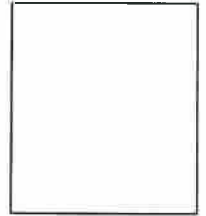




## SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



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

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**Date:** 19<sup>th</sup> November 2019 at 10am

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**Subject:** Licensing Act 2003

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**Author of Report:** Jayne Gough

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

The Parrot Club, Unit 3, 92 Burton Road, Sheffield, S3 8DA

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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

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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: 114/19

The Parrot Club, Unit 3, 92 Burton Road, Sheffield, S3 8DA

**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 Mr John Wickham.

2.2 The application, which was received on 3<sup>rd</sup> October 2019, is attached to this report labelled Appendix 'A'.

**3.0 REASONS FOR REFERRAL**

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

- 3 x Residential Objections

3.2 South Yorkshire Police and the Environment Protection Service have agreed conditions with the applicant, as well as a reduction in the proposed hours of operation being agreed throughout the consultation period. All resident objectors have been made aware of these agreed conditions ahead of the hearing. These are attached to this report at Appendix C.

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

**4.0 POLICIES TO CONSIDER**

4.1 Sheffield City Council Statement of Licensing Policy.

**5.0 FINANCIAL IMPLICATIONS**

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

**6.0 THE LEGAL POSITION**

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

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

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

## **7.0 HEARINGS REGULATIONS**

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

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

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

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

## **8.0 APPEALS**

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

## **9.0 RECOMMENDATIONS**

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

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

10.1 To grant the premises licence in the terms requested.

10.2 To grant the premises licence with conditions.

10.3 To reject the whole or part of the application.



Stephen Lonnia  
Chief Licensing Officer  
Head of Licensing

19<sup>th</sup> November 2019

# Appendix A

**Application**

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

**I, John Wickham, 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 |                     |
| The Parrot Club<br>Unit 3<br>92 Burton Road  |                     |
| Post town<br>Sheffield   | Post code<br>S3 8DA |

Telephone number of premises (if any)

Non-domestic rateable value of premises

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

- |  |  |   |
|--|--|---|
| <p>a) An individual or individuals*</p>  | Please tick ✓<br><input checked="" type="checkbox"/>   | please complete section (A)   |
| <p>b) a person other than an individual*</p> <p style="margin-left: 20px;">i. as a limited company</p> <p style="margin-left: 20px;">ii. as a partnership</p> <p style="margin-left: 20px;">iii. as an unincorporated association or</p> <p style="margin-left: 20px;">iv. other (for example a statutory corporation)</p> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <p>please complete section (B)</p> <p>please complete section (B)</p> <p>please complete section (B)</p> <p>please complete section (B)</p> |
| <p>c) a recognised club</p>  | <input type="checkbox"/>   | please complete section (B)   |
| <p>d) a charity</p>  | <input type="checkbox"/>   | please complete section (B)   |
| <p>e) the proprietor of an educational establishment</p>   | <input type="checkbox"/>   | please complete section (B)   |
| <p>f) a health service body</p>  | <input type="checkbox"/>   | please complete section (B)   |
| <p>g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital</p>   | <input type="checkbox"/>   | please complete section (B)   |
| <p>h) the chief officer of police of a police force in England and Wales</p>   | <input type="checkbox"/>   | 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  Mrs  Miss  Ms  Other title (For example, Rev)

Surname  First names

Date of birth:  I am 18 years old or over  Please tick  
Nationality: British  
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

Email address (optional)

**Second Individual Applicant (if applicable)**

Mr  Mrs  Miss  Ms  Other title (For example, Rev)

Surname  First names

Date of birth:  I am 18 years old or over  Please tick  
Nationality:  
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

Email address (optional)

**(B) OTHER APPLICANTS**

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

|   |
|---|
| Name  |
| Address   |
| Registered number (where applicable)  |
| Description of applicant (for example, partnership, company, unincorporated association etc.) |
| Telephone number (if any)   |
| E-mail address (optional)   |

**Part 3 – Operating Schedule**

When do you want the premises licence to start?

Day    Month    Year

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**Upon completion of works.**

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

Day    Month    Year

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

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

|     |
|-----|
| N/A |
|-----|

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

O'Hara's Spiced Rum is a Sheffield based business blending the finest Guyanan rum with that of Trinidad and Tobago. The Company's mascots are the eponymous O'Hara and his parrot.

This local company is now seeking to establish a new blending room and "Parrot Club". The modest premises is described on accompanying plan.

The premises will be open to members of the public from 7am daily, for the potential purposes including a breakfast service, range of artisan coffees or for private functions or meetings.

Licensable activities shall be offered between 10am and 2am daily. Extended trading is requested in respect of New Year's Eve and the morning British Summer Time is sought as detailed below.

The licensable activities sought include:

- The sale of alcohol be retail on and off the premises.
- Exhibition of film.
- Indoor sporting events.
- Performance of live music.
- Playing of recorded music.
- Provision of late night refreshment (after 23:00hrs daily).

It is proposed that the premises will close to members of the public 30 minutes after the cessation of licensable activities.

An appropriate schedule of conditions is proposed below to ensure that no licensing objective is undermined.



