

# **Licensing Sub-Committee (Statutory)**

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**Tuesday 31 October 2023 at 10.00 am**

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

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

## **Membership**

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**Councillors Abdul Khayum (Chair), Nabeela Mowlana and Sioned-Mair Richards  
Roger Davison (Reserve)**

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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 Philippa Burdett or Jay Bell, by emailing [committee@sheffield.gov.uk](mailto:committee@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 (STATUTORY) AGENDA  
31 OCTOBER 2023**

**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 - Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**  
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 Policy Committees, 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 Standards Committee in relation to a request for dispensation.

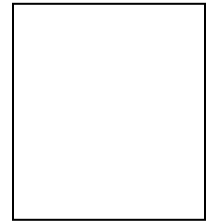
Further advice can be obtained from David Hollis, General Counsel by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

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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:** Tuesday 31<sup>st</sup> October 2023 at 10am

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**Subject:** Licensing Act 2003

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**Author of Report:** Shimla Finch

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**Summary:** To consider an application to grant a premises licence made under the Licensing Act 2003 for **Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**

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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](#)  
[Revised Guidance issued under section 182 of the Licensing Act 2003](#)

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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 131/23

**Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**

**1.0 PURPOSE OF REPORT**

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

**2.0 THE APPLICATION**

2.1 The applicant is Zambezi Lounge Limited.

2.2 The application was received by the Licensing Service on the 6<sup>th</sup> September 2023 and a full copy including the proposed plans are attached at Appendix 'A' of this report.

**3.0 REASONS FOR REFERRAL**

3.1 The application has been referred to the Licensing Sub-Committee due to unresolved representations from the following interested parties which are attached at Appendix 'B' of the report:

- **Health Protection Service**
- **Environmental Protection Service**
- **South Yorkshire Police**
- **1 x Local Resident**

3.2 The Health Protection Service representation details public safety concerns and requested information, an updated plan request and proposed conditions. An updated plan has been provided, which is attached to the correspondence at Appendix B.

3.3 The Environmental Protection Service representation requests a reduction in operating hours to 12:00 hours to 00:00 on any day with all licensable activities to cease 30 minutes prior (23:30) with the addition of 9 proposed conditions.

3.4 Members will note, that the applicant has agreed preliminary conditions with South Yorkshire Police, but issues remain around the reduction of operating hours and the addition of CCTV in the external area.

3.3 The applicant and the Interested Parties referred to in paragraph 3.1 above have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'C'.

**4.0 POLICIES TO CONSIDER**

4.1 [Sheffield City Council Statement of Licensing Policy.](#)  
[Revised Guidance issued under section 182 of the Licensing Act 2003](#)

## **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 'C'.

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

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

## **8.0 APPEALS**

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

## **9.0 RECOMMENDATIONS**

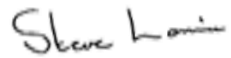
9.1 That Members carefully consider the representations made and take such steps as the Sub Committee consider appropriate for the promotion of the Licensing Objectives.

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

10.1 To grant the premises licence in the terms requested.

10.2 To grant the premises licence with conditions.

10.3 To reject the whole or part of the application.

A handwritten signature in black ink that reads "Steve Lonnie". The signature is written in a cursive, slightly slanted style.

Stephen Lonnie  
Chief Licensing Officer  
Head of Licensing

Date: 31<sup>st</sup> October 2023

# Appendix 'A'

**Application documents**

**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** Zambezi Lounge ltd

*(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			
Zambezi Lounge 580 Attercliffe Road			
<b>Post town</b>	Sheffield	<b>Postcode</b>	S9 3QP

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£6000.00

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  please complete section (B)
  - iii as an unincorporated association or  please complete section (B)
  - iv other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  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  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

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

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

**(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 Zambezi Lounge ltd
Address 75 Primrose Avenue, Sheffield, England, S5 6FS
Registered number (where applicable) 15045877
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company



Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start? ASAP

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

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

We would like to operate a bar offering a selection of food and drinks as well as music for entertainment.

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

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)  | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>            |

**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**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4)					
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								
Sun								
						<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
						<b><u>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</u></b> (please read guidance note 6)		

## B

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

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			
Thur			<b><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></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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></b> (please read guidance note 6)		
Sat					
Sun					

# E

Live music Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	23:00		<b><u>Please give further details here</u></b> (please read guidance note 4)		
		23:30			
Tue	23:00				
		23:30			
Wed	23:00		<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
		23:30			
Thur	23:00				
		23:30			
Fri	23:00		<b><u>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</u></b> (please read guidance note 6) New Years Eve 23:00hrs to 03:30hrs Christmas Eve 23:00hrs to 02:30hrs Bank Holiday Monday 23:00 to 03:00		
		02:30			
Sat	23:00				
		03:30			
Sun	23:00				
		03:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	23:00	23:30			
Tue	23:00	23:30	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed	23:00	23:30			
Thur	23:00	23:30	<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) New Years Eve 23:00hrs to 03:30hrs Christmas Eve 23:00hrs to 02:30hrs Bank Holiday Monday 23:00 to 03:00		
Fri	23:00	02:30			
Sat	23:00	03:30			
Sun	23:00	03:00			



# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Fri			<b><u>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</u></b> (please read guidance note 6)		
Sat			<b><u>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</u></b> (please read guidance note 6)		
Sun			<b><u>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</u></b> (please read guidance note 6)		

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>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</u></b> (please read guidance note 6)		
Sun					

**I**

<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 checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	23:00	23:30			
Tue	23:00	23:30	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Wed	23:00	23:30			
Thur	23:00	23:30	<b><u>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</u></b> (please read guidance note 6) New Years Eve 23:00hrs to 03:30hrs Christmas Eve 23:00hrs to 02:30hrs Bank Holiday Monday 23:00 to 03:00		
Fri	23:00	02:30			
Sat	23:00	03:30			
Sun	23:00	03:00			

