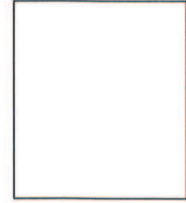




SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



Report of: Chief Licensing Officer, Head of Licensing

Date: 18th October 2016

Subject: Licensing Act 2003

Author of Report: Emma Rhodes

Summary: To consider an application to grant a premises licence made under the Licensing Act 2003.

Mint Paris Lounge, 42-46 London Road, Sheffield, S2 4LR

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.

Background Papers: Attached documents

Category of Report: OPEN

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

Ref No 109/16

Mint Paris Lounge, 42-46 London Road, Sheffield, S2 4LR

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 Mint Paris Lounge Ltd.

2.2 The application, which was received on 23rd August 2016, is attached to this report labelled Appendix 'A'. Any blank pages have been omitted to save paper, but the original application will be available at the hearing.

3.0 REASONS FOR REFERRAL

3.1 Representations concerning the application have been received from the following and are attached at Appendix B:-

- 1 Objection on behalf of Leverton Tenants Association
- 3 Public Objections

3.2 There are no outstanding representations from any Responsible Authority. A copy of the conditions agreed during the consultation period are attached at Appendix 'C'

3.3 The objectors were informed of these agreed conditions by e-mail on the 30th September 2016. A copy of the e-mail is attached at Appendix 'D'

3.4 The applicant and all objectors have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'E'

4.0 FINANCIAL IMPLICATIONS

4.1 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.

5.0 THE LEGAL POSITION

5.1 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.

5.2 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.

6.0 HEARINGS REGULATIONS

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

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

6.3 Attached at Appendix 'E' 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.

7.0 APPEALS

7.1 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.

8.0 RECOMMENDATIONS

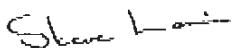
8.1 That Members carefully consider the representations made and take such steps as the Sub Committee consider appropriate for the promotion of the Licensing Objectives.

9.0 OPTIONS OPEN TO THE COMMITTEE

9.1 To grant the premises licence in the terms requested.

9.2 To grant the premises licence with conditions.

9.3 To reject the whole or part of the application.



Stephen Lonnia
Chief Licensing Officer
Head of Licensing

18th October 2016

Appendix A

The Application

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

Rec No. 6504
CASH
pls serve



PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

23 AUG 2010

I/We MINT PARIS LOUNGE LTD

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description 42-46 LONDON ROAD			
Post town	SHEFFIELD	Postcode	S2 4LR
Telephone number at premises (if any)	0114 2219338		
Non-domestic rateable value of premises	£16000		

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

3

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name MINT PARIS LOUNGE
Address 42-46 LONDON ROAD SHEFFIELD S2 4LR
Registered number (where applicable) 10120713
Description of applicant (for example, partnership, company, unincorporated association etc.) COMPANY
Telephone number (if any) 075354444050
E-mail address (optional) hassan@mintparis.co.uk

Part 3 Operating Schedule

4

When do you want the premises licence to start?

DD		MM		YYYY			

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

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)
I WOULD LIKE THE PREMISES LICENCE TO START AS SOON AS POSSIBLE

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

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

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

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)	
Thur				
Fri				
Sat			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun				

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	18:00 2300	0200	Please give further details here (please read guidance note 3) AMPLIFIED MUSIC		
Tue	18:00 2300	0200			
Wed	18:00 2300	0200	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	18:00 2300	0200			
Fri	18:00 2300	0200	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	18:00 2300	0200			
Sun	18:00 2300	0200			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<u>Please give further details here</u> (please read guidance note 3)			
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)			
Thur						
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sat						
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing			
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
Mon					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)			
Wed						
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)			
Fri						
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sun						

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) HOT FOOD AND DRINKS <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4) <u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Mon	2300	0200			
Tue	2300	0200			
Wed	2300	0200			
Thur	2300	0200			
Fri	2300	0200			
Sat	2300	0200			
Sun	2300	0200			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) <u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

