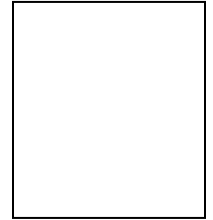




SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



Report of: Chief Licensing Officer, Head of Licensing

Date: 14th September 2021 – 10am

Subject: Licensing Act 2003

Author of Report: Stephen Lonnia

Summary: To consider an application to grant a premises licence made under the Licensing Act 2003 for **Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE**

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

Background Papers: Attached documents
[Sheffield City Councils Statement of Licensing Policy](#)

Category of Report: OPEN

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

Ref No 68/21

Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE

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 Peter Rodgers.

2.2 The application was received by the Licensing Service on the 23rd July 2021 and is attached at Appendix 'A' of this report.

3.0 REASONS FOR REFERRAL

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

- Local Residents x 2

3.2 During the consultation period, the applicant has agreed conditions with South Yorkshire Police and the Environmental Protection Service this is detailed in Appendix 'C' of this report. The local resident objectors have been informed of the additional agreed conditions.

3.3 Both the applicant and the 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.

Steve Lonnie

Stephen Lonnie
Chief Licensing Officer
Head of Licensing

Date: 14th September 2021

Appendix 'A'

Application



Sheffield
Application for a premises licence
Licensing Act 2003

For help contact
licensing@sheffield.gov.uk
Telephone: 0114 2734264

* required information

Section 1 of 21

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

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

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

Are you an agent acting on behalf of the applicant?
 Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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

Applying as an individual

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

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

Is the applicant's business registered outside the UK? Yes No

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

Business name If the applicant's business is registered, use its registered name.

VAT number Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Applicant Business Address

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

Agent Business

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

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

Is your business registered outside the UK? Yes No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21**INDIVIDUAL APPLICANT DETAILS****Applicant Name**

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Peter

Family name

Rodgers

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

Documents that demonstrate entitlement to work in the UK

Right to work share code

Right to work share code if not submitting scanned documents

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

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

Provide a general description of the premises

Continued from previous page...

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.

Olive Grove Club (formerly known as the Sheffield Works Sports & Social Club) is an existing sports and social club located off Heeley Bank Road with sports fields, gymnasium, bar, and function suite where club members and community events are hosted. The Applicant is the current Chairman of the club.

In addition to a range of sports teams across a number of age groups the club offers hospitality to club members and guests.

The purpose of this application is to seek a premises licence to allow licensable activity to the club's members and specified other groups including those seeking to hire the whole or part of the venue for pre-booked ticketed or private events/ functions. The Applicant has proposed conditions within the Operating plan below limiting access to the premises to specified groups. This licence will allow the retail sale of alcohol to persons who are not members of the club or their guests in the scenarios outlined in conditions.

The hours sought in the application are less or equal to hours currently permitted under a Club Premises Certificate already in force at the venue. An full Operating Plan and conditions are proposed below.

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

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WEDNESDAY

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Continued from previous page...

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

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

Indoors Outdoors Both

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

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

Both amateur and professional performances including improvisational exercises.

State any seasonal variations for performing plays

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

N/A

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

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

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Continued from previous page...

Will you be providing films?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

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

Indoors Outdoors Both

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

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

Films for group audience or as part of another performance.

State any seasonal variations for the exhibition of film

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

Continued from previous page...

N/A

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

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

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Continued from previous page...

SUNDAY

Start

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End

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

Traditional pub games in the presence of an audience, including (but not limited to) darts, pool, snooker, dominos and similar.

State any seasonal variations for indoor sporting events

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

N/A

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

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

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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Continued from previous page...

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the boxing or wrestling entertainment take place indoors or outdoors or both?

- Indoors Outdoors Both

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

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

Consisting of contests performed as entertainment, amateur and professional bouts.

State any seasonal variations for boxing and wrestling entertainment

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

N/A

Non-standard timings. Where the premises will be used for the boxing or wrestling entertainment at different times from those listed in the column on the left, list below

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

When hours for sale of alcohol are extended hereunder these hours are also extended

Continued from previous page...

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

Start 23:00

End 02:00

Start

End

FRIDAY

Start 23:00

End 02:00

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SATURDAY

Start 23:00

End 02:00

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End

SUNDAY

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End

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

Indoors Outdoors Both

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

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

Live music and amplified voice.

