

# 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/We Sheffield General Cemetery Trust

*(Insert name(s) of applicant)*

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

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description <b>Samuel Worth Chapel Sheffield General Cemetery Cemetery Avenue Grid ref SK 34132 85883</b>			
Post town	Sheffield	Postcode	S11 8 <sup>N</sup> ST
Telephone number at premises (if any)	0114 2683486		
Non-domestic rateable value of premises	£2550		

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals *   | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *  |                                     |                             |
| i as a limited company/limited liability partnership  | <input type="checkbox"/>            | please complete section (B) |
| ii as a partnership (other than limited liability)  | <input type="checkbox"/>            | please complete section (B) |
| iii as an unincorporated association or   | <input type="checkbox"/>            | please complete section (B) |
| iv other (for example a statutory corporation)  | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club  | <input type="checkbox"/>            | please complete section (B) |
| d) a charity  | <input checked="" type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment   | <input type="checkbox"/>            | please complete section (B) |
| f) a health service body  | <input type="checkbox"/>            | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales                                      | <input type="checkbox"/>            | please complete section (B) |
| a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | <input type="checkbox"/>            | please complete section (B) |
| ga)   |                                     |                             |
| h) the chief officer of police of a police force in England and Wales   | <input type="checkbox"/>            | please complete section (B) |

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

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

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

Name - Sheffield General Cemetery Trust
Address - The Gatehouse, Cemetery Avenue, Sheffield, S11 8NT
Registered number (where applicable) Company reg. no. 04997593
Description of applicant (for example, partnership, company, unincorporated association etc.) Charity no. 1103158
Telephone number (if any) 0114 2683486 / 07530 822712
E-mail address (optional) sgct@gencem.org / catieevans@gmail.com

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
0	1	0 8 2 0 2 2

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

DD	MM	YYYY

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

The Samuel Worth Chapel is a restored Grade II\* listed Nonconformist Chapel in the centre of the Sheffield General Cemetery (the cemetery site is a public park), located between Cemetery Road and Ecclesall Road and accessed from: Cemetery Avenue, Stalker Walk, Montague Street, Cemetery Road.

The chapel (along with the Grade II\* listed Gatehouse) is owned by Sheffield General Cemetery Trust, the chapel is run by the Trust as an events venue for fundraising events, charity and community activities and hired out for private events and functions. It is licensed for civil ceremonies and weddings.

The proceeds from the hire of the chapel are used for upkeep and preservation of the chapel and Gatehouse and help to fund the Trusts work to maintain the cemetery site through its volunteer workforce of 70 volunteers.

The freeholder is Sheffield City Council. The wider cemetery park is owned by Sheffield City Council.

The chapel facilities include a kitchen, WC, accessible WC, permanent accessibility ramp

Maximum capacity - 100.

Please see attached floor plan, location plan, grid reference and fire safety and evacuation plan.

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

**A**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example – we may receive a booking for a one off play or performance – these bookings are for plays produced and delivered by small theatre groups, looking for single night performances, matinees or late night/ early morning/ sunrise performances</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			
			<p><b>State any seasonal variations for performing plays</b> (please read guidance note 5)</p> <p>The chapel is not used for regular weekly, monthly or seasonal performances but more generally for one off performances by small theatre groups or as part of a festival programme, eg Festival of the Mind.</p>		
			<p><b>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</b> (please read guidance note 6)</p> <p>See above – as the chapel is used mainly for one off performances, there are no standard or non-standard timings as each performance will depend purely on the theatre group's requirements.</p>		

**B**

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish						
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example – we receive bookings for film screenings from individual film production / delivery companies, such as The Village Screen, who choose unusual and individual venues for their one off screenings – these will generally be a single or two night showing, there is no regular programme of film screenings</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p>					
Tue	00.00	24.00						
Wed	00.00	24.00						
						<p><b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)</p> <p>No seasonal variations as there is no regular screening programme</p>		

Thur	00.00	24.00	
Fri	00.00	24.00	<p><b><u>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</u></b> (please read guidance note 6)</p> <p>See above – as the chapel is used for one off screenings, there are no standard or non-standard timings as each screening will depend purely on the film group's requirements</p>
Sat	00.00	24.00	
Sun	00.00	24.00	

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)  No set programme - one off performances. This may be an occasional event but not necessarily regularly run or repeated.  For example - We have requests for climbing walls, exercise classes eg yoga, dance and pilates, which may use amplified music.  <b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b>
Day	Start	Finish	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5) None – all events are individual and do not run to regular scheduled or seasonal programmes
Mon	00.00	24.00	
Tue	00.00	24.00	
Wed	00.00	24.00	
Thur	00.00	24.00	
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	
			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)  See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.

D

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



**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme or timings - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example, we recently had a booking for a Sunrise concert which took place from 5am – 9am on a Sunday morning, with instrumental and amplified music.</p> <p>We have had bookings for instrumental music as part of art exhibitions, weddings and individual recitals at different times of the day, evening and night time</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p> <p><b>State any seasonal variations for the performance of live music</b> (please read guidance note 5) None – all events are individual and do not run to regular scheduled or seasonal programmes</p> <p><b>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</b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings</p>		
Mon	00.00	24.00			
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme or timings - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p>		
Mon	00.00	24.00			
Tue	00.00	24.00			

			<p>For example – we recently received a booking for the Sunrise performance with recorded and instrumental music which was held between 5am-9am on a Sunday morning,</p> <p>Kick in the Eye, a club night, is run approximately every two months from 8pm – 2am</p> <p>We have bookings for Weddings, memorials, exhibitions and art installations which use recorded music are held at different times of the day, evening and night</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p>
Wed	00.00	24.00	<p><b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)</p> <p>None – all events are individual and do not run to regular scheduled or seasonal programmes</p>
Thur	00.00	24.00	
Fri	00.00	24.00	<p><b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.</p>
Sat	00.00	24.00	
Sun	00.00	24.00	

**G**

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme or timings - one off performances. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example – we have had a booking from a dance group providing a one off performance as part of a wider festival, or as part of a programme of dance across a number of different venues</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p> <p><b>State any seasonal variations for the performance of dance</b> (please read guidance note 5) None – all events are individual and do not run to regular scheduled or seasonal programmes</p> <p><b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.</p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon.	00.00	24.00	<p>Please give a description of the type of entertainment you will be providing</p> <p>Choral, instrumental recitals, dance and exercise classes, exhibitions, art installations, conferences, training, workshops, memorials, running a café or bar for some events, educational activities, children's activities, wedding ceremonies and receptions.</p> <p><b>Please give further details here</b> (please read guidance note 4)</p> <p>As our events are arranged either by the Trust or by other charities, or from private individuals and organisations – we host a wide range of activities at times and on days which vary. We do not have any regular programmes or set repeat events.</p> <p>No standard or regular timings proposed as each event is individual.</p> <p><b>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</b></p> <p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)</p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			

Fri	00.00	24.00	None – all events are individual and do not run to regular scheduled or seasonal programmes
Sat	00.00	24.00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)
Sun	00.00	24.00	See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.