**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)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  <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) New Years Eve 12:00hrs to 03:30hrs Christmas Eve 12:00hrs to 02:30hrs Bank Holiday Monday 12:00hrs to 03:00		
Mon	12:00	23:30			
Tue	12:00	23:30			
Wed	12:00	23:30			
Thur	12:00	23:30			
Fri	12:00	02:30			
Sat	12:00	03:30			
Sun	12:00	03:00			

**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):**

<b>Name</b> Earnest Muzvidzwa	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED] [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> Being Processed	
<b>Issuing licensing authority (if known)</b> Sheffield City Council	

**K**

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

N/A

**L**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5)</p>
Day	Start	Finish	
Mon	12:00		
		24:00	
Tue	12:00		
		24:00	
Wed	12:00		
		24:00	
Thur	12:00		<p><b><u>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</u></b> (please read guidance note 6)                      New Years Eve 12:00hrs to 04:00hrs                      Christmas Eve 12:00hrs to 03:00hrs                      Bank Holiday Monday 12:00 to 03:30hrs</p>
		24:00	
Fri	12:00		
		03:00	
Sat	12:00		
		04:00	
Sun	12:00		
		03:30	

## 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)**

All staff shall be suitably trained for their job function for the premises. The training shall be written into a programme ongoing and under constant review and shall be made available to a relevant responsible authority when called upon.

All staff shall be trained in their responsibilities under the Licensing Act 2003 and in regards to the terms and conditions of this licence. Such training should include the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises.

Records pertaining to such training shall be kept / be accessible at the premises at all times, shall be updated every 6 months and shall be made immediately available for inspection at the premises to council and / or police officers on request.

Where the premises is open past 23:30 a dispersals policy will be implemented and maintained to assist with patrons leaving the premises in an orderly and safe manner and all relevant staff will be trained in the contents of this policy and made aware of any changes. A record of this training will be kept including the date and the trainees name and made available for inspection when requested. A copy of the dispersal policy shall be made available to the licensing officer and the police on request.

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

A CCTV system shall be installed to cover all entry and exit points enabling frontal identification of every person entering in any light condition.

The CCTV system shall continually record whilst the premises is open for licensable activities. It shall operate during all times when customers remain on the premises.

All recordings shall be stored for a minimum period of 31 days with correct date and time stamping and shall be made available immediately upon the request of Police or an authorised officer of the council throughout the preceding 31 day period.

The CCTV system shall be updated and maintained according to police recommendations.

A staff member from the premises who is conversant with the operation of the CCTV system, shall be on the premises at all times when the premises are open to the public.

This staff member must be able to show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.

CCTV shall be downloaded on request by the Police or authorised officer of the council.

Appropriate signage advising customers of CCTV being in operation, shall be prominently displayed in the premises.

A documented check of the CCTV shall be completed weekly to ensure all cameras remain operational and the 31 days storage for recordings is being maintained.

A premises daily register shall be kept at the premises. This register shall be maintained and kept for a rolling period of 12 months.

The register shall record all incidents which may have occurred which are relevant to the supply of alcohol and the promotion of the licensing objectives. Such incidents shall include, but not be limited to, complaints made to the premises alleging nuisance or anti-social behaviour by persons attending or leaving the premises and all refusals to sell alcohol.

An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of the Council or the Police, which will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any visit by a relevant authority or emergency service.

The register shall be readily available for inspection by an authorised person upon reasonable request.

Super-strength lagers, beers and/or ciders, i.e. those with an ABV of 6.5% or higher, shall not be sold at the premises.

Door supervisors of a sufficient number and gender mix, shall be employed from 22:00hrs on Friday, Saturday and Sunday.

SIA Security shall wear clothing that can be clearly and easily identified on CCTV.

A register/log containing the names, badge number, dates & times of duty of security staff and any incidents that occur shall be kept at the premises for a period of 12 months and made available to the Police and Licensing Authority.

SIA Security shall monitor the egress of customers at the end of the night and shall remain at the premises until the final customers have left.

No entry or re-entry shall be permitted after 23:00 hours on Monday to Thursday and 02.00hrs on Friday, Saturday and Sunday until the premises is closed to the

public. This condition shall not apply to persons using the Designated Smoking Area.

Notices clearly explaining the licensee's drugs and weapons policy shall be displayed at the entrance and at suitable places throughout the premises. A more detailed policy shall be kept at the premises and made available to the Police and Licensing Authority.

Notices explaining the Premises Licence Holder's admission and search policies shall be displayed at the entrance to the Premises.

After 20.00hrs, toilets shall be checked every two (2) hours for the use of drugs and other illegal activities.

A toilet check list shall be displayed on the wall in all toilets. Staff shall use these checklists to record their name and certify the time of the check. Checklists are to be replaced daily and old checklists must be retained for a period of 12 months and made available for inspection by the Police and authorised officers from the Council.

**c) Public safety**

All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.

The premises licence holder shall ensure that a suitable fire risk assessment and emergency plan is in place at all times.

Regular checks and maintenance shall be carried out on all equipment, electrical installations, emergency lighting and fire alarms and equipment to ensure their continued safe operation. A written record of these checks shall be kept and made available to an authorised officer of the licensing authority.

Empty glasses and bottles shall be removed from public areas quickly and efficiently.

Customers shall not be permitted to take open glass containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.

An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.

**d) The prevention of public nuisance**



Arrangements shall be put in place to ensure that waste collection contractors do not collect refuse between 19:00 and 07:00.

No person shall be allowed to leave the licensed area whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage.

The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and ensure that there is no public nuisance.

Signage requesting customers to be respectful of others when entering or leaving the premises shall be installed in a prominent position by the premises' exit.

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

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are the following recognised photographic identification cards:

- a driving licence,
- a passport,
- a military identification card or
- a Proof of Age card carrying a 'PASS' logo.

Notices advertising that the premises operates a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance.

All occasions when persons have been refused service shall be recorded in the premises daily register.

No children shall be admitted unless accompanied by a responsible adult.

Persons under 18 will not be permitted to remain on the premises after 22:00hrs.