Continued from previous page...

State any seasonal variations for the performance of live music

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

N/A

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

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

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes

No

Standard Days And Timings

MONDAY

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Start

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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

Continued from previous page...

SATURDAY

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SUNDAY

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

Indoors Outdoors Both

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

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

Recorded music, including juke box, with or without a DJ, during normal business hours or as part of functions and including audience participation

State any seasonal variations for playing recorded music

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

N/A

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

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

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

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WEDNESDAY

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SATURDAY

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SUNDAY

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Will the performance of dance take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

Both as entertainment and instructional.

State any seasonal variations for the performance of dance

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

N/A

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

Continued from previous page...

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

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 13 of 21

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

See guidance on regulated entertainment

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

Yes

No

Standard Days And Timings

MONDAY

Start

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Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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SATURDAY

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SUNDAY

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Give a description of the type of entertainment that will be provided

Continued from previous page...

Including spoken word art forms such as poetry and comedy.

Will this entertainment take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

State any seasonal variations for entertainment

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

N/A

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

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

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

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THURSDAY

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SATURDAY

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

- Indoors Outdoors Both

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

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

Hot food and drink made available at the discretion of the Operator.

State any seasonal variations

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

N/A

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

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

Continued from previous page...

When hours for sale of alcohol are extended hereunder these hours are also extended.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

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WEDNESDAY

Start

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Start

End

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

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

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

Continued from previous page...

State any seasonal variations

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

N/A

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

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

To permit sale of alcohol and such regulated entertainment as authorised hereunder until 02:00hr Sunday and Monday of bank holiday weekends, Christmas Eve, Boxing Day New Years Day and All Saints Days.

On the morning British Summer time is applied, the premises will trade until 03:00hrs (BST).

New Years Eve: 10:00 to New Years Day – terminal hour as proposed

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

Name

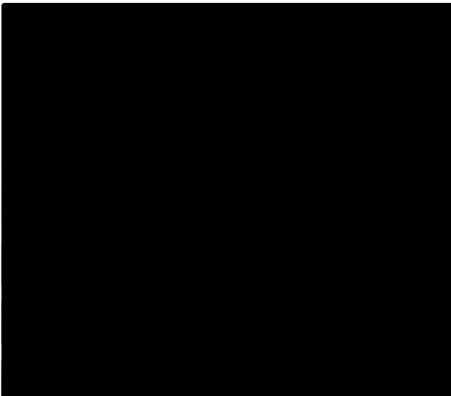
First name

Family name

Date of birth
dd mm yyyy

Enter the contact's address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country



Personal Licence number (if known)

Issuing licensing authority (if known)

Continued from previous page...

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

Section 16 of 21

ADULT ENTERTAINMENT

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

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

NONE save for the presence of gaming machines already authorised the use of which is not permitted by persons under the age of 18.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

N/A

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

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

The premises will close 30 minutes after the end of the non-standard timings identified for the retail sale of alcohol.

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

1. Alcohol shall not be sold to persons other than members of the Olive Grove Club, subject to the exemptions outlined below (condition 4)

2. In order to become a member of the Olive Grove Club and enjoy the privileges of membership an interval of at least two days must have passed between submission of membership application and becoming a member.

3. Each member shall be entitled to admit up to 4 guests on any single occasion. A log of members' guests shall be maintained each evening.

4. Non-members may purchase alcohol when:

a. Attending as a guest of a member and having been entered into the guest log.

b. Attending a prebook function at the premises.

c. Attending a ticketed event at the premises.

d. Attending the premises as a team member, coaches, match officials or supporter of visiting sports team on the day in

Continued from previous page...

question.

b) The prevention of crime and disorder

5. 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.

6. No customers apparently carrying open bottles upon entry shall be admitted to the premises at any times the premises are open to its members and any non-members detailed in condition 4 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.

7. New members of staff who will be authorised to sell alcohol shall complete a suitable induction training (which is to cover dispute resolution and escalation) programme within two months of commencing their employment.

8. Staff authorised to sell alcohol will receive training regarding vulnerability awareness. The premises will implement and provide staff training for an 'Ask for Angela' scheme.