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

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

Please tick  yes

**Provision of regulated entertainment (please read guidance note 2)**

- 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<br>Standard days and timings<br>(please read guidance note 7) |       |        | Will the performance of a play take place indoors or outdoors or both - please tick {Y} (please read guidance note 3).  | Indoors  |  |
|---|-------|--------|---|----------|--|
| Day   | Start | Finish |   | Outdoors |  |
| Mon   |       |        | Please give further details here (please read guidance note 4)  | Both     |  |
| Tue   |       |        |   |          |  |
| Wed   |       |        | State any seasonal variations for performing plays (please read guidance note 5)  |          |  |
| 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 6) |          |  |
| Sat   |       |        |   |          |  |
| Sun   |       |        |   |          |  |

**B**

|  |       |        |  |          |          |
|--|-------|--------|--|----------|----------|
| Films<br>Standard days and timings (please read guidance note 7) |       |        | Will the exhibition of films take place indoors or outdoors or both – please tick {Y}(please read guidance note 3).  | Indoors  | <b>X</b> |
|  |       |        |  | Outdoors |          |
|  |       |        |  | Both     |          |
| Day  | Start | Finish | Please give further details here (please read guidance note 4)<br><br>There shall be no films shown to a close seated audience   |          |          |
| Mon  | 10:00 | 02:00  |  |          |          |
| Tue  | 10:00 | 02:00  | State any seasonal variations for the exhibition of films (please read guidance note 5)  |          |          |
| Wed  | 10:00 | 02:00  |  |          |          |
| Thur   | 10:00 | 02:00  | N/A – save as below  |          |          |
| Fri  | 10:00 | 02:00  |  |          |          |
| Sat  | 10:00 | 02:00  | 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 6) |          |          |
| Sun  | 10:00 | 02:00  |  |          |          |
|  |       |        | When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)  |          |          |

**C**

|   |       |        |   |  |  |
|---|-------|--------|---|--|--|
| Indoor sporting events<br>Standard days and timings (please read guidance note 7) |       |        | Please give further details (please read guidance note 4)   |  |  |
|   |       |        | Traditional pub games in the presence of an audience, including (but not limited to) darts, pool, snooker, dominos and similar  |  |  |
| Day   | Start | Finish | State any seasonal variations for indoor sporting events (please read guidance note 5)  |  |  |
| Mon   | 10:00 | 02:00  |   |  |  |
| Tue   | 10:00 | 02:00  | N/A – save as below   |  |  |
| Wed   | 10:00 | 02:00  |   |  |  |
| Thur  | 10:00 | 02:00  | 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 6) |  |  |
| Fri   | 10:00 | 02:00  |   |  |  |
| Sat   | 10:00 | 02:00  | When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)   |  |  |
| Sun   | 10:00 | 02:00  |   |  |  |

**D**

|   |       |        |   |          |  |  |  |  |
|---|-------|--------|---|----------|--|--|--|--|
| Boxing or wrestling entertainment<br>Standard days and timings<br>(please read guidance note 7) |       |        | Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick {Y}(please read guidance note 3). | Indoors  |  |  |  |  |
|   |       |        |   | Outdoors |  |  |  |  |
|   |       |        |   | Both     |  |  |  |  |
| Day   | Start | Finish | Please give further details here (please read guidance note 4)  |          |  |  |  |  |
| Mon   |       |        |   |          |  |  |  |  |
| Tue   |       |        |   |          |  |  |  |  |
| Wed   |       |        |   |          |  | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)  |  |  |
| 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 6) |  |  |
| Sun   |       |        |   |          |  |  |  |  |
|   |       |        |   |          |  |  |  |  |

**E**

|   |       |        |  |          |   |   |  |  |
|---|-------|--------|--|----------|---|---|--|--|
| Live music<br>Standard days and timings (please read guidance note 7) |       |        | Will the performance of live music take place indoors or outdoors or both – please tick {Y}(please read guidance note 3).  | Indoors  | X |   |  |  |
|   |       |        |  | Outdoors |   |   |  |  |
|   |       |        |  | Both     |   |   |  |  |
| Day   | Start | Finish | Please give further details here (please read guidance note 4)<br><br>Live music and amplified voice.  |          |   |   |  |  |
| Mon   | 10:00 | 02:00  |  |          |   |   |  |  |
| Tue   | 10:00 | 02:00  |  |          |   |   |  |  |
| Wed   | 10:00 | 02:00  |  |          |   | State any seasonal variations for the performance of live music (please read guidance note 5) |  |  |
| Thur  | 10:00 | 02:00  |  |          |   |   |  |  |
| Fri   | 10:00 | 02:00  |  |          |   |   |  |  |
| Sat   | 10:00 | 02:00  |  |          |   | N/A – save as below   |  |  |
| Sun   | 10:00 | 02:00  |  |          |   |   |  |  |
|   |       |        |  |          |   |   |  |  |
|   |       |        | 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 6) |          |   |   |  |  |
|   |       |        | When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)  |          |   |   |  |  |

**F**

| Recorded music<br>Standard days and timings (please read guidance note 7) |       |        | Will the playing of recorded music take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).  | Indoors  | X |
|---|-------|--------|---|----------|---|
|   |       |        |   | Outdoors |   |
|   |       |        |   | Both     |   |
| Day   | Start | Finish |   |          |   |
| Mon   | 10:00 | 02:00  | Please give further details here (please read guidance note 4)<br><br>Recorded music, including juke box, with or without a DJ, during normal business hours or as part of functions and including audience participation.  |          |   |
| Tue   | 10:00 | 02:00  |   |          |   |
| Wed   | 10:00 | 02:00  | State any seasonal variations for playing recorded music (please read guidance note 5)<br><br>N/A – save as below   |          |   |
| Thur  | 10:00 | 02:00  |   |          |   |
| Fri   | 10:00 | 02:00  | Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)<br><br>When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below) |          |   |
| Sat   | 10:00 | 02:00  |   |          |   |
| Sun   | 10:00 | 02:00  |   |          |   |