The premise licence holder or Designated Premises Supervisor to ensure that all management and staff who are not personal licence holders are fully trained and briefed on the four licensing objectives and Challenge 25 and they are adhered to.

**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>Jan Crockard</i>
Date	06/09/2023
Capacity	Duly Authorised Agent

**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	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Innpacked Ltd 10 Whittle Road Ferndown Industrial Estate			
Post town	<b>Wimborne</b>	Postcode	<b>BH21 7RU</b>
Telephone number (if any)	01202 890030		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			

**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



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

I, Earnest Muzvidzwa

of [REDACTED]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for a premises licence made by

Zambezi Lounge ltd

relating to a premises licence for

Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP

and any premises licence to be granted or varied in respect of this application made by

Zambezi Lounge ltd

concerning the supply of alcohol at

Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below

Personal licence number Being Processed

Personal licence issuing authority Sheffield City Council

Signed

[REDACTED]

Print name Earnest Muzvidzwa

Date ...30/08/2023.....

Date of birth

Place of birth

Nationality

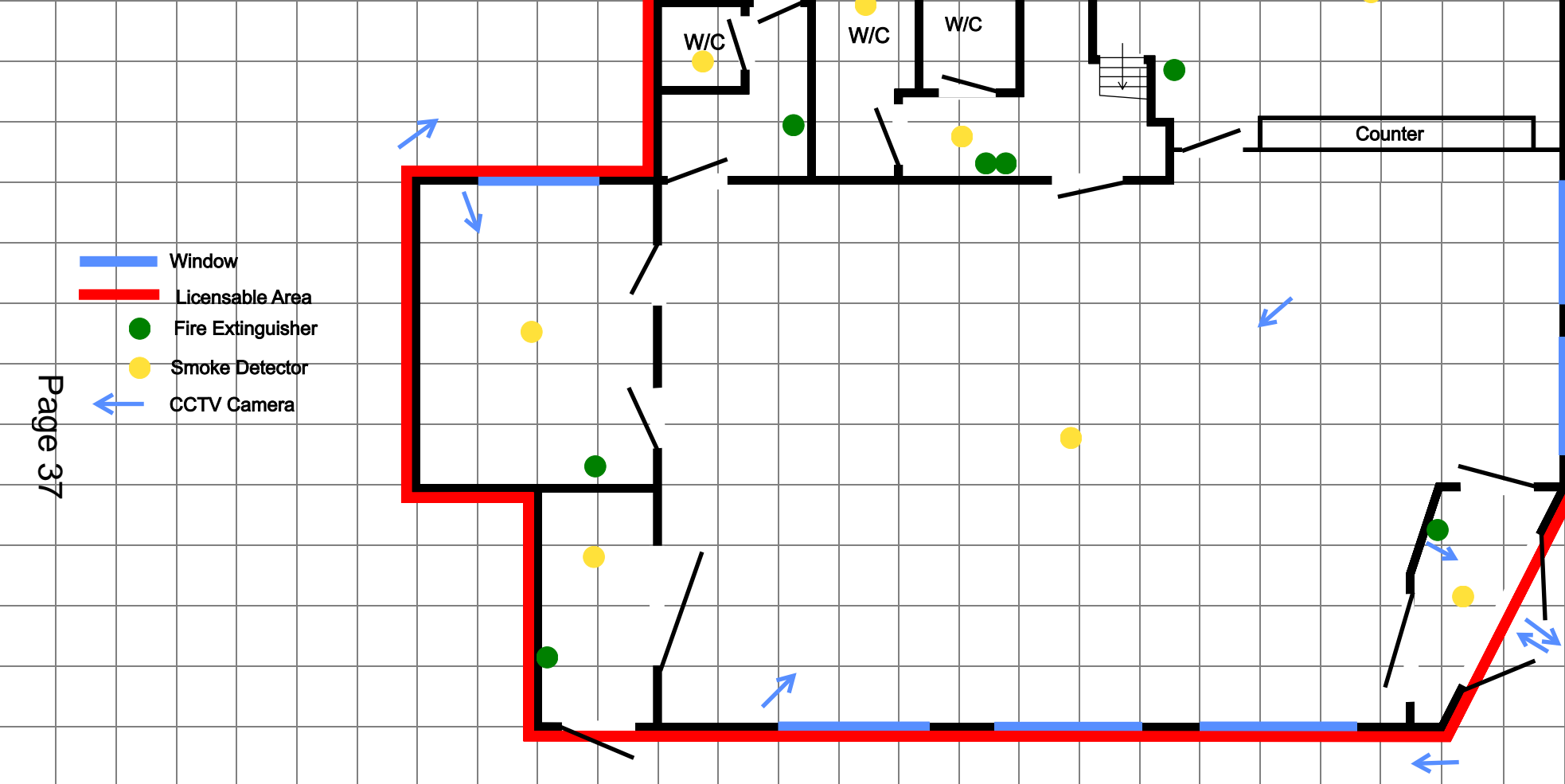
Mobile no.






[REDACTED]

Plan template:

Use this sheet to draw a plan of your premises

-10mm on this plans shows 1metre of the premises



-  Window
-  Licensable Area
-  Fire Extinguisher
-  Smoke Detector
-  CCTV Camera

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Name: <b>Zambezi Lounge</b>	Scale: 1/100	<b>The Plan Should Include</b> -Walls/stairs -Doors / windows -Fire exits/escape routes -Fire fighting equipment	-Emergency lighting -Display units/ shop features/till -Tables & chairs -Toilets/kitchen
Address: <b>580 Attercliffe Road, Sheffield, S9 3QP</b>	Date <b>05/09/2023</b>		

# Appendix 'B'

**Representations and applicant responses:  
Health Protection Service  
Environmental Protection Service  
South Yorkshire Police  
1 x Local Resident**

# Health Protection Service

Objection dated 20.09.23

From: HPS Officer <[REDACTED]>

Sent: Wednesday, September 20, 2023 5:06 PM

To: [REDACTED]

Cc: [REDACTED]licensing@sheffield.gov.uk;

Subject: 725963-Zambezi Lounge, 580 Attercliffe Rd S9 3QP - Representation

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

FAO Ian Crockard, Innpacked Ltd, 10 Whittle Road, Ferndown Industrial Estate, Wimborne, BH21 7RU

cc Earnest Muzvidzwa

cc [REDACTED]

cc [REDACTED]

cc [REDACTED]

19/9/2023

Dear Earnest Muzvidzwa

## **Our Ref: 725963- Zambezi Lounge, 580 Attercliffe Rd, Sheffield, S9 3QP – Licence Application**

I refer to our meeting on 19<sup>th</sup> September with [REDACTED], Environmental Protection Officer, SCC, [REDACTED], EHO Health and Safety Enforcement, SCC, and [REDACTED], South Yorkshire Police licensing, in connection with your licence application.