9. Staff authorised to sell alcohol will receive suitable training in crime scene preservation.

10. Staff authorised to sell alcohol shall complete a suitable refresher training once per calendar year commencing the year after their date of their employment.

11. A written record of the staff training outlined in conditions 7,8, 9, and 10 shall be maintained and shall be made available to the Police and/or Licensing Authority upon request.

12. 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.

13. A Challenge 25 policy shall be in operation at the premises and staff will be suitably trained to implement this policy.

14. A refusals book (or equivalent) will be maintained and audited by management.

15. All staff shall have written authorisation from the Designated Premises Supervisor or Personal Licence Holder to permit them to sell alcohol.

a. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a week.

b. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence.

c. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.

d. Any refusals made for alcohol service e.g. underage, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept at the premises for a minimum of twenty-four (24) months.

16. The management of the premises will liaise with Police on issues of local concern or disorder.

17. The premises will support the local pub watch scheme where such scheme is in operation.

18. CCTV to be installed with recording facilities, such recordings shall be retained for a period of 28 days (except where such retention cannot be achieved due to reasonable periods of maintenance or repair). Footage made available with a reasonable time upon request by the police in accordance with data protection principles. The system shall accord with the requirements specified by South Yorkshire Police in their specification document 'CCTV Systems within Licensed Premises | Updated July 2019'.

Continued from previous page...

c) Public safety

19. To comply with the reasonable requirements of the fire officer from time to time.

20. The premises will have adequate safety and fire fighting equipment and such equipment will be maintained in good operational order.

22. Staff will be trained on matters of safety, evacuation and use of emergency equipment as required.

22. Spillages and breakages will be removed as soon as possible to reduce the risk to patrons and staff.

23. Toughened glasses will be used in the premises where appropriate.

24. Fire Exits and means of escape shall be kept clear and in good operational condition.

d) The prevention of public nuisance

25. 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.

26. 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

27. Noise or vibration shall not emanate from the premises so as to cause a nuisance to nearby properties.

28. On evenings when regulated entertainment in the form of live and/or recorded music ('events') is provided at the premises, the management will implement a proactive scheme of noise monitoring. A written noise management policy shall be prepared and made available for inspection at the premises. The Policy shall include a pro-forma observation form ('observation sheet') which will be completed by staff during events. The aim of the policy will be to prevent a noise nuisance arising and ensure that the nearest noise sensitive premises are not adversely impacted by the regulated activities of the premises.

29. The observations sheets shall be retained for a minimum of 2 months from the date of the event.

e) The protection of children from harm

The restrictions set out in the Licensing Act 2003 will apply. No unusual or additional risks of harm to children have been identified.

30. There shall be adequate controls in place including staff training to safeguard against the sale of alcohol to persons under 18 years

31. Children under the age of 16 shall not be permitted to remain on the premises after 22.00hrs unless dining with an adult or attending a pre-booked or ticketed event under suitable adult supervision.

32. 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.

33. Policies in relation to children shall be adequately communicated to patrons by staff or through appropriate signage.

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I UNDERSTAND I AM NOT ENTITLED TO BE ISSUED WITH A LICENCE IF I DO NOT HAVE THE ENTITLEMENT TO LIVE AND WORK IN THE UK (OR IF I AM SUBJECT TO A CONDITION PREVENTING ME FROM DOING WORK * RELATING TO THE CARRYING ON OF A LICENSABLE ACTIVITY) AND THAT MY LICENCE WILL BECOME INVALID IF I CEASE TO BE ENTITLED TO LIVE AND WORK IN THE UK (PLEASE READ GUIDANCE NOTE 15). THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

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

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

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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

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

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

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

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

CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR

I, **Kerry Naylor**, of [REDACTED] hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for a new premises licence by **Mr. Paul Rodgers** relating to **Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE** and any premises licence to be granted or varied in respect of this application made by **Paul Rodgers** relating to **Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE**