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 (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>Please give further details here</b> (please read guidance note 4)</p> <p>No set programme or timings - one off events. This may be an occasional event but not necessarily regularly run or repeated.</p> <p>For example - Late night refreshment may be part of a charitable event such as The Sharrow Lantern Festival it may be required as part of a Trust fundraising activity – such as after an evening history tour or bat walk it may be for a private party or wedding and may involve an external caterer or food van parked outside the chapel for the duration of the event.</p> <p>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</p> <p><b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5) None – as each event is individual, and booked to the hirers requirements, there is no standard, regular or seasonal requirement</p> <p><b>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</b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.</p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – <b>please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	00.00	24.00	<p><b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5) None – as each event is individual, and booked to the hirers requirements, there is no standard, regular or seasonal requirement</p> <p><b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p>		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			

			<p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme and therefore no non- standard timings.</p> <p>The times and dates of performances will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</p>
Sat	00.00	24.00	
Sun	00.00	24.00	

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

<p>The Board of Trustees of the Sheffield General Cemetery Trust          We enclose an Application for the mandatory alcohol condition under the licensing act 2003 requiring a Designated Premises Supervisor to be disapplied and for the board of Trustees to take collective responsibility for the premises licence.</p>	
<b>Date of birth</b>	
<p>Address          The Gatehouse, Cemetery Avenue, Sheffield</p>	
Postcode	S11 8NT
Personal licence number (if known)	
Issuing licensing authority (if known)	

**K**

<p><b>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).</b></p> <p>Any bookings taken for the use of the chapel are required to provide a Risk Assessment and would need to disclose any potential risk to children either at the event or who may be in the vicinity of the event, with regards to potential nudity, semi-nudity or the provision of or access to any gaming machines.          Any group using the chapel for film screenings would be obliged to ensure that access is only given to the appropriate age group under the British Board of Film Classification advice.</p>
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**L**

<p><b>Hours premises are open to the public</b>          Standard days and timings (please read guidance note 7)</p>			<p><b>State any seasonal variations</b> (please read guidance note 5)</p> <p>There are no seasonal variations.          The chapel is available to hire/ use every day, evening and night throughout the year and made available according to the hirers or users requirements</p>
Day	Start	Finish	
Mon	00.00	24.00	
Tue	00.00	24.00	
Wed	00.00	24.00	

Thur	00.00	24.00	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)</p> <p>See above – all events are booked as per the hirers requirements, there is no regular or scheduled programme.</p> <p>The times and dates of events will always be varied – we would therefore request the licence covers a full 24 hour period for seven days per week.</p>
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	

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

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

- The Trust will ensure all advertising for public/ charitable/ fundraising events, is clear and representative of the event content and the appropriate audience.
- The Trust will ensure that all events involving the sale/ distribution of alcohol are supervised and/or monitored by a member of our events staff and a site supervisor and will have a qualified first aider on site.
- The Trust staff report directly to two of the board of trustees with specific oversight for the Samuel Worth Chapel
- The Trusts staff and the appointed site security staff are aware of and competent in the delivery of Challenge 25 requirements for requesting proof of age.
- Anyone appearing to have drunk excessive alcohol will not be served.
- Anyone causing a disturbance or posing a risk to other guests or the public will be removed from site.
- In the event of an escalation during the event, the site security staff and the events co-ordinator will stop the event and request that all guests vacate the premises.
- Where the guests employ their own bar provider, they will be made aware of the requirement for a TENs licence and that the bar provider will be responsible for the acting within the guidelines of Challenge 25, they must monitor the distribution and consumption of alcohol and ensure that anyone appearing to have drunk excessive alcohol will not be served. A member of the Trusts staff and site security supervisor will be present at all events involving the sale of alcohol.
- The Trust staff will ensure agreed start and finish times for the event is adhered to.

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

- The Trust will ensure all private and public events involving the sale / distribution of alcohol are supervised by qualified security personnel and by a member of the events team/ qualified first aider.
- The Trust staff and security supervisor will do what is safe for them and other guests to prevent any escalation of crime and disorder and where appropriate, remove the offenders from site.
- In the event of escalation – the Trusts events staff and site security will shut down the event and ensure all guests vacate the premises safely.
- In the event of escalation and/or criminal damage– the Trust staff and site security will notify the police / emergency services where intervention is required. They will also notify the Trustees at the time of the escalation and ensure it is fully recorded and reported to the Trust.

**c) Public safety**

- The Trust will provide illuminated access to and from the chapel for event guests during the hours of darkness.
- Guests will be discouraged from moving away from the chapel and the lawn during the event.
- The Trust will ensure a qualified first aider is present at all events.
- Guests will be made aware that the chapel is located in a public park and the public have rights to pass the building and lawn during events.
- any issue concerning public safety will be recorded and passed to the board of Trustees

**d) The prevention of public nuisance**

- The playing of music will be controlled within the agreed hours for each event
- The consumption of alcohol will be controlled in the allocated areas and during the agreed hours of each event
- Guests leaving the site will be directed to a safely lit exit path and asked to be considerate of any private property on neighbouring streets
- The Trusts event staff and the security supervisor are competent in handling complaints which may arise during a private event. Any complaint received will be recorded and passed to the board of Trustees for follow up as necessary.

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

- Any events involving or provided for children are supervised by parents, teachers or qualified representatives.
- All children are supervised for the duration of their activity.
- Children are not allowed to roam the site or attend events unaccompanied.