I understand you intend to operate primarily as a nightclub/bar. [REDACTED] and I represent the Responsible Authority in respect of Public Safety and I write to inform you that at the present time, I have no alternative than to make a formal representation, due to the internal proposed layout and arrangements shown in the plan, which are unsatisfactory.

These are the Public Safety concerns we raised about your application.

### **Licensing Plan** - The drawing does not accurately reflect the premises.

- The outer front doors to Attercliffe Road are shown opening outwards. The outer doors needs to be shown opening inwards as it is in the premises.
- The outer door to Staniforth Road is shown opening outwards. The outer door needs to be shown opening inwards as it is in the premises.
- The female WC has two toilet cubicles which need to be shown on the plan.

**Please amend the plan and make sure the all doors are shown opening in the direction as they are in the premises.**

- The agreed capacity is 60.

### **Public safety issues:**

1. Glazing throughout the premises below the high level windows must have safety glazing or equivalent. Safety film is available which can be fitted to glass which is does not meet current safety glass standards. This must be done before you open for sale of alcohol.
2. The WC near the kitchen requires a wash and basin connected to the main drainage system and supplied with hot and cold water (or warm water from a mixer tap) so the WC it can be used by the public. This is necessary so you have enough toilets for the capacity of 60.
3. Suitable and sufficient mechanical ventilation will need to be provided to the dance and seating areas as there are no openable windows or means of fresh air coming into the premises.

4. The outer wooden doors are very heavy. These will need to be pinned open during operating hours. This will be subject to a condition.
5. I understand the stairs leading from the WC lobby to the first floor and staircase to the cellar are not part of your premises. Access to both these areas needs to be restricted by a method which does not impede means of escape for other users of the building but prevents your customers going in these areas. This is to ensure personal safety of your customers. Please let me know how you intend to do this.
6. Please provide a copy of the electrical installation and/or electrical condition report covering 100% of your premises.
7. 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.
8. I understand an outside area on Staniforth Road pavement is to be used for a smoking area. The area used will need to be suitably lit and monitored for the benefit of personal safety of the public.
9. Due to the age of the building an asbestos management plan should be in place and available to contractors carrying out works in the premises. Please obtain a copy from your landlord and forward this to me.
10. If the 'garden/yard' to the rear of the premises is to come into use in the future, the area, and access to it, will need to be clean, tidy and well lit with no access to unsecure buildings.

**Please send the requested information and documentation by 31st October 2023.**

**Proposed conditions for ANNEX 2 to promote public safety**

1. The maximum capacity for the premises shall not exceed 60 persons
2. The heavy wooden outer doors shall be pinned open during times when the premises are open to the public.
3. Lighting in areas accessible to the public, members or guests shall be adequate when they are present.
4. 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.
5. An Electrical Installation Certificate and/or an Electrical Condition Report covering 100% of the electrical installation must be provided for the premises.

**Please let me know if you agree to these conditions.**

**Other considerations**

1. The bar requires a wash hand basin for personal hygiene of bar staff whilst preparing and serving drinks and a sink. The wash hand basin and sink must be connected to the main drainage system and supplied with hot and cold water (or warm water from a mixer tap). The bar area also needs better lighting as discussed. Further information on Food Hygiene requirements can be obtained from the Food Team. Drink is classed as a food. You will need to register as a food business. More information can be found here: Contact Health Protection, 4th Floor South, Howden House, 1 Union Street, Sheffield, S1 2SH [Tel:0114 273 5774](tel:01142735774)
  - <https://www.sheffield.gov.uk/business/licences-permits-registrations/food-businesses>
2. For your information, the former YORKSHIRE BANK, 580, ATTERCLIFFE ROAD, SHEFFIELD, is a Grade: II – listed building, List Entry Number: 1271341  
To carry out works to a listed building requires listed building consent. You are strongly advised to contact
  - Sheffield Conservation Unit, Howden House, 4th Floor, 1 Union Street, Sheffield, S1 2SH
 More information and a preapplication form can be found here - <https://www.sheffield.gov.uk/planning-development/listed-building-gardens>
3. You are also strongly advised to contact the planning department if you intend to operate as a nightclub as planning permission may be required.



➤ <https://www.sheffield.gov.uk/planning-development>

**Please provide an amended plan, the documents I have requested, let me know about the conditions and update me on how you wish to proceed with the works identified above by 31<sup>st</sup> October 2023. If conditions and a satisfactory action plan of works can be agreed the representation can be removed.** I am copying in Responsible Authority colleagues as agreed at the meeting.

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

██████████

Environmental Health Technician/Health & Safety Inspector, Environmental Regulation, Sheffield City Council, 4th Floor South, Howden House, 1 Union Street, Sheffield, S1 2SH

## **Applicant response dated 21.09.23 with Updated Plans**

**From:** Premises Licence <██████████>

**Sent:** Thursday, September 21, 2023 4:16 PM

**To:** HPS officer <██████████>

**Subject:** RE: 725963-Zambezi Lounge, 580 Attercliffe Rd S9 3QP - Representation

Hi ████████,

Hope you are well.

Please find attached the updated floor plans.

