depend purely on the film group's requirements</p>
Sat	00.00	24.00	
Sun	00.00	24.00	

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	No set programme - one off performances. This may be an occasional event but not necessarily regularly run or repeated.  For example - We have requests for climbing walls, exercise classes eg yoga, dance and pilates, which may use amplified music.
Mon	00.00	24.00	
Tue	00.00	24.00	
Wed	00.00	24.00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) None – all events are individual and do not run to regular scheduled or seasonal programmes
Thur	00.00	24.00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)  See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	

D

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

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme or timings - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example, we recently had a booking for a Sunrise concert which took place from 5am – 9am on a Sunday morning, with instrumental and amplified music.</p> <p>We have had bookings for instrumental music as part of art exhibitions, weddings and individual recitals at different times of the day, evening and night time</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p> <p><b>State any seasonal variations for the performance of live music</b> (please read guidance note 5) None – all events are individual and do not run to regular scheduled or seasonal programmes</p> <p><b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings</p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme or timings - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p>		
Tue	00.00	24.00			

			<p>For example – we recently received a booking for the Sunrise performance with recorded and instrumental music which was held between 5am-9am on a Sunday morning,</p> <p>Kick in the Eye, a club night, is run approximately every two months from 8pm – 2am</p> <p>We have bookings for Weddings, memorials, exhibitions and art installations which use recorded music are held at different times of the day, evening and night</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p>
Wed	00.00	24.00	<p><b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)</p> <p>None – all events are individual and do not run to regular scheduled or seasonal programmes</p>
Thur	00.00	24.00	
Fri	00.00	24.00	<p><b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Sat	00.00	24.00	
Sun	00.00	24.00	<p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.</p>

**G**

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme or timings - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example – we have had a booking from a dance group providing a one off performance as part of a wider festival, or as part of a programme of dance across a number of different venues</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p> <p><b>State any seasonal variations for the performance of dance</b> (please read guidance note 5) None – all events are individual and do not run to regular scheduled or seasonal programmes</p> <p><b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.</p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
				Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Both	<input checked="" type="checkbox"/>
Mon	00.00	24.00	<p>Choral, instrumental recitals, dance and exercise classes, exhibitions, art installations, conferences, training, workshops, memorials, running a café or bar for some events, educational activities, children's activities, wedding ceremonies and receptions.</p> <p><b>Please give further details here</b> (please read guidance note 4)</p> <p>As our events are arranged either by the Trust or by other charities, or from private individuals and organisations – we host a wide range of activities at times and on days which vary. We do not have any regular programmes or set repeat events.</p> <p>No standard or regular timings proposed as each event is individual.</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p> <p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)</p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			

Fri	00.00	24.00	None – all events are individual and do not run to regular scheduled or seasonal programmes
Sat	00.00	24.00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)
Sun	00.00	24.00	See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.



<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<b>Please give further details here</b> (please read guidance note 4)  No set programme or timings - one off events. This may be an occasional event but not necessarily regularly run or repeated.		
Tue	00.00	24.00			
Wed	00.00	24.00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5) None – as each event is individual, and booked to the hirers requirements, there is no standard, regular or seasonal requirement		
Thur	00.00	24.00			
Fri	00.00	24.00	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 6)  See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.		
Sat	00.00	24.00			
Sun	00.00	24.00			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)  Alcohol sold at events is for consumption at the Chapel or on the lawn adjacent to the Chapel.	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5) None – as each event is individual, and booked to the hirers requirements, there is no standard, regular or seasonal requirement		
Tue	00.00	24.00			
Wed	00.00	24.00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Thur	00.00	24.00			
Fri	00.00	24.00			

			<p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.</p> <p>The times and dates of performances will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</p>
Sat	00.00	24.00	
Sun	00.00	24.00	

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

<p>The Board of Trustees of the Sheffield General Cemetery Trust          We enclose an Application for the mandatory alcohol condition under the licensing act 2003 requiring a Designated Premises Supervisor to be disapplied and for the board of Trustees to take collective responsibility for the premises licence.</p>	
<b>Date of birth</b>	
<p>Address          The Gatehouse, Cemetery Avenue, Sheffield</p>	
Postcode	S11 8NT
Personal licence number (if known)	
Issuing licensing authority (if known)	

**K**

<p><b>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).</b></p> <p>Any bookings taken for the use of the chapel are required to provide a Risk Assessment and would need to disclose any potential risk to children either at the event or who may be in the vicinity of the event, with regards to potential nudity, semi-nudity or the provision of or access to any gaming machines.          Any group using the chapel for film screenings would be obliged to ensure that access is only given to the appropriate age group under the British Board of Film Classification advice.</p>
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**L**

<p><b>Hours premises are open to the public</b>          Standard days and timings (please read guidance note 7)</p>			<p><b>State any seasonal variations</b> (please read guidance note 5)</p> <p>There are no seasonal variations.          The chapel is available to hire/ use every day, evening and night throughout the year and made available according to the hirers or users requirements</p>
Day	Start	Finish	
Mon	00.00	24.00	
Tue	00.00	24.00	
Wed	00.00	24.00	

Thur	00.00	24.00	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme.</p> <p>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</p>
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	

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

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

- The Trust will ensure all advertising for public/ charitable/ fundraising events, is clear and representative of the event content and the appropriate audience.
- The Trust will ensure that all events involving the sale/ distribution of alcohol are supervised and/or monitored by a member of our events staff and a site supervisor and will have a qualified first aider on site.
- The Trust staff report directly to two of the board of trustees with specific oversight for the Samuel Worth Chapel
- The Trusts staff and the appointed site security staff are aware of and competent in the delivery of Challenge 25 requirements for requesting proof of age.
- Anyone appearing to have drunk excessive alcohol will not be served.
- Anyone causing a disturbance or posing a risk to other guests or the public will be removed from site.
- In the event of an escalation during the event, the site security staff and the events co-ordinator will stop the event and request that all guests vacate the premises.
- Where the guests employ their own bar provider, they will be made aware of the requirement for a TENs licence and that the bar provider will be responsible for the acting within the guidelines of Challenge 25, they must monitor the distribution and consumption of alcohol and ensure that anyone appearing to have drunk excessive alcohol will not be served. A member of the Trusts staff and site security supervisor will be present at all events involving the sale of alcohol.
- The Trust staff will ensure agreed start and finish times for the event is adhered to.

**b) The prevention of crime and disorder**

- The Trust will ensure all private and public events involving the sale / distribution of alcohol are supervised by qualified security personnel and by a member of the events team/ qualified first aider.
- The Trust staff and security supervisor will do what is safe for them and other guests to prevent any escalation of crime and disorder and where appropriate, remove the offenders from site.
- In the event of escalation – the Trusts events staff and site security will shut down the event and ensure all guests vacate the premises safely.
- In the event of escalation and/or criminal damage– the Trust staff and site security will notify the police / emergency services where intervention is required. They will also notify the Trustees at the time of the escalation and ensure it is fully recorded and reported to the Trust.

**c) Public safety**

- The Trust will provide illuminated access to and from the chapel for event guests during the hours of darkness.
- Guests will be discouraged from moving away from the chapel and the lawn during the event.
- The Trust will ensure a qualified first aider is present at all events.
- Guests will be made aware that the chapel is located in a public park and the public have rights to pass the building and lawn during events.
- any issue concerning public safety will be recorded and passed to the board of Trustees

**d) The prevention of public nuisance**

- The playing of music will be controlled within the agreed hours for each event
- The consumption of alcohol will be controlled in the allocated areas and during the agreed hours of each event
- Guests leaving the site will be directed to a safely lit exit path and asked to be considerate of any private property on neighbouring streets
- The Trusts event staff and the security supervisor are competent in handling complaints which may arise during a private event. Any complaint received will be recorded and passed to the board of Trustees for follow up as necessary.

**e) The protection of children from harm**

- Any events involving or provided for children are supervised by parents, teachers or qualified representatives.
- All children are supervised for the duration of their activity.
- Children are not allowed to roam the site or attend events unaccompanied.

**Checklist:**

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

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

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

**Part 4 – Signatures** (please read guidance note 11)

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	<i>C. Evans</i>
Date	<i>5.7.22</i>
Capacity	<i>TRUSTEE</i>

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

Signature	<i>[Signature]</i>
Date	<i>5/7/22</i>
Capacity	<i>BUSINESS MANAGER</i>

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

Catie Evans, Trustee  
The Gatehouse, Cemetery Avenue

Post town	Sheffield	<b>Page 29</b>	Postcode	S11 8NT
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Telephone number (if any)	07530 822712
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) catieevans@gmail.com	

## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent):
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

**15. Right to work/immigration status:**

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

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

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:

1. by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in guidance issued under section 182 of the Licensing Act 2003.
2. By providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below)

**Home Office online right to work checking service.**

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided with this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copied of the documents as set out above.

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

## Privacy Notice – Licensing Act 2003

### How we will use your information

The information provided to us 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).

Your application will be processed in line with the following pieces of legislation:

- Licensing Act 2003

### Who we will 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
  - Safeguarding Children
  - 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 we will keep your information

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 Data Protection 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.

I have read and understood the information provided in this form and understand my personal information will be used in the processing of my application and/or request.

Name: CATIE EVANS

Signature: C Evans

Date: 5.7.22



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

**Application for the mandatory alcohol condition under the  
Licensing Act 2003 requiring a Designated Premises Supervisor in  
respect of a premises licence to be disappplied**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.

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

Once completed please give your application to *[insert name and address of relevant licensing authority]*. You may wish to keep a copy of the completed form for your records.

We Sheffield General Cemetery Trust, being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

**Part 1 – Community premises details**

Name of premises Samuel Worth Chapel	
Postal address of premises or, if none, ordnance survey map reference, or description Sheffield General Cemetery, Cemetery Avenue	
Post town Sheffield	Postcode S11 8FT

Telephone number at premises (if any)

0114 2683486

Premises licence number (if applicable)

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**Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3)**

The Samuel Worth chapel is a Grade II\* listed chapel, restored in 2016 and located in the centre of the Sheffield General Cemetery.

The chapel now operates as a venue for charity, fundraising, community and private events.

The chapel is owned and managed by the Sheffield General Cemetery Trust, registered charity No 1103158.

The Trust is overseen by a board of 7 Trustees, including a Chairman and Treasurer. Two of the Trustees oversee management of the Chapel. The day to day running of events is carried out by the events team, reporting to these Trustees.

It is the board of Trustees who hold responsibility for the management of the premises and will, if granted, be collectively responsible for holding the premises licence.

**Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)**

The chapel is available for private hire, community, public and fundraising events and activities. The booking form requires details of the content and duration of the proposed event and attention is drawn to the responsibility for protection of children, alcohol consumption and fire safety procedures.

All external hirers are made aware that a member of SGCT staff will be present for their event. Should the hirer appoint an independent bar provider, they will be required to apply for a TENs and the bar provider will be primarily responsible for ensuring Challenge 25 guidelines are adhered to. However, our events supervisors are all first aid trained and have a clear understanding of the Challenge 25 requirements for requesting ID where it is considered necessary.

Each event involving the sale of alcohol is supported by a security guard, based outside the chapel for the duration of the event, who monitors all event guests in the immediate vicinity of the chapel.

