

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

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**Monday 18 December 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 David Barker (Chair), Roger Davison and Ann Woolhouse  
Talib Hussain (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 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 AGENDA  
18 DECEMBER 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 - No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**  
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.

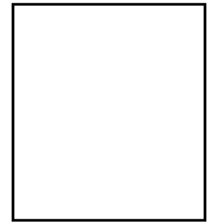
Further advice can be obtained from David Hollis, General Counsel by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

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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:** **Monday 18<sup>th</sup> December 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  
**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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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 147/23**

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

**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 No Mild Steel Limited.

2.2 The application was received by the Licensing Service on the 2<sup>nd</sup> November 2023 and a full copy including the proposed plans and accompanying documents 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:

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

3.2 During the consultation period the applicant has agreed a reduction of operating hours and conditions with South Yorkshire Police. The agreed conditions and the amendment of hours of the application is attached at Appendix C of the report.

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 'D'.

**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](#)  
[Gov.uk Guidance – Changes under the Live Music Act](#)

## **5.0 FINANCIAL IMPLICATIONS**

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

## **6.0 THE LEGAL POSITION**

6.1 The Licensing Act 2003 at section 4 (1) requires the Licensing Authority to carry out its functions with a view to promoting the Licensing Objectives which section 4(2) sets out as:-

- a) the prevention of crime and disorder,
- b) public safety,
- c) the prevention of public nuisance,
- d) the protection of children from harm.

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

## **7.0 HEARINGS REGULATIONS**

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

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

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

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

## **8.0 APPEALS**

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

## **9.0 RECOMMENDATIONS**

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

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

- 10.1 To grant the premises licence in the terms requested.
- 10.2 To grant the premises licence with conditions.
- 10.3 To reject the whole or part of the application.

Chief Licensing Officer, Head of Licensing  
Block C, Staniforth Road Depot  
Sheffield, S9 3HD.

18<sup>th</sup> December 2023

# Appendix 'A'

**Application documents**



\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes  No

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No

Registration number

Business name  If your business is registered, use its registered name.

VAT number   Put "none" if you are not registered for VAT.

Legal status

Note: completing the Applicant Business section is optional in this form.

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

**Section 4 of 21**

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)



Continued from previous page...

**Address**

Building number or name	<input type="text" value="111"/>
Street	<input type="text" value="Randall Street"/>
District	<input type="text" value="Highfield"/>
City or town	<input type="text" value="Sheffield"/>
County or administrative area	<input type="text" value="South yorkshire"/>
Postcode	<input type="text" value="S2 4SJ"/>
Country	<input type="text" value="United Kingdom"/>

**Contact Details**

E-mail	<input type="text" value="[REDACTED]"/>
Telephone number	<input type="text" value="[REDACTED]"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value="[REDACTED]"/> / <input type="text" value="[REDACTED]"/> / <input type="text" value="[REDACTED]"/> dd mm yyyy
* Nationality	<input type="text" value="[REDACTED]"/> <a href="#">Documents that demonstrate entitlement to work in the UK</a>

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?	<input type="text" value="30"/> / <input type="text" value="11"/> / <input type="text" value="2023"/> dd mm yyyy
If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy

Provide a general description of 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.

Multi-purpose ground floor events space to showcase the best in Sheffield's cultural diversity. We will be opening on an ad hoc basis to accommodate different events, and taking care not to clash or interfere with Sheffield United matches & events. It has step free access, with accessible toilets and is an open plan 11,000 sqft event space.

**Continued from previous page...**

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

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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Start

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start

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Start

End

Will the performance of a play take place indoors or outdoors or both?

Indoors  Outdoors  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

**Continued from previous page...**

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We want to be available for local performing arts groups, so are including provisions to allow this to happen within our license

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

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Will the exhibition of films take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We are aware we need additional permissions if we want to show films but also would like to available for others to hire the space to show films. We want to be as versatile as possible in terms of what content we can provide

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

*Continued from previous page...*

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors
- Outdoors
- Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We would like to have permissions for amplified and non-amplified music. For example we would like to bands playing when we do Christmas markets, and we want to be available for hire to local musicians for performance and rehearsal space. It is not our main aim to be a music venue however, but would like it to be a feature of what we can offer

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes
- No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Even though we will only be operating on an ad hoc basis, we would like all events to be able to provide recorded music

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes  No

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes  No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End



Continued from previous page...

SUNDAY

Start

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End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

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WEDNESDAY

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THURSDAY

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Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

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Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="06:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="06:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The times specified here are to give us flexibility, but we will only be operating on an ad hoc basis and would not be expecting to serve alcohol during Sheffield united matches

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Continued from previous page...

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

As already stated, these proposed opening hours are only to give us flexibility, we will be opening on an ad hoc basis and it will often be daytime events

*Continued from previous page...*

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 18 of 21

### LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

- Woman's safety policies
- Challenge 25
- Health & safety policy
- Safeguarding Policy
- Fire risk assessment
- Fully risk assessed venue hire
- SIA staff
- Operating to the purple guide
- Authorized waste management
- medical team for larger events

b) The prevention of crime and disorder

- SIA doorstaff
- Working with police on match days

c) Public safety

- First aiders at every large event
- SIA
- Accident report forms used on site
- Refusal logs
- Bailment forms
- Fully risk assessed premises
- Public liability insurance
- COSHH procedures in place
- PAT certification for all equipments
- Evacuation plan training for all contractors and staff
- All staff to be welfare trained
- Emergency lighting throughout venue
- ACT training for all staff
- Hazard signs and procedures
- Inclement weather plans
- Hearing protection available
- hand sanitiser available

*Continued from previous page...*

d) The prevention of public nuisance

- Signage for leaving the venue quietly
- stewards where appropriate
- Proper refuse facilities
- Ash bins and designated smoking area
- 

e) The protection of children from harm

- Challenge 25 for sale of alcohol
- Safeguarding
- Welfare Officers
- Ensuring all events are age appropriate

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.



*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

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

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

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

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

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

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

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

315.00

**DECLARATION**

**Continued from previous page...**

[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). THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/sheffield/apply-1> to upload this file and continue with your application.