**Checklist:**

Please tick to indicate agreement

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

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

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	<i>C. Evans</i>
Date	<i>5.7.22</i>
Capacity	<i>TRUSTEE</i>

**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	<i>[Signature]</i>
Date	<i>5/7/22</i>
Capacity	<i>BUSINESS MANAGER</i>

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Catie Evans, Trustee  
The Gatehouse, Cemetery Avenue

Post town	Sheffield	Page 29	Postcode	S11 8NT
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Telephone number (if any)	07530 822712
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) catieevans@gmail.com	

## 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.
    - 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.
    - 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:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - 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;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - 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. Right to work/immigration status:**

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability 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 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 the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:

1. by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in guidance issued under section 182 of the Licensing Act 2003.
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)

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

As an alternative to providing a copy of original documents, 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 with 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 shared digitally. 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 copied of the documents as set out above.

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.

## Privacy Notice – Licensing Act 2003

### How we will use your information

The information provided to us will be used to help us process your application.

Your personal data is processed under a contract to which you are party to through your application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data including criminal records, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

Your application will be processed in line with the following pieces of legislation:

- Licensing Act 2003

### Who we will share your information with

We may share your information with the following third parties in order to inform decision making:

- Responsible Authorities
  - South Yorkshire Police
  - South Yorkshire Fire and Rescue
  - Public Health
  - Safeguarding Children
  - Environmental Protection
  - Health Protection
  - British Waterways Board / Navigation Authority
  - Home Office
  - Trading Standards
- Other Licensing Authorities relevant to your application
- Other Council Services
- Bodies Responsible for auditing or administering public funds

### How long we will keep your information

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

### What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

I have read and understood the information provided in this form and understand my personal information will be used in the processing of my application and/or request.

Name: CATIE EVANS

Signature: C Evans

Date: 5.7.22

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

**Application for the mandatory alcohol condition under the  
Licensing Act 2003 requiring a Designated Premises Supervisor in  
respect of a premises licence to be disappplied**

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 in written black ink. Use additional sheets if necessary.

Once completed please give your application to *[insert name and address of relevant licensing authority]*. You may wish to keep a copy of the completed form for your records.

We Sheffield General Cemetery Trust, being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

**Part 1 – Community premises details**

Name of premises Samuel Worth Chapel	
Postal address of premises or, if none, ordnance survey map reference, or description Sheffield General Cemetery, Cemetery Avenue	
Post town Sheffield	Postcode S11 8FT

Telephone number at premises (if any)

0114 2683486

Premises licence number (if applicable)

--

**Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3)**

The Samuel Worth chapel is a Grade II\* listed chapel, restored in 2016 and located in the centre of the Sheffield General Cemetery.

The chapel now operates as a venue for charity, fundraising, community and private events.

The chapel is owned and managed by the Sheffield General Cemetery Trust, registered charity No 1103158.

The Trust is overseen by a board of 7 Trustees, including a Chairman and Treasurer. Two of the Trustees oversee management of the Chapel. The day to day running of events is carried out by the events team, reporting to these Trustees.

It is the board of Trustees who hold responsibility for the management of the premises and will, if granted, be collectively responsible for holding the premises licence.

**Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)**

The chapel is available for private hire, community, public and fundraising events and activities. The booking form requires details of the content and duration of the proposed event and attention is drawn to the responsibility for protection of children, alcohol consumption and fire safety procedures.

All external hirers are made aware that a member of SGCT staff will be present for their event. Should the hirer appoint an independent bar provider, they will be required to apply for a TENs and the bar provider will be primarily responsible for ensuring Challenge 25 guidelines are adhered to. However, our events supervisors are all first aid trained and have a clear understanding of the Challenge 25 requirements for requesting ID where it is considered necessary.

Each event involving the sale of alcohol is supported by a security guard, based outside the chapel for the duration of the event, who monitors all event guests in the immediate vicinity of the chapel.

The events staff and security supervisor will ensure any escalation as a result of alcohol consumption or anti-social behaviour is managed by removing the guest / closing down the event and / or reporting the incident to the police.

Any issues arising from the sale/ consumption of alcohol, during any event, will be reported to the Trustees for follow up action if required, any actions / outcome will be minuted at Board level.

**Part 2 – Applicant details**

We are the premises licence holder  (*Please tick ✓ yes*)

Contact phone number in working hours (if any)

E-mail address (optional)

**Current address (if different from premises address)**

The Gatehouse, Cemetery Avenue

**Post Town**

Sheffield

**Postcode**

S11 8NT

**Telephone (if any)**

07530 822712

*Please tick ✓ yes as appropriate*

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

This form accompanies a new premises licence application

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

**Reasons why you have failed to enclose the premises licence or relevant parts**

**Any further information to support your application**

The Samuel Worth Chapel is owned and managed by Sheffield General Cemetery Trust, a registered charity No 1103158.

The Trust comprises a board of 7 Trustees, including a Chairman and Treasurer.

The Trust employs 4 part time staff including two events staff who deliver and manage events. The events staff report directly to two of the Board Trustees.

The range of events held at the chapel include events for the public organised by the Trust, joint events with other charities and community organisations and private hire events, including weddings.

The capacity for the Chapel at any one time (including staff) is 100.

The breakdown of 110 booked events for the Samuel Worth Chapel from Jan-Dec 2022 is as follows:

Events for the public – 35 = 32% - including history tours, a café, heritage exhibitions and events, childrens workshops and activities. Talks and presentations. Heritage Open Day events. Music events such as Kick in The Eye (rock night). Fundraising events.

Events with other charities and community organisations – 22 = 20% - including workshops, choral and musical events, hosting U3A groups and other local history organisations.

Trust in-house activities – 31 = 28% - including regular meetings, social events and training for our volunteer workforce, meetings with other organisations pertinent to our work such as the National Cemeteries Association

Private events – 22 = 20% - Including Weddings, civil ceremonies, receptions, memorials, blessings and private parties

The total of charitable/ public access and Trust events is 80% of the 110 events currently booked in 2022.