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

Name	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Mon	1800	0200	
Tue	1800	0200	
Wed	1800	0200	
Thur	1800	0200	
Fri	1800	0200	
Sat	1800	0200	
Sun	1800	0200	

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

AIR CONDITIONING AND VENTILATION IS PROVIDED TO CONTROL TEMPERATURE AND HUMIDITY

b) The prevention of crime and disorder

ANY ANTI-SOCIAL BEHAVIOUR OR CRIME WILL BE REPORTED TO THE POLICE. WE HAVE CCTV CAMERAS IN AND OUTSIDE THE PREMISES OPERATING 24/7

c) Public safety

FIRE AID KIT AT THE PREMISES

AVOID OVER CROWDING

FIRE SAFETY – THE PREMISES COMPLYS WITH ALL STATUTORY FIRE SAFETY CONTROLS (FIRE ALARMS, SMOKE ALARMS, HEAT ALARMS, FIRE EXTINGUISHERS) THERE ARE 3 FIRE EXITS. ANY FIRE ISSUES WILL BE REPORTED TO THE FIRE SERVICE . ANYONE HURT OR HAVE AN ACCIDENT (SEEKING MEDICAL HELP) WILL BE REPORTED TO THE RELEVANT AUTHORITIES.

d) The prevention of public nuisance

WE HAVE CCTV CAMERAS IN AND OUTSIDE THE PREMISES OPERATING 24/7

e) The protection of children from harm

NO PERSONS UNDER THE AGE OF 18 ARE ALLOWED TO ENTER THE PREMISES

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	<i>[Handwritten Signature]</i>
Date	23.08.16
Capacity	DIRECTOR

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Appendix B

Objections



AA 15

Jean Cromar
13 Grange Crescent Road
Sheffield
S11 8FX

Tel: 0114-2258256
Email: jeancromar@virginmedia.com

Licensing Section
Sheffield City Council

20th September 2016

Licensing Application for Mint Paris Lounge
42-46 London Road, Sheffield, S2 4LR

Recorded Music 18.00 to 02.00 Monday to Saturday
Late Night Refreshment 23.00 to 0200 Monday to Sunday

I am writing in support of the objection lodged by Leverton Tenants and Residents Association.

As a former city councillor I have continued to keep in contact with them. Several of the tenants living in the block which will be most affected if this application is agreed, have spoken to me about their concerns. They say that they did not know about this until recently.

I am attaching a photo which I took showing that it was impossible to read the notice that was put up in the window of Mint Paris Lounge. It was not lowered until 15th December after I reported it to the Licensing Section and a visit was made by enforcement officers.

I hope the committee will support their concerns expressed in the last paragraph of their submission and either reject or defer a decision until a wider consultation can be held.

Yours sincerely

Jean Cromar

Jean Cromar





Anderson Anne (CEX)

From: Anderson Anne (CEX) on behalf of licensingservice
Sent: 21 September 2016 14:58
To: Anderson Anne (CEX)
Subject: FW: Mint Paris lounge

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

From: amanda west [<mailto:amandawest169@hotmail.com>]
 Sent: 21 September 2016 13:41
 To: licensingservice
 Cc: colinandjulie1010@hotmail.co.uk
 Subject: Mint Paris lounge

Miss Amanda west
 Leverton drive
 Mrs Julie coupland
 Leverton gardens

Re mint Paris lounge London road Sheffield.

To whom it may concern

We are writing this letter to object the mint Paris lounge
 Having a late night music and refreshment license.

We both feel that the owners, staff and patrons have no respect for the residents of the flats with
 how they operate now so to grant this would make it worse.