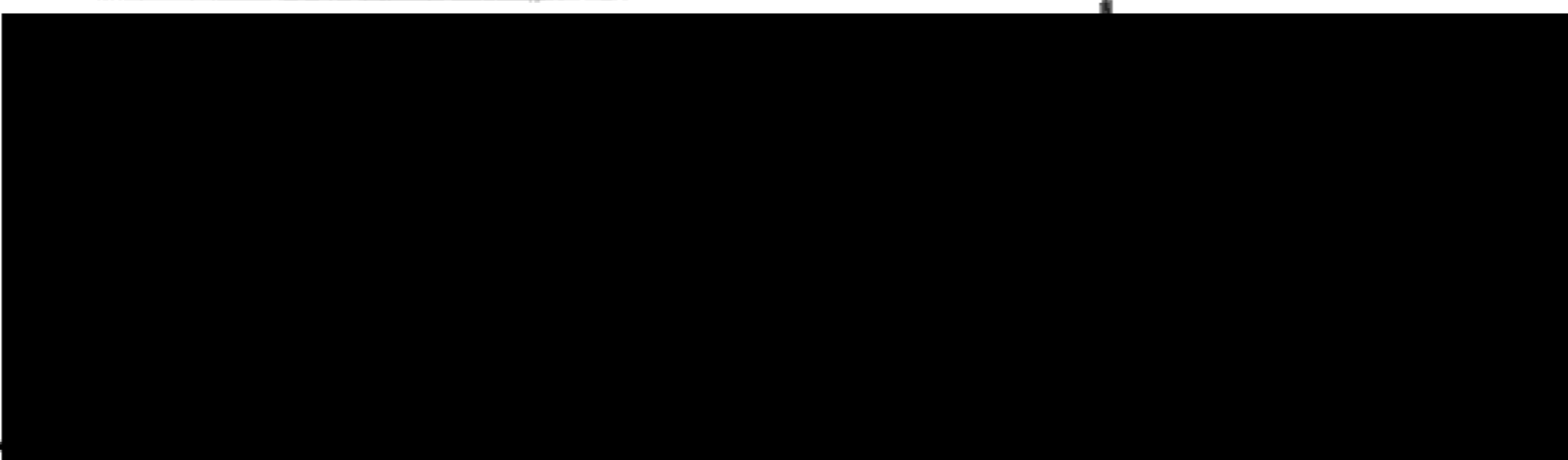
Don't forget to make sure you have all your supporting documentation to hand.

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

**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**

## Consent of individual to being specified as premises supervisor

I: [full name of prospective premises supervisor] Susannah Foulerton

Of: [home address of prospective premises supervisor] 

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

[type of application]  
Premises License  
- The provision of late night refreshment  
- Sale by retail of alcohol  
- Provision of regulated entertainment

made by: [name of applicant]  
No Mild Steel Limited

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

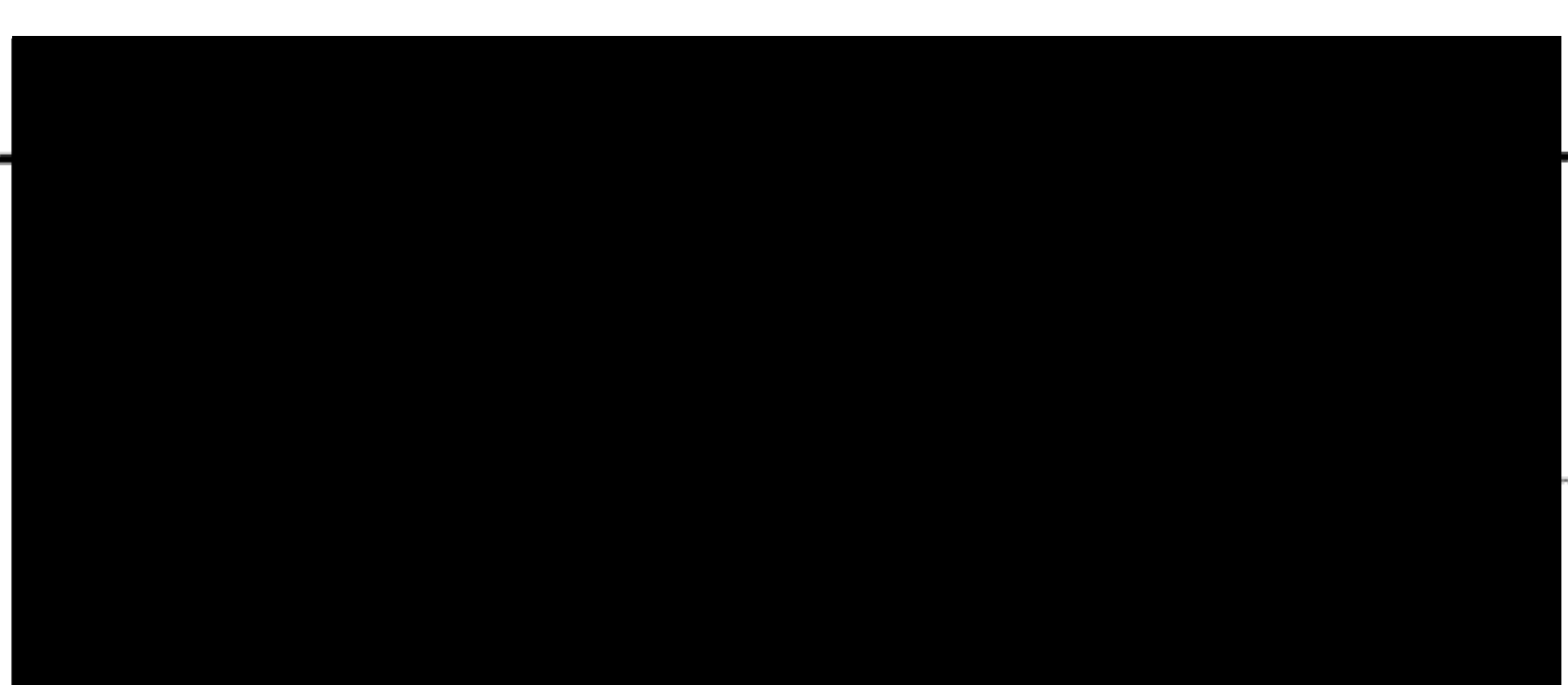
for: [name and address of premises to which application relates]  
111 Randall Street  
Sheffield  
S2 4SJ  
The Steamworks

and any premises licence to be granted or varied in respect of this application made by: [name of applicant]  
No Mild Steel Limited

concerning the supply of alcohol at: [name and address of premises to which application relates]  
The Steamworks  
111 Randall Street  
Sheffield  
S2 4SJ