Not all the events will involve the sale of alcohol, however these numbers are included for the sake of clarity as the use of the venue as a predominantly community/ public event building.

enclosed:

a copy of our constitution

a copy of our hire agreement

a copy of the building location and layout including fire safety plan

**CHECKLIST:-**

*Please tick ✓ yes*

**If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales**



- I have made or enclosed payment of the fee
- I have included documents (if available) which identify the premises and how it is managed
- I have included copies of any hiring agreements
- I have sent a copy of this application to the chief officer of police
- I understand that if I do not comply with the above requirements my application will be rejected

If applying alongside a new application or variation for a permission to allow alcohol sales

- this application accompanies a new premises licence application *[delete as applicable]*
- I have enclosed the premises licence or relevant part of it or provided an explanation
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

**Part 3 – Signatures** (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature *C Evans*

Date *5.7.22*

Capacity *TRUSTEE*

Second Signature *[Handwritten Signature]*

Date *5/7/22*

Capacity *Trustee*

<b>Contact name (where not previously given) and address for correspondence associated with this application</b>	
Catie Evans	<i>catieevans@gmail.com</i>
Trustee	

Sheffield General Cemetery Trust, The Gatehouse, Cemetery Avenue	
Post town , Sheffield	Postcode S11 8NT
Telephone number (if any) 07530 822712	
If you would prefer us to correspond with you by e mail your e mail address (optional) catieevans@gmail.com	

*Notes for Guidance*

1. This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in section 19(4) of the Act) that the supply of alcohol is instead authorised by the premises licence holder through either:

- applying to remove the mandatory conditions of an existing premise licence which allows the sale of alcohol;
- applying to remove the mandatory conditions when applying for a new premises licence that includes the sale of alcohol; or
- applying to remove the mandatory conditions when applying to vary an existing premises licence to allow the sale of alcohol.

On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the licence.

2. The applicant must be a committee or board of individuals with responsibility for the management of the premises – enter name of committee or board.

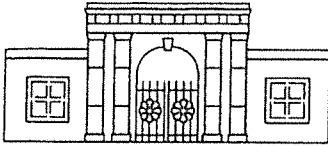
3. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee's or board's key officers, e.g. the chair, secretary, treasurer). Please include any documents e.g. a written constitution or other management documents that show the structure of the premises and how it is managed.

4. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. when the community premises is hired to private parties, when the community premises is hired for large fundraising events and when the community premises is hired for

short fundraising events by local voluntary organisations). Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available from e.g. ACRE and Community Matters. More information about these hire agreements is contained in the statutory Guidance.

5. Applications to substitute the section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, committee member, Hall secretary etc).

6. Please send a copy of this form to the chief officer of police for your area.



Sheffield General  
Cemetery Trust

## The Samuel Worth Chapel Hire Invoice

Invoice Number - 1nnn	Invoice Date - dd/mm/yyyy
To:	From: Sheffield General Cemetery Trust, The Gatehouse, Cemetery Avenue, Sheffield S11 8NT, 0114 2683486

EVENT DETAILS			
HIRE BREAKDOWN			
	COST	VAT	TOTAL
HIRE BALANCE			
PROJECTOR HIRE			
PA HIRE			
COVID DEEP CLEAN			
REFUNDABLE DAMAGE BOND			
HIRE TOTAL			

**Please pay the hire balance of £nnnn.nn**

THANK YOU FOR HIRING THE SAMUEL WORTH CHAPEL.

VAT NUMBER: 222382240

**Hire of Samuel Worth Chapel**  
**DATE / HIRER NAME(S) (the 'Hirer')**

**Agreement with Sheffield General Cemetery Trust ('SGCT')**

**IMPORTANT - PLEASE READ THESE TERMS AND CONDITIONS OF HIRE - THE SAMUEL WORTH CHAPEL, SHEFFIELD GENERAL CEMETERY**

- Hire deposit is due right away to secure the booking.
- Payments by BACS/internet bank transfer only.
- Please quote the invoice number **SGCT 1nnn** as a reference when paying.

**SGCT's Bank Details for payments: Account Name - Sheffield General Cemetery Trust**

**Account Number - 20142443**

**Sort Code - 60 83 01**

**Hirer's Bank account details for damage bond return:**

**SAFETY, SECURITY AND COMPLIANCE WITH LICENSING/MUSIC LAW**

A Hirer of the Chapel must be aged 21 or over at the date of the event. If the event is for under 21s, supervision arrangements must be agreed by an Officer of SGCT before the event. SGCT requires that in such cases there will be continuous supervision by adults 21 or over throughout the event. Responsibility for compliance with the Terms and Conditions and signing of the Agreement must be by someone aged 21 or over.

Please provide clear details of your event, including what type of event it is, how many guests are invited or how many tickets you will sell, if you will be providing or selling alcohol either directly or through an external bar provider and if you will be playing live or amplified music. Please also confirm start / finish times and any provision for supervision of children who might be involved or invited to your event.

SGCT may accept or decline any request to hire the Chapel entirely at its own discretion.

3. The Hirer must advise SGCT if you will have a bar selling alcohol or if you are selling tickets for an event with music, as the Hirer will require a Temporary Event Notice (TENS) licence. It is a legal requirement for the Hirer to obtain a licence if alcohol is to be sold, or if music is to be played for paid tickets holders, on the premises. You must pay the appropriate fees to the local licencing authority. SGCT can offer guidance on this process, please contact us for further information. TENS must be applied for at least 14 days before your event and sent to the SGCT Events team once received. Please bring 2 copies of your TENS when you arrive to set up your event. **NOTE - IF YOU DO NOT APPLY FOR YOUR TENS LICENCE IN TIME, YOU WILL NOT BE ABLE TO SERVE / SELL ALCOHOL OR PLAY MUSIC AT YOUR EVENT.**

SGCT event supervisors operate the Challenge 25 recommendations and retain the right to ask for ID or proof of age during any event serving alcohol.

If it is a public ticketed event then you need to provide an RA. All suppliers for weddings and private events must also provide RAs. We can assist with a Risk Assessment template - please ask for further details. You will also need to provide copies of Public Liability insurance for all suppliers involved in your event.

An SGCT events co-ordinator will open the chapel at the agreed time and will be present for the duration of your event. A security supervisor will also be on site to assist with pedestrian and vehicular access.

Blue badge parking for two cars is available outside the chapel with prior notice. A maximum of 3 vehicles can be parked outside during your event but must not be left overnight. SGCT takes no responsibility for vehicles and their contents parked in the cemetery grounds. Any vehicle accessing the chapel through the cemetery site must drive at a **MAXIMUM** of 5mph with hazard lights on. The bollards at Montague Street must be lifted out and replaced **IMMEDIATELY** after you have driven through.

Lighting will be provided to direct your guests to and from the Chapel. Please ensure your guests are aware that they should follow the guidance of the site supervisor when leaving the site during darkness. The security supervisor will be on hand to guide you to the safest route to the main highway.