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: **TBC**

Personal Licence issuing authority: **Sheffield City Council**

Date of birth: **10/10/86**

Place of birth: **TBC**

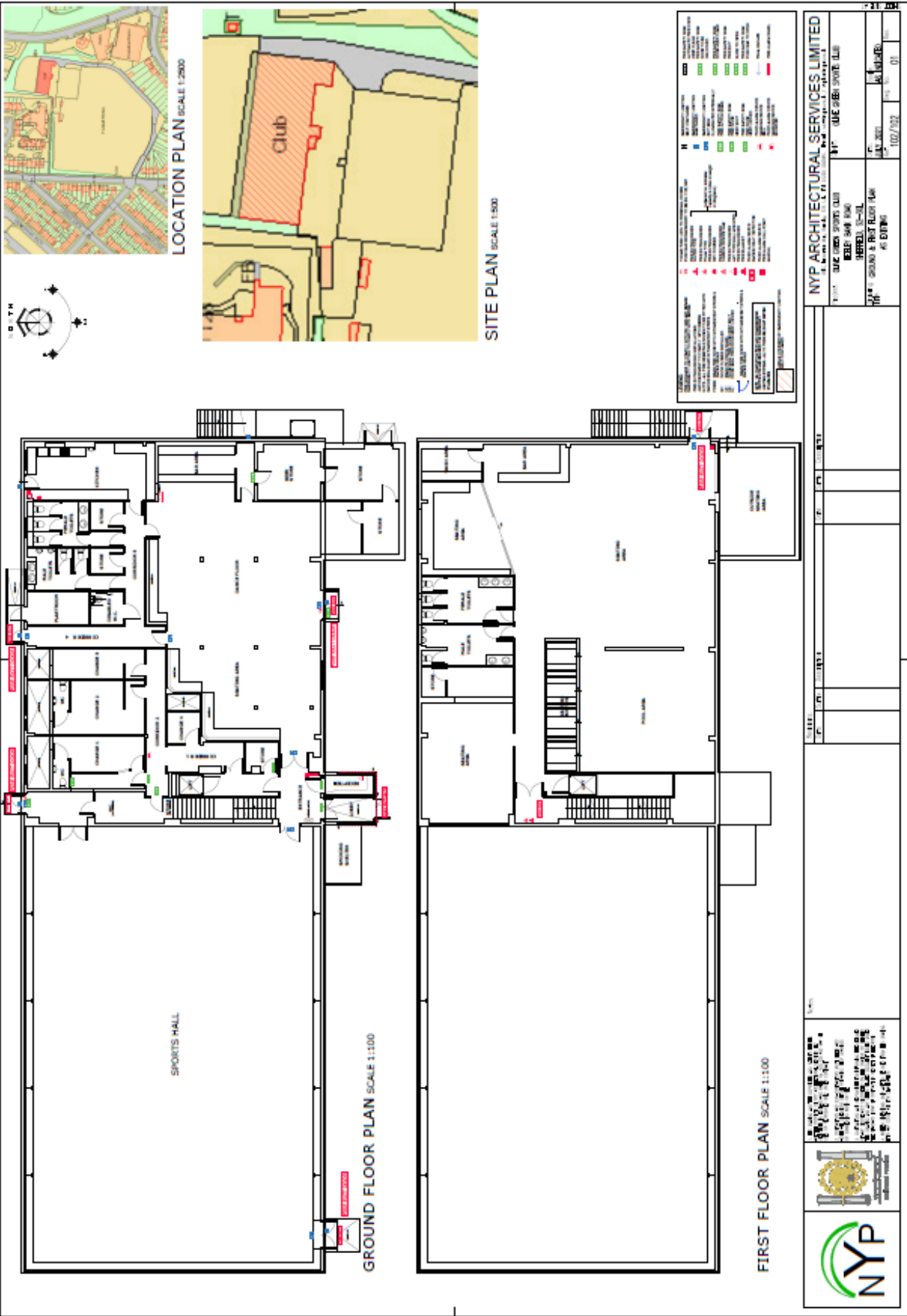
Nationality: **British**

Contact telephone number: **TBC**

Signed:

Name (please print): **Kerry Naylor**

Date:



Appendix 'B'

Objections:
Local Residents x 2

Local Resident 1

Dear Sheffield Licensing

I write as I would like to make an objection to the pending application by Paul Rogers for Olive Grove Club (Known as the Red and Yellow Sprits Bar) on Heeley Bank Road, S2 3GE.

We object to the request for granting an extension to the premises licence, for extending their hours until 2.00am. We live on the corner and have had nothing but trouble with the music and drunk people leaving at all hours.