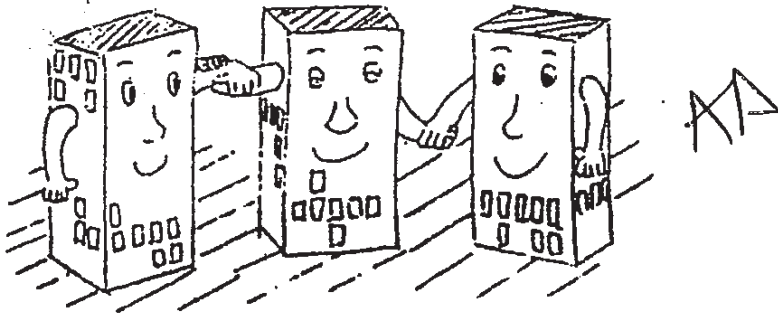
Reasons for objecting

- 1) they do not respect the residents when they are leaving the premises at night making noise by
 revving car engines some times early hours of the morning.
- 2) during the day the way they park on the path ways and in the bus stop, people being forced to
 walk on the road. mothers with prams and children, people in wheel chairs, bikers on push bikes
 having to ride a different way.
- 3) when parking in there car park they would rather drive over the green and the path ways than
 wait or reverse out. Not thinking of children playing in the area. They have also been known to
 park on the green and when Mrs coupland spoke to someone from the mint Paris lounge she was
 told we own the land.

They can't even display there notice properly from yourselves. either they don't no there licensing
 laws or they didn't read the letter sent with notice properly.

There are pictures available if needed all dated and on phone so we will be able to come in with
 them up on request.

Yours sincerely
 Miss Amanda west
 Mrs Julie coupland



Leverton Tenants Association

COMMUNITY FLAT,
115 LEVERTON GARDEN,
SHEFFIELD. S11 8FB

19 September 2016

**Licensing Application for Mint Paris Lounge
42-46 London Road, Sheffield, S2 4LR**

21 SEP 2016

**Recorded Music 18.00 to 02.00 Monday to Sunday
Late Night Refreshment 23.00 to 02.00 Monday to Sunday**

We would like to object to the granting of a premises license for the above for the following reasons.

The notice in the window was placed so high that it was impossible for anyone to read. It was lowered on 15th September after it was reported and a visit was made by two enforcement officers.

The notice in the window said that objections had to be in by 20th September, whilst on the Council site it said 21st September

Therefore there were only 5 or 6 days to get in an objection depending on which date was correct. The application was received on 23rd August so why was not more time given for comments to be made by local people if they wished to do so?

Our tenants association consists of 3 high rise flats, and as you will be aware noise rises. We have a very large number of tenants who are very light sleepers and will quite likely be disturbed by the music. If we had been given more time to object many tenants say they would have liked to organize a petition.

There is very little parking space in the area and cars for Mint Paris Lounge are parking on the grassed area by the side of the flats. This will also contribute to noise disturbance in the early hours of the morning.

Concern has also been raised by tenants about the building rubbish that has still not been removed and is on the footpath at the back of the premises. Also there is what appears to be a boiler sticking out on the path with a flue that is not covered.

We ask the Licensing Committee to reject this application or at least defer a decision until the wider community has had a chance to consider it in details as the timescale was so short for any comments.

Yours faithfully



Lily McCall
Chair
Leverton Tenants Association

Appendix C

Agreed Conditions

Rhodes Emma (CEX)

From: Hague Julie
Sent: 28 September 2016 16:30
To: Rhodes Emma (CEX)
Cc: hassan@mintparis.co.uk; zobiarafique@hotmail.co.uk
Subject: FW: Representation: Application for a premises licence - Mint Paris Lounge, 42 - 46 London Road, Sheffield S2 4LR

For the attention of Ms Emma Rhodes, Licensing Authority

Further to recent emails please be informed that the applicant has agreed to the 3 licence conditions proposed in the SSCB representation. The agreement is confirmed for your records in the email history below.

In light of this, the SSCB confirms that the representation is withdrawn. I will not therefore be attending the hearing.