The events staff and security supervisor will ensure any escalation as a result of alcohol consumption or anti-social behaviour is managed by removing the guest / closing down the event and / or reporting the incident to the police.

Any issues arising from the sale/ consumption of alcohol, during any event, will be reported to the Trustees for follow up action if required, any actions / outcome will be minuted at Board level.



**Any further information to support your application**

The Samuel Worth Chapel is owned and managed by Sheffield General Cemetery Trust, a registered charity No 1103158.

The Trust comprises a board of 7 Trustees, including a Chairman and Treasurer.

The Trust employs 4 part time staff including two events staff who deliver and manage events. The events staff report directly to two of the Board Trustees.

The range of events held at the chapel include events for the public organised by the Trust, joint events with other charities and community organisations and private hire events, including weddings.

The capacity for the Chapel at any one time (including staff) is 100.

The breakdown of 110 booked events for the Samuel Worth Chapel from Jan-Dec 2022 is as follows:

Events for the public – 35 = 32% - including history tours, a café, heritage exhibitions and events, childrens workshops and activities. Talks and presentations. Heritage Open Day events. Music events such as Kick in The Eye (rock night). Fundraising events.

Events with other charities and community organisations – 22 = 20% - including workshops, choral and musical events, hosting U3A groups and other local history organisations.

Trust in-house activities – 31 = 28% - including regular meetings, social events and training for our volunteer workforce, meetings with other organisations pertinent to our work such as the National Cemeteries Association

Private events – 22 = 20% - Including Weddings, civil ceremonies, receptions, memorials, blessings and private parties

The total of charitable/ public access and Trust events is 80% of the 110 events currently booked in 2022.

Not all the events will involve the sale of alcohol, however these numbers are included for the sake of clarity as the use of the venue as a predominantly community/ public event building.

enclosed:

a copy of our constitution

a copy of our hire agreement

a copy of the building location and layout including fire safety plan

**CHECKLIST:-**

*Please tick ✓ yes*

**If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales**

- I have made or enclosed payment of the fee
- I have included documents (if available) which identify the premises and how it is managed
- I have included copies of any hiring agreements
- I have sent a copy of this application to the chief officer of police
- I understand that if I do not comply with the above requirements my application will be rejected

If applying alongside a new application or variation for a permission to allow alcohol sales

- this application accompanies a new premises licence application *[delete as applicable]*
- I have enclosed the premises licence or relevant part of it or provided an explanation
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

**Part 3 – Signatures** (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature *C Evans*

Date *5.7.22*

Capacity *TRUSTEE*

Second Signature *[Signature]*

Date *5/7/22*

Capacity *Trustee*

<b>Contact name (where not previously given) and address for correspondence associated with this application</b>	
Catie Evans	<i>catieevans@gmail.com</i>
Trustee	

Sheffield General Cemetery Trust, The Gatehouse, Cemetery Avenue	
Post town , Sheffield	Postcode S11 8NT
Telephone number (if any) 07530 822712	
If you would prefer us to correspond with you by e mail your e mail address (optional) catieevans@gmail.com	

*Notes for Guidance*

1. This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in section 19(4) of the Act) that the supply of alcohol is instead authorised by the premises licence holder through either:

- applying to remove the mandatory conditions of an existing premise licence which allows the sale of alcohol;
- applying to remove the mandatory conditions when applying for a new premises licence that includes the sale of alcohol; or
- applying to remove the mandatory conditions when applying to vary an existing premises licence to allow the sale of alcohol.

On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the licence.

2. The applicant must be a committee or board of individuals with responsibility for the management of the premises – enter name of committee or board.

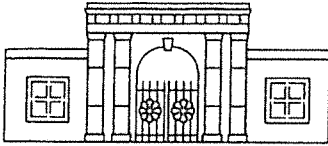
3. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee's or board's key officers, e.g. the chair, secretary, treasurer). Please include any documents e.g. a written constitution or other management documents that show the structure of the premises and how it is managed.

4. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. when the community premises is hired to private parties, when the community premises is hired for large fundraising events and when the community premises is hired for

short fundraising events by local voluntary organisations). Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available from e.g. ACRE and Community Matters. More information about these hire agreements is contained in the statutory Guidance.

5. Applications to substitute the section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, committee member, Hall secretary etc).

6. Please send a copy of this form to the chief officer of police for your area.



Sheffield General  
Cemetery Trust

## The Samuel Worth Chapel Hire Invoice

Invoice Number - 1nnn	Invoice Date - dd/mm/yyyy
To:	From: Sheffield General Cemetery Trust, The Gatehouse, Cemetery Avenue, Sheffield S11 8NT, 0114 2683486

EVENT DETAILS			
HIRE BREAKDOWN			
	COST	VAT	TOTAL
HIRE BALANCE			
PROJECTOR HIRE			
PA HIRE			
COVID DEEP CLEAN			
REFUNDABLE DAMAGE BOND			
<b>HIRE TOTAL</b>			

**Please pay the hire balance of £nnnn.nn**

THANK YOU FOR HIRING THE SAMUEL WORTH CHAPEL.

VAT NUMBER: 222382240



**Hire of Samuel Worth Chapel**  
**DATE / HIRER NAME(S) (the 'Hirer')**

**Agreement with Sheffield General Cemetery Trust ('SGCT')**

**IMPORTANT - PLEASE READ THESE TERMS AND CONDITIONS OF HIRE - THE SAMUEL WORTH CHAPEL, SHEFFIELD GENERAL CEMETERY**

- Hire deposit is due right away to secure the booking.
- Payments by BACS/internet bank transfer only.
- Please quote the invoice number **SGCT 1nnn** as a reference when paying.

**SGCT's Bank Details for payments: Account Name - Sheffield General Cemetery Trust**

**Account Number - 20142443**

**Sort Code - 60 83 01**

**Hirer's Bank account details for damage bond return:**

**SAFETY, SECURITY AND COMPLIANCE WITH LICENSING/MUSIC LAW**

A Hirer of the Chapel must be aged 21 or over at the date of the event. If the event is for under 21s, supervision arrangements must be agreed by an Officer of SGCT before the event. SGCT requires that in such cases there will be continuous supervision by adults 21 or over throughout the event. Responsibility for compliance with the Terms and Conditions and signing of the Agreement must be by someone aged 21 or over.

Please provide clear details of your event, including what type of event it is, how many guests are invited or how many tickets you will sell, if you will be providing or selling alcohol either directly or through an external bar provider and if you will be playing live or amplified music. Please also confirm start / finish times and any provision for supervision of children who might be involved or invited to your event.

SGCT may accept or decline any request to hire the Chapel entirely at its own discretion.

3. The Hirer must advise SGCT if you will have a bar selling alcohol or if you are selling tickets for an event with music, as the Hirer will require a Temporary Event Notice (TENS) licence. It is a legal requirement for the Hirer to obtain a licence if alcohol is to be sold, or if music is to be played for paid tickets holders, on the premises. You must pay the appropriate fees to the local licencing authority. SGCT can offer guidance on this process, please contact us for further information. TENS must be applied for at least 14 days before your event and sent to the SGCT Events team once received. Please bring 2 copies of your TENS when you arrive to set up your event. **NOTE - IF YOU DO NOT APPLY FOR YOUR TENS LICENCE IN TIME, YOU WILL NOT BE ABLE TO SERVE / SELL ALCOHOL OR PLAY MUSIC AT YOUR EVENT.**

SGCT event supervisors operate the Challenge 25 recommendations and retain the right to ask for ID or proof of age during any event serving alcohol.

If it is a public ticketed event then you need to provide an RA. All suppliers for weddings and private events must also provide RAs. We can assist with a Risk Assessment template - please ask for further details. You will also need to provide copies of Public Liability insurance for all suppliers involved in your event.

An SGCT events co-ordinator will open the chapel at the agreed time and will be present for the duration of your event. A security supervisor will also be on site to assist with pedestrian and vehicular access.

Blue badge parking for two cars is available outside the chapel with prior notice. A maximum of 3 vehicles can be parked outside during your event but must not be left overnight. SGCT takes no responsibility for vehicles and their contents parked in the cemetery grounds. Any vehicle accessing the chapel through the cemetery site must drive at a **MAXIMUM** of 5mph with hazard lights on. The bollards at Montague Street must be lifted out and replaced **IMMEDIATELY** after you have driven through.

Lighting will be provided to direct your guests to and from the Chapel. Please ensure your guests are aware that they should follow the guidance of the site supervisor when leaving the site during darkness. The security supervisor will be on hand to guide you to the safest route to the main highway.

Fire safety during your hire of the Chapel is critical. You will be required to nominate one person from your own party and **ALL SUPPLIERS** who will be shown the fire safety procedure by the Officer of SGCT who opens up the Chapel. Please ensure you allow a short time for this to be carried out and that you explain to your guests the location of the fire safety notices and evacuation procedure.

Please note, it is not permitted to use dry ice/ haze or fog machines in the Chapel as these activate the fire alarm

**Hire of Samuel Worth Chapel**  
**DATE / HIRER NAME(S) (the 'Hirer')**

**Agreement with Sheffield General Cemetery Trust ('SGCT')**

**IMPORTANT - PLEASE READ THESE TERMS AND CONDITIONS OF HIRE - THE SAMUEL WORTH CHAPEL, SHEFFIELD GENERAL CEMETERY**

Use of the green space adjacent to the Chapel is included in your hire, if you would like to take tables and chairs outside, please ensure they are brought back into the chapel if it rains and they must be brought back in at the end of your event so nothing is left outside overnight.

The Chapel must not be left unlocked and unattended during the hire period. The Hirer is responsible for any unauthorised access to the Chapel, or any damage caused by it being left unsupervised during the event.

Please be aware that the Cemetery is a public park and members of the public may be in the vicinity of the Chapel during your event.

**HIRE PAYMENTS, DAMAGE DEPOSIT AND CANCELLATION**

The Hirer must sign and return this Agreement to SGCT within 7 days of receiving it.

A Non-Refundable Deposit is payable by the Hirer to SGCT within 7 days of you receiving this Agreement from SGCT. It is your responsibility to pay the Non-Refundable deposit and any other payments by the dates stipulated in the Agreement and the Chapel Hire Invoice. If you do not pay the Deposit on time SGCT may cancel the booking and make an Agreement with another party without further reference to the Hirer.

A Damage Bond of £250 plus the Balance of the Hire fee as stipulated in the Agreement and Chapel Hire Invoice is due from the Hirer to SGCT by the date stated in the Chapel Hire Invoice. If you do not pay both these amounts on time SGCT may cancel the booking and make an Agreement with another party without further reference to the Hirer. The Non-Refundable Deposit will be retained by SGCT.

After your event an Officer of SGCT will review the condition of the Chapel and compliance with these Terms and Conditions. In normal circumstances SGCT will then refund the Damage Bond to the bank account advised by the Hirer to SGCT. If, acting reasonably, SGCT considers that there has been damage to the Chapel or its fixtures, fittings and external surroundings which is outside the bounds of normal wear and tear, SGCT may at its discretion retain part or all of the Damage Bond to compensate for the costs of repair. This does not limit the financial liability of the Hirer for more serious damage to the Chapel, and SGCT may require that you provide evidence that you have taken out Event Insurance to cover such risks.

The hirer is responsible for removing all rubbish from site after their event, any rubbish needing to be cleared by SGCT volunteers will result in a deduction from the damage bond.