Before lockdown happened, we were having issues in the months running up to it, its peak at Christmas 2019 – loud music to all hours, people leaving at early hours, drunk and disorderly waking the street up, fighting outside and so on.

The music is the loudest when they have live musicians – the ska, or Motown and reggae nights in the past have been some of the loudest we can hear.

Early March 2020 we were in touch with Bob Singh at Sheffield Council, who asked us to begin a list of dates and times, but because of lockdown he said there was not point as they will be closing for a long time.

Which was true - we had whole of 2020 without issues, until it's reopening properly again recently, where we have had nights were the loud music can be heard across the field. At times it has been back to loud music, people leaving – as they have to walk down that long driveway from the club to the main road, shouting, fighting, beeping cars and taxis, loud exhaust cars – all around closing time

The other month we had some fights outside on out street at closing time, and even stabbings: <https://www.thestar.co.uk/news/crime/two-men-hospitalised-following-stabbing-in-sheffieldsuburb-3289157>

I do have some videos recording that have captured the sound levels in the evenings. I've attached some from an event this summer so show you how the sound travels.

At the moment, the crowds are leaving up to 1am, but with an extension, they will just leave later and therefore wake / keep us up longer. I encourage you to not grant them this extension. Or we encourage you to check the music/ live music level's, sound proofing and how they can make better their cliental leaving, because it's driving us insane some weekends. Especially when one of us works weekends and cannot get to sleep because of the noise.

Many thanks

Best wishes

[REDACTED]

William Flint



Olive Grove Club
Heeley Bank Road.
SHEFFIELD S2 3GE

LICENSING

28 JUL 2021

SERVICES

Dear Sir or Madame in reference to application of license hours and times and Alcohol alcohol Thurs-Saturday 10:00-02:00 - Sunday-Wed-10:00-23:00 and on other non-Standard days as detailed in the application Entertainment 08:00-23:00 Sun-Wed-08:00-02:00 Thurs-Sat and any other nonstandard days as detailed in application

I wish to object to the application of such license

My objection is based on my concern that this new license will increase the possibility of public nuisance to me and many of the dwellings nearby.

I am particularly concerned about noise nuisance as this already happens when entertainment events are held

Also when customers vacate the club to go home they congregate on my fence at Heeley Bank Rd. also urinating, vomiting, and breaking Beer Bottles all over the roads also an incident said to happen on Heeley Bank Rd. of club?

Knifing and Glassing,

Also the path to the club is a accident waiting to happen, pot holes, no pedestrian path, no signage, Trucks go down and up at what ever speed they like, usually fast, also Coldstore delivery lorries don't leave a lot of room each side, the delivery any time, think of the women, children.

and to end this letter I know there will be some repercussions in some form or other but I have to do it as me and my wife are nearly 70 and wife is a poorly woman.

my advice is find a better exit and entry point

yours Sincerely

Date Wed-28th July

Appendix 'C'

Agreed Conditions
South Yorkshire Police
Environmental Protection Service

South Yorkshire Police

From: SHEFFIELD_Licensing <Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>

Sent: 16 August 2021 11:43

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

Subject: FW: Olive Green Club | Draft Application

Dear all,

Following receipt of the premise licence for the Olive Grove Club we have now received agreement of the following conditions:

- *A booking form must be used for all events and private functions. The form must set out the booking conditions for the customer and include the signature and printed name of the venue manager authorising the booking. The form must also include the name, contact details and signature of the customer who is responsible for making the booking. Such records will be retained for 6 months and made available for inspection of the authorities.*
- *Persons under the age of 18 years are not permitted to make bookings. Age/identity checks will be undertaken at the time of booking and a written record of these will be made.*

Please place on the licence should it be granted.

Thanks.