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

Personal licence number: [insert personal licence number, if any] SY 46448 Per  
Personal licence issuing authority: [insert name and address and telephone number of personal licence issuing authority, if any] South Yorkshire

Signed 

Name (please print) Susannah Foulerton

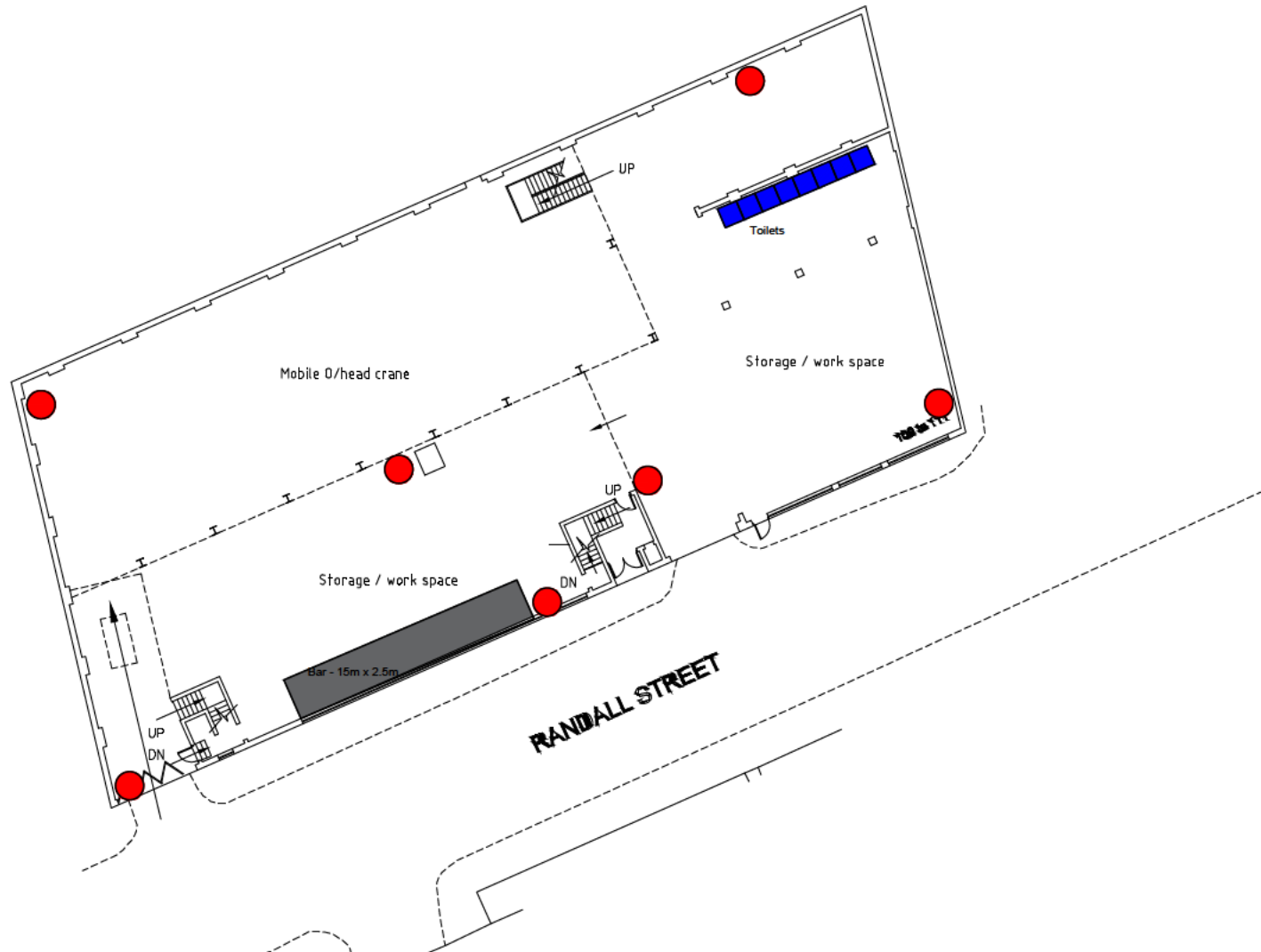
Date 31/10/23

RevNo	Revision note	Date	Signature	Checked



**Key**

- Fire extinguisher point
- Toilet
- Bar



**GROUND FLOOR PLAN 1:250**

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Leica TCR705 / Leica Geo Office Tools		Example
Point ID	Position or point measured	12
Coordinates	Values given to relate to the OS grid (if required)	98.456;116.415
Height	Value given above sea level (if required)	100.032
Stations	Specific control points within data capture	STN A
Code prop	Name specific to a point which is recognised when processing	BRICK W

The survey is carried out to an arbitrary grid and datum unless otherwise specified

**ROWLEY SURVEYING**

TOPOGRAPHICAL SURVEYS  
& BUILDING MEASUREMENT

Itemref	Quantity	Title/Name, designation, material, dimension etc			Article No./Reference	
Surveyed by TIM-ROWLEY	Checked by TIM-ROWLEY	Approved by - date TIM-ROWLEY	File name RANDALL	Date JANUARY_2023	Scale 1:250	F
109-110 Randall Street Sheffield S18 2NS 0114 261500		Land Registry Plan Topographical Building Measurement S16AV Images P1000000 Approved		109-110_RANDALL_STREET SHEFFIELD_SOUTH_YORKSHIRE		
A3-02			Edition 01	Sheet A3		



1 2 3 4 5 6 7 8

# Appendix 'B'

## **Representations and applicant responses:**

**Health Protection Service (Responsible Authority)**

**Environmental Protection Service (Responsible Authority)**

**Mr C Whitham – Portland Works Studio**

**Mr P Iseard – Friends of Portland Works**

**Mr P De Lange – Portland Works Little Sheffield Ltd**

**Mr P Martin**

**Cllr Nighat Basharat – Nether Edge & Sharrow Ward**

# Health Protection Service 17.11.23

I write further to our site meeting on 14<sup>th</sup> November 2023 and telephone conversation on 17<sup>th</sup> November, during which the licence application was discussed. I am now making this formal representation with respect to the application. This is mainly due to the requirement for the plan to accurately reflect what you are proposing and for certain conditions to be attached (as below).