**G**

| Performances of dance<br>Standard days and timings (please read guidance note 7) |       |        | Will the performance of dance take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).   | Indoors  |  |
|--|-------|--------|---|----------|--|
|  |       |        |   | Outdoors |  |
|  |       |        |   | Both     |  |
| Day  | Start | Finish |   |          |  |
| Mon  |       |        | Please give further details here (please read guidance note 4)  |          |  |
| Tue  |       |        |   |          |  |
| Wed  |       |        | State any seasonal variations for the performance of dance (please read guidance note 5)  |          |  |
| Thur   |       |        |   |          |  |
| Fri  |       |        | Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) |          |  |
| Sat  |       |        |   |          |  |
| Sun  |       |        |   |          |  |

## H

|  |       |        |  |          |  |
|--|-------|--------|--|----------|--|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing   |          |  |
| Day  | Start | Finish | Will this entertainment take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).  | Indoors  |  |
|  |       |        |  | Outdoors |  |
| Mon  |       |        |  | Both     |  |
| Tue  |       |        | Please give further details here (please read guidance note 4)   |          |  |
| Wed  |       |        |  |          |  |
| Thur   |       |        | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)  |          |  |
| Fri  |       |        |  |          |  |
| Sat  |       |        | Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6) |          |  |
| Sun  |       |        |  |          |  |

## I

|  |       |        |   |  |          |   |
|--|-------|--------|---|--|----------|---|
| Late night refreshment Standard days and timings (please read guidance note 7) |       |        | Will the provision of late night refreshment take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).  |  | Indoors  | X |
| Day  | Start | Finish |   |  | Outdoors |   |
|  |       |        |   |  | Both     |   |
| Mon  | 23:00 | 02:00  | Please give further details here (please read guidance note 4)  |  |          |   |
| Tue  | 23:00 | 02:00  | As stated in Part 3 above   |  |          |   |
| Wed  | 23:00 | 02:00  | State any seasonal variations for the provision of late night refreshment (please read guidance note 5)   |  |          |   |
| Thur   | 23:00 | 02:00  | N/A – save as below   |  |          |   |
| Fri  | 23:00 | 02:00  | 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 (please read guidance note 6) |  |          |   |
| Sat  | 23:00 | 02:00  |   |  |          |   |
| Sun  | 23:00 | 02:00  | When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)   |  |          |   |

**J**

|   |       |        |  |                  |   |
|---|-------|--------|--|------------------|---|
| Supply of alcohol<br>Standard days and timings (please read<br>guidance note 7) |       |        | Will the supply of alcohol be for<br>consumption<br>(Please tick box Y) (please read<br>guidance note 8)   | On the premises  |   |
|   |       |        |  | Off the premises |   |
| Day   | Start | Finish |  | Both             | X |
| Mon   | 10:00 | 02:00  | State any seasonal variations for the supply of alcohol (please read guidance<br>note 5)   |                  |   |
| Tue   | 10:00 | 02:00  |  |                  |   |
| Wed   | 10:00 | 02:00  |  |                  |   |
| Thur  | 10:00 | 02:00  | Non-standard timings. Where you intend to use the premises for the supply<br>of alcohol at different times to those listed in the column on the left, please list<br>(please read guidance note 6)<br><br>On the morning British Summer Time (BST) the premises will trade until<br>03:00hrs BST.<br><br>New Years Eve: 10:00 to New Years Day – terminal hour as proposed |                  |   |
| Fri   | 10:00 | 02:00  |  |                  |   |
| Sat   | 10:00 | 02:00  |  |                  |   |
| Sun   | 10:00 | 02:00  |  |                  |   |

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

**Name:** John Wickham .....

**Date of Birth:** [REDACTED] .....

**Address:** [REDACTED] .....

.....

**Postcode:** [REDACTED] .....

**Personal Licence number (if known):** PER0701 .....

**Issuing licensing authority (if known):** Ribble Valley BC .....

**K**

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

NONE save for the potential presence of gaming machines.

**L**

|   |       |        |  |
|---|-------|--------|--|
| Hours premises are open to the public Standard days and timings (please read guidance note 7) |       |        | State any seasonal variation (please read guidance note 5)<br><br>Please see box J above   |
| Day   | Start | Finish | Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)<br><br>The premises will close 30 minutes after the end of the non-standard timings identified in box J above. |
| Mon   | 07:00 | 02:30  |  |
| Tue   | 07:00 | 02:30  |  |
| Wed   | 07:00 | 02:30  |  |
| Thur  | 07:00 | 02:30  |  |
| Fri   | 07:00 | 02:30  |  |
| Sat   | 07:00 | 02:30  |  |
| Sun   | 07:00 | 02:30  |  |

**M**

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

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

No further risks have been identified which need to be addressed, save as below.