Could you please attach the agreed conditions to the licence, if granted by the Licensing Authority.

Many thanks

Julie

Julie Hague
Licensing Project Manager, Sheffield Safeguarding Children Board
Floor 3, Howden House, Union Street, Sheffield S1 2SH
0114 2736753
07854 219682
julie.hague@sheffield.gov.uk

From: Hague Julie
Sent: 28 September 2016 16:22
To: 'Hassan Butt'; zobiarafique@hotmail.co.uk
Cc: licensingservice
Subject: RE: Representation: Application for a premises licence - Mint Paris Lounge, 42 - 46 London Road, Sheffield S2 4LR

Dear Sirs

Thank you for informing me that the licence conditions as proposed by the Safeguarding Children Board have been agreed.

I will notify the Licensing Authority of this and copy you in to confirm the agreement.

Yours faithfully

Julie Hague

Licensing Project Manager, Sheffield Safeguarding Children Board

Floor 3, Howden House, Union Street, Sheffield S1 2SH

0114 2736753

07854 219682

julie.hague@sheffield.gov.uk

From: Hassan Butt [<mailto:hassan@mintparis.co.uk>]

Sent: 26 September 2016 18:57

To: licensingservice; Hague Julie; zobiarafique@hotmail.co.uk

Subject: Re: Representation: Application for a premises licence - Mint Paris Lounge, 42 - 46 London Road, Sheffield S2 4LR

Hello Julie

Unfortunately I did not receive this email and therefore could not respond to it.

I agree to the 3 proposed licensing conditions.

Regards.

Hassan Butt



26.8.16

The Licensing Authority
Licensing Service
Business Strategy & Regulation
Block C, Staniforth Road Depot
Sheffield S9 3HD

Address correspondence to:

Julie Hague
Sheffield Safeguarding Children
Board - Licensing Project
Floor 3
Howden House
Union Street
Sheffield S1 2SH
Telephone: 0114 2736753
Email: Julie.hague@sheffield.gov.uk
Fax: 0114 2734628

Dear Sirs

**APPLICATION FOR A PREMISES LICENCE: THE MINT PARIS LOUNGE, 42 – 46
LONDON ROAD, SHEFFIELD S2 4LR**

I am writing on behalf of the Sheffield Safeguarding Children Board to make a Representation in relation to the above application. The reason for the Representation is that the premises will operate as an adult style late club. Whilst the applicant has offered at section M (e) a licence condition prohibiting persons under the age of 18, the Safeguarding Children Board is concerned that there are no further measures specified in relation to how this will be enforced.

In order to ensure that adequate and enforceable processes are in place to prevent children and young people from accessing the venue, the Safeguarding Children Board proposes that the following licence conditions should be attached to the premises licence, if granted by the Licensing Authority:

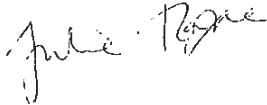
1. The Challenge 25 scheme must operate, including refusals records, prominent signage at access points. Staff must be trained to operate the scheme and staff training records maintained including details of the trainee and the trainer's name, role and qualification, date and signatures of the trainer and trainee.
2. All persons, including entertainers, performers, DJs, persons using VIP passes and guests of the club, must be subject to the Challenge 25 age verification scheme.
3. All persons, including entertainers, performers, DJs, persons using VIP passes and guests of the club, who have left the premises for whatever reason and who seek re-entry shall be required to go through all the security and admission procedures including age verification that is applicable to new customers.

Continued .../

The above conditions do not bear significant cost and will assist the applicant in enforcing the proposed policy to prevent children and young people from accessing the premises.

I will liaise with the applicant and notify the Licensing Authority if an agreement is reached regarding the proposed conditions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julie Hague', written in a cursive style.