Please find attached our Code of Practice for Licensed Premises with respect to public safety.

The following works must be addressed prior to the premises operating as a licensed venue;

## Plan/New Lobby/Building Regulations

- An amended plan shall be required to show the proposed layout including details of the new proposed lobbies. With respect to these new lobbies, the changes to allow public into the building and toilet facilities, you will be required to submit a Building Regulation Application; [Working with Building Control | Sheffield City Council](#)
- I would advise you to think very carefully about the design of the new lobby with respect to the proposed capacity and means of escape.
- Lobby doors should be of suitable design and strength-for example with suitable vision panels and safety glazing.

## Slips trips and falls

- The current tripping hazard on the ramp leading to the means of escape should be eliminated and the floor made flush.
- Handrails/balustrading of suitable design and strength should be fitted to the ramp to guard the drop and prevent children from climbing.
- Access stairs to the upper floor to be controlled, and the bulkhead guarded in the public area to prevent children climbing and people walking into the low bulkhead.
- For any new flooring, suitable slip resistance flooring must be incorporated. A Pendulum wet test rating of 36 or above will be required for public areas and thoroughfares. The Pendulum Test Value (PTV) of 36+ as determined by a pendulum test, in accordance with BS7976, is the nationally accepted standard for floors to be given a slip resistance rating of "Low Slip Probability". As such it is the appropriate standard to assess floors where a "low Slip Probability" floor is required.

## Asbestos

- Asbestos register must be updated and available on site. Any recommendations such as labelling of any remaining asbestos on site should be undertaken.

## Ventilation

- As you will generally be required to operate with doors and windows closed during regulated entertainment due to noise break out, adequate mechanical ventilation shall be required to be installed in accordance with C.I.B.S.E guidance (Chartered Institution of Building Services Engineers).

## General

- The steel girders in the public domain must be boxed in- I recommend you utilise the opportunity to use these as a drinks shelves.
- All loose/hazardous fittings around the walls must either be secured, removed or guarded.
- I suggest you get a hold of/discuss the structural engineers report recently undertaken by your landlord.



## Purple Guide

- You have made reference to the Purple Guide during this application. Whilst this Guide is excellent and reference can be drawn from it, I will to clarify that it is designed to establish consistently safe standards for the running of **outdoor events**. See further notes at bottom of page..

## Toilet Provision & Capacity

- With respect to toilet provision and the capacity, the provision of 8 w/c's on a 50/50 split, this will not enable a capacity of more than 160. Please see Table 11 below;

Assume 50% male. 50% female:-

Table 11-minimum provision for licensed pubs, bars, nightclubs and discos as in accordance with BS6465-1: 2006+A1: 2009

APPLIANCES	MALE PATRONS	FEMALE PATRONS
Water closets	2 for up to 150 males; Plus 1 for every additional 200 males or part thereof.  2 for up to 40 males if urinals not provided.	2 for up to 25 females; Plus 1 for every additional 25 females or part thereof up to 200 females, plus 1 for every additional 35 females or part thereof
Urinals	1 for every 50 males up to 200 males plus 1 for every additional 70 males or part thereof.	
Wash Hand Basins	1 per water closet plus 1 per 5 urinals or part thereof.	1 plus 1 per 2 water closets or part thereof.
		Wash hand basins to be provided with hot and cold running water, soap and facilities for drying hands.

## Conditions

I propose that the following conditions be attached for the promotion of public safety;

- 1. When the premises are operating as a licensed venue, with consumption of alcohol onsite, temporary facilities shall be installed in accordance with BS6465-1: 2006+A1: 2009 for any capacity exceeding 160 people.*
- 2. A satisfactory electrical certificate shall be provided for the premises.*
- 3. A permanent fixed residual current device (RCD) must protect the electrical power serving all amplified music equipment used for the purposes of live music or similar entertainment.*
- 4. A Building Regulation Completion Certificate shall be submitted to the responsible authority for public safety before the premises operates as a licensed venue.*
- 5. Temporary barriers shall be installed opposite both entry/exit points on Randall Street in line with the roadside edge of the footpath, and of no lesser width than the entry/exit, when operating as a licensed venue.*

## Disabled Access/Provision of facilities

The City Council encourages the provision of disabled access and facilities to licensed premises within Sheffield and when a new application is being made or when substantial alterations are taking place, reasonable provision must be made under the Equality Act 2010 (Which repealed the Disability Discrimination Act 1995) for people to access and use the building and its facilities;

- The bar servery should include a Lowered counter section.
- The Accessible toilet facility should be compliant with Part M of Building Regulations.

This representation will be withdrawn upon receipt of written confirmation that these 5 conditions are acceptable and an amended plan to show the proposed layout. I would wish to undertake a progress visit to discuss the aforementioned points ahead of you trading as a licensed premises.

# Environmental Protection Service 15.11.23 & 29.11.23

Wednesday, November 29, 2023 11:47 AM

Thank you for your email, and time during our recent telecon in respect of the above.

As discussed, I will answer each question in turn as follows:

The nearest noise sensitive receptor is considered the residential properties on Hill Street.

We consider the core objective relating To The Prevention of Public Nuisance, and as you are aware, the main weak point of noise breakout is the fabric of the building. It is unlikely the existing scheme of sound insulation measures/ acoustic performance of the building is not fit for purpose when amplified music is played at above background levels, hence potentially resulting in complaints made by the nearest noise sensitive properties at any time of the day.