If the Hirer cancels the hire at any time after payment of the non-refundable deposit it will be retained by SGCT. If the Hirer cancels the hire less than 14 days before the agreed date of the event then the entire Hire Cost plus VAT will be retained by SGCT. The Damage Bond will be returned by SGCT to the Hirer.

**CHAPEL FACILITIES, EQUIPMENT AND DECORATION**

The hire of the Chapel includes use of the covered portico area, use of the kitchen for food preparation and serving, and free WiFi.

Folding chairs, 8 large round tables and 2 rectangular tables which are included in the hire. These are for internal use or, weather permitting, may be used under the Chapel entrance portico area. If you prefer to hire furniture for your event and want us to remove our furniture from the Chapel please let us know by at least 7 days before your event.

A PA System, Projector and a Laptop are available for hire at an additional cost please contact the events team.

You are welcome to use caterers of your own choice. The location of any catering vehicle outside of Chapel will be agreed by an Officer of SGCT on pre-event visit. External caterers must supply all crockery, cutlery and glassware. Should you use the crockery and glassware provided in the kitchen, it must be thoroughly cleaned and put away after your event. Any additional cleaning costs for kitchen equipment will be deducted from the damage bond.

An accessibility ramp for wheelchair users is on the west side of the portico, with parking for vehicles transporting people with disabilities.

The covered portico area may be decorated, however it is not permitted to fix anything to the building structure internally or externally with adhesive, nails or screws.

**Hire of Samuel Worth Chapel**  
**DATE / HIRER NAME(S) (the 'Hirer')**

**Agreement with Sheffield General Cemetery Trust ('SGCT')**

**IMPORTANT - PLEASE READ THESE TERMS AND CONDITIONS OF HIRE - THE SAMUEL WORTH CHAPEL, SHEFFIELD GENERAL CEMETERY**

The interior of the Chapel may be decorated, however "Blu Tack", sticky tape or other adhesives are not permitted on the plastered Chapel walls. 'Blu tack' may be used on the low panels but we ask that you ensure this is completely removed and the panels cleaned if used. Additional cleaning costs may be deducted from the Damage Bond

Candles must be used in appropriate candle/tea light holders or containers and must not be left unattended at any time

Floral decorations are permitted - we ask that you ensure prevention of water leakage on to the internal stone floor which may impact on the underfloor heating system.

If you would like to use confetti at your event, please only use white, biodegradable confetti or natural petals. We respectfully ask that coloured/dyed confetti is not used as it can stain the stonework around the chapel.

Please forward copies of your risk assessment and, if relevant, event insurance to Andy Smith by email as soon as possible to [andy.smith@gencem.org](mailto:andy.smith@gencem.org)

Signing this Agreement means that you accept the Terms and Conditions stated above and that you will pay to SGCT the amounts stated in this Agreement and Chapel Hire Invoice on or before the due dates. Please sign and return a copy of this Agreement to -

Emma Larsson Revitt, The Gatehouse, Cemetery Avenue, Sheffield S11 8NT, or by email to [marketingandevents@gencem.org](mailto:marketingandevents@gencem.org)

Hirer Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_



## Sheffield General Cemetery Trust

### Samuel Worth Chapel - Fire Safety Risk Assessment - 5<sup>th</sup> October 2021

#### Description of Premises

The Samuel Worth Chapel (Chapel) is a Listed Grade II\* stone-built building dating from the 1830s. It is located in the middle of the Sheffield General Cemetery, S11, Sheffield. The Chapel is owned by the Sheffield General Cemetery Trust (the Trust), which is a registered charity (no. 1103158), and is run by trustees with the support of staff and a Management Committee.

The facilities comprise of a main hall, a kitchen, an entrance lobby and two toilets (one accessibility compliant). The Chapel is available for private and public hire, with a maximum capacity of 100 at any one time.

There is space either side of the Chapel that can be used as an event spill off area, and as temporary parking for up to two vehicles.

There is one emergency exit leading directly out of the building from the main hall, toilets and kitchen through the entrance lobby. The Chapel meets all the requirements of the current Disability Discrimination Act.

The Chapel is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Trust and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement and Standard Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

The Chapel is not licensed for the sale of alcohol. Hirers are expected to obtain a licence appropriate to their event.

#### Principal Uses of the Chapel

The Chapel is used for a wide variety of functions. These cover, but are not limited to, music and theatre performances, movie showings, private parties and charity fundraisers.

The Trust encourages hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Chapel detailing the location of the equipment and the escape routes. The plan is on display in the Chapel entrance lobby and available to hirers.

#### People at Risk of Fire

**Staff:** SGCT employ two part time staff - Business Manager and Landscape Conservation Manager

**Volunteers:** The Trust has about 50 volunteers carrying out a range of activities such as landscape maintenance, running and supporting public events, some at the Chapel, and historical research.

**Trades People:** The Trust employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on her own when working. Local trades people who are familiar with the building may gain access to the Chapel by borrowing a key from the Business Manager or a Trustee, while others are always escorted by one or more members of staff or Trustees.

**Chapel Users (up to 100 maximum inside at any time):** These will generally be familiar with the Chapel. Those that are not will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has one easily identifiable fire exit. Emergency lighting is installed over the entrance lobby and is tested regularly.

A fire alert and detection system with audible sounders is installed which is tested regularly. During an event, the main doors are open to allow ease of access to and from the building.

**Disabled Persons:** At a typical event, there may possibly be a limited number of disabled persons. It is the responsibility of Chapel hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The main exit leads to a portico area of flat stones with steps to a main Cemetery path. To aid wheelchair and mobility scooter users exit, a fixed permanent ramp is located on the portico leading out of the west side of the Chapel.

**Children:** It is the responsibility of hirers to ensure all children within the Chapel are supervised and that they are given adequate assistance in the event of an evacuation. Primary Chapel user groups are expected to have carried out their own Fire Risk Assessment.

**Other Members of the Public (who are not using the Chapel):** Members of the public may walk past the front of the Chapel on the public footpath.

Possible Causes of Fire

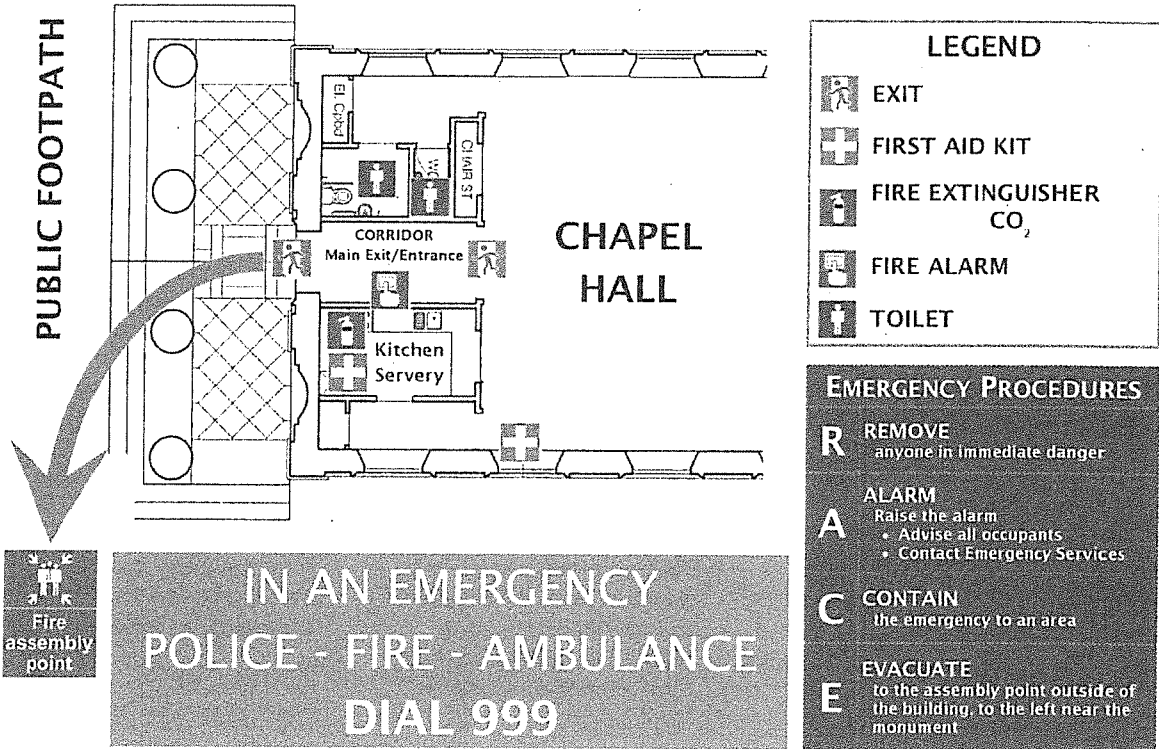
Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plasterboard, wood panelling).	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

Control Measures

			Measures to avoid or reduce	
Fire hazard	Likelihood 1=low 5=high	Risk to people from fire hazard	The hazard	Risk to people
Fire inside the Chapel	2	Smoke inhalation. Burns. Death. Particular attention to be paid to people who are attending large events.	<p>Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the Chapel, which is published in the Chapel entrance/exit corridor.</p> <p>A test of continued illumination in event of a power failure will be done quarterly.</p> <p>Ensure that Chapel furnishings are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc.</p> <p>Chapel users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>Ensure Hall users/hirers know how to evacuate the building where the fire-fighting equipment is located and where the assembly points are. A fire alert system has been installed so that an alarm can be raised if a fire is discovered; it also includes heat detection in the room most at risk – the kitchen.</p> <p>Ensure the hirers know that they must organize a fire marshal to check the building has been vacated after alarm and that the fire brigade has been called out (as appropriate). Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis.</p> <p>The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least</p>

				<p>once per year and logs the results.</p> <p>Users will be made aware of their responsibilities under the Premises License (via the Booking process). Regular User Groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the Management Committee.</p>
Fire on the premises outside the Chapel.	1	Evacuating people away the source of the fire.		Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.
Faulty electrics in mains power supply ring mains, lighting circuits kitchen appliances or portable devices.	1	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 3 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy enforced throughout the premises. No Smoking signs strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker. No deep fat fryers allowed. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.	Ensure hirers are aware of their responsibility to supervise	
Arson	1	Smoke inhalation. Burns.	Ensure Chapel hirers are aware of their responsibility for the Chapel during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