Fire safety during your hire of the Chapel is critical. You will be required to nominate one person from your own party and **ALL SUPPLIERS** who will be shown the fire safety procedure by the Officer of SGCT who opens up the Chapel. Please ensure you allow a short time for this to be carried out and that you explain to your guests the location of the fire safety notices and evacuation procedure.

Please note, it is not permitted to use dry ice/ haze or fog machines in the Chapel as these activate the fire alarm

**Hire of Samuel Worth Chapel**  
**DATE / HIRER NAME(S) (the 'Hirer')**

**Agreement with Sheffield General Cemetery Trust ('SGCT')**

**IMPORTANT - PLEASE READ THESE TERMS AND CONDITIONS OF HIRE - THE SAMUEL WORTH CHAPEL, SHEFFIELD GENERAL CEMETERY**

Use of the green space adjacent to the Chapel is included in your hire, if you would like to take tables and chairs outside, please ensure they are brought back into the chapel if it rains and they must be brought back in at the end of your event so nothing is left outside overnight.

The Chapel must not be left unlocked and unattended during the hire period. The Hirer is responsible for any unauthorised access to the Chapel, or any damage caused by it being left unsupervised during the event.

Please be aware that the Cemetery is a public park and members of the public may be in the vicinity of the Chapel during your event.

**HIRE PAYMENTS, DAMAGE DEPOSIT AND CANCELLATION**

The Hirer must sign and return this Agreement to SGCT within 7 days of receiving it.

A Non-Refundable Deposit is payable by the Hirer to SGCT within 7 days of you receiving this Agreement from SGCT. It is your responsibility to pay the Non-Refundable deposit and any other payments by the dates stipulated in the Agreement and the Chapel Hire Invoice. If you do not pay the Deposit on time SGCT may cancel the booking and make an Agreement with another party without further reference to the Hirer.

A Damage Bond of £250 plus the Balance of the Hire fee as stipulated in the Agreement and Chapel Hire Invoice is due from the Hirer to SGCT by the date stated in the Chapel Hire Invoice. If you do not pay both these amounts on time SGCT may cancel the booking and make an Agreement with another party without further reference to the Hirer. The Non-Refundable Deposit will be retained by SGCT.

After your event an Officer of SGCT will review the condition of the Chapel and compliance with these Terms and Conditions. In normal circumstances SGCT will then refund the Damage Bond to the bank account advised by the Hirer to SGCT. If, acting reasonably, SGCT considers that there has been damage to the Chapel or its fixtures, fittings and external surroundings which is outside the bounds of normal wear and tear, SGCT may at its discretion retain part or all of the Damage Bond to compensate for the costs of repair. This does not limit the financial liability of the Hirer for more serious damage to the Chapel, and SGCT may require that you provide evidence that you have taken out Event Insurance to cover such risks.

The hirer is responsible for removing all rubbish from site after their event, any rubbish needing to be cleared by SGCT volunteers will result in a deduction from the damage bond.

If the Hirer cancels the hire at any time after payment of the non-refundable deposit it will be retained by SGCT. If the Hirer cancels the hire less than 14 days before the agreed date of the event then the entire Hire Cost plus VAT will be retained by SGCT. The Damage Bond will be returned by SGCT to the Hirer.

**CHAPEL FACILITIES, EQUIPMENT AND DECORATION**

The hire of the Chapel includes use of the covered portico area, use of the kitchen for food preparation and serving, and free WiFi.

Folding chairs, 8 large round tables and 2 rectangular tables which are included in the hire. These are for internal use or, weather permitting, may be used under the Chapel entrance portico area. If you prefer to hire furniture for your event and want us to remove our furniture from the Chapel please let us know by at least 7 days before your event.

A PA System, Projector and a Laptop are available for hire at an additional cost please contact the events team.

You are welcome to use caterers of your own choice. The location of any catering vehicle outside of Chapel will be agreed by an Officer of SGCT on pre-event visit. External caterers must supply all crockery, cutlery and glassware. Should you use the crockery and glassware provided in the kitchen, it must be thoroughly cleaned and put away after your event. Any additional cleaning costs for kitchen equipment will be deducted from the damage bond.

An accessibility ramp for wheelchair users is on the west side of the portico, with parking for vehicles transporting people with disabilities.

The covered portico area may be decorated, however it is not permitted to fix anything to the building structure internally or externally with adhesive, nails or screws.

**Hire of Samuel Worth Chapel**  
**DATE / HIRER NAME(S) (the 'Hirer')**

**Agreement with Sheffield General Cemetery Trust ('SGCT')**

**IMPORTANT - PLEASE READ THESE TERMS AND CONDITIONS OF HIRE - THE SAMUEL WORTH CHAPEL, SHEFFIELD GENERAL CEMETERY**

The interior of the Chapel may be decorated, however "Blu Tack", sticky tape or other adhesives are not permitted on the plastered Chapel walls. 'Blu tack' may be used on the low panels but we ask that you ensure this is completely removed and the panels cleaned if used. Additional cleaning costs may be deducted from the Damage Bond

Candles must be used in appropriate candle/tea light holders or containers and must not be left unattended at any time

Floral decorations are permitted - we ask that you ensure prevention of water leakage on to the internal stone floor which may impact on the underfloor heating system.

If you would like to use confetti at your event, please only use white, biodegradable confetti or natural petals. We respectfully ask that coloured/dyed confetti is not used as it can stain the stonework around the chapel.

Please forward copies of your risk assessment and, if relevant, event insurance to Andy Smith by email as soon as possible to [andy.smith@gencem.org](mailto:andy.smith@gencem.org)

Signing this Agreement means that you accept the Terms and Conditions stated above and that you will pay to SGCT the amounts stated in this Agreement and Chapel Hire Invoice on or before the due dates. Please sign and return a copy of this Agreement to -

Emma Larsson Revitt, The Gatehouse, Cemetery Avenue, Sheffield S11 8NT, or by email to [marketingandevents@gencem.org](mailto:marketingandevents@gencem.org)

Hirer Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_



## Sheffield General Cemetery Trust

### Samuel Worth Chapel - Fire Safety Risk Assessment - 5<sup>th</sup> October 2021

#### Description of Premises

The Samuel Worth Chapel (Chapel) is a Listed Grade II\* stone-built building dating from the 1830s. It is located in the middle of the Sheffield General Cemetery, S11, Sheffield. The Chapel is owned by the Sheffield General Cemetery Trust (the Trust), which is a registered charity (no. 1103158), and is run by trustees with the support of staff and a Management Committee.