Kind Regards

Stephen Bartlett

*Regards*

*Innpacked Premises Licensing Team*

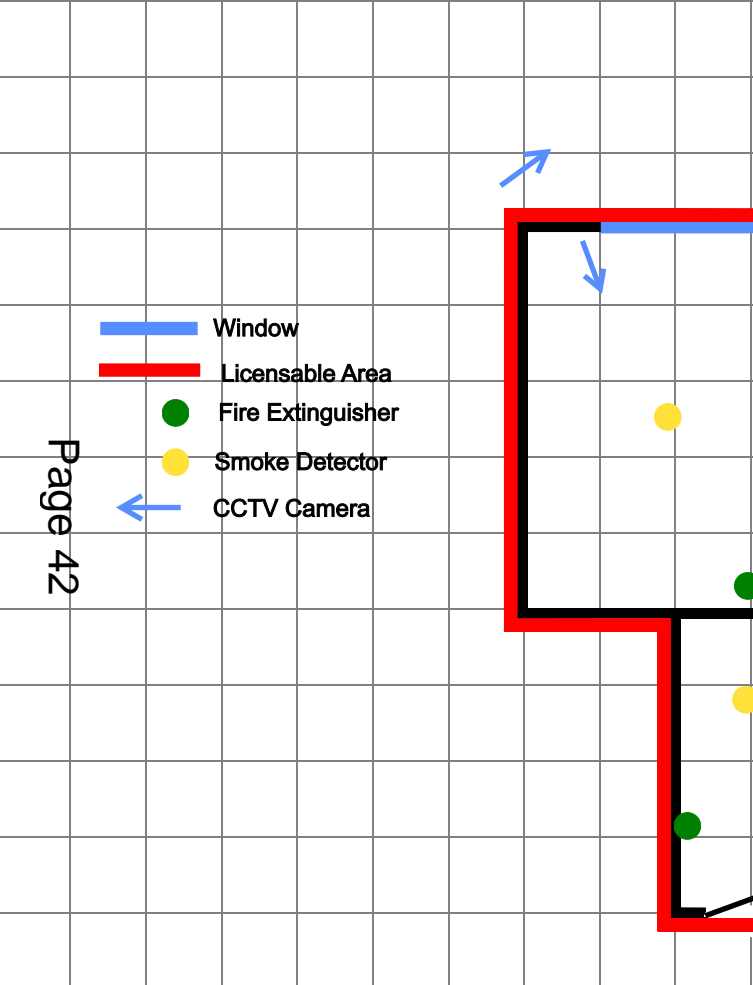
**innpacked** training consultants






**Multiple BII NITA Training Award Winners**

Plan template:

Use this sheet to draw a plan of your premises

-10mm on this plans shows 1metre of the premises



-  Window
-  Licensable Area
-  Fire Extinguisher
-  Smoke Detector
-  CCTV Camera

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Name:  
**Zambezi Lounge**

Scale: 1/100

Address:  
**580 Attercliffe Road, Sheffield, S9 3QP**

Date  
**05/09/2023**

**The Plan Should Include**  
-Walls/stairs  
-Doors / windows  
-Fire exits/escape routes  
-Fire fighting equipment

-Emergency lighting  
-Display units/ shop features/till  
-Tables & chairs  
-Toilets/kitchen

# Environmental Protection Service

**From:** EPS Officer <[REDACTED]>

**Sent:** Thursday, September 21, 2023 2:28 PM

**To:** Premises Licence <[REDACTED]>; [REDACTED]

**Cc:** licensingservice <[licensingservice@sheffield.gov.uk](mailto:licensingservice@sheffield.gov.uk)>; [REDACTED]

**Subject:** RE: Your ref: 725964 - Premises Licence Application Representation - Zambezi Lounge, 580 Attercliffe Road, Sheffield S9 3QP

Dear Mr Muzvidzwa,

Please accept my apologies. Conditions 1 and 2 below should read as follows:

1. No live music or amplified sound shall be played within the building unless a scheme of sound attenuation works has been installed and thereafter retained. Such scheme of works shall:
  - a) Be based on the findings of an approved noise survey of the application site, including an approved method statement for the noise survey.
  - b) Be capable of restricting noise breakout from the building to the street to levels not exceeding the prevailing ambient noise level by more than 3dB when measured;
    - (i) as a 15 minute LAeq, and;
    - (ii) at any one third octave band centre frequency as an 15 minute LZeq.

Before such scheme of works is installed full details thereof shall first have been submitted to and approved in writing by the Environmental Protection Service.

2. Before live music or amplified sound shall be played within the building, Validation Testing of the sound attenuation works shall have been carried out and the results submitted to and approved by the Environmental Protection Service. Such Validation Testing shall:
  - a) Be carried out in accordance with an approved method statement.
  - b) Demonstrate that the specified noise levels have been achieved. In the event that the specified noise levels have not been achieved then, notwithstanding the sound attenuation works thus far approved, a further scheme of works capable of achieving the specified noise levels and recommended by an acoustic consultant shall be submitted to and approved by the Environmental Protection Service. Such further scheme of works shall be installed as approved in writing by the Environmental Protection Service before live music and amplified sound is played and shall thereafter be retained.

Regards [REDACTED]

[REDACTED]  
[REDACTED]  
Environmental Protection Officer  
Environmental Protection Service  
Sheffield City Council

**From:** EPS Officer

**Sent:** Thursday, September 21, 2023 2:05 PM

**To:** Premises Licence [REDACTED]

**Cc:** licensingservice <[licensingservice@sheffield.gov.uk](mailto:licensingservice@sheffield.gov.uk)>; [REDACTED]

**Subject:** Your ref: 725964 - Premises Licence Application Representation - Zambezi Lounge, 580 Attercliffe Road, Sheffield S9 3QP

This emailed representation is made in accordance with the agreement with the Licensing Authority

**on the 18th October 2006 to accept representations by email.**

Dear Mr Muzvidzwa,

Thank you for your time during our recent site meeting on 19/09/2023 in respect of the above.