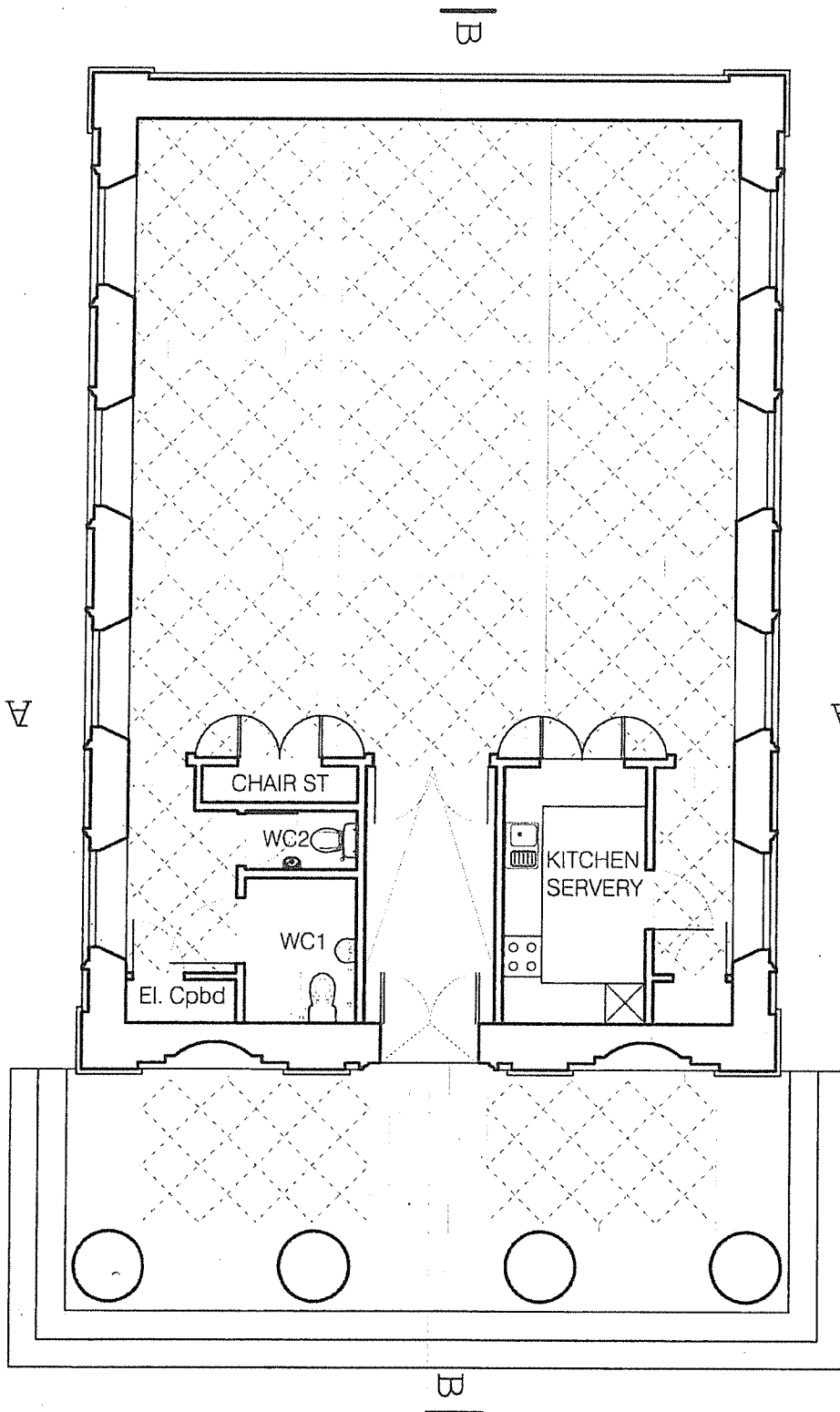
# SAMUEL WORTH CHAPEL - EVACUATION PROCEDURE



Created by Alex Quant (General Manager) - November 2018

Revised by Alex Quant (Business Manager) - October 2021

To be reviewed - October 2022



GROUND FLOOR PLAN

**AS PROPOSED  
PLAN**

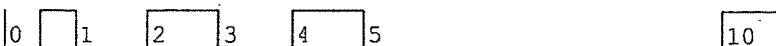
**1:100 / A4**

Project: Non-Con Chapel,  
Sheffield Gen Cemetery  
Dwg No: 533GC/P08  
Date: 15/12/14  
Rev: -

w a l k e r  
c u n n i n g t o n  
a r c h i t e c t s



knoll farmhouse | the knoll | matlock | de4 5fp  
28 byron rd | sheffield | s7 1ry  
warchitecture.co.uk | admin@warchitecture.co.uk







**SITE LOCATION PLAN**

**1250 / A3**

Project: Non Com Chapel  
 Sheff Gen Cem  
 Dwg No: 533GC-S01  
 Date: 12-12-13  
 Rev: -

**WALKER  
 CUNNINGTON  
 ARCHITECTS**



28 Byron Rd | Sheffield | S7 1TY  
 59 The Knoll | Mansley | Matlock | DE4 5FP  
 w:wcaarchitects.co.uk e:admin@wcaarchitects.co.uk





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# **Appendix 'B'**

**Agreed Conditions and Reduced Hours:  
South Yorkshire Police  
Environmental Protection Service**

## Jayne Gough (CEX)

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**From:** SHEFFIELD\_Licensing <Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>  
**Sent:** 04 August 2022 10:35  
**To:** Ryan Cannister  
**Subject:** FW: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

We have agreed the following amendments for the Samuel Worth chapel licence. It is only regulated entertainment we have restricted outside.

Hope this assists.

Lucy

### Lucy Adams

#### Licensing Assistant

South Yorkshire Police  
Licensing Department  
Mossway Police Station  
Mossway  
Sheffield  
S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

Website address - [southyorks.police.uk](https://www.southyorks.police.uk)



#### Licensing Team

Tracey Klein 0114 2523948 internal 718948  
Lucy Adams (Monday/Tuesday) 0114 2523617 internal 718617  
Jo Belton (Wednesday/Thursday/Friday) 0114 2523617 internal 718617  
Ian Armitage 0114 2523618 internal 718618  
Catherine Jarvis 0114 2523163 internal 718163  
Alicia Marsden 0114 2523111 internal 718 111  
Daniel Barraclough 0114 2523556 internal 718556  
John O'Malley 0114 2964536 internal 714308

Please be advised that the content of emails may be submitted as evidence to a Licensing hearing should issues arising not be resolved. The Local Council may post them as part of the process on their Website which has public access.

**From:** SHEFFIELD\_Licensing

**Sent:** 19 July 2022 13:19

**To:** 'licensing-service' <licensing-service@sheffield.gov.uk>; 'Jonathan Round' <Jonathan.Round@sheffield.gov.uk>

**Cc:** CATHERINE JARVIS <Catherine.Jarvis@southyorks.pnn.police.uk>

**Subject:** FW: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Dear all,

Following receipt of the above premise licence we have now agreed the following with the applicant:

Amend hours:

Licensable activities

10:00-00:00 Sun-Thur

10:00-01:00 Fri-Sat

10 x events per annum until 02:30 on Friday or Saturday

**Plays, Films, Live and Recorded music and Dance to cease at 22:00 hours in the external area.**

Opening hours

08:00-00:30 Sun-Thur

08:00-01:30 Fri-Sat

10 x events per annum until 02:30 on Friday or Saturday

Conditions

- The use of door staff will be risk assessed on an ongoing basis by the Trust. Where engaged, door staff shall be licensed by the Security Industry Authority.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly
- The premises will maintain a register of refusals and incidents. Such records will be kept and made available for inspection of the authorities.
- A booking form must be used for all events and private functions. The form must set out the booking conditions for the customer and include the signature and printed name of the venue manager/member of the Trust authorising the booking. The form must also include the name, contact details and signature of the customer who is responsible for making the booking. Such records will be retained for 6 months and made available for inspection of the authorities.

Please amend the hours and place conditions on the licence should it be granted.

Thanks.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

Website address - [southyorks.police.uk](http://southyorks.police.uk)



### Licensing Team

Tracey Klein 0114 2523948 internal 718948  
Lucy Adams (Monday/Tuesday/Thursday) 0114 2523617 internal 718617  
Ian Armitage 0114 2523618 internal 718618  
Catherine Jarvis 0114 2523163 internal 718163  
Alicia Marsden 0114 2523111 internal 718 111  
Daniel Barraclough 0114 2523556 internal 718556  
John O'Malley 0114 2964536 internal 714308

Please be advised that the content of emails may be submitted as evidence to a Licensing hearing should issues arising not be resolved. The Local Council may post them as part of the process on their Website which has public access.

**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel) <[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Sent:** 19 July 2022 01:16

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

**Subject:** Fwd: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Hi Lucy

Just to confirm we would be happy for the licence to be granted under the terms you have recommended.

Thanks again for your assistance with our queries.

Kind regards

Catie

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486/ 07530 822712  
Instagram - [@sheffieldgeneralcemeterytrust](https://www.instagram.com/sheffieldgeneralcemeterytrust)  
Twitter - [@SheffieldGenCem](https://twitter.com/SheffieldGenCem)  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

Begin forwarded message:

**From:** catie evans <[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Subject: Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road**

**Date:** 18 July 2022 at 10:59:54 BST

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

Hi Lucy

Thanks for coming back so quickly on this and for agreeing to the additional late nights.

Is there any guidance on refusals? I only ask as if we are admitting the public, we don't always have their details, so I just wondered how we might manage this?

I have shared your email with my events managers and will come back to you with confirmation as soon as I hear back from them.

Thanks again for your help

Catie



On 18 Jul 2022, at 09:05, SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Dear Catie,

Apologies, I should have been more specific with regards the regulated entertainment restriction.

The 22.00 hrs restriction would apply to

Plays, Films, Live and Recorded music and Dance outdoors only. Customers would then be able to move into the premise for this to continue indoors.

Late night refreshment and supply of alcohol will be unaffected by the restriction.

We would be happy to increase the 6 late night events to 10 on the basis that all conditions are agreed, which you have confirmed.

Please let me know if this assists with your queries and you're happy for the application to be granted on this basis.

Kind regards,

Lucy.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

Website address - [southyorks.police.uk](http://southyorks.police.uk)

<image001.jpg>

**Licensing Team**

Tracey Klein 0114 2523948 internal 718948

Lucy Adams (Monday/Tuesday/Thursday) 0114 2523617 internal 718617

Ian Armitage 0114 2523618 internal 718618

Catherine Jarvis 0114 2523163 internal 718163

Alicia Marsden 0114 2523111 internal 718 111

Daniel Barraclough 0114 2523556 internal 718556

John O'Malley 0114 2964536 internal 714308

Please be advised that the content of emails may be submitted as evidence to a Licensing hearing should issues arising not be resolved. The Local Council may post them as part of the process on their Website which has public access.

**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
<catieevans@gmail.com>  
**Sent:** 16 July 2022 17:26  
**To:** SHEFFIELD\_Licensing <Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>  
**Subject:** Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Hello Lucy

Thanks for your email and for setting out your proposals on the licensing hours.

I have a few queries which I hope you can help with:

1. Where you say all external regulated entertainment to cease at 22.00 hours - does this relate to music / films/ alcohol/ food service - or just some of these ? A couple of scenarios you could maybe advise on:

a) How would this impact on weddings where people are using the lawn as part of their evening reception - would they have to close up outside and all go indoors part way through the evening? During the summer months, people often have a marquee on the lawn, so having the outdoor space to sit and drink or eat is really valuable for our guests.

b) Similarly, many of our guests use food vans for catering which are parked outside the chapel for the duration of their event, how would this be affected for food served after 10pm?

c) If guests want to go outside for a smoke for example during an event which runs to 1.30am - do they have to leave their drinks inside? (Sorry - probably a very simplistic question)

2. As I explained when we spoke, our past TENS requests and events schedule don't really give a clear picture of what we hope to be able to develop in our planned activities. After a slow start getting the chapel up and running, then being hit by the pandemic, we are now happy to see that demand for the chapel is growing and we anticipate a much broader programme in the coming year - so I wondered if you might reconsider the 6 extended late nights, to 10?