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

No further risks have been identified which need to be addressed, save as below

1. The use of doorstaff will be risk assessed on an ongoing basis by the license holder or premises supervisor. Where engaged, door staff shall be licensed by the Security Industry Authority.
2. No customers apparently carrying open bottles upon entry shall be admitted to the premises at any times the premises are open to the public. Alcoholic and other drinks may not be removed from the premises in open containers save for consumption in any external area provided for that purpose.
3. Staff will receive training on matters concerning underage sales, drugs policies, and operating procedures.
4. 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.
5. The premises will operate a Challenge 25 proof of age scheme and will require photographic identification from any person who appears to be under the age of 25 years.
6. CCTV shall be provided in the form of a recordable system capable of providing images capable of facial recognition at the public entrance(s) to the premises. Cameras shall encompass all points of public ingress and egress to the premises and provide comprehensive coverage of all areas where the sale, supply or consumption of alcohol occurs. Equipment shall be maintained in good working order and correctly timed and dated. The licence holder shall take reasonable steps to ensure prompt repairs are carried out as and when required. Recordings will be retained for a minimum period of 28 days. The recording equipment being of a digital hard drive system shall be kept in a secure environment under the control of the Premises Licence Holder or other responsible named individual. Copies of data collected may be shared with the Police or Licensing Authority in accordance with the provisions of relevant Data Protection legislation in force at the time of the relevant request.

**c) Public safety**

No further risks have been identified which need to be addressed, save as below

1. Staff will be trained on matters of safety, evacuation and use of emergency equipment as required.
2. Spillages and breakages will be removed as soon as possible to reduce the risk to patrons and staff.
3. Toughened glasses will be used in the premises where appropriate.

**d) The prevention of public nuisance**

No further risks have been identified which need to be addressed, save as below

1. Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly.
2. Patrons will be encouraged by staff to leave quietly and respect the interests of the occupiers of any nearby noise sensitive premises. Where appropriate the licensee or a suitable staff member will monitor patrons leaving at closing time
3. Noise or vibration shall not emanate from the premises so as to cause a nuisance within residential properties in the vicinity.
4. There shall be a wind down period at the end of any period of live entertainment.

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

No further risks have been identified which need to be addressed, save as below

1. No films or videos of any description will be shown so that they can be viewed by persons under the age of any applicable BBFC/Local Authority certification.
2. Children under the age of 16 shall not be permitted to enter or remain at the premises after 21:00 unless dining with an adult or attending a pre-booked function.
3. There shall be adequate controls in place including staff training to safeguard against the sale of alcohol to persons under 25 years.
4. The premises supervisor or appointed staff member shall ensure that when children are admitted to the premises their presence is not inconsistent with the style of operation of the premises at that time and the licensable activities that are being carried out.
5. Policies in relation to children shall be adequately communicated to patrons by staff or through appropriate signage.



Please tick  Yes

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

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

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

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

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

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

Signature: John Gaunt & Partners ..... *John Gaunt & Partners*

Date: 2<sup>nd</sup> October 2019.....

Capacity: Solicitors.....

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

Signature:.....

- 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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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:-

Date:.....

Capacity: Solicitors.....

|  |                             |
|--|-----------------------------|
| Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14) |                             |
| <b>John Gaunt &amp; Partners<br/>Omega Court<br/>372 Cemetery Road</b>   |                             |
| Post town<br><b>Sheffield</b>  | Post code<br><b>S11 8FT</b> |
| Telephone number (if any)  | <b>0114 2668664</b>         |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)<br><b>cgrunert@john-gaunt.co.uk</b>              |                             |

### Notes for Guidance

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

- (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.

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.

- 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.
- 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.
  15. **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**

Schedule 11

Consent of individual to being specified as premises supervisor

I, **John Henry Wickham**, of [redacted] Sheffield, South Yorkshire, [redacted] hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for the grant of a premises licence by **John Henry Wickham** relating to a premises licence for **The Parrot Club, Unit 3, 92 Barton Road, Sheffield, S3 8DA** and any premises licence to be granted or varied in respect of this application made by **John Henry Wickham** concerning the supply of alcohol at **The Parrot Club, Unit 3, 92 Barton Road, Sheffield, S3 8DA**.

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

Personal Licence number: **PER0701**  
Personal Licence issuing authority: **Ribble Valley Borough Council**  
Date of birth: [redacted]  
Place of birth: [redacted]  
Nationality: **British**  
Mobile / contact telephone number: [redacted]

Signed:



Name (please print): **John Henry Wickham**

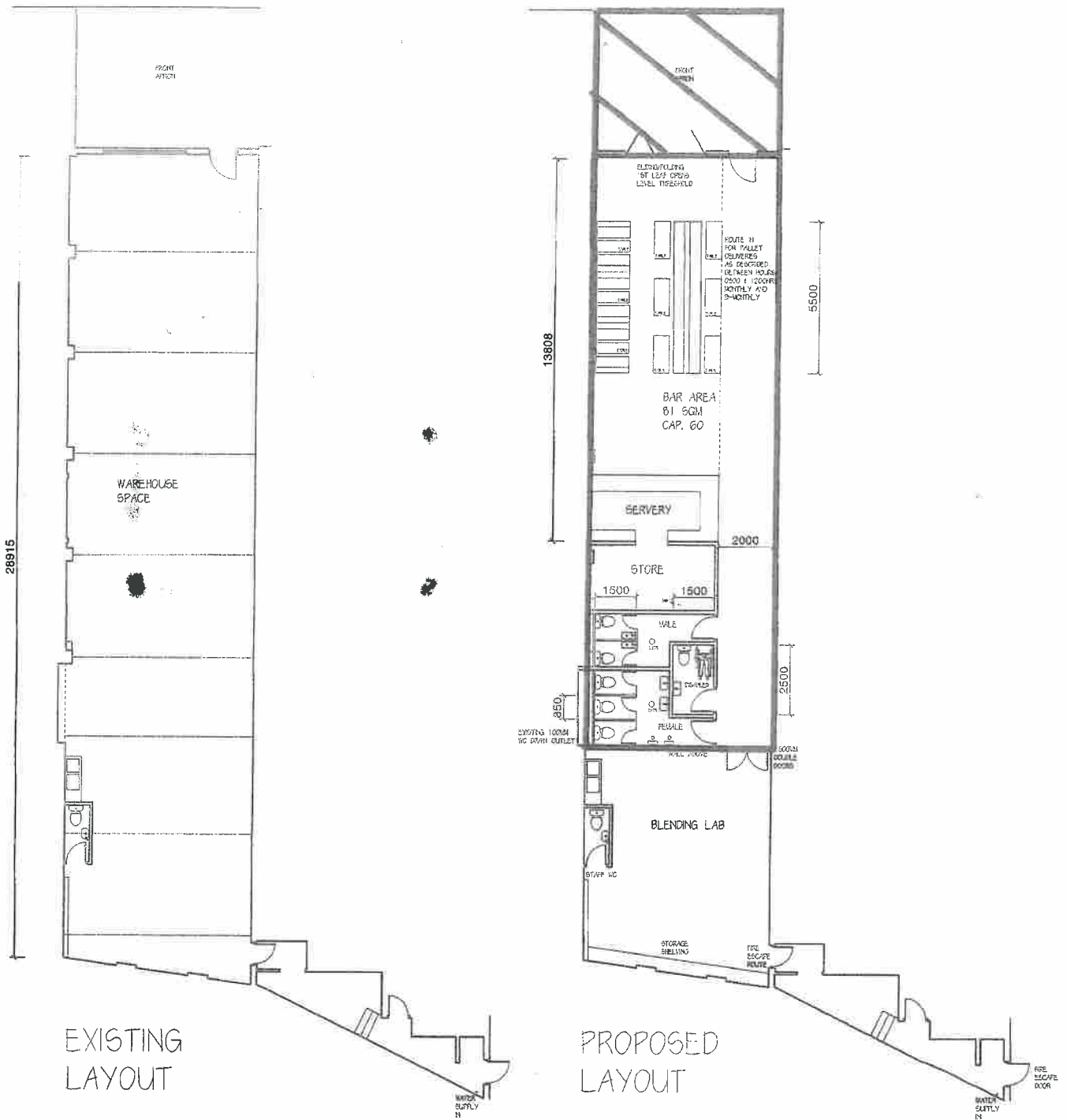
Dated:

26/09/19

New plan 30/10/19.

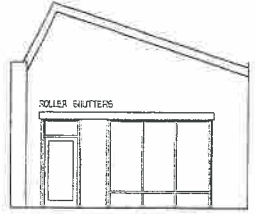
PROPOSED DEVELOPMENT OF UNIT 3, CANNON WORKS, 92 BURTON ROAD, KELHAM, SHEFFIELD.  
SCALE 1:100 @ A2 OCT 2019 DRAWING ONE - A/B

B U R T O N R O A D

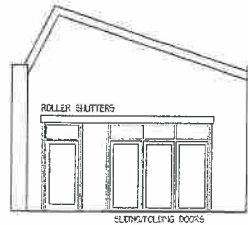


EXISTING LAYOUT

PROPOSED LAYOUT



EXISTING FRONT ELEVATION



PROPOSED FRONT ELEVATION

# Appendix B

**Objections:**  
3 x Local Residents



22nd October 2019

To  
The Licensing Team  
Block C  
Staniforth Road Depot  
Sheffield  
S9 3HD

From

[REDACTED]  
[REDACTED] Penistone House  
[REDACTED] Adelaide Lane  
Sheffield  
S3 [REDACTED]  
tel [REDACTED]

Re Licence - John Wickham. The Parrott Club. Unit 3, (2 Burton Road. Sheffield. S3 8DA

Dear Sheffield Licensing Team

I am writing to you in reference to the pending licence application by [REDACTED] 007 2019

The Parrott Club  
Unit 3  
92 Burton Road  
Sheffield  
S3 8DA

I live in the Kelham Mill development on Adelaide Lane and we look directly over the application address and have had several problems with them for the last 6 months.

Back in July myself and other residents complained after a three night long loud music disturbance. The music was playing from the premises from 11pm through to 4am the next

morning Friday, Saturday and Sunday. I complained and was contacted by the noise nuisance department and assured this was going to be looked into.

Since this event there have been several more through to 4am and the volume of music has made it impossible to sleep. I have triple glazing and wore noise cancelling headphones and could still hear it.

I am concerned that they have a licence pending for live music every night of the week up to 2am. This will be totally unacceptable. Most music venues in this area respect the residents and only play music up to midnight on a Friday or Saturday night.