The facilities comprise of a main hall, a kitchen, an entrance lobby and two toilets (one accessibility compliant). The Chapel is available for private and public hire, with a maximum capacity of 100 at any one time.

There is space either side of the Chapel that can be used as an event spill off area, and as temporary parking for up to two vehicles.

There is one emergency exit leading directly out of the building from the main hall, toilets and kitchen through the entrance lobby. The Chapel meets all the requirements of the current Disability Discrimination Act.

The Chapel is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Trust and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement and Standard Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

The Chapel is not licensed for the sale of alcohol. Hirers are expected to obtain a licence appropriate to their event.

#### Principal Uses of the Chapel

The Chapel is used for a wide variety of functions. These cover, but are not limited to, music and theatre performances, movie showings, private parties and charity fundraisers.

The Trust encourages hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Chapel detailing the location of the equipment and the escape routes. The plan is on display in the Chapel entrance lobby and available to hirers.

#### People at Risk of Fire

**Staff:** SGCT employ two part time staff - Business Manager and Landscape Conservation Manager

**Volunteers:** The Trust has about 50 volunteers carrying out a range of activities such as landscape maintenance, running and supporting public events, some at the Chapel, and historical research.

**Trades People:** The Trust employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on her own when working. Local trades people who are familiar with the building may gain access to the Chapel by borrowing a key from the Business Manager or a Trustee, while others are always escorted by one or more members of staff or Trustees.

**Chapel Users (up to 100 maximum inside at any time):** These will generally be familiar with the Chapel. Those that are not will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has one easily identifiable fire exit. Emergency lighting is installed over the entrance lobby and is tested regularly.

A fire alert and detection system with audible sounders is installed which is tested regularly. During an event, the main doors are open to allow ease of access to and from the building.

**Disabled Persons:** At a typical event, there may possibly be a limited number of disabled persons. It is the responsibility of Chapel hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The main exit leads to a portico area of flat stones with steps to a main Cemetery path. To aid wheelchair and mobility scooter users exit, a fixed permanent ramp is located on the portico leading out of the west side of the Chapel.

**Children:** It is the responsibility of hirers to ensure all children within the Chapel are supervised and that they are given adequate assistance in the event of an evacuation. Primary Chapel user groups are expected to have carried out their own Fire Risk Assessment.

**Other Members of the Public (who are not using the Chapel):** Members of the public may walk past the front of the Chapel on the public footpath.



Possible Causes of Fire

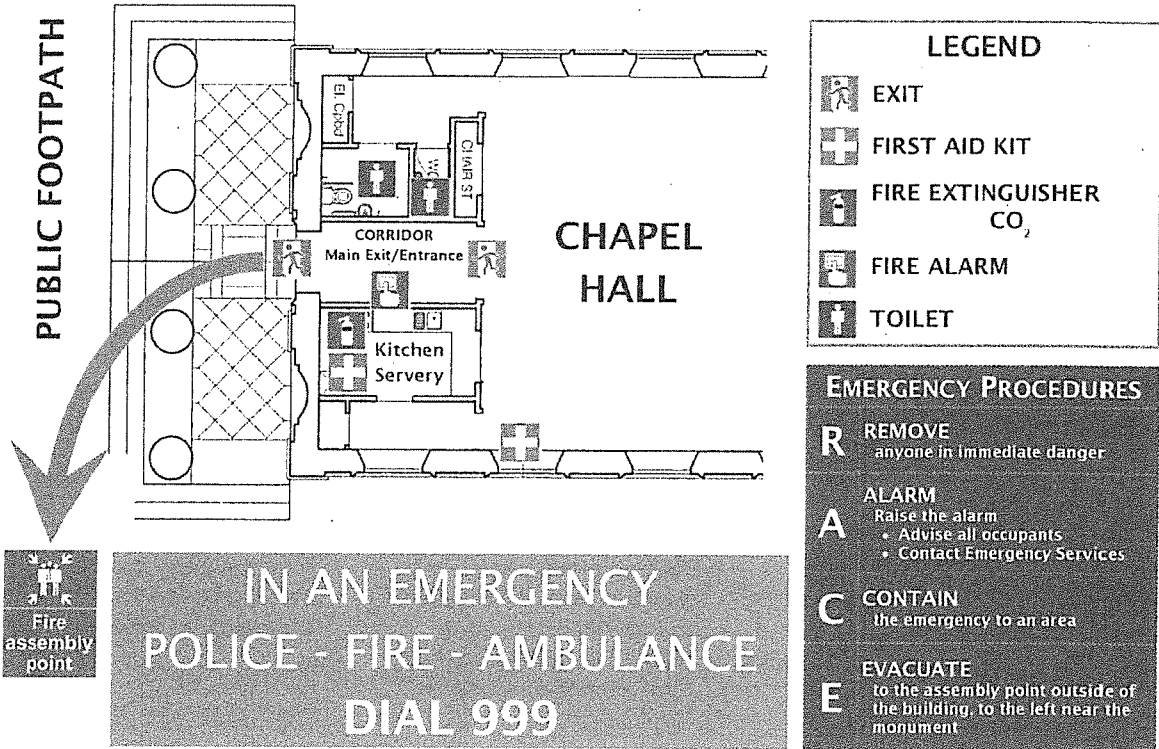
Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plasterboard, wood panelling).	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

Control Measures

			Measures to avoid or reduce	
Fire hazard	Likelihood 1=low 5=high	Risk to people from fire hazard	The hazard	Risk to people
Fire inside the Chapel	2	Smoke inhalation. Burns. Death. Particular attention to be paid to people who are attending large events.	<p>Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the Chapel, which is published in the Chapel entrance/exit corridor.</p> <p>A test of continued illumination in event of a power failure will be done quarterly.</p> <p>Ensure that Chapel furnishings are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc.</p> <p>Chapel users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>Ensure Hall users/hirers know how to evacuate the building where the fire-fighting equipment is located and where the assembly points are. A fire alert system has been installed so that an alarm can be raised if a fire is discovered; it also includes heat detection in the room most at risk – the kitchen.</p> <p>Ensure the hirers know that they must organize a fire marshal to check the building has been vacated after alarm and that the fire brigade has been called out (as appropriate). Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis.</p> <p>The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least</p>