3. In your last paragraph, I just need to clarify - If we have an event where we needed a late (post 2.30am) or very early (pre 8.00am) licence, can a TENS be applied for just to secure these hours? If so, does the TENS need to be for the full event hours or just for the hours not covered by our premises licence?

I completely understand, having spoken to you that a 24 hour licence could present issues in the longer term and thanks for clarifying that the licence goes with the building.

I also appreciate your comments on the past TENS but hope that being able to extend by a few more late night options would help us to develop and provide a broader variety of events - not all involving alcohol - we do lots of non- bar events too.

The weekday and proposed opening hours are acceptable.

With regards to the conditions - all noted and yes, we can accommodate these easily.

Thanks again for taking time to discuss everything with me - if you are able to come back to me with your advice on the points above and to confirm if there is any possibility of increasing the number of late night extended licences to 10 per year, that would be great.

Kind regards

Catie

Catie Evans  
Trustee

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486/ 07530 822712  
Instagram - @sheffieldgeneralcemeterytrust  
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Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 14 Jul 2022, at 14:34, SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Good afternoon Catie,

Thank you for taking the time to discuss your application in more detail.

I have reviewed your proposals, in conjunction with my colleague from Environmental Protection, and although we understand your need for flexibility a 24 hour licence would be problematic.

Having reviewed all the temporary event notices previously submitted I cannot find a request that extends beyond 3am. With this in mind can I propose the reduction of operating hours as follows:

Licensable activities

10:00-00:00 Sun-Thur

10:00-01:00 Fri-Sat

6 x events per annum until 02:30 on Friday or Saturday

**All external regulated entertainment to cease at 22:00 hours**

Opening hours

08:00-00:30 Sun-Thur

08:00-01:30 Fri-Sat

I have also detailed conditions below which we would require adding to the licence. I know you have touched on a few of these requirements so these would serve to formalise your proposals:

- The use of door staff will be risk assessed on an ongoing basis by the Trust. Where engaged, door staff shall be licensed by the Security Industry Authority.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly
- The premises will maintain a register of refusals and incidents. Such records will be kept and made available for inspection of the authorities.
- A booking form must be used for all events and private functions. The form must set out the booking conditions for the customer and include the signature and printed name of the venue manager/member of the Trust authorising the booking. The form must also include the name, contact details and signature of the customer who is responsible for making the booking. Such records will be retained for 6 months and made available for inspection of the authorities.

I understand you may still require an extension on these hours. With this being more of an ad-hoc basis you would still be able to submit a temporary event notice which can they be reviewed by ourselves, Environmental Protection and Health and Safety.

Please let me know if you are happy to proceed on this basis and I will notify the Licensing Authority of our agreement.

Kind regards

Lucy.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

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<image001.jpg>

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SYP Alerts offers information about local policing issues by text, email or voice message. Sign-up now at [www.sypalerts.co.uk](http://www.sypalerts.co.uk) #SignMeUp

## Jayne Gough (CEX)

---

**From:** Jonathan Round  
**Sent:** 15 September 2022 12:09  
**To:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
**Cc:** licensingservice  
**Subject:** RE: Premises licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

**Categories:** Ryan

Catie,

Thanks for your time on the phone and your agreement to the proposed condition. Please don't hesitate to contact me if you have any questions about what should be in the NMP.

Licensing Officer,

As you can see the applicant is happy for the below condition to be placed on the premises licence when granted. Please confirm that this email makes sense and that the agreed condition requiring a NMP will be placed on the premises licence when granted, and on that basis please withdraw my previous representation.

Regards,

Jon.

Jonathan Round  
Environmental Health Officer

Sheffield City Council  
Environmental Protection Service  
5<sup>th</sup> Floor (North)  
Howden House  
1 Union Street  
Sheffield  
S1 2SH

Tel: 07887 641 266

Visit us at: [www.sheffield.gov.uk/environmentalhealth](http://www.sheffield.gov.uk/environmentalhealth)

**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel) <catieevans@gmail.com>  
**Sent:** 14 September 2022 16:41  
**To:** Jonathan Round <Jonathan.Round@sheffield.gov.uk>  
**Cc:** licensingservice <licensingservice@sheffield.gov.uk>  
**Subject:** Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jon

Thanks for your phone call and for talking through your advice this afternoon.

I would confirm that we are happy to accept the condition you have outlined below to be attached to the premises licence.

- A Noise Management Plan (NMP) will be produced for and submitted to the Environmental Protection Service (EPS) for approval within 6 weeks of the granting of the premises licence. The NMP will be reviewed from time to time and if complaints are received. Any new NMP will take account of changes to the nature of the entertainment provided and include measures to address any complaints and feedback from the EPS about previous events.

I trust this is satisfactory and will be in touch if we have any queries if the licence is granted.

Thanks again  
Catie

Trustee  
Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486  
Instagram - @sheffieldgeneralcemeterytrust  
Twitter - @SheffieldGenCem  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 13 Sep 2022, at 16:51, Jonathan Round <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)> wrote:

Hello Catie,

Sorry for the delay in coming back to you. I have just left a message on your answerphone.

Thanks for the response. I think that to help give confidence that there is adequate control over the potential for public nuisance that it would be prudent to attached a condition requiring a noise management plan, with a feedback clause to allow it to be revisited if necessary. This wouldn't need to be a huge document, and could include the details you have provided below. I would expect the noise management plan to include address the below:

- Measures to control noise from people in outside area;
- Measures to control amplified sound both inside and outside the venue;
- Location of any proposed amplified sound/ live performances;
- Details of access and egress routes.
- Perhaps a copy of the terms of agreement that hires sign up to and the inclusion of noise control measures so they are aware of obligations.

I would therefore propose the below condition is attached to the premises licence:

- A Noise Management Plan (NMP) will be produced for and submitted to the Environmental Protection Service (EPS) for approval within 6 weeks of the granting of the premises licence. The NMP will be reviewed from time to time and if complaints are received. Any new NMP

will take account of changes to the nature of the entertainment provided and include measures to address any complaints and feedback from the EPS about previous events.

I'm happy to discuss the matter further on the mobile below or reply to this email.

Regards,

Jon.

Jonathan Round  
Environmental Health Officer

Sheffield City Council  
Environmental Protection Service  
5<sup>th</sup> Floor (North)  
Howden House  
1 Union Street  
Sheffield  
S1 2SH

Tel: 07887 641 266

Visit us at: [www.sheffield.gov.uk/environmentalhealth](http://www.sheffield.gov.uk/environmentalhealth)

**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
<[catieevans@gmail.com](mailto:catieevans@gmail.com)>  
**Sent:** 06 September 2022 16:30  
**To:** Jonathan Round <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)>  
**Cc:** licensingservice <[licensingservice@sheffield.gov.uk](mailto:licensingservice@sheffield.gov.uk)>  
**Subject:** Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

<b>CAUTION:</b> This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
--

Hi Jonathan

I have just left you a message but thought I should respond to your email as follows:

I have attached a copy of the site plan for the chapel, which you will have received as part of the application - as you can see, the chapel is located in the very middle of the cemetery, with our nearest residential neighbours being;

- to the south - the far side of Cemetery Road
- to the south west, the flats at the top of Cemetery Road
- to the north, houses on Stalker Lees Road and Cemetery Avenue

So, although the chapel is located some considerable distance from its residential neighbours, to assist with minimising disturbance, we suggest exit routes for the events are via the gatehouse on Cemetery Avenue, which leads to Ecclesall Road (for buses and taxis), via Montague Street, to the east end of the cemetery, where there are no immediately located residential dwellings or, if people are heading over to Netheredge or adjacent suburbs, they might make their way up to the Anglican Chapel entrance on Cemetery Road.

We do remind our hirers and guests as they leave the cemetery, of the neighbours on these roads. As there are 5 entrances/ exits to the park, this tends to mean that the guest numbers are diluted as they leave site via different exits.



Over the six years the chapel has been in use - we have not received any complaints about noise levels and the events at the chapel have not resulted in any impact on our neighbours that we have been made aware of.

This is most probably due to the location of the Chapel which is set well down in the slope of the cemetery.

It is worth highlighting that the cemetery is a public park, so is well used and busy - particularly during the summer nights until well after dark and there are often people in the park when our events finish.

I would confirm that we do not allow fireworks of any kind.

This is our current policy and approach to managing late night disturbance but would be happy to discuss any other recommendations you might have.

Kind regards

Catie Evans

Trustee  
Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486  
Instagram - @sheffieldgeneralcemeterytrust  
Twitter - @SheffieldGenCem  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 6 Sep 2022, at 15:09, Jonathan Round <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)> wrote:

Hello Catie,

I've just left you a message as I wanted to clarify a few things. I'm sorry for the late contact on this application. I had seen the below agreement and spoken with Lucy in Police licensing a month or so back and then with the application getting delayed and leave it didn't show up until deadline day in my pending jobs.

I have copied in the Licensing Section so they are aware of my representation in case we don't get chance to speak/ resolve things before the deadline passes.

I wanted a bit more detail around the measures to prevent public nuisance:

- How do you propose to ensure that noise levels off site are not excessive and don't unreasonably disturb the neighbours, both while the events are ongoing and when people are leaving?

- What safeguards will be put in place to ensure the music level particularly for live and recorded music outdoors is kept to a level which will not impact on the neighbours?

I look forward to your response.

Regards,

Jon.

Jonathan Round  
Environmental Health Officer

Sheffield City Council  
Environmental Protection Service  
5<sup>th</sup> Floor (North)  
Howden House  
1 Union Street  
Sheffield  
S1 2SH

Tel: 07887 641 266

Visit us at: [www.sheffield.gov.uk/environmentalhealth](http://www.sheffield.gov.uk/environmentalhealth)

**From:** SHEFFIELD\_Licensing

**Sent:** 19 July 2022 13:19

**To:** 'licensing-service' <[licensing-service@sheffield.gov.uk](mailto:licensing-service@sheffield.gov.uk)>; 'Jonathan Round' <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)>

**Cc:** CATHERINE JARVIS <[Catherine.Jarvis@southyorks.pnn.police.uk](mailto:Catherine.Jarvis@southyorks.pnn.police.uk)>

**Subject:** FW: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Dear all,

Following receipt of the above premise licence we have now agreed the following with the applicant:

Amend hours:

Licensable activities

10:00-00:00 Sun-Thur

10:00-01:00 Fri-Sat

10 x events per annum until 02:30 on Friday or Saturday

**Plays, Films, Live and Recorded music and Dance to cease at 22:00 hours in the external area.**

Opening hours

08:00-00:30 Sun-Thur

08:00-01:30 Fri-Sat

10 x events per annum until 02:30 on Friday or Saturday

Conditions

- The use of door staff will be risk assessed on an ongoing basis by the Trust. Where engaged, door staff shall be licensed by the Security Industry Authority.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly
- The premises will maintain a register of refusals and incidents. Such records will be kept and made available for inspection of the authorities.
- A booking form must be used for all events and private functions. The form must set out the booking conditions for the customer and include the signature and printed name of the venue manager/member of the Trust authorising the booking. The form must also include the name, contact details and signature of the customer who is responsible for making the booking. Such records will be retained for 6 months and made available for inspection of the authorities.