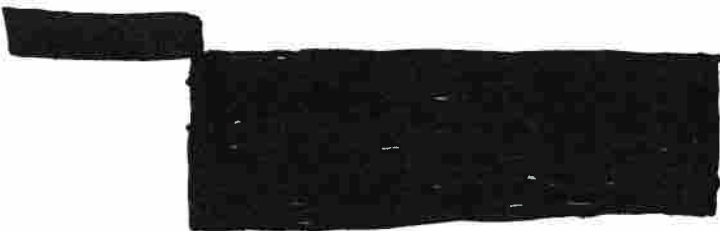
The last event they held started after the Pedlar Night Market (4,6 & 6th of Oct) finished at 11pm, as it usually does on the dot. This venue then started up and played extremely loud music (not Live) until 2am. It was much louder than the Pedlar music. If this is how they intend to continue we will not be able to tolerate this.

The venue is just a warehouse unit with metal roller frontage. The Front roller is open during their events to the street and directly faces our building. Therefore all noise is directed at us.

I bought my flat 2 years ago on the understanding it was a residential area. It has been a delight to live here and they many music venues are respectful and rarely present a problem. This is apparently the first time in 10 years the residents of Kelham Mill have an issue.

I am therefore making it clear that I and other residents of Kelham Mill are objecting to the granting of this pending Licence.

Yours Sincerely

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

25 OCT 2019

Penistone House Block  
Adelaide Lane  
Sheffield, S3

22 October 2019

The Licensing Team  
Block C  
Staniforth Road Depot  
Sheffield, S9 3HD

Dear Sir/Madam,

I am writing to express my concern for the application by John Wickham for 'The Parrott Club'. The venue, 92 Burton Road is located extremely close to Kelham Mills, an apartment block with over 100 homes. The premises is a warehouse and used for events occasionally. The noise is incredibly intrusive and on several occasions there has been music playing until the early hours. The building has zero sound proofing and because it's a warehouse the sound echoes out so loud it is not possible to sleep when they have an event on. My concern with this application is that it could potentially be every single day of the week and because of the type of building they will not be able to sound proof correctly. It is not fair to residents to allow this venue to play DJ sets and live music until up to 2am. I would ask you please consider the knock on effect on the area and the 100's of residents that would be affected by granting this application. Please feel free to call me on [REDACTED] if you require any further details.

Yours sincerely,

[REDACTED]

**Rhodes-Evans Emma (CEX)**

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**From:** licensingservice  
**Subject:** FW: Pending Licence - Unit 3. Burton Road

From:  
Sent: 17 October 2019 19:30  
To: licensingservice  
Subject: Pending Licence - Unit 3. Burton Road

Dear Sir/Madam

I notice there is a licence application pending for 'The Parrot Club' Unit 3. Burton Road. S3 8DA

I live in Kelham Mill, Adelaide Lane. Our flats look directly onto this premises and we have had noise issues with them on occasions throughout the year.

The premises are not substantial and have a roll up front which is usually open. The music has been extremely loud and has kept me awake until 4am in the past. Our building is triple glazed and it still was an unacceptable level of noise.

I am particularly concerned that the licence proposes to allow them to be open from 11pm until 2am on a Sunday as well as Thursday, Friday & Saturday.

We have many premises that have live music and music events which have caused no problems. This one is definitely the exception and has given me many sleepless nights...particularly on a Sunday.

Kelham Island is a residential area and I am surprised they are to be granted such an extensive licence particularly as they have given myself and other residents sleepless nights.

Really hope they do not get permission to play loud music so late and particularly on a Sunday.

Yours Sincerely

# Appendix C

**Agreed Conditions and Amended Times:**  
South Yorkshire Police  
Environmental Protection Service

Agreed conditions from Police Licensing 4/10/19.

SYP.

## Parlett Daniel

---

**From:** Tate Emily on behalf of licensingservice  
**Sent:** 04 October 2019 14:36  
**To:** Parlett Daniel  
**Subject:** FW: New Grant- Parrot Club

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

---

**From:** SHEFFIELD\_Licensing [<mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>]  
**Sent:** 04 October 2019 14:33  
**To:** licensingservice  
**Subject:** FW: New Grant- Parrot Club

Dear all,

Following receipt of the above application we have now agreed the following conditions as per the email below from the applicant:

- Refusals log to be kept and made available to Police or any other responsible authority to view at any time.

Please place on the licence should it be granted.

Kind regards,  
Catherine

South Yorkshire Police Licensing Department  
Moss Way Police Station  
Moss Way  
Sheffield  
S20 7XX.


### Licensing Team

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

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



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

**From:** John Wickham [mailto:  
**Sent:** 04 October 2019 13:53  
**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>  
**Subject:** Re: New Grant- Parrot Club


Hi Catherine

No problem at all. We can certainly adhere to this policy.

Many Thanks

John H Wickham

O'Hara's Rum



On 4 Oct 2019, at 12:00, SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Hello John

Further to our phone conversation about the New Grant you have applied for the "The Parrot Club" at Unit 3, 92 Burton Road.

I would like to add the following condition to the license

- Refusals log to be kept and made available to Police or any other responsible authority to view at any time.

If you could reply to this email to confirm if you are happy to adopt this condition then I can forward that on to the council for the license to be up-dated.

I see no other issues with the application and wish you luck on your new business venture

Kind regards,  
Catherine

South Yorkshire Police Licensing Department  
Moss Way Police Station  
Moss Way  
Sheffield  
S20 7XX.