				<p>once per year and logs the results.</p> <p>Users will be made aware of their responsibilities under the Premises License (via the Booking process). Regular User Groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the Management Committee.</p>
Fire on the premises outside the Chapel.	1	Evacuating people away the source of the fire.		Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.
Faulty electrics in mains power supply ring mains, lighting circuits kitchen appliances or portable devices.	1	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 3 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy enforced throughout the premises. No Smoking signs strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker. No deep fat fryers allowed. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.	Ensure hirers are aware of their responsibility to supervise	
Arson	1	Smoke inhalation. Burns.	Ensure Chapel hirers are aware of their responsibility for the Chapel during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

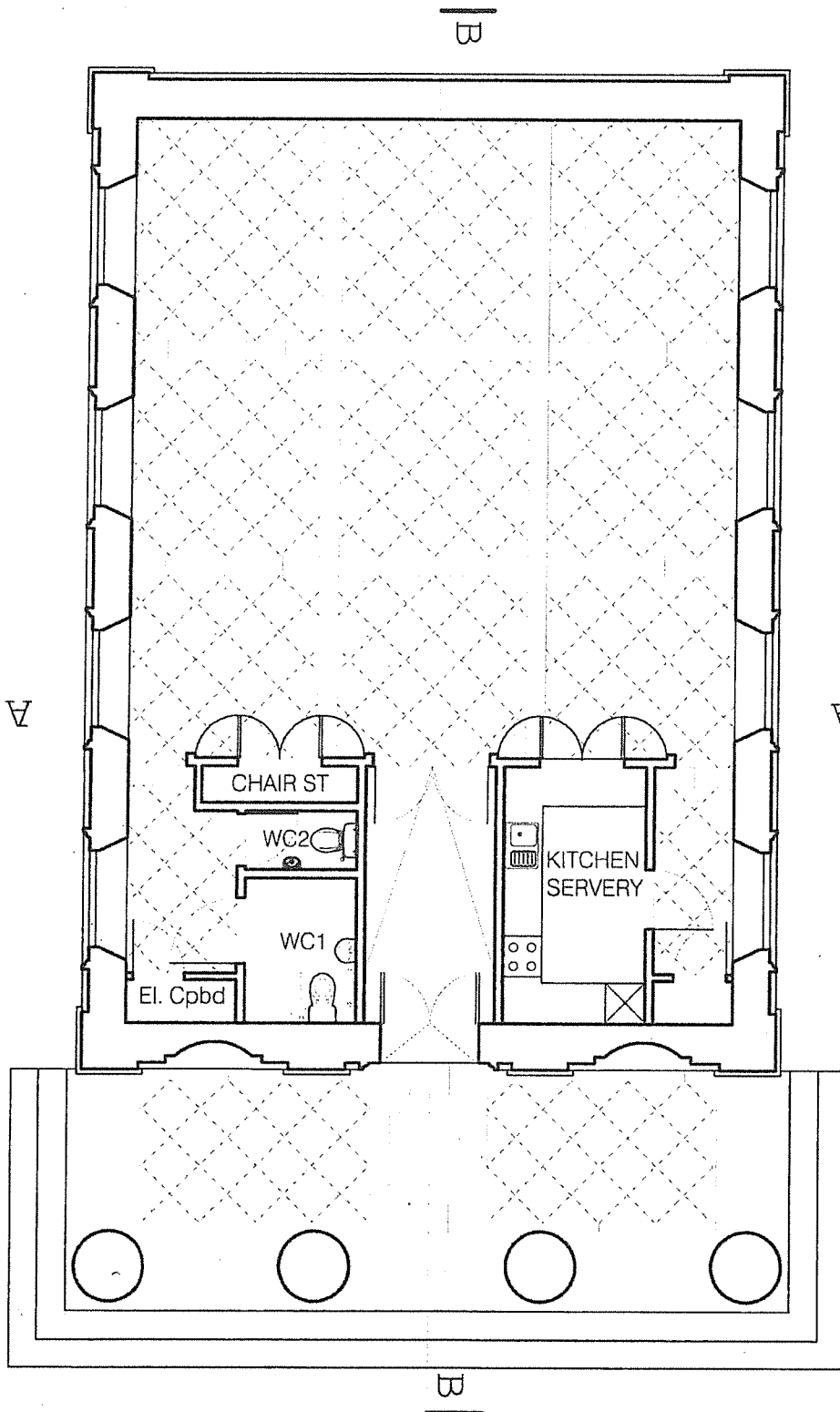
# SAMUEL WORTH CHAPEL - EVACUATION PROCEDURE