Please amend the hours and place conditions on the licence should it be granted.

Thanks.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

Website address - [southyorks.police.uk](http://southyorks.police.uk)

<image001.jpg>

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Tracey Klein 0114 2523948 internal 718948

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**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)

<[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Sent:** 19 July 2022 01:16

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

**Subject:** Fwd: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Hi Lucy  
Just to confirm we would be happy for the licence to be granted under the terms  
you have recommended.  
Thanks again for your assistance with our queries.  
Kind regards  
Catie

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486/ 07530 822712  
Instagram - @sheffieldgeneralcemeterytrust  
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Website - [gencem.org](https://www.gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

Begin forwarded message:

**From:** catie evans <[catieevans@gmail.com](mailto:catieevans@gmail.com)>  
**Subject: Re: Premise licence application-Samuel Worth Chapel,  
Sheffield General Cemetery, Cemetery Road**  
**Date:** 18 July 2022 at 10:59:54 BST  
**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-  
Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

Hi Lucy  
Thanks for coming back so quickly on this and for agreeing to the  
additional late nights.  
Is there any guidance on refusals? I only ask as if we are admitting  
the public, we don't always have their details, so I just wondered  
how we might manage this?  
I have shared your email with my events managers and will come  
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Thanks again for your help  
Catie

On 18 Jul 2022, at 09:05, SHEFFIELD\_Licensing  
<[Sheffield.Liquor-  
Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Dear Catie,

Apologies, I should have been more specific with  
regards the regulated entertainment restriction.

The 22.00 hrs restriction would apply to

Plays, Films, Live and Recorded music and Dance  
outdoors only. Customers would then be able to  
move into the premise for this to continue indoors.

Late night refreshment and supply of alcohol will be unaffected by the restriction.

We would be happy to increase the 6 late night events to 10 on the basis that all conditions are agreed, which you have confirmed.

Please let me know if this assists with your queries and you're happy for the application to be granted on this basis.

Kind regards,

Lucy.

**Lucy Adams**

**Licensing Assistant**

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<[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Sent:** 16 July 2022 17:26

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

**Subject:** Re: Premise licence application-Samuel

Worth Chapel, Sheffield General Cemetery,  
Cemetery Road

Hello Lucy

Thanks for your email and for setting out your proposals on the licensing hours.

I have a few queries which I hope you can help with:

1. Where you say all external regulated entertainment to cease at 22.00 hours - does this relate to music / films/ alcohol/ food service - or just some of these ? A couple of scenarios you could maybe advise on:

a) How would this impact on weddings where people are using the lawn as part of their evening reception - would they have to close up outside and all go indoors part way through the evening? During the summer months, people often have a marquee on the lawn, so having the outdoor space to sit and drink or eat is really valuable for our guests.

b) Similarly, many of our guests use food vans for catering which are parked outside the chapel for the duration of their event, how would this be affected for food served after 10pm?

c) If guests want to go outside for a smoke for example during an event which runs to 1.30am - do they have to leave their drinks inside? (Sorry - probably a very simplistic question)

2. As I explained when we spoke, our past TENS requests and events schedule don't really give a clear picture of what we hope to be able to develop in our planned activities. After a slow start getting the chapel up and running, then being hit by the pandemic, we are now happy to see that demand for the chapel is growing and we anticipate a much broader programme in the coming year - so I wondered if you might reconsider the 6 extended late nights, to 10?

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The weekday and proposed opening hours are acceptable.

With regards to the conditions - all noted and yes, we can accommodate these easily.

Thanks again for taking time to discuss everything with me - if you are able to come back to me with your advice on the points above and to confirm if there is any possibility of increasing the number of late night extended licences to 10 per year, that would be great.

Kind regards

Catie

Catie Evans  
Trustee

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486/ 07530 822712  
Instagram - @sheffieldgeneralcemeterytrust  
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Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 14 Jul 2022, at 14:34,  
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<[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Good afternoon Catie,

Thank you for taking the time to discuss your application in more detail.

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although we understand your need for flexibility a 24 hour licence would be problematic.

Having reviewed all the temporary event notices previously submitted I cannot find a request that extends beyond 3am. With this in mind can I propose the reduction of operating hours as follows:

Licensable activities

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6 x events per annum until 02:30 on Friday or Saturday

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Opening hours

08:00-00:30 Sun-Thur

08:00-01:30 Fri-Sat

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- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly
- The premises will maintain a register of refusals and incidents. Such records will be kept and made available



for inspection of the authorities.

- A booking form must be used for all events and private functions. The form must set out the booking conditions for the customer and include the signature and printed name of the venue manager/member of the Trust authorising the booking. The form must also include the name, contact details and signature of the customer who is responsible for making the booking. Such records will be retained for 6 months and made available for inspection of the authorities.

I understand you may still require an extension on these hours. With this being more of an ad-hoc basis you would still be able to submit a temporary event notice which can they be reviewed by ourselves, Environmental Protection and Health and Safety.

Please let me know if you are happy to proceed on this basis and I will notify the Licensing Authority of our agreement.

Kind regards

Lucy.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

Website address

- [southyorks.police.uk](http://southyorks.police.uk)

<image001.jpg>

**Licensing Team**

Tracey Klein 0114 2523948 internal  
718948  
Lucy Adams (Monday/Tuesday)  
0114 2523617 internal 718617  
Jo Belton  
(Wednesday/Thursday/Friday) 0114  
2523617 internal 718617  
Ian Armitage 0114 2523618 internal  
718618  
Catherine Jarvis 0114 2523163  
internal 718163  
Alicia Marsden 0114  
2523111 internal 718 111  
Daniel Barraclough 0114 2523556  
internal 718556  
John O'Malley 0114 2964536  
internal 714308

Please be advised that the content of emails may be submitted as evidence to a Licensing hearing should issues arising not be resolved. The Local Council may post them as part of the process on their Website which has public access.

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# Appendix 'C'

**Outstanding Objections:**

2 x Local Residents

Health Protection Service, Sheffield City Council

## Jayne Gough (CEX)

---

**From:** Elaine Cresswell  
**Sent:** 26 August 2022 10:24  
**To:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
**Cc:** Dave Hunt; John Boyle; Jayne Gough (CEX); licensingservice  
**Subject:** SRU:708415 GRANT APPLICATION - SAMUEL WORTH CHAPEL - SHEFFIELD GENERAL CEMETERY, CEMETERY AVENUE, SHEFFIELD, S11 8NT

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

26/08/2022

FAO Catie Evans, Trustee  
Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Hello Catie,

SRU:708415 GRANT APPLICATION – SAMUEL WORTH CHAPEL – SHEFFIELD GENERAL CEMETERY, CEMETERY AVENUE, SHEFFIELD, S11 8NT

Thank you for your email dated 17<sup>th</sup> August 2022.

Public Safety, Style of operation, Capacity and Fire Regulations,

I have spoken with Fire Officer Karl Harrison and we would like to carry out a joint visit to discuss your capacity and style of operation as this is relevant to your licence application. Unfortunately none of the Trust members were able to meet us this week and I am on leave from Friday 28<sup>th</sup> August until 12<sup>th</sup> September. From discussion with Karl and with reference to his email of 29<sup>th</sup> January 2019 my understanding is:

- the maximum confirmed capacity is 60 inside the Samuel Worth Chapel at any one time for a style of operation such as parties/dancing/ DJ/Live music events/wedding receptions etc. with a monitored one in one out system where there are more than 60 people at an event – any additional people would have to be outside the building. This should be in your risk assessment for that event.
- The only exception where numbers in the Chapel can exceed 60 up to a maximum of 100 is for events where the style of operation is an exhibition such as an Art or Photography exhibition where *the consumption of alcohol is restricted to one complimentary glass of wine or equivalent per person, the doors of the chapel are kept open and the numbers in the Chapel monitored by staff trained in fire evacuation procedures for this type of event and a fire risk assessment is in place for that event.*

This will mean that the operating schedule of your Licence application will need to be amended to reflect this distinction for maximum capacity for events based on style of operation and we need to consider suitable conditions on the licence to reflect this.

- I note that the fire risk assessment with your application refers to a capacity for the Chapel of 100 persons without any distinction for the style of operation and I would advise you to review this.

The responsibility for ensuring the Chapel hirers are correctly informed of your fire safety arrangements; the training of staff who hire out the Chapel and the training of staff who monitor events within the parameters of your risk assessments lies with yourselves ie the chapel trustees. See the Health and Safety Executive website for more information on event safety <https://www.hse.gov.uk/event-safety/index.htm>.

Sanitary provision for licenced premises

BS 6465-1 + A1 - Sanitary installations - Part 1: Code of practice for the design of sanitary facilities and scales of provision is the government approved standard referred to in the building regulations and used nationally.

At your request I have looked at the options for different types of building. The most relevant are:

- Table 7: Minimum provision of sanitary appliances for assembly buildings where most WC use is during intervals or other concentrated periods of time. (e.g. Places of entertainment, cinemas, theatres, concert hall). Where the premises is subject to an entertainment licence, the scale of provision needs to be agreed with the licensing authority.
- Table 8: Minimum provision of sanitary appliances for assembly buildings where most WC use is not concentrated in intervals.(eg. Exhibition Centres, Libraries, Museums). (1 Male WC plus 2 Female WC). Where the premises is subject to an entertainment licence, the scale of provision needs to be agreed with the licensing authority
- Table 10: Minimum provision for restaurants and other places where seating is provided for eating and consumption of non- alcoholic drinks. (2 Male WC plus 2 Female WC toilets for 60 persons).

Please note these are minimum standards and do not include staff provision. In all cases there needs to be one unisex accessible WC which can count towards either male or female WC but not both. As you only have 2 WC this is suitable for a capacity of 30 persons at one time and additional toilets will need to be provided.

The best fit for your activities would appear to be Tables 8 and Table 10 (for Table 7 the requirement is higher). As your building is not intended to be permanently occupied but will be licenced for alcohol and regulated entertainment we have concluded for a capacity of 60 persons provision of 3 permanent WC would be a reasonable requirement. Whilst provision of marquees outside reduces the numbers in the Chapel building for fire regulation purposes it does not reduce the number of people requiring toilet provision. For events in excess of 60 additional temporary sanitary provision will need to be considered as part of your event risk assessment. (It is noted from TEN notifications that there are regularly events up to 100 persons, especially weddings and parties where alcohol is available and seating is provided for eating and drinking. Additional temporary toilet provision in these type of events is most likely to be required.

### Conclusion

**As the internal proposed layout and arrangements are currently unsatisfactory, I have no alternative than to make a formal representation as a responsible authority in respect of Public Safety.**

1. I propose you consider installing an additional toilet so you will have 3 WC permanent WC as a minimum, (one of which is unisex wheelchair accessible) as we discussed on site and produce a plan showing this. This would enable me to agree a condition on the licence which would enable you to operate as a licenced premise up to a capacity of 30 until additional provision in accordance with the agreed plan is made.
2. We will need to consider suitable conditions with respect to capacity and style of operation.
3. A permanent fixed residual current device (RCD) must protect the electrical power serving all amplified music equipment used for the purposes of live music or similar entertainment and any outdoor electrical equipment must be suitable for that purpose.
4. Seating arrangements for cinema showings and educational talks may need to conform to the *TECHNICAL STANDARDS FOR PLACES OF ENTERTAINMENT* where there are more than 50 seats. (More information available on request)

Please note that your application for a licence only appears to cover the Chapel building as you have not specified the adjacent lawn area attached to it. If you intend to erect marquees in this area to carry out licensable activities then I recommend you seek advice from the licensing officer. The licensable area will need to be defined in red on the plan.