As discussed, the Environmental Protection Service (EPS) has the following representation to make with regards to the new premises licence application for the above premises:

The proposed is located in a mixed commercial and residential area with relatively low background noise levels throughout the late evening. As such there is an enhanced potential for licensed activity at the premises to give rise to complaints relating to public nuisance. In particular, the EPS is concerned that residents in close proximity will potentially be affected by excessive noise disturbance of both noise breakout of regulated entertainment and patrons outside the premises.

The main weak point of noise breakout is the fabric of the building, and it's poor ability to contain noise of amplified music. The building is not fit for purpose for the proposed use as a late night bar/ nightclub. We have offered proactive advice and made recommendations of improvement/ attenuation works that are required (e.g. glazing, acoustic lobbies, alternative means of ventilation, noise limiting device, site design layout etc.) to control said noise, and how to effectively manage patrons in the external area(s).

A Temporary Event Notice was granted consent by the Licensing Service for an event to be held at the premises on 02/09/2023. Following said event, we informed you that we received a complaint from a local resident about loud music being played from your premises, and customers in the external area. The resident claims that the noise from your premises during said event prevented them from relaxing and enjoying their home, so it is likely that the noise levels were excessive. Video evidence of the alleged was presented to the EPS and confirmed the same.

The EPS has been informed by Planning Enforcement of Sheffield City Council that the building does not have planning permission to operate as a late night venue/ nightclub and a change of use application is required. We advise you to contact the Local Planning Authority for further information and obtain the necessary permission.

We also recommend you seek professional advice of a competent acoustic consultant as part of the Licensing and Planning process given we will be recommending noise conditions requiring a noise survey and be capable of achieving noise levels in accordance Sheffield City Council standards and current guidance available. A validation testing requirement will be requested. We also note that the building has Grade II listed status which may present a conflict when carrying out internal/ external structural works for acoustic purposes.

In light of the above and to assist in achieving the licensing objective relating to The Prevention of Public Nuisance, we would recommend the application of the following conditions and amendment to operating hours:

**Hours Premises Are Open To The Public**

12:00 to 00:00 hours on any day with all licensable activities to cease 30 minutes prior (23:30 hours).

**Conditions**

1. No live music or amplified sound shall be played within the building unless a scheme of sound attenuation works has been installed and thereafter retained. Such scheme of works shall:
  - a) Be based on the findings of an approved noise survey of the application site, including an approved method statement for the noise survey.

- b) Be capable of restricting noise breakout from the building to the street to levels not exceeding the prevailing ambient noise level by more than 3dB when measured;
  - (i) as a 15 minute LAeq, and;
  - (ii) at any one third octave band centre frequency as an 15 minute LZeq.

Before such scheme of works is installed full details thereof shall first have been submitted to and approved in writing by the Local Planning Authority.

2. Before live music or amplified sound shall be played within the building, Validation Testing of the sound attenuation works shall have been carried out and the results submitted to and approved by the Environmental Protection Service. Such Validation Testing shall:
  - a) Be carried out in accordance with an approved method statement.
  - b) Demonstrate that the specified noise levels have been achieved. In the event that the specified noise levels have not been achieved then, notwithstanding the sound attenuation works thus far approved, a further scheme of works capable of achieving the specified noise levels and recommended by an acoustic consultant shall be submitted to and approved by the Local Planning Authority before the use of the development is commenced. Such further scheme of works shall be installed as approved in writing by the Local Planning Authority before the use is commenced and shall thereafter be retained.
3. All doors and windows shall be closed, save for access and egress of the general public and/ or than in case of emergency, when amplified sound or live music is present in the premises.
4. No speakers shall be fixed externally nor directed to broadcast sound outside the building at any time.
5. No amplified sound shall be played within the building except through an in-house amplified sound system fitted with a sound limiting facility capable of limiting the sound level output of the system to a pre-set level which may then be secured in a tamper-resistant manner, the design and settings of which shall have received the prior written approval of the Environmental Protection Service.
6. The DPS or designated member of staff must take a proactive approach to noise control, checking outside the premises to ensure that noise is kept to a reasonable level from patrons using the designated external area(s), and access and egress.
7. The premises licence holder shall prominently display A5 notices on all exits reminding patrons to leave the premises in a quiet and orderly fashion to respect the local neighbour's needs.
8. The premises licence holder shall prominently display A5 notices in all external areas reminding patrons to be quiet whilst using the facilities provided and respect the local neighbour's needs.
9. The Premises Licence Holder shall submit for written approval by the Environmental Protection Service a Noise Management Plan providing details of operational procedures to protect the occupiers of nearby dwellings from noise breakout of amplified sound, external area, and dispersion. Such details shall include, inter alia, operational procedures, monitoring of customer activities, smoking and/ or consuming alcohol policy, good relationship with responsible taxi services, relevant signage, CCTV consideration, complaints handling procedure, practical policy of noise complaint monitoring, staff training relating to noise awareness etc.

We would be grateful if you could please confirm the above amendment in hours and conditions are considered satisfactory as soon as possible in order to respond to our Licensing Service and negate the need to attend a formal hearing.

Should you wish to discuss the above in further detail then please do not hesitate to contact me on

Regards [REDACTED]

[REDACTED]

[REDACTED]

Environmental Protection Officer  
Environmental Protection Service  
Sheffield City Council

# South Yorkshire Police

## SYP correspondence to applicant dated 03.10.23

**From:** SYP [REDACTED]

**Sent:** Tuesday, September 19, 2023 12:41 PM

**To:** Premises Licence [REDACTED]

**Subject:** Premise licence application-Zambezi Lounge, 580 Attercliffe Road

**Importance:** High

Good afternoon,

I am pleased to confirm receipt of the premise licence application for the Zambezi Lounge, 580 Attercliffe Road.

Following the site visit this morning, my colleague discussed the requirement for a change to proposed operating hours given the locality and suitability of the building.