JULIE HAGUE
Licensing Manager
Sheffield Safeguarding Children Board

Cc The applicant

Rhodes Emma (CEX)

From: SHEFFIELD_Licensing <Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>
Sent: 15 September 2016 15:52
To: licensingservice
Cc: IAN STUBBS; SAMANTHA COOPER; DAVID CREMIN; Hague Julie; Gibbons Sean (DEL)
Subject: FW: Premise licence application-Mint Paris Lounge
Attachments: ATT00001.htm; image002.png; ATT00002.htm; ATT00003.htm; ATT00004.htm; ATT00005.htm; ATT00006.htm; ATT00007.htm; CCTV Min spec July 2016.doc; VIOLENT INCIDENT PROTOCOL.docx

Categories: Lindsey Helliwell

Dear All,

Following receipt of the premise licence application at Mint Paris Lounge, 42-46 London Road, we have now received agreement of the following conditions:

- 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 2016) . 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. Members of the management team will be trained in the use of the system.
- A zero tolerance to drugs and novel psychoactive substances will operate at the premises and signage will be displayed to promote this.
- It is considered that for the nature of the operation door supervisors will not be required however, a risk assessment will be undertaken should unusual events takes place and if they consider it appropriate will employ the same.
- Clear and legible notices shall be displayed at all exits requesting that the public respect the needs of local residents and to leave the premises and area quietly.
- A copy of the South Yorkshire Police Violent Incident Protocol to be displayed within the premises, in sight of staff. This protocol should also form part of staff training and training records to reflect such input.

Please attach to the licence should it be granted.

Thanks

Lucy

Sheffield Licensing Section
 South Yorkshire Police
 Force Headquarters
 Carbrook House
 5 Carbrook Hall Road
 Sheffield
 S9 2EH
 Licensing Team
 Lucy Adams 0114 2523617 internal 718617
 Tracey Klein 0114 2523948 internal 718948
 Andrea Marsden 0114 2523618 internal 718618
 Cheryl Topham 0114 2523163 internal 718163
 Alicia Marsden 0114 2523111 internal 718 111
 Linsey Fletcher 0114 2523556 internal 718556
 Benita Mumby (Licensing Manager) 0114 2964308 internal 714308
 Fax 0114 2523688 Internal 8688

<http://www.southyorkshire.police.uk/>



Please be advised email correspondence may be submitted as evidence to a licensing hearing should issues arising not be resolved. As such they will be passed onto the relevant parties involved in the hearing process. The local council may post them, as part of this process, on their website to which the public has access

To find out who your local Safer Neighbourhood Team officer is, how to contact them, and to find out what's happening in your area enter your postcode at <http://neighbourhood.southyorks.police.uk>

From: zobia rafique [mailto:zobiarafique@hotmail.co.uk]
Sent: 14 September 2016 18:24
To: SHEFFIELD_Licensing
Cc: Hassan Butt
Subject: Premise licence application-Mint Paris Lounge

Dear Lucy

I confirm that I am happy to adopt the conditions mentioned.

Kind regards
 Hassan

Dear Sirs,

Please can you advise whether you have received my email and are happy to adopt the conditions mentioned?

Many thanks

Lucy
 Licensing Assistant

Sheffield Licensing Section
 South Yorkshire Police
 Force Headquarters
 Carbrook House
 5 Carbrook Hall Road
 Sheffield
 S9 2EH
 Licensing Team
 Lucy Adams 0114 2523617 internal 718617
 Tracey Klein 0114 2523948 internal 718948
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 Benita Mumby (Licensing Manager) 0114 2964308 internal 714308
 Fax 0114 2523688 Internal 8688
<http://www.southyorkshire.police.uk/>

Tackling child sexual exploitation is a priority for the Force and it is the responsibility of everyone to help spot the signs and say something.