I hope I have sufficiently clarified the points you have raised. We can discuss these matters further when I come back from leave so we can hopefully resolve these issues and I can remove my representation. I

suggest we arrange a meeting w/c 12th September to include Karl Harrison. Currently I can do any day except Tuesday morning.

Kind regards

Elaine Cresswell

Environmental Health Technician/Health & Safety Inspector, Environmental Regulation, Sheffield City Council, 5th Floor North, Howden House, 1 Union Street, Sheffield, S1 2SH

**Tel: 0114 474 1449 (currently working out of office – please use email)**

Email: [elaine.cresswell@sheffield.gov.uk](mailto:elaine.cresswell@sheffield.gov.uk)

Fax: 0114 273 6464

[www.sheffield.gov.uk](http://www.sheffield.gov.uk)

<http://www.sheffield.gov.uk/content/sheffield/home/business/health-and-safety-enforcement.html>

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**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel) <catieevans@gmail.com>

**Sent:** 17 August 2022 16:51

**To:** Elaine Cresswell <Elaine.Cresswell@sheffield.gov.uk>

**Cc:** Dave Hunt <accounts.swc@gencem.org>; John Boyle <acetylene1234@hotmail.co.uk>

**Subject:** Re: Samuel Worth Chapel - premises licence

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Elaine

Thanks for your email and for confirming the main issues we discussed yesterday.

With regards to the fire regs - I have attached the recent email from Fire Officer Karl Harrison that whilst our maximum capacity, as a venue with only one exit, is 60 - for those events where the main doors can be kept open (during summer months for example) and we are monitoring the flow of guests in and out of the building, they have confirmed we can accommodate up to 100 people, also assuming we have prepared an individual risk assessment on this basis.

As you have highlighted, we have exceeded the 60 capacity only under the terms of this guidance and would of course, assume that the various authorities would have intervened to turn down a TENs application, had they believed this was presenting an unacceptable risk.

You agreed that you would make enquiries about what, if any, exemptions might be applied to Grade II\* listed buildings where the opportunity to expand facilities is restricted due to the nature of the listing. I understand that this is a rare situation as you mentioned and I am aware of certain exemptions being made to listed buildings in the Peak Park but acknowledge this may well be because of the volume of listed buildings out there - so if there are any examples in Sheffield, it would be helpful to understand if the listing status is considered and has provided any level of exemption.

You were kind enough to show me the British Standard requirements for venues and your recommendations are that we fall into the category of a restaurant, as we occasionally hold wedding receptions, where people might be seated to eat and drink for several hours. I am still not quite clear why, when we are rated as a community hall, this is the appropriate classification for the chapel.

I have now had chance to look through the calendar for this year - during the period 1st Jan -31st Dec 2022, we have a total of 8 weddings during this 12 month period, so these tend to be very much occasional events, rather than making up the bulk of our activities. It should also be highlighted that some of our weddings bring in street food vans for their catering, which means guests are served outside and often, our weddings set up marquees, tables and chairs which enable guests to eat and drink outside.

We have also (during this period) run 2 late night music events but these will be taking a different format from now on. The film nights will be revised to ensure they meet with the new proposed capacity and entertainment guidelines. However, I think its essential to highlight that the bulk of our activities are charity and joint fund-raising events, choral evenings, recitals and and spoken word performances, exhibitions, cafes, children's activities and workshops. So, I would be grateful if you could clarify, on the basis of the range of events we provide / host, why we would be perceived as a restaurant and required to meet guidelines on this basis.

If you could let us know the outcome of discussions within your department and be good enough to let us have some clarification on the points above, we would welcome any further discussion and if it would help, a further meeting on site to discuss these points when you have had chance to investigate?

Thanks again for taking the time to come out and to discuss the regulations and we look forward to hearing from you soon. Please could you ensure my fellow Trustees, John Boyle and Dave Hunt (cc'd above) are included in your response.

Kind regards

Catie Evans  
Trustee

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486  
Instagram - @sheffieldgeneralcemeterytrust  
Twitter -@SheffieldGenCem  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158



Re: Samuel Worth Chapel - premises licence

Re: Samuel Worth Chapel - premi

Harrison Karl 

RE: Application for a premises licence - Samuel Worth chapel ref 533GC/P08

To: [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com), Cc: Jackson Gamma

Hi Catie,

Many thanks for your email.

It is a standard decision that when we have a room w [Re: Samuel Worth Chapel - premises licence](#) but one is openi

However as per my visit in 2019, I have no concerns over your intention to annotate within your fire risk ass  
nature of your event and limited alcohol served such as a glass or 2 of wine then as per my email below I a

Hope this now settles the matter for you.

Kind regards

Karl

**Karl Harrison**  
Business Fire Safety Inspecting Officer  
South Yorkshire Fire & Rescue  
Command Headquarters  
197 Eyre Street  
Sheffield  
S1 3FG  
Mobile 07887 823180  
[Kharrison@syfire.gov.uk](mailto:Kharrison@syfire.gov.uk)



**South Yorkshire  
FIRE & RESCUE**

**From:** SYFR Licensing <[syfrlicensing@syfire.gov.uk](mailto:syfrlicensing@syfire.gov.uk)>

**Sent:** 08 August 2022 10:40

**To:** Harrison Karl, [kharrison@syfire.gov.uk](mailto:kharrison@syfire.gov.uk)

On 17 Aug 2022, at 12:40, Elaine Cresswell <[Elaine.Cresswell@sheffield.gov.uk](mailto:Elaine.Cresswell@sheffield.gov.uk)> wrote:

17<sup>th</sup> August 2022

Hello Catie, thank you for your time yesterday.

#### Premises Capacity

I have just spoken with Alex Quant, to clarify the situation with what numbers are allowed in the chapel. Looking back through the TENS events notifications most are well in excess of 60 involving activities such as parties/cinema screenings/wedding receptions and not what I would describe as an 'exhibition' type event (where I understand you are allowed up to 100). I think it is important to obtain clarity from the fire officer on what exactly is allowed for numbers in excess of 60 and I have recommended to Alex that he checks your records on this. I will also contact the fire officer. If the confirmed capacity is 60 inside for activities such as parties/cinema screenings/wedding receptions etc. you can only have 60 people in total



inside at any one time with a one in one out system – any additional people would have to be outside the building.

For clarity, 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 and to which the Responsible Authorities can object on a case by case basis. The use of TENS for temporary events does not confer a buildings suitability for a permanent premises licence and it doesn't override your fire safety maximum capacity for the building.

At present the last day for comments is 7<sup>th</sup> September and I will speak with the licensing department as agreed to see if this time period can be extended due to the complications of listed building status.

Guidance on WC provision:

Building Regulation Approved Document G provides information on the scale of provision and layout of toilets in buildings other than dwellings. For your information: -

**For staff toilets** paragraph 4.12 refers to The Workplace (Health, Safety and Welfare) Regulations 1992 on the minimum number of sanitary conveniences which must be provided in workplaces. The Approved Code of Practice (ACOP) that supports those Regulations sets out how to calculate that minimum requirement (guidance on those minimum numbers can be found at <https://www.hse.gov.uk/simple-health-safety/workplace-facilities/health-safety.htm>).

**For accessible toilets** paragraph 4.13 refers to Part M of Schedule 1 to the Building Regulations 2010 which sets out requirements relating to access to and use of buildings and guidance on the provision of suitable sanitary accommodation. Such accommodation may form part of the total number of sanitary conveniences provided within a building.

**For the number of customer toilets** paragraph 4.14 refers to BS 6465-1:2006 + A1:2009 Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances. See table 10 (pg6) in the attached guidance on Health and Safety in licensed premises.

References for information:

- Health & Safety at Work Etc Act 1974; Management of Health and Safety at Work Regulations 1999; The Workplace (Health, Safety and Welfare) Regulations 1992 see: <https://www.hse.gov.uk/>
- The Licensing Act 2003: Sheffield City Council's Statement of Licensing Policy Under the Licensing Act 2003 2021 – 2025 [About licences | Sheffield City Council](#)
- The Building Regulations 2010 - The Merged Approved Documents [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1010058/Single\\_stitched\\_together\\_pdf\\_of\\_all\\_ADs\\_Jul21\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1010058/Single_stitched_together_pdf_of_all_ADs_Jul21_.pdf)

If you have any further questions please let me know.

Kind regards

Elaine Cresswell

Environmental Health Technician/Health & Safety Inspector, Environmental Regulation, Sheffield City Council, 5th Floor North, Howden House, 1 Union Street, Sheffield, S1 2SH

**Tel: 0114 474 1449 (currently working out of office – please use email)**

Email: [elaine.cresswell@sheffield.gov.uk](mailto:elaine.cresswell@sheffield.gov.uk)

Fax: 0114 273 6464

[www.sheffield.gov.uk](http://www.sheffield.gov.uk)

<http://www.sheffield.gov.uk/content/sheffield/home/business/health-and-safety-enforcement.html>

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**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
<catieevans@gmail.com>  
**Sent:** 11 August 2022 16:46  
**To:** Elaine Cresswell <Elaine.Cresswell@sheffield.gov.uk>  
**Subject:** Samuel Worth Chapel - premises licence

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Hello Elaine,

Thanks for your time this afternoon.

I have attached a copy of the premises licence advert, placed in the Mercury this week, which will give you all the details and hours of our activities.

As I explained, we do not open every day or have a programme of events repeated on a regular basis - our opening times have been agreed because these are hours within which we might have an event or activity - it might be a schools visit, a talk and tour for U3A, a craft or activity workshop, choral event, play or film screening, club night, memorial event, wedding ceremony and/ or reception - so as we discussed, it is used on a very ad-hoc basis, very much on a village hall / community hall basis.

With capacity restricted at around 30 - in line with the requirements for H&S for a building with only 2 w.cs, then the chapel becomes unviable as a venue - so we would need a major rethink on whether to redesign completely inside the building, which would require listed planning consent for any changes to the building (whether they be original or recent).

In all honesty, we would probably struggle to ensure we have a portaloos on site for every event with a larger capacity than 30, as the chapel is situated in a public park, and would be at risk of vandalism - plus, it couldn't be kept on site, as the cemetery is also a Grade II\* listed landscape..

We have a toilet at the gatehouse, which I can show you next week when we meet - but this is maybe 300 yards from the chapel itself.

So, any thoughts you might have about how we manage this situation would be very welcome - hopefully once you have seen the chapel again, this might be clearer, so I look forward to seeing you next Tuesday at 1pm at the Gatehouse - Cemetery Avenue, S11 8NT.

Thanks again for your time

Kind regards

Catie

Catie Evans

Trustee  
Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486  
Instagram - @sheffieldgeneralcemeterytrust  
Twitter -@SheffieldGenCem  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)

Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

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## Jayne Gough (CEX)

---

**Subject:** FW: sheffield general cemetery trust licensing application objections

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

From: john rylance

Sent: 04 August 2022 22:52

To: licensingservice <licensingservice@sheffield.gov.uk>

Subject: Re: sheffield general cemetery trust licensing application objections

My objection still stands I see no reason for a licence application for LNR till the early hours of the morning to be granted to a venue in a residential neighbourhood, not for the proposed licensing to midnight during weekdays and till 01.00 at the weekend. It will have an exceedingly detrimental effect on immediate neighbours and those in surrounding streets as people and taxis/cars make their way to and from the venue.