We welcome that you will be appointing a competent acoustic consultant to carry out a noise survey to satisfy SCC standards, and installing the scheme of mitigation recommendations accordingly. However, you have confirmed the scheme of recommendations will be installed in a phased manner (potentially over 6 to 12 months) given limited finances available.

We note the types of events that you wish to operate at the premises and confirmed that music will be ancillary.

In light of the above, we are happy to recommend/ amend the following conditions in order to assist you in this process:

1. Amplified sound or live music shall only be played within the building in such a way that noise breakout does not exceed the prevailing ambient noise level by more than 3dB when measured at 1m from the façade of the nearest noise sensitive receptor;
  - a. as a 15 minute LAeq, and;
  - b. at any one third octave band centre frequency as a 15 minute LZeq.
2. The following conditions will only apply if deemed reasonably necessary by the Environmental Protection Service, upon receipt of written notification, resulting from justified noise complaints to that service:

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 levels not exceeding the prevailing ambient noise level by more than 3dB when measured;
  - (i) at 1m from the façade of the nearest noise sensitive receptor,
  - (ii) as a 15 minute LAeq, and;
  - (iii) 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.

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.

The following conditions remain unchanged:

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 quite 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 note that you have formally agreed to the amended hours as per attached email.

We would be grateful if you could please confirm the above 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.

On Wed, 15 Nov 2023 at 12:14,

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

Thank you for your time during our recent site meeting on 14/11/2023 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 warehouse building, and it's poor ability to contain noise of amplified sound. It is unlikely the existing fabric/ acoustic performance of the building is not fit for purpose when amplified music is proposed at increased levels. We have offered proactive advice and made recommendations of improvement/ attenuation works that are required (e.g. roof, glazing, acoustic lobbies, alternative means of ventilation, external plant and equipment, noise limiting device, site design layout etc.) to control said noise, and how to effectively manage patrons in the external area.

Acoustic design should be considered at an early stage. We recommend you seek professional advice of a competent acoustic consultant as part of the Licensing 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.

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 of operating hours:

### **Hours Premises Are Open To The Public**

10:00 to 23:30 hours on any day with all licensable activities to cease 30 minutes prior (23:00 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 levels not exceeding the prevailing ambient noise level by more than 3dB when measured;
  - (i) at 1m from the façade of the nearest noise sensitive receptor,
  - (ii) as a 15 minute LAeq, and;
  - (iii) 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.

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 are happy for Conditions 1 and 2 to be removed from the premises licence once the noise survey has been approved, installation of attenuation works are complete, and satisfactory validation testing has been submitted. Once the aforementioned process is complete, we are happy to support any proposed extension of hours of licensable activities via formal submission of TENs and/ or variation of premises licence, and such will be considered in phased manor.**

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.

## Objector 1 - C Whitham - Portland Works Studio

**From:** C Whitham

**Sent:** Friday, November 24, 2023 9:18 AM

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

**Subject:** Open application 216174 - No Mild Steel Limited - 109-111 Randall Street - OBJECTION

Dear Sir/Madam,

I recently communicated an objection to application 216174 as a Director at Portland Works raising concern for the impact on local residents and tenants at the Works.

I am writing this email following a "sound test" conducted at 109-111 Randall Street on Wednesday 22nd that has brought the potential issue clearly into focus.

I was not in the building at the time, but the volume of the music resulted in two other tenants of Portland Works going around to the site to see what was happening. Here is a text message I received yesterday from one of them....

**Tenant** - "Ah mate, you didn't hear how loud it was coming through the wall yesterday! You would have lost the plot I think! 🤔 It's surprising how much work has gone on despite them not having a license in place. But it was right through our adjoining wall. *And that was only one bass speaker!*"

**Me** - "I wasn't there! Can I quote you!? I've objected."

**Tenant** - "Yes definitely. It wouldn't really matter for rehearsals for me, but it would kill the chance of recording, and any sound sensitive filming you were doing. And also talks/events in the makers space. I was hoping there might be some kind of separation in the adjoining wall, but clearly not!"

I think that clearly sums up the impact of live *and* recorded music at 109-111 on our established businesses at Portland Works. "*One bass Speaker*" is no doubt at the quiet end of volume we would be subject to.

My own business is a photo/video studio which has a wall adjoining 109-111 Randall Street. I take photographs, produce videos and hire the space to other creators. I do not allow the production of live band videos in my space because of the impact on neighbours. My normal business hours are 9am to 10pm and I've occupied the space for ten years with no issues.

The proposed change of use of 109-111 Randall Street to a music/entertainment venue would cause me considerable problems with my own work, aside from the financial impact of no longer being able to hire the space in the evening.

The premises are not suitable for live or recorded music because of the impact it would have on established businesses and residents surrounding the address. The opening times do not consider the impact on residential dwellings overlooking the

venue, the proposal is simply unacceptable at this address and I urge the Licensing Service to refuse it.

Yours faithfully,

**C [REDACTED] Whitham**

**From:** C [REDACTED] Whitham

**Sent:** Thursday, November 16, 2023 2:00 PM

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

**Subject:** Open application 216174 - No Mild Steel Limited - 109-111 Randall Street - OBJECTION

Dear Sir/Madam,

I am a director at Portland Works Little Sheffield Limited, the Grade 2\* listed building adjoining the proposed premises of No Mild Steel Limited, 109-111 Randall Street. I am also a tenant of the works with a photography/videography studio business.

I'm writing to express my objection to Sheffield City Council granting a licence in respect of application 216174 for the following reasons:

### **Noise nuisance**

*Our own experience of noise impacting our residential neighbours:* Portland Works has a small event space with an adjoining wall to the proposed license premises. The space is used for lectures, art exhibitions and *none-amplified live music* - I stress the latter as the space was formally a band practice room which generated complaints and bad feeling from adjacent houses in Hill Street, approximately 20 meters away. Booking for our event space does not allow amplified music as we don't want to impact on our neighbours either in or around the Works.