For more information visit www.southyorkshire.police.uk/spotthesigns

Dear Sirs,

Following receipt of your premise licence application for Mint Paris Lounge, 42-46 London Road, I can confirm we have now reviewed the proposals and would require the following conditions adding to the licence to further promote the four licensing objectives:

- 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 2016) . 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. Members of the management team will be trained in the use of the system.
- A zero tolerance to drugs and novel psychoactive substances will operate at the premises and signage will be displayed to promote this.
- It is considered that for the nature of the operation door supervisors will not be required however, a risk assessment will be undertaken should unusual events takes place and if they consider it appropriate will employ the same.
- Clear and legible notices shall be displayed at all exits requesting that the public respect the needs of local residents and to leave the premises and area quietly.
- A copy of the South Yorkshire Police Violent Incident Protocol to be displayed within the premises, in sight of staff. This protocol should also form part of staff training and training records to reflect such input.

I would be obliged if you could confirm whether you are willing to adopt the above practices and I can pass our agreement through to the Licensing Authority to avoid any unnecessary representation.

Kind regards

Lucy Adams
Licensing Assistant



Minimum Standard for CCTV within Licensed Premises

1. There shall be sufficient cameras to cover the areas to which the public have access (including outside drinking areas). Coverage will be to the standard shown as "Detection" on the South Yorkshire Police publication "Advice on Getting the most from your CCTV System".
2. A camera will monitor each entrance to the premise, in order to obtain an image of persons entering the premise to a standard equivalent to that shown as "Identification" on the South Yorkshire Police publication "Advice on Getting the most from your CCTV System".
3. If parts of the premises are not easily supervised from the bar area, a monitor should be placed in such a position as to be viewed by staff working in the bar area of the premises.
4. Images will be recorded in colour.
5. Images will be recorded in 'real time' with a minimum of 12 frames per second being recorded for all cameras. Time lapse or switching between images is not acceptable.
6. The system will be operated, and recordings made during each trading period at the premises.
7. Recorded images will be retained on the system for 30 days (and longer if specifically requested by the police in the event of an incident taking place).
8. Any system installed should be capable of producing immediate copies of recordings on site. Images will be recorded onto a digital Hard drive system), or onto a compatible DVD or USB drive.
9. All systems must have an 'Archive' facility capable of retaining specified images up to the standard 30 day period. 'Encrypted cloud storage' can only be used as a backup system to the digital Hard drive system.
10. Staff should be trained in order to produce copies of images.
11. Copies of recordings shall be provided on request (against signature) to a Police Officer, member of Police Staff, or officer of the Local Authority on production of his/her identification.
12. The Designated Premises Supervisor shall be responsible for ensuring that the system is maintained in working order, and that it is operated in accordance with this document.
13. CCTV systems should be registered in accordance with the Data Protection Act.

The South Yorkshire Police publication "Advice on Getting the most from your CCTV System" can be accessed at www.southyorks.police.uk/leaflets/cctv.pdf

Location of cameras

Cameras should be sited to cover the following areas.

- *External cameras to the front of the building covering all public entry/exits.*
- *All internal public entry/exit points.*
- *Entry/exit to all toilets.*

- *The bar & bar areas.*
- *Reception areas (working men's & night clubs)*
- *Function rooms.*
- *Office area (safe, cashing up area)*
- *All Smoking areas.*
- *Beer gardens or areas customers utilise 'regularly' for smoking/drinking.*
- *Gaming machine area.*

Installation/Contractors.

Security should be effective and meet the requirements set out by police and your insurer, its important to have it installed and maintained in accordance with the required standards by a professional company such as those approved by NSI or SSAIB.

NSI-SSAIB approved companies operate to the highest level of business excellence through achievement of the industry specific ISO 9001 Quality Management

NSI-SSAIB provides the toughest inspection services to ensure that all its approved companies continuously meet the highest standards.

CCTV Certification of compliance may be required by South Yorkshire Police for licence premises.

The above is self-explanatory and when read in conjunction with SYP CCTV Systems within Licensed Premises (July 2016) will address all relevant queries that you are your installer may need clarifying.