For the application to proceed we would require all licensable activities to cease at 23:30 hours each day with closing half an hour later at midnight on each day.

My colleague, [REDACTED], discussed the CCTV system installed at the premise with Mr Muzvidzwa today, including camera positioning. To ensure all relevant areas are covered we would require additional cameras to cover the following areas:

- External area covering the smoking area on Staniforth Road
- VIP area
- Female toilet entrance
- Main bar area (facing the bar)

We would also require the following conditions adding to the licence in addition to those already volunteered in order to promote the prevention of crime and disorder:

- Door supervisors of a sufficient number and gender mix, shall be employed from 22:00hrs on Friday, Saturday and Sunday. The requirement for such security at any other time to be risk assessed by the Designated Premises Supervisor or member of the management team.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- There shall be a zero tolerance drugs policy at the premises and there shall be a suitably secure 'drop box' for any illegal substances or items confiscated from customers. Seized items will be handed to South Yorkshire Police.
- The Premise Licence Holder will have a search policy for customers. Enhanced searching will be periodically used in accordance with a dynamic risk assessment. Customers accessing the venue using VIP, guest or other concessions must be subject to the same security and age verification checks as all other customers entering the premises including those re-entering the premise. The use of security wands to be considered within the premises search policy.
- No customers carrying opened bottles upon entry shall be admitted to premises.
- The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has access the system, the reason why and when.
- Staff will receive training concerning , but not limited to,

-Vulnerability awareness

-Crime scene preservation (including syp violent incident protocol)

-Drugs policies

-Underage sales/Challenge 25 scheme /Proxy Sales/Fake ID's

- Counter terrorism (available on <https://www.protectuk.police.uk/catalogue> or any relevant government approved training following a change in name)
- CCTV operation (authorised staff only)
- Dispersal

Suitable refresher training to be completed at least once per calendar year commencing the year after their date of employment. A written record to be retained for a minimum of 12 months and shall be made available to the Police and/or Licensing Authority upon request.

- The Designated Premises Supervisor or other such responsible member of staff must be assigned to act as the co-ordinator for ensuring that risk management systems are operating and staff are trained in relation to safeguarding children at all times. This person must act in compliance with the training and guidance provided by the Sheffield Children's Safeguarding Partnership and other relevant responsible authorities.
- Persons under the age of 18 must be accompanied and supervised by an adult and are only permitted until 19:00 hours daily unless attending a family type, pre-booked function or dining. No children under the age of 18 permitted after 21:30 hours.

I would be obliged if you could confirm receipt and agreement to the amendment in hours and additional conditions required to avoid any unnecessary representation being submitted to the Licensing Authority.

Should you wish to discuss anything in more detail please do not hesitate to contact me.

Many thanks.

██████████  
████████████████████

## **Applicant response to SYP dated 21.09.23**

**From:** Premises Licence ██████████  
**Sent:** 21 September 2023 11:09  
**To:** SYP ██████████  
**Subject:** Premise licence application-Zambezi Lounge, 580 Attercliffe Road  
**Importance:** High

Good Morning ██████,

Hope you are well.

Our clients opinion is the proposed conditions will help support the licensing objectives and is happy to accept the proposed conditions.

In regards to the CCTV he is also happy to add CCTV cameras for 3 off the areas

- VIP area
- Female toilet entrance
- Main bar area (facing the bar)

He thinks that the External area covering the smoking area on Staniforth Road is already covered and doesn't require an additional one there. Would you be happy with the 3 extra cameras?

For the sale of alcohol he is also happy to compromise and reduce the hours and wonder if you would be happy with the end of sale of alcohol to be

Friday - 12midnight  
Saturday – 2am



Sunday - 12midnight

Would this meet your concerns with the grant of this licence?

Kind Regards

Stephen Bartlett

*Regards*

*Innpacked Premises Licensing Team*

**innpacked** training consultants  
*Multiple BII NITA Training Award Winners*

### **SYP Unresolved Objection date 03.10.23**

**From:** SYP [REDACTED]  
**Sent:** Tuesday, October 3, 2023 4:55 PM  
**To:** licensingservice <licensingservice@sheffield.gov.uk>  
**Cc:** [REDACTED]  
**Subject:** Objection premise licence application-Zambezi Lounge, 580 Attercliffe Rd

*Sent on behalf of Licensing, South Yorkshire Police*

Licensing General  
Block C  
Staniforth Road Depot  
609 Staniforth Road  
Sheffield

3rd October 23

**Licensing Act 2003**  
**Objection to application for a premise licence**  
**Zambezi Lounge, 580 Attercliffe Road**

On behalf of the Chief Constable of South Yorkshire, an objection is being made in relation to the above application.

The grounds of our objection to the premise licence application are based on the prevention of crime and disorder and public nuisance.

Having recently conducted a site visit at the venue, it was determined that the location is unsuitable to operate as a late night venue until 3am. In support of the concerns raised by the Environmental Protection Service, the design of the building offers limited protection to prevent noise breakout and given proximity to residential properties we have no confidence the granting of such licence will not result in public disturbance.

Through communication with the applicant's representative we have received confirmation that the following conditions have been agreed:

- Door supervisors of a sufficient number and gender mix, shall be employed from 22:00hrs on Friday, Saturday and Sunday. The requirement for such security at any other time to be risk assessed by the Designated Premises Supervisor or member of the management team.
  - The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
  - There shall be a zero tolerance drugs policy at the premises and there shall be a suitably secure 'drop box' for any illegal substances or items confiscated from customers. Seized items will be handed to South Yorkshire Police.
  - The Premise Licence Holder will have a search policy for customers. Enhanced searching will be periodically used in accordance with a dynamic risk assessment. Customers accessing the venue using VIP, guest or other concessions must be subject to the same security and age verification checks as all other customers entering the premises including those re-entering the premise. The use of security wands to be considered within the premises search policy.
  - No customers carrying opened bottles upon entry shall be admitted to premises.
  - The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has access the system, the reason why and when.
  - Staff will receive training concerning , but not limited to,
    - Vulnerability awareness
    - Crime scene preservation (including syp violent incident protocol)
    - Drugs policies
    - Underage sales/Challenge 25 scheme /Proxy Sales/Fake ID's
    - Counter terrorism (available on <https://www.protectuk.police.uk/catalogue> or any relevant government approved training following a change in name)
    - CCTV operation (authorised staff only)
    - Dispersal
- Suitable refresher training to be completed at least once per calendar year commencing the year after their date of employment. A written record to be retained for a minimum of 12 months and shall be made available to the Police and/or Licensing Authority upon request.
- The Designated Premises Supervisor or other such responsible member of staff must be assigned to act as the co-ordinator for ensuring that risk management systems are operating and staff are trained in relation to safeguarding children at all times. This person must act in compliance with the training and guidance provided by the Sheffield Children's Safeguarding Partnership and other relevant responsible authorities.
  - Persons under the age of 18 must be accompanied and supervised by an adult and are only permitted until 19:00 hours daily unless attending a family type, pre-booked function or dining. No children under the age of 18 permitted after 21:30 hours.

And the installation of three additional CCTV cameras capturing:

- VIP area
- Female toilet entrance
- Main bar area (facing the bar)

Our request for a reduction in all licensable activities until 23.30 hours with closing half an hour thereafter have been refused.


Furthermore, our concerns extend to the prevention of crime and disorder with the suitability of the CCTV system in the external area. During the site visit it was evident the intended external smoking area is not adequately captured by the existing camera. The current external camera is situated a distance away from the smoking area, further up the street. This would only provide a long view of the area and wouldn't sufficiently capture individuals faces, should there be a requirement to identify those using this space. An

additional camera would be required to capture this area effectively.

If the reduction of hours and installation of an additional camera were agreed by the applicant we would be content to remove our objection but at this present time I have no option other than to object to these proposals.

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

Regards.

  
South Yorkshire Police Licensing Department

# 1 x Local Resident

----- Forwarded message -----

From: [REDACTED]  
Date: Tue, 3 Oct 2023, 11:19  
Subject: Re: Zambezi lounge 580 Attercliffe road  
To: <[LicensingServices@sheffield.gov.uk](mailto:LicensingServices@sheffield.gov.uk)>

To whom it may concern,

I write to you regarding the premises as per above, I am formally objecting to the premises known as Zambezi lounge, this is due to its late opening hours and the fact it is advertising as a nightclub. No formal notice was visible during the last few weeks when it was apparently operating on a Tens notice. Over the last few weeks, loud music, shouting and screaming has been heard until the early hours, their guests have also been parking all over the pavements and bus stops, which has caused pedestrians to have to walk on the road.

Due to the already high amount of issues with antisocial behaviour, drugs etc in the immediate area I can only summarise that this will increase or inflate the already existing problems.

The police and council are already aware of the issues in the area, which are yet to be resolved. A nightclub is not going to help improve these issues.

Also the building is not soundproofed and I am a resident [REDACTED]

Attercliffe is ready for a redevelopment to improve the area so please will you take this into consideration

Kind regards.

# Appendix 'C'

## Hearing Notices and Regulations



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

FAO [REDACTED] on behalf of Health Protection Service

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 6<sup>th</sup> September 2023 received an application in respect of the premises known as;

**Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**

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

- **Health Protection Service**
- **Environmental Protection Service**
- **South Yorkshire Police**
- **1 x Local Resident**

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 representations will be considered at a hearing to be held **at Sheffield Town Hall on Tuesday 31<sup>st</sup> October 2023 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 representation.

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: 13<sup>th</sup> October 2023

Signed: Shimla Finch

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)



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

FAO [REDACTED] on behalf of Environmental Protection Service

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 6<sup>th</sup> September 2023 received an application in respect of the premises known as;

**Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**

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

- **Health Protection Service**
- **Environmental Protection Service**
- **South Yorkshire Police**
- **1 x Local Resident**

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 representations will be considered at a hearing to be held **at Sheffield Town Hall on Tuesday 31<sup>st</sup> October 2023 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 representation.

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: 13<sup>th</sup> October 2023

Signed: Shimla Finch

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)



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

FOA [REDACTED] on behalf of South Yorkshire Police

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 6<sup>th</sup> September 2023 received an application in respect of the premises known as;

**Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**

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

- **Health Protection Service**
- **Environmental Protection Service**
- **South Yorkshire Police**
- **1 x Local Resident**

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 representations will be considered at a hearing to be held **at Sheffield Town Hall on Tuesday 31<sup>st</sup> October 2023 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 representation.

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: 13<sup>th</sup> October 2023

Signed: Shimla Finch

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)





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

Jim Callaghan

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 6<sup>th</sup> September 2023 received an application in respect of the premises known as;

**Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**

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

- **Health Protection Service**
- **Environmental Protection Service**
- **South Yorkshire Police**
- **1 x Local Resident**

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 representations will be considered at a hearing to be held **at Sheffield Town Hall on Tuesday 31<sup>st</sup> October 2023 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 representation.

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: 13<sup>th</sup> October 2023

Signed: Shimla Finch

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)

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

Innpacked Ltd on behalf of Zambezi Lounge Ltd

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 6<sup>th</sup> September 2023 received an application in respect of the premises known as;

**Zambezi Lounge, 580 Attercliffe Road, Sheffield, S9 3QP**

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

- **Health Protection Service**
- **Environmental Protection Service**
- **South Yorkshire Police**
- **1 x Local Resident**

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 representations will be considered at a hearing to be held **At Sheffield Town Hall on Tuesday 31<sup>st</sup> October 2023 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: 13<sup>th</sup> October 2023

Signed: Shimla Finch

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.

**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 **Zambezi Lounge Ltd**

hereby confirm that we have received the Notice of Hearing dated 13<sup>th</sup> October 2023 and notify you as follows **(please complete)**:

I intend to attend the hearing on **Tuesday 31<sup>st</sup> October 2023 at 10.00am at 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.