The premises of 109-111 Randall Street is only 1 meter further away from these residential properties than our former practice room which used to create the noise issue. A practice room is generally quieter than a live event, so the impact from either live gigs or late night dance music will undoubtedly have a negative impact on our residential neighbours.

I spoke to two of the residents last night and neither were aware of the change of use from industrial to leisure, or the application for a seven day per week all encompassing entertainment license. They were quite surprised not to have received any notice directly from Sheffield City Council.

I also fear the proximity - an adjoining wall - to our own event space will render it unusable for the small community oriented events we like to host.

### **Impact on other residents**



The proposal will also hugely increase the foot traffic of loud, inebriated people passing from London Road bars and eateries through the quiet council estate - mainly occupied by pensioners and families - via Bennet Street, Randall Place, Harwood Close, Thorp Close etc.... back and forth until 1am or 3 am, potentially seven days a week.

## **Parking**

Parking in the Randall Street / Hill Street area is already difficult. There is a block of flats being built at the end of Hill Street that will shortly exacerbate the issue.

Customers already find it difficult to drop off, collect or simply visit the works' 30+ tenants. We already have tenants parking in the yard compromising emergency fire access because they cannot park adjacent the building.

On match days we're practically shut down with the road blocked off for use only by visiting fan coaches as the priority has been given to Sheffield United football ground.

109-111 Randall Street is not a practical place to locate a late night entertainment venue, it will impact negatively on many residents and small businesses. I urge you to not grant the license.

If someone from licensing would like to come and see the area and our event space to better understand the previous and potential noise impact on our neighbours please do not hesitate to contact me.

Thank you,

**C ■ Whitham**

## Objector 2 - P Iseard – Friends of Portland Works

**From:** P Iseard

**Sent:** Thursday, November 30, 2023 2:58 PM

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

**Subject:** APPLICATION 216174 No Mild Steel Ltd



Dear Licensing Service

I am writing in response to the licensing application from No Mild Steel Ltd application number 216174.

Friends of Portland Works is a registered charity (116064) which has awarded grants to Portland Works of over £50,000 for essential repairs, restoration and amenity improvements. Included in this figure was a grant of over £5,000 to equip our community space (called Makerspace) with audio visual equipment. Makerspace has a capacity of 60 people and is located on the first floor of the Randall Street elevation. The back wall abuts onto nos. 109-111 Randall Street. Friends of Portland Works manages a lecture programme in Makerspace on subjects of local interest and this generates income for our charity as well as introducing people to Portland Works. Makerspace is also available for hire by groups and has hosted art exhibitions, drama, conferences meetings etc. Charged events generate valuable income that is directly invested back into Portland Works.

We welcome the neighbouring industrial unit being put back into commercial use and helping the regeneration of Highfields, but we are concerned about the potential noise levels. The application is for live and recorded music, films and plays. The worry is that our events may be disrupted by noise reverberating through our space during lectures etc when amplified music is being played next door.

We trust that the new tenant will equip their space with sufficient sound proofing, and control decibel levels, so that our Makerspace events are not adversely affected. If approval is granted we will carefully monitor noise levels from next door at events organised by Friends of Portland Works.

Yours faithfully,

P Iseard  
Chair

## **Objector 3 - P De Lange – Portland Works Little Sheffield Ltd**

**From:** Chair Portland Works

**Sent:** Thursday, November 30, 2023 2:06 PM

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

**Subject:** PREMISES LICENCE APPLICATION 216174 - NO MILD STEEL LIMITED  
- 109-111 RANDALL STREET

I am writing on behalf of the Board of Directors of Portland Works Little Sheffield Ltd (PWLS), freehold owner of Portland Works Randall Street, which abuts 109-111 Randall Street, the subject of an application for a premises licence made on 2 November by No Mild Steel Ltd.

Portland Works is a Grade II\* listed building of national importance, being one of the best preserved and most complete surviving integrated Victorian cutlery works in Sheffield. It is also of international significance, being the birthplace of stainless steel cutlery. It now contains around 30 workshop/studio units, tenanted by a mixture of craftsmen, artists and musicians.

PWLS was formed in 2010 and is a Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014. It has two principal objectives:

- Preservation and repair of Portland Works
- Offering low cost workshop and studio space within the Works, to metal trades, artists, musicians and other craftspeople

It acquired the Works in 2013. It has around 500 shareholders, who invested for a social rather than a financial dividend, to help the Society buy the Works. After over 50 years of neglect, we have made substantial progress in repairing the buildings, but there is probably at least another 10 years' work yet to be done. This has to be funded mostly from our main source of income, which is rent from our tenants. In each of the last two years we have made modest surpluses, previously losses.

We became aware of the application for a premises licence in respect of 109-111 Randall Street ("Steamworks") only on 14 November. In the short time available we have made an assessment of the potential impact of Steamworks on Portland Works, and have held a couple of meetings with its directors. Generally we welcome the project, although we have minor concerns over its possible effect on parking, crowd management, and our building's security. However we have been reassured by both Steamworks' directors and the proposed licence conditions of which we have been informed that such matters may be satisfactorily managed.

### **PUBLIC NUISANCE (POTENTIAL)**

Our one remaining concern of any significance is in respect of public nuisance, which is the potential for noise penetration from Steamworks into Portland Works. This may seem ironic given that our site includes a drop hammer, a hand forge, knife grinding and paint shops with extractor fans, but these are generally small scale intermittent activities. Any occasional acoustic "interference" (eg a clash of music

practice with forging) can most often be immediately resolved through negotiation between tenants. Such an accommodation would be much more difficult to achieve with the possibility of noisy extended events at Steamworks. Note that some tenants occasionally prefer to use their units in the evenings, simply because it is more likely to be quiet.