Lucy Adams

Licensing Assistant

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Environmental Protection Service

Olive Grove Club – Propose Conditions

1. All doors and windows shall be closed, save for access and egress of the general public and/ or than in case of emergency, when amplified sound or live music is present in the premises.
3. No speakers shall be fixed externally nor directed to broadcast sound outside the building at any time, save for public address purposes in connection with organised sporting activity taking place in external areas.
4. The DPS or designated member of staff must take a proactive approach to noise control, checking outside the premises to ensure that noise is kept to a reasonable level from patrons using the external area(s) and access and egress.
5. The premises licence holder shall prominently display A5 notices on all exits reminding patrons to leave the premises in a quiet and orderly fashion to respect the local neighbour's needs.
6. The premises licence holder shall prominently display A5 notices in all external areas reminding patrons to be quiet whilst using the facilities provided and respect the local neighbour's needs.
7. If deemed reasonably necessary by Sheffield EPS, upon receipt of written notification of not less than 28 days from Sheffield EPS, resulting from noise complaints to that service, the premises shall install a noise limiter to control noise breakout from the premises. Amplified sound shall then only be played within the building through an in-house amplified sound system fitted with a sound limiting facility capable of limiting the sound level output of the system to a pre-set level which may then be secured in a tamper-resistant manner, the design and settings of which shall have received the prior written approval of the Environmental Protection Service.

The limiter shall impose such limits on amplified sound or live played within the building to ensure noise breakout does not exceed the prevailing ambient noise level by more than 2dB when measured at 1m from the facade of the nearest noise sensitive property;

- a. as a 15 minute LAeq, and;
- b. at any one third octave band centre frequency as a 15 minute LZeq.

Appendix 'D'

Hearing Notices and Regulations



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

Local Resident 1 [REDACTED]

Sent via email: [REDACTED]

The Sheffield City Council being the licensing authority, on the 23rd July 2021, received an application in respect of the premises known as;

Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE

During the consultation period, the Council received a representation from the following authority / interested party:

- **Local Resident x 2**

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

The Council now **GIVES YOU NOTICE** that the representation will be considered at a hearing to be held at Sheffield Town Hall (room to be confirmed), **on Tuesday 14th September 2021 at 10am**; following which the Council will issue a notice of determination of the application.

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

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

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

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

PLEASE NOTE:

Please follow the attached Covid-19 Builder User Guide

Dated: 6th September 2021

Signed:

Shimla Finch

The officer appointed for this purpose
Licensing Strategy and Policy Officer

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



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

Local Resident 2

Mr W Flint
[REDACTED]

The Sheffield City Council being the licensing authority, on the 23rd July 2021, received an application in respect of the premises known as;

Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE

During the consultation period, the Council received a representation from the following authority / interested party:

- **Local Resident x 2**

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

The Council now **GIVES YOU NOTICE** that the representation will be considered at a hearing to be held at Sheffield Town Hall (room to be confirmed), **on Tuesday 14th September 2021 at 10am**; following which the Council will issue a notice of determination of the application.

The documents which accompany this notice are the relevant representation which has 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:

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

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

PLEASE NOTE:

Please follow the attached Covid-19 Builder User Guide

Dated: 6th September 2021

Signed:

Shimla Finch

The officer appointed for this purpose
Licensing Strategy and Policy Officer



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

Peter Rodgers (Applicant)
c/o Chris Grunert of John Gaunt & Partners Solicitors

Sent via email: CGrunert@john-gaunt.co.uk

The Sheffield City Council being the licensing authority, on the 23rd July 2021, received an application in respect of the premises known as;

Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE

During the consultation period, the Council received representations from the following authority / interested party:

- **Local Resident x 2**

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

The Council now **GIVES YOU NOTICE** that the representation will be considered at a hearing to be held at Sheffield Town Hall (room to be confirmed), **on Tuesday 14th September 2021 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:

- 5) Your response to the representation made, upon which you may ask and be asked questions by the parties to the hearing.
- 6) 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.

PLEASE NOTE:

Please follow the attached Covid-19 Builder User Guide

Dated: 6th September 2021

Signed: Shimla Finch
The officer appointed for this purpose
Licensing Strategy and Policy Officer

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

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.

LICENSING ACT 2003

Premises: Olive Grove Club, Heeley Bank Road, Sheffield, S2 3GE
Hearing Date: 14th September 2021, 10am
Application Type: Grant of Premises Licence

Form LAR 1
Regulation 8

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 Peter Rodgers (Applicant) c/o Chris Grunert of John Gaunt & Partners Solicitors

hereby confirm that I have received the Notice of Hearing dated 6th September 2021 and notify you as follows **(please complete)**:

I intend to attend the hearing at Sheffield Town Hall on the 14th September 2021 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 thatshould 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

Regulation 8

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

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

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

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

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

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

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

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

NB: 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.

- 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

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