Moreover the cemetery is a nature reserve that local people and conservation groups have put considerable effort and finance into creating. To allow such a development as is proposed in the application goes against all sense in a nature reserve. It may also contravene the rules and regulations concerning the charitable trust that is making the application.

Yours

John Rylance

Sent from my iPhone

> On 4 Aug 2022, at 14:49, licensingservice <licensingservice@sheffield.gov.uk> wrote:

>

> Hi John,

>

> Thank you for your email, I can confirm that the timings have now been changed as per agreed with the applicant, I have attached the below. Can you confirm if this means that your objection has been withdrawn or whether you would continue with your objection?

>

> Plays , Films, Indoor Sports, Live Music, Recorded Music, Performance

> of Dance, Anything of similar description (ON/OFF) - Sunday to Thursday - 10:00 - 00:00, Friday & Saturday - 10:00 - 01:00 10x events per annum until 02:30 on Friday or Saturday.

>

> Supply of Alcohol (ON/OFF) - Sunday to Thursday - 10:00 - 00:00,

> Friday & Saturday - 10:00 - 01:00 10x events per annum until 02:30 on Friday or Saturday.

>

> LNR (ON AND OFF) - Sunday to Thursday - 23:00 - 00:00, Friday &

> Saturday - 23:00 - 01:00 10x events per annum until 02:30 on Friday or Saturday.

>

> Opening hours - 08:00-00:30 Sun-Thursday, 08:00-01:30 Fri-Sat

> 10 x events per annum until 02:30 on Friday or Saturday

>

> ALL OUTSIDE REGULATED ENTERTAINMENT TO CEASE AT 22:00

>

> Many thanks

> Ryan

>

> -----Original Message-----

> From: john rylance

> Sent: 04 August 2022 12:13

> To: licensingservice <licensingservice@sheffield.gov.uk>

> Subject: sheffield general cemetery trust licensing application

> objections

>

> I wish to object to the application by The Sheffield Genral Cemetery Trust for licensing for events and sale of alcohol at all hours of the day and night, a particularly worrying aspect is for a LNR from 23.00 to 05.00. I am a nearby resident of the area where the proposed application will operate.

- >
- > This building is situated in a residential area, a late licence to cover up to midnight and then up to 05.00 is more akin to a city centre night club than a renovated chapel in a residential suburb, it will draw in crowds of people who want to party till nearly dawn, they will cause disturbance arriving and departing.
- >
- > This area is one that the local community has spent many hours of voluntary work renovating and the chapel has been used for many community and family orientated events. It is not appropriate to now turn it into a early hours of the morning night club type venue.
- >
- > There are areas of the cemetery that are already plagued with drug and alcohol abuse issues, used needles abound in parts, and there is regular incidences of drug consumption in the cemetery at all hours of the night and day, this will only aggravate the problem.
- >
- > I have no objection to a licence that permits family and community orientated events as have already happened there, with reasonable restrictions on hours of operating as appropriate to a residential area. I do object to an application that is more like the operating hours and licence conditions of a night club.
- >
- > Thank you for considering my views, I await the outcome of the
- > application
- >
- > John Rylance
- >
- >
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## Jayne Gough (CEX)

---

**Subject:** FW: Premises licence Samuel Worth Chapel

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

From: Karin Hessenberg  
Sent: 04 August 2022 21:35  
To: licensingservice <licensingservice@sheffield.gov.uk>  
Subject: Premises licence Samuel Worth Chapel

Dear Sir / Madam,

I would like to express my objection to this application for serving alcoholic drinks in the General Cemetery until the early hours of the morning.

It would have a detrimental impact on residents of Cemetery Road, by disturbing their right to a peaceful nights sleep.

Furthermore there is a nature reserve in the General Cemetery and there would be unacceptable disturbance to the wildlife, including breeding owls. Has this been taken into consideration by the Sheffield General Cemetery Trust? It is supposed to be looking after the place. It could be in breach of its charitable objectives if it turns into a drinks and events venue as proposed.

As I understand, the planned outdoor events will end at 22.00 hours, so there should be no need to serve any drinks after 23.00 hours.

Thanks for your attention.

Yours sincerely,  
Karin Hessenberg

Applicant:

Premises: Address:

Type of Premises:

Ward: Legislation & Type of app:

Application Details:

Sheffield General Cemetery Trust (Charity) Samuel Worth Chapel Sheffield General Cemetery  
Cemetery Avenue

S11 8NT

Chapel / Community

Broomhill & Sharrow Vale

Licensing Act 2003

Application for Grant of a Premises Licence Sunday to Saturday:

Plays, Films, Live Music, Recorded Music, Performance of Dance, Anything of similar description

- 00:00 - 00:00 (ON AND OFF) Indoor Sport - 00:00 - 00:00 Supply of Alcohol (ON) - 00:00 -

00:00 LNR (ON AND OFF) - 23:00 - 05:00

14 July 2022

11 August 2022 March Sent from my iPad

# **Appendix 'D'**

## **Hearing Notices and Regulations**



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

Sheffield General Cemetery Trust

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 14<sup>th</sup> July 2022, received an application in respect of the premises known as;

**Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Avenue, Sheffield, S11 8NT  
(Grid Ref: 34132 85883)**

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

- **2 x Local Residents**
- **Environmental Protection Service, Service Sheffield City Council**
- **Health Protection Service, Sheffield City Council**

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

The Council now **GIVES YOU NOTICE** that the representation will be considered at a hearing to be held **At Sheffield Town Hall on Monday 3<sup>rd</sup> October 2022 at 10.00am**; following which the Council will issue a notice of determination of the application.

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

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

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

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

Dated: 16<sup>th</sup> September 2022

Signed: Jayne Gough  
The officer appointed for this purpose  
Licensing Strategy and Policy Officer

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





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

John Rylance  
Local Resident

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 14<sup>th</sup> July 2022, received an application in respect of the premises known as;

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(Grid Ref: 34132 85883)**

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

- **2 x Local Residents**
- **Environmental Protection Service, Service Sheffield City Council**
- **Health Protection Service, Sheffield City Council**

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

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

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

- 1) The representation you have made with reference to these particular premises and the four core objectives.
- 2) You may also be asked questions by the parties to the hearing, relating to your representations

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

Dated: 16<sup>th</sup> September 2022

Signed: Jayne Gough  
The officer appointed for this purpose  
Licensing Strategy and Policy Officer

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



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

Karin Hessenberg  
Local Resident

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 14<sup>th</sup> July 2022, received an application in respect of the premises known as;

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(Grid Ref: 34132 85883)**

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

- **2 x Local Residents**
- **Environmental Protection Service, Service Sheffield City Council**
- **Health Protection Service, Sheffield City Council**

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

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

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

- 1) The representation you have made with reference to these particular premises and the four core objectives.
- 2) You may also be asked questions by the parties to the hearing, relating to your representations

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Dated: 16<sup>th</sup> September 2022

Signed: Jayne Gough  
The officer appointed for this purpose  
Licensing Strategy and Policy Officer

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



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

Elaine Cresswell  
Health Protection Service, Sheffield City Council

Sent via email: [elaine.cresswell@sheffield.gov.uk](mailto:elaine.cresswell@sheffield.gov.uk)

The Sheffield City Council being the licensing authority, on the 14<sup>th</sup> July 2022, received an application in respect of the premises known as;

**Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Avenue, Sheffield, S11 8NT  
(Grid Ref: 34132 85883)**

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

- **2 x Local Residents**
- **Environmental Protection Service, Service Sheffield City Council**
- **Health Protection Service, Sheffield City Council**

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

The Council now **GIVES YOU NOTICE** that the representation will be considered at a hearing to be held **At Sheffield Town Hall on Monday 3<sup>rd</sup> October 2022 at 10.00am**; following which the Council will issue a notice of determination of the application.

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

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

- 1) The representation you have made with reference to these particular premises and the four core objectives.
- 2) You may also be asked questions by the parties to the hearing, relating to your representations

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

Dated: 16<sup>th</sup> September 2022

Signed: Jayne Gough  
The officer appointed for this purpose  
Licensing Strategy and Policy Officer

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

## NOTES

### Right of attendance, assistance and representation

15. Subject to regulations 14(2) and 25, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

### Representations and supporting information

16. At the hearing a party shall be entitled to –
- (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7(1)(d), give further information in support of their application, representations or notice (as applicable),
  - (b) if given permission by the authority, question any other party; and
  - (c) address the authority

### Failure of parties to attend the hearing

20. – (1) If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend or be represented at a hearing the authority may:–
- (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the party's absence.
- (3) Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
- (4) Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

### Procedure at hearing

21. Subject to the provisions of the Regulations, the authority shall determine the procedure to be followed at the hearing.
22. At the beginning of the hearing, the authority shall explain to the parties the procedure which it proposes to follow at the hearing and shall consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing, such permission shall not be unreasonably withheld.
23. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
24. The authority must allow the parties an equal maximum period of time in which to exercise their rights provided for at regulation 16.
25. The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may –
- (a) refuse to permit that person to return, or
  - (b) permit him to return only on such conditions as the authority may specify, but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.

Premises: Samuel Worth Chapel, Sheffield General Cemetery,  
Cemetery Avenue, Sheffield, S11 8NT (Grid Ref: 34132 85883)  
Hearing Date: 3<sup>rd</sup> October 2022 – 10am  
Application Type: Grant of Premises Licence

**Notice of actions following receipt of notice of hearing**

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

I Elaine Cresswell - Health Protection Service, Sheffield City Council

hereby confirm that I have received the Notice of Hearing dated 16<sup>th</sup> September 2022 and notify you as follows (**please complete**):

I intend to attend the hearing on Monday 3<sup>rd</sup> October 2022 at 10.00am in Sheffield Town Hall

I do not intend to attend the hearing.

I intend to be represented at the hearing by: .....

I consider the hearing to be unnecessary because: .....

.....

I request that .....should appear at the hearing and set out below the point or points on which this person may be able to assist the authority in relation to this application, representations or notice of the party making the request.

Dated: ..... Signed.....

**Please see Regulation 8 overleaf**

Please complete this form and return it to:  
Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.

[licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)

## Regulation 8

- (1) A party shall give to the authority within the period of time provided for in the following provisions of this regulation a notice stating –
  - (a) whether he intends to attend or be represented at the hearing;
  - (b) whether he considers a hearing to be unnecessary
- (2) In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.

- (3) In the case of a hearing under –

- (a) section 48(3)(a) (cancellation of interim authority notice following police objection), or
- (b) section 105(2)(a) (counter notice following police objection to temporary event notice),

the party shall give the notice no later than one working day before the day or the first day on which the hearing is to be held.

- (4) In the case of a hearing under –

- (a) section 167(5)(a) (review of premises licence following closure order),
- (b) paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence), paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate)
- (c) paragraph 26(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),

the party shall give the notice no later than two working days before the day or the first day on which the hearing is to be held.

- (5) In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.

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

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

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

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