More especially, three of our larger units are immediately adjacent to Steamworks, and share a party wall with it. They comprise a sound recording studio, a photographic and video studio, and a small events space used for lectures, meetings, exhibitions and similar, available for commercial hire. All contribute to our income. Their use would be jeopardised by the intrusion of any significant noise from outside, particularly of a sustained nature. This could not only damage the livelihood of the current tenants but could make the units less attractive for letting and reduce the level of rent we could charge. At worst they could become virtually unlettable except for storage, which could have significant financial consequences for PWLS. That said, none of the people currently occupying those spaces say they ever heard any noise from the previous occupants of 109-111 Randall Street despite the fact that that operation involved metal stamping, cutting etc. So it may be that the shared wall is of sufficient thickness and acoustic quality to substantially prevent the transmission of any sound in either direction.

Steamworks' directors have informed us of the proposed licence conditions in respect of noise, namely:

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:
2. Be based on the findings of an approved noise survey of the application site, including an approved method statement for the noise survey.
3. Be capable of restricting noise breakout from the building to levels not exceeding the prevailing ambient noise level by more than 3dB when measured.

We have no experience of what that 3dB limit means in practical terms, and cannot judge the potential consequence for us and our tenants. In particular the timing and location of any ambient noise measurement would be critical: what is important for us is the level of sound penetration into the Works as a whole, but more importantly into those units which are immediately adjacent. Therefore while we do not wish to object to the granting of a premises licence for Steamworks (subject to the conditions of which we have been made aware), we reserve our position if it turns out that any substantial amount of noise affects the operations and activities of PWLS or any of its tenants.

I will be sending copies of this representation to:

- Paul Blomfield MP, who has been made aware of the application by one of our tenants
- the directors of Steamworks
- all of our tenants.

**P [REDACTED] de Lange**  
**Chair & Director**

Portland Works Little Sheffield Ltd. Randall Street, Sheffield, United Kingdom S2 4SJ  
Registered in England and Wales. Company No. IPO31143

## Objector 4 - P Martin

**From:** P [REDACTED] Martin

**Sent:** Wednesday, November 29, 2023 9:31 PM

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

**Subject:** License application 216174

I am writing to express my concerns regarding an application for a premises licence made by No Mild Steel Limited for the property at 109-111 Randall Street, Sheffield, S2 4SJ.

If this licence is granted, several of the tenants based next door at Portland Works could be adversely affected by noise. One of these tenants, Sheffield Hackspace, is one that I have been an active member of for the past five years. It is a community space that has been set up for people to learn new skills in areas such as laser cutting, 3D printing, electronics, woodworking, and metalworking and to work on various personal projects.

The main common area is generally used as a quieter space for people to learn, make, and socialise in. However, this room shares a wall with the premises at 109-111 Randall Street, so there is a good chance that this will be affected by excess noise. For many of its members, the hackspace is a place to relax, switch off, and escape the noise of everyday life.

I hope that this is taken into account when the application is considered.

With regards,

P [REDACTED] Martin

## **Objector 5 - Cllr Nighat Basharat – Nether Edge & Sharrow Ward**

**From:** Nighat Basharat (LAB Cllr)

**Sent:** Thursday, November 30, 2023 3:57 PM

**To:** licensingservice <[licensingservice@sheffield.gov.uk](mailto:licensingservice@sheffield.gov.uk)>

**Subject:** Re:- License application- 216174-No Mild Steel Limited- 109-111 Randall Street - Objection

Dear Licensing team

I would like to put my objections across to this application for a license to operate a live/recorded music venue.

As much as I want to support this, I don't feel it is appropriate at this site due to the impact it would create on those residents and businesses nearby.

I am made aware by constituents and some businesses of not being informed or made aware of this building adjoining the works have applied for this licence, requesting hours from 10am- 1am and 10am - 3am.

Due to this people expressed that they had limited time to respond and share their reasons of objecting to this, where one being the noise nuisance which as shared with me by my constituents will have a detrimental impact on their Businesses along with those of other tenants at the Portland Works.

I am also informed that these concerns have been already raised and communicated prior to the issuing of any licence of Amplified music now or in future.

We all are aware of the impact the covid19 has had on our communities and our local small businesses.

They were adversely affected followed by energy prices and the cost-of-living crisis where I wouldn't want to see anyone having to close their business due to not able to use their space as a result of noise nuisance when we could prevent this from happening.

Therefore,, I would ask for the Licensing Team to review this and cancel such licences that would cause any damage to local businesses and residents.

This includes damage to their livelihoods or their mental wellbeing as from a Mental health background, I have experienced the negative impact of noise pollution on people's health and well-being.

I hope that the new owners can understand the concerns raised by constituents and work together in avoiding any negative impact on current businesses who have been there for longer.

This would create a friendly environment in the neighbourhood and avoid any escalation of abuse which often is witnessed when the impact of negative action is

not recognised or prevented.

Best Wishes

Councillor Nighat Basharat

Nether Edge & Sharrow Ward - Sheffield

Postal Address: Sheffield City Council, Town Hall, Sheffield S1 2HH



# Appendix 'C'

**Agreed Conditions and operating times with South  
Yorkshire Police**

**Email from applicant date 17.11.23 confirming  
amendments to the application**

# South Yorkshire Police – Agreed conditions 23.11.23

## Hours Premises Are Open To The Public

10:00 to 23:30 hours on any day with all licensable activities to cease 30 minutes prior (23:00 hours).

## Conditions

- The premises shall not be used for licensable activity for a period of 3 hours before and 1 hour after the final whistle of a first team men's fixture at Bramall Lane Stadium.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- Customers are not permitted to utilise the external frontage of the premise for drinking purposes. Nominated member of staff to conduct regular checks of this area.
- No customers carrying opened bottles upon entry shall be admitted to premises.
- There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to the Police.
- A CCTV system to the specification of South Yorkshire Police will be fitted, maintained and in use at all times whilst the premises are open (in line with specification July 2020) . The CCTV images will be stored for 30 days and police and authorised officers of the council will be given access to images for purposes in connection with the prevention and detection of crime and disorder, in line with GDPR guidance. Members of the management team will be trained in the use of the system.

## **CCTV systems installed after 2021 should be full digital systems with wide dynamic range IP cameras (WDR)**

- The CCTV system will contain the correct time and date stamp information.
- 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

-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.