Licensing Team  
Tracey Klein 0114 2523948 internal 718948  
Lucy Adams (Monday/Tuesday) 0114 2523617 internal 718617

Catherine Jarvis (Wednesday, Friday and Thursday morning) 0114 2523617 internal 718617  
Ian Armitage 0114 2523618 internal 718618  
Cheryl Topham 0114 2523163 internal 718163  
Alicia Marsden 0114 2523111 internal 718 111  
Daniel Barraclough 0114 2523556 internal 718556  
John O'Malley internal 714308

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

<image001.png><image002.png><image003.png>

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

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Agreed conditions with Env Protection  
EPS

24/10/19

**Parlett Daniel**

**From:** Pates Neal  
**Sent:** 24 October 2019 10:34  
**To:** licensingservice  
**Cc:** Andrew O'Hara; John wickham; Chris Grunert; Gibbons Sean (DEL); Sheffield.Liquor-Licensing@southyorks.pnn.police.uk  
**Subject:** RE: Grant App LAC2003 - Unit 3, 92 Burton Rd, S3 8DA

Dear Licensing Service,

Please note today's email below from Chris (below), which clarifies that all the requested amendments the current Grant application for Unit 3, 92 Burton Rd have been agreed in accordance with EPS requests, and that all advised conditions have been volunteered/amended as suggested.

I trust Chris's email is clear regarding the changes to the opening hours, licensable activity timings, volunteered condition (numbered 3, below), and the additional 3no conditions now also listed for EPS concerns. If there are any questions do let me know.

Assuming this is all implemented as agreed, I have no continuing objection and withdraw from making any formal representations.

Chris/Andy – thank you for your assistance and cooperation in this matter. All the best for the venture.

Kind regards,

Neal

Mr Neal Pates  
Environmental Protection Officer

EPS, Commercial Team  
Sheffield City Council  
Tel: (0114) 273 4851  
Mob: 07798 828 038  
Int: x 53568

---

**From:** Chris Grunert [mailto:CGrunert@john-gaunt.co.uk]  
**Sent:** 24 October 2019 10:21  
**To:** Pates Neal; licensingservice  
**Cc:** Andrew O'Hara; John wickham  
**Subject:** Grant App LAC2003 - Unit 3, 92 Burton Rd, S3 8DA

Neal,

Thank you for your email.

I now have instructions and can confirm that my client will agree to amend the public opening hours of the premises to 08:00hrs – 02:00hrs daily. The terminal hour for regulated activities requested will also be amended from 02:00hrs daily to 01:30hrs daily. Non-Standard timings shall also be amended to read as follows:

**"On the morning British Summer Time (BST) the premises will trade until 02:30hrs BST.**

**New Year's Eve: 10:00 to New Year's Day – terminal hour as proposed"**

Our client would also agree to your proposed amendment to conditions 3 in section M(d) of their proposed operating plan. The revised condition shall read:

**3. Noise or vibration shall not emanate from the premises so as to cause a nuisance in the vicinity.**

Finally,

The additional measure proposed (detailed below) are agreed:

- **The Designated Premises Supervisor or a delegated member of staff shall take a pro-active approach to noise control, checking outside the premises to ensure that the breakout of internal noise and noise from patrons using the external area and departing the premises is managed so as not to cause nuisance.**
- **Save for access, egress, or in case of emergency, all doors and windows shall remain closed from 2300 hours, whenever regulated entertainment is present on the premises.**
- **No alcohol shall be consumed on the external area ('front apron') of the premises after 2300 hours on any day. From this time the use of the external area by customers shall be for smoking purposes only.**

I understand that this addresses all of your concerns outlined in your email of 4<sup>th</sup> October.

I would be grateful if you would kindly acknowledge receipt and confirm that either no representation will be forthcoming from your service or otherwise, if already submitted, will now be fully withdrawn.

Many thanks.

**Regards**

**Chris Grunert**  
Partner

C.Grunert@john-gaunt.co.uk | [www.john-gaunt.co.uk](http://www.john-gaunt.co.uk)  
T: 0114 266 8664 | M: 07834 933 041 | F: 0114 267 9613



**Omega Court** | 372-374 Cemetery Road | Sheffield | S11 8FT

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For more details on our services please click on the links above.

---

**From:** Pates Neal  
**Sent:** 04 October 2019 16:28  
**To:** Chris Grunert ([C.Grunert@john-gaunt.co.uk](mailto:C.Grunert@john-gaunt.co.uk))  
**Subject:** Grant App LAC2003 - Unit 3, 92 Burton Rd, S3 8DA

Your Ref: CG/GEN/OHA24; Premises – The Parrot Club, Unit3 92 Burton Rd, Sheffield S3 8DA  
EPS Ref: 656320/NEP

Dear Chris,

The grant application for the above premises has fallen to me, for EPS as RA for Prevention of Public Nuisance.

I've recently been dealing with the premises, both in relation to a few nuisance issues arising from TEN activities (including Tramlines), and as consultee on the planning application 19/02925/FUL for the alterations and change of use.

The noise nuisance issues have served to highlight the sensitivity of the premises, with a clear line of sight existing from apartments on Adelaide Lane. Problems have been associated with late night events featuring amplified music, where music has been on, or directed to, the 'front apron' area indicated on the plan. EPS will therefore seek specific controls over the use of this area, and the use of the sliding/bi-fold doors and front door which open onto it, whenever live or recorded music is played at above background level.

It is noted and welcomed that the Regulated Entertainments are all indicated to be 'indoors' only.