However If you do require further consultation please contact

Crime Reduction Officer Dene Tinker. Tel 0114 2964929

VIOLENT INCIDENT PROTOCOL

For the purpose of this protocol a violent incident is any incident where violence occurs or is threatened with an imminent expectation it would occur.

Each incident will be unique and should be dealt with on its own merits. Clearly use of weapons and serious injuries would require immediacy in contrast to threatening behaviour with the potential of escalation. Staff training should include obligations and expectations of responsibilities if such an incident occurs. This practice is guidance but does allow for the use of common sense.

Listed below are the minimum expectations of South Yorkshire Police on such occurrences at or near to licensed premises:

- Safety of members of the public including bar staff is paramount. Ensure your own safety as well as safety of others.
- Each premise should maintain an up to date incident book. At the soonest practicable time entries should be made in the book, detailing the incident and descriptions of persons involved. If possible names should be included. Also a brief account of what occurred. Details of any witnesses included would assist police investigations.
- If your premises have cctv, secure the footage. This will assist a police investigation.
- Telephone for assistance where required. Telephone the police/ambulance. It is appreciated that it may not be practicable to be seen to telephoning the police in the presence of aggrieved parties. This can however be managed by directing another staff member to leave the room to make the call. You may consider devising a coded message system or specific gestures with your staff. You should always telephone for assistance if persons have sustained visible injuries or appear hurt; let the police decide if further action is required.
- Consider preservation of potential evidence to assist a police investigation. Close off the area where the incident took place. If a weapon was used, leave this where left. Try to avoid touching anything. If there is blood left at the premises do not clean this up, leave it in place in the closed off area.
- The prevention of crime and disorder is one of the four licensing objectives. Staff should be vigilant and observant. It is appreciated that every violent incident cannot be prevented but your co-operation is required. The actions you take when dealing with an incident will support your due diligence.
- Please consider that injuries may be much more serious than they appear and what appears minor, may result in serious or a worst case, fatal injury.
- If CCRAC radio is utilised then circulate descriptions to cctv and other premises so that offenders can be traced and spoken to by police officers
- Review incident, identify any aggravating factors and implement any preventative measures, eg. the use of Pubwatch bans, regular clearance of empty bottles/glasses, improved lighting in that area, effective placing of overt cctv cameras.
- Wherever possible a member of staff should identify and retain any drinking vessel that has been used by the suspect for police recovery.

Appendix D

E-mail to Objectors

Rhodes Emma (CEX)

From: Rhodes Emma (CEX)
Sent: 30 September 2016 16:49
Subject: Application for the Grant of a Premises Licence under the Licensing Act 2003 - Mint Paris Lounge, 42-46 London Road, S2 4LR

Dear objector

I write regarding the above premises, and the representation you have submitted to the Licensing Service regarding the application for the Grant of a Premises Licence under the Licensing Act 2003.

I can inform you that a Licensing Sub-Committee hearing has now been arranged to take place on Tuesday 18th October 2016 at 10am to which you will be invited and expected to attend. A formal hearing notice will be send out to you in due course which will include a copy of the full report.

For your information, during the consultation period there have been a number of conditions requested by the Responsible Authorities and subsequently agreed by the applicant which will be imposed on the licence if granted. I have detailed these below.

- 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 2016) . 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. Members of the management team will be trained in the use of the system.
- A zero tolerance to drugs and novel psychoactive substances will operate at the premises and signage will be displayed to promote this.
- It is considered that for the nature of the operation door supervisors will not be required however, a risk assessment will be undertaken should unusual events takes place and if they consider it appropriate will employ the same.
- Clear and legible notices shall be displayed at all exits requesting that the public respect the needs of local residents and to leave the premises and area quietly.
- A copy of the South Yorkshire Police Violent Incident Protocol to be displayed within the premises, in sight of staff. This protocol should also form part of staff training and training records to reflect such input.
- The Challenge 25 scheme must operate, including refusals records, prominent signage at access points. Staff must be trained to operate the scheme and staff training records maintained including details of the trainee and the trainer's name, role and qualification, date and signatures of the trainer and trainee.
- All persons, including entertainers, performers, DJs, persons using VIP passes and guests of the club, must be subject to the Challenge 25 age verification scheme.
- All persons, including entertainers, performers, DJs, persons using VIP passes and guests of the club, who have left the premises for whatever reason and who seek re-entry shall be required to go through all the security and admission procedures including age verification that is applicable to new customers.