- SIA registered door staff shall be employed at the premises, in accordance with a risk assessment, to be carried out by the DPS or member of management. Consideration to be given to local events including, but not limited to, Tramlines, events held at the Sheffield United football ground and on Police advice. Risk assessments to be kept on site for a minimum of 6 months and made available, at request, to the responsible authorities.
- To acquire a suitable number of radio sets for the premises and to take the CCRAC Radio Scheme (City Centre Retails Against Crime) into use at all times when trading, and continue to be a user whilst this system is in use within Sheffield.
- A booking form must be used for all events and private functions. The form must set out the booking conditions for the customer and include the signature and printed name of the venue manager authorising the booking. The form must also include the name, contact details and signature of the customer who is responsible for making the booking. Such records will be retained for 6 months available for inspection of the authorities.

- An Event Management Plan in accordance with appropriate event industry guidance shall be prepared for all events over 499 people, and must be available to Responsible Authorities upon request. Each event must be assessed upon its own merits.
- A suitably qualified and experienced event safety officer shall be employed for all major events, with details provided in the draft Event Management Plan.
- The Designated Premise Supervisor, management team and relevant staff to be trained via online e learning package “Action Counters Terrorism” available on <https://www.protectuk.police.uk/catalogue> or any relevant government approved training following a change in name.
- Notice must be given for any proposed major event (capacity exceeding 499 person at any one time) under this licence in writing to South Yorkshire Police Licensing Department, the Licensing Service and the Enforcing Authority for Health and Safety/Responsible Authority for Public Safety six weeks in advance of the start date of any event.

Notification of events should be sent to;

[Sheffield.liquor@southyorks.pnn.police.uk](mailto:Sheffield.liquor@southyorks.pnn.police.uk)

[Health.protection@sheffield.gov.uk](mailto:Health.protection@sheffield.gov.uk)

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

- The Event Management Plan shall comprise but not be limited to:
  - Event Safety Management Plan
  - Event Risk Assessment
  - Site Schedule
  - Site Plan
  - Site Safety Plan
  - Emergency Plan (Including Emergency Evacuation plan and Show Stop Procedure)
  - Security and Stewarding Plan (including ingress and egress plans, searching as agreed with local police, deployment plan and terrorism risk assessment).
  - Drugs Policy
  - Noise Management Plan
  - Fire Safety Assessment and Plan
  - Adverse Weather Plan
  - Medical Needs & Management Plan
  - Concessions Management Plan
  - Alcohol Management Plan
  - Transport and Traffic Management Plan
  - Construction Phase Plan, Risk Assessments and Method Statements.
  - Sanitation Plan - Waste and Litter Management Plan to include suitable number of toilet/temporary toilet provision
  - Welfare Plan (including Children and Vulnerable Adults Safeguarding Policy)
  - Management of external areas including provision for customers smoking.

## Email from applicant date 17.11.23 confirming amendments to the application

**From:** Susie FW <[REDACTED]>  
**Sent:** Friday, November 17, 2023 2:49 PM  
**To:** licensingservice <[licensingservice@sheffield.gov.uk](mailto:licensingservice@sheffield.gov.uk)>  
**Subject:** Amendment to licensing application

Good afternoon,

Following advice and consultations we have had with the relevant authorities we would like to amend the timings on our license application form.

What is the process for this please? We'd like to make the following adjustments:

The provision of late night refreshment -  
Removed.

Sale by retail of alcohol  
12:00 - 23:00pm Monday to Saturday  
12:00 - 10:30pm Sunday

The provision of regulated entertainment namely:

Films/plays

12:00 - 22:00 daily

Recorded music

10:00 - 23:00 Monday to Saturday

10:00 - 22:30 Sunday

Live music

10:00 - 23:00 Monday to Saturday

10:00 - 22:30 Sunday

Please let me know what we need to do to make these changes on our application. We'd also like to add a maximum capacity of 499 persons to our venue.

Thank you  
Susie Foulerton

# Appendix 'D'

## Hearing Notices and Regulations



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

Susannah Foulerton on behalf of No Mild Steel Limited

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 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: 4<sup>th</sup> December 2023

Signed: Shimla Finch

The officer appointed for this purpose  
Licensing Strategy and Policy Officer

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

FAO [REDACTED] on behalf of the Environmental Protection Service

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 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: 4<sup>th</sup> December 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 the Health Protection Service

Sent via email: [REDACTED]  
[REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 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: 4<sup>th</sup> December 2023

Signed: Shimla Finch

The officer appointed for this purpose  
Licensing Strategy and Policy Officer



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

To: Cllr Nighat Basharat

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 2023 at 10.00am**; following which the Council will issue a notice of determination of the application.

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- 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: 4<sup>th</sup> December 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**

To: Mr C [REDACTED] Whitham

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 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: 4<sup>th</sup> December 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**

To: Mr P De Lange for Portland Works Little Sheffield Limited

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 2023 at 10.00am**; following which the Council will issue a notice of determination of the application.

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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: 4<sup>th</sup> December 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**

To: Mr P [REDACTED] Iseard on behalf of Friends of Portland Works

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
- **Health Protection Service (Responsible Authority)**
- **Environmental Protection Service (Responsible Authority)**
- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 2023 at 10.00am**; following which the Council will issue a notice of determination of the application.

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Dated: 4<sup>th</sup> December 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**

To: Mr P [REDACTED] Martin

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 2<sup>nd</sup> November 2023 received an application in respect of the premises known as;

**No Mild Steel, 109-111 Randall Street, Highfields, Sheffield, S2 4SJ**

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

- **South Yorkshire Police (Responsible Authority) Resolved with agreed conditions**
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- **Cllr Nighat Basharat – Nether Edge & Sharrow Ward**
- **Mr P Iseard – Friends of Portland Works**
- **Mr C Whitham – Portland Works Studio**
- **Mr P De Lange – Portland Works Little Sheffield Ltd**
- **Mr P Martin**

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 Monday 18<sup>th</sup> December 2023 at 10.00am**; following which the Council will issue a notice of determination of the application.

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- 2) You may also be asked questions by the parties to the hearing, relating to your representation.

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Dated: 4<sup>th</sup> December 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.

## 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.