The recent planning decision is significant, as the hours when customers may be present on the premises are controlled by condition to between 0800 and 0200 the following day, on all days. These hours reflect those which were proposed on the planning application form. The premises licence application now seeks opening hours which commence at 0700 hours and terminate at 0230 hours, which is unhelpful for all concerned. I would therefore suggest that the opening hours should be revised, so as not to exceed those allowed by the planning consent on a regular basis. I'm less concerned about the very occasional non-standard timings, with an additional hour for BST and a special case for NYE being fairly standard.

Regarding the four volunteered conditions in the operating schedule, section M(d); I do not agree to the wording of no.3. The words "within residential properties in the vicinity" should be removed from this condition, or the condition removed in its entirety. In my view, the determination of nuisance (either public or statutory) should not be limited to either residential properties, or to nuisance 'within' those properties. The condition as worded seems to be unduly restrictive, and therefore unhelpful.

So could ask that you raise the above concerns with your client, and request their views on the following, which are suggested to be volunteered;

- That the opening hours are revised to 0800 to 0200 hours on all days.
- That the timings of other licensable activities and the non-standard timings are suitably amended to fit in with this revision.
- That condition no.3 of section M(d) should be amended to remove the wording "within residential properties in the vicinity", or removed entirely.
- That the following conditions are volunteered for the prevention of public nuisance, in addition to those four conditions (with suitable amendment or removal of condition no.3) listed in section M(d) of the operating schedule;
  - The Designated Premises Supervisor or a delegated member of staff shall take a pro-active approach to noise control, checking outside the premises to ensure that the breakout of internal noise and noise from patrons using the external area and departing the premises is managed so as not to cause nuisance.
  - Save for access, egress, or in case of emergency, all doors and windows shall remain closed from 2300 hours, whenever regulated entertainment is present on the premises.
  - No alcohol shall be consumed on the external area ('front apron') of the premises after 2300 hours on any day. From this time the use of the external area by customers shall be for smoking purposes only.

I look forward to hearing back from you. I understand the deadline for RA representations to be 1<sup>st</sup> November.

Kind regards,

Neal Pates

Mr Neal Pates  
Environmental Protection Officer

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

Tel: +44 (0)114 273 4861

Mob: +44 (0)7795 528 038

Int: x 53668

Web: <http://www.sheffield.gov.uk/environmentalhealth>

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Partners: Tim Shield (569713) | Michelle Hazlewood (569714) | Christopher Grunert | Jon Wallsgrove  
Associates: Paul Henocq | Patrick Robson  
Consultants: John Gaunt | Katharine Redford  
Practice Manager: Jonathan Pupius

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# 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**

Mr John Wickham  
c/o Chris Grunert – John Gaunt and Partners Solicitors

Sent via email: [cgrunert@john-gaunt.co.uk](mailto:cgrunert@john-gaunt.co.uk)

The Sheffield City Council being the licensing authority, on the 3<sup>rd</sup> October 2019 received an application in respect of the premises known as;

The Parrot Club, Unit 3, 92 Burton Road, Sheffield, S3 8DA

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

- **3 x Local Resident 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 19<sup>th</sup> November 2019 at 10am**; 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: 4<sup>th</sup> November 2019

Signed:

Jayne Gough

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

## NOTES

### Right of attendance, assistance and representation

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

### Representations and supporting information

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

### Failure of parties to attend the hearing

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

### Procedure at hearing

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

Premises: The Parrot Club, Unit 3, 92 Burton Road, Sheffield, S3 8DA  
Application Type: Grant of Premises Licence  
Hearing Date: 19<sup>th</sup> November 2019 – 10am

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

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

I **Chris Grunert**

Of **John Gaunt & Partners, acting on behalf of Mr John Wickham - applicant**

hereby confirm that I have received the Notice of Hearing dated 4<sup>th</sup> November 2019 and notify you as follows **(please complete)**:

I intend to attend the hearing at Town Hall Sheffield on 19<sup>th</sup> November 2019 at 10am.

I do not intend to attend the hearing.

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

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

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

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

**Please see Regulation 8 overleaf**

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

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



## Regulation 8

- (1) A party shall give to the authority within the period of time provided for in the following provisions of this regulation a notice stating –
  - (a) whether he intends to attend or be represented at the hearing;
  - (b) whether he considers a hearing to be unnecessary
- (2) In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.
- (3) In the case of a hearing under –
  - (a) section 48(3)(a) (cancellation of interim authority notice following police objection), or
  - (b) section 105(2)(a) (counter notice following police objection to temporary event notice),

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

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

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

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

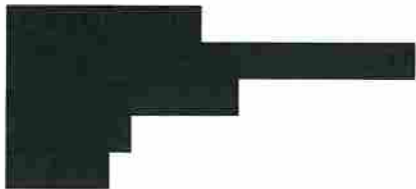
## Licensing Act 2003 – Hearing Procedure – Regulation 7 (1)

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

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



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



Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 3<sup>rd</sup> October 2019 received an application in respect of the premises known as;

The Parrot Club, Unit 3, 92 Burton Road, Sheffield, S3 8DA

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

- **3 x Local Resident Objections**

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

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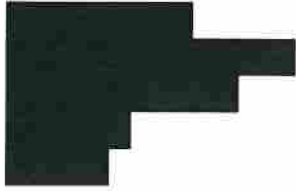
Dated: 4<sup>th</sup> November 2019

Signed: **Jayne Gough**  
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. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)



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Dated: 4<sup>th</sup> November 2019

Signed: **Jayne Gough**  
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. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)