I would also be grateful if you could confirm if it would be beneficial to arrange a meeting with the applicant to discuss any concerns prior to the hearing. If so I am willing to organise and facilitate this at a mutually convenient date and time.

I look forward to hearing from you.

Kind Regards

Emma

Emma Rhodes

Licensing Enforcement / Technical Officer

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

Telephone: 0114 2734264 *Fax:* 0114 27 35410

Email: Emma.Rhodes@sheffield.gov.uk or licensing@sheffield.gov.uk.

Website: www.sheffield.gov.uk/business-economy/licensing

Appendix E

Hearing Notices / Regulations / Procedures

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

Mrs Lily McCall
Chair of Leverton Tenants Association
[REDACTED]
[REDACTED] Leverton Gardens
Sheffield
S11 8FB

The Sheffield City Council being the licensing authority, on the 23rd August 2016 received an application in respect of the premises known as Mint Paris Lounge, 42-46 London Road, Sheffield, S2 4LR

During the consultation period, the Council received a representation from the following authorities / interested parties:

- 1 Objection on behalf of Leverton Tenants Association
- 3 Public Objections

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 representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on **Tuesday 18th October 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 representations 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: 5th October 2016

Signed:

Emma Rhodes

The officer appointed for this purpose
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD or by e-mail to licensing@sheffield.gov.uk.



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

Miss Amanda West
Leverton Drive
Sheffield
S11 8FE

Email. amandawest@sheffield.gov.uk

The Sheffield City Council being the licensing authority, on the 23rd August 2016 received an application in respect of the premises known as Mint Paris Lounge, 42-46 London Road, Sheffield, S2 4LR

During the consultation period, the Council received a representation from the following authorities / interested parties:

- 1 Objection on behalf of Leverton Tenants Association
- 3 Public Objections

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

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Dated: 5th October 2016

Signed:

Emma Rhodes

The officer appointed for this purpose
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD or by e-mail to licensing@sheffield.gov.uk.



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

Mrs Julie Coupland
Leverton Gardens
Sheffield
S11 8FB

Email. colinandjulie [REDACTED]

The Sheffield City Council being the licensing authority, on the 23rd August 2016 received an application in respect of the premises known as Mint Paris Lounge, 42-46 London Road, Sheffield, S2 4LR

During the consultation period, the Council received a representation from the following authorities / interested parties:

- 1 Objection on behalf of Leverton Tenants Association
- 3 Public Objections

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

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

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

- 1) Your response to the representations 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: 5th October 2016

Signed:

Emma Rhodes

The officer appointed for this purpose
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD or by e-mail to licensing@sheffield.gov.uk.



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

Mrs Jean Cromar
■ Grange Crescent Road
Sheffield
S11 8FX

Email. [jeancromar](mailto:jeancromar@sheffield.gov.uk) [REDACTED]

The Sheffield City Council being the licensing authority, on the 23rd August 2016 received an application in respect of the premises known as Mint Paris Lounge, 42-46 London Road, Sheffield, S2 4LR

During the consultation period, the Council received a representation from the following authorities / interested parties:

- 1 Objection on behalf of Leverton Tenants Association
- 3 Public Objections

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

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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 representations 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: 5th October 2016

Signed:

Emma Rhodes

The officer appointed for this purpose
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD or by e-mail to licensing@sheffield.gov.uk.

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.

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.