Created by Alex Quant (General Manager) - November 2018

Revised by Alex Quant (Business Manager) - October 2021

To be reviewed - October 2022



GROUND FLOOR PLAN

**AS PROPOSED  
PLAN**

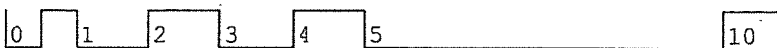
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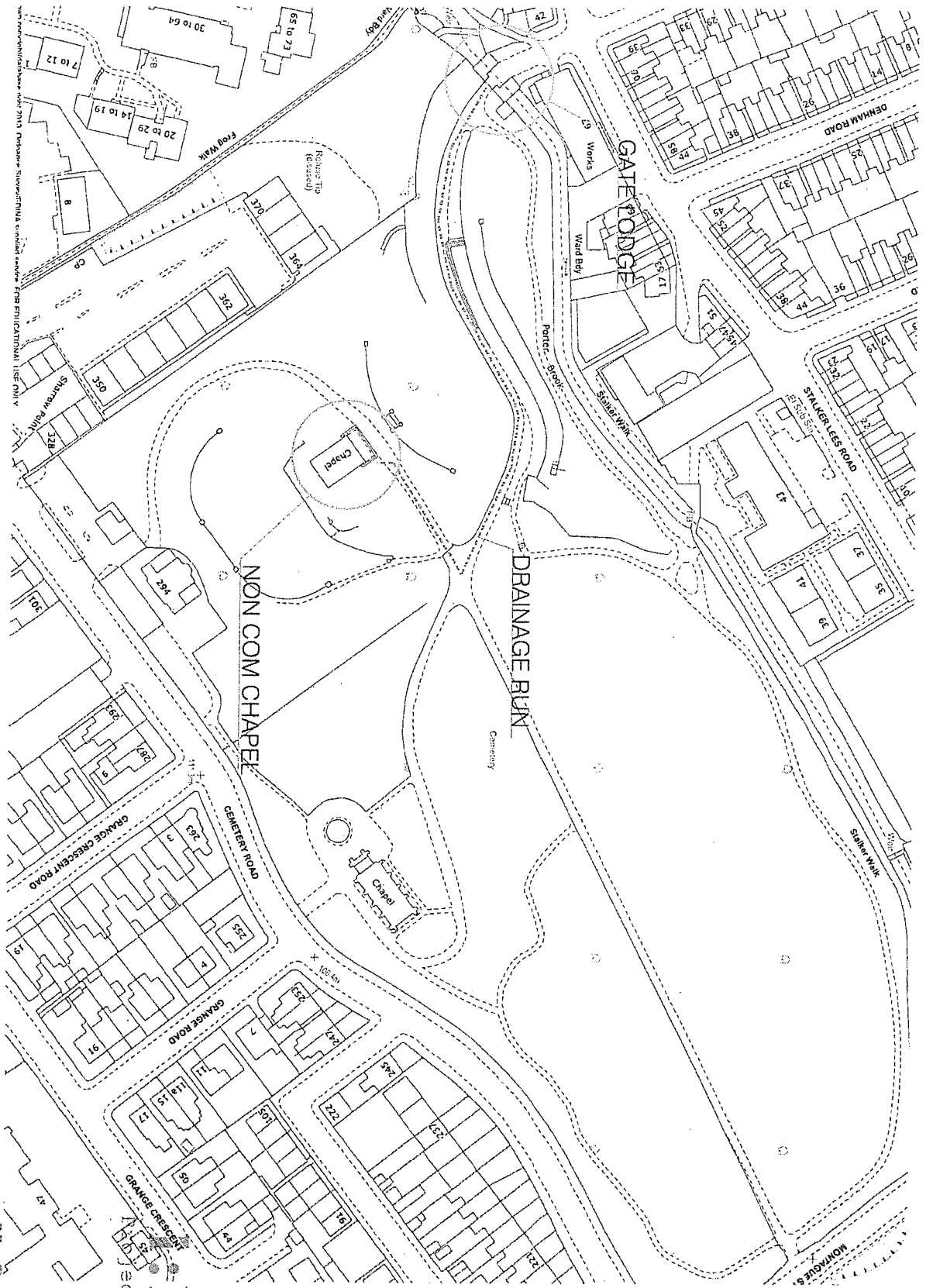
Project: Non-Con Chapel,  
Sheffield Gen Cemetery  
Dwg No: 533GC/P08  
Date: 15/12/14  
Rev: -

w a l k e r  
c u n n i n g t o n  
a r c h i t e c t s



knoll farmhouse | the knoll | matlock | de4 5fp  
28 byron rd | sheffield | s7 1ry  
wcarhitects.co.uk | admin@wcarhitects.co.uk





**SITE LOCATION PLAN**

**1250 / A3**

Subject: Non Com Chapel

Sheff Gen Cem

Dwg No: 533GC-S01

Date: 12-12-13

Rev: -

**WALKER  
CUNNINGTON  
ARCHITECTS**



28 Byron Rd | Sheffield | S7 1TY  
59 The Knoll | Mansley | Matlock | DE4 5FP  
w:wcaarchitects.co.uk e:admin@wcaarchitects.co.uk

1001 501 10140

[AG25]

SK 34132 85883

**Grid Reference**

SK 34132 85883

Grid Reference 8 figure

SK341858

X-Easting Y-Northing

434132 . 385883

Latitude Longitude decimal

53.368716 . -1.4885010

Latitude Longitude 4993 7thms 6dec

53°22'07"N . 001°29'19"W

Coordinates

search.cherry.fried

Address near

326 Cemetery Road, Sharrow, Sheffield,

Yorkshire and the Humber, England S11

PO1693 0AA United Kingdom

S11 8L1

Maple for Feet

1001 501 10140

1001 501 10140

1001 501 10140

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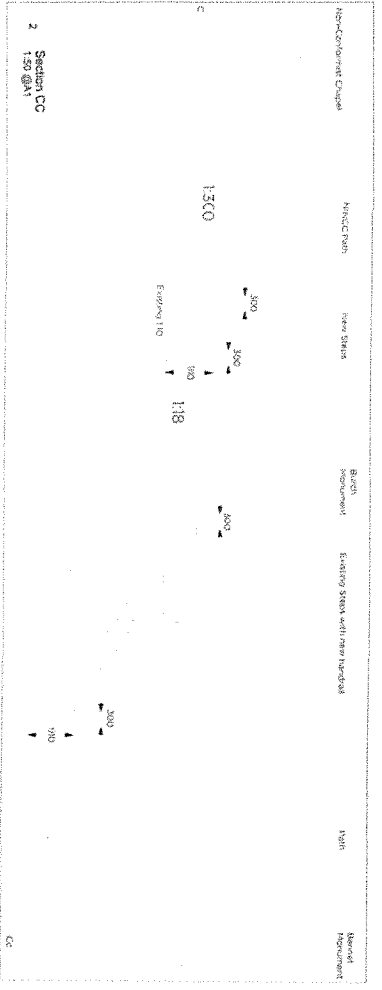
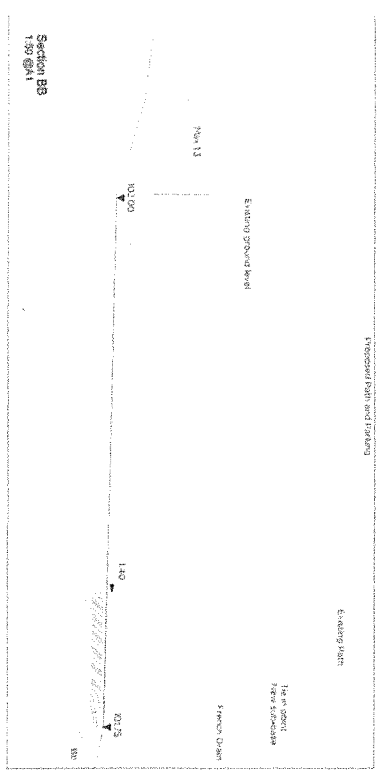
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[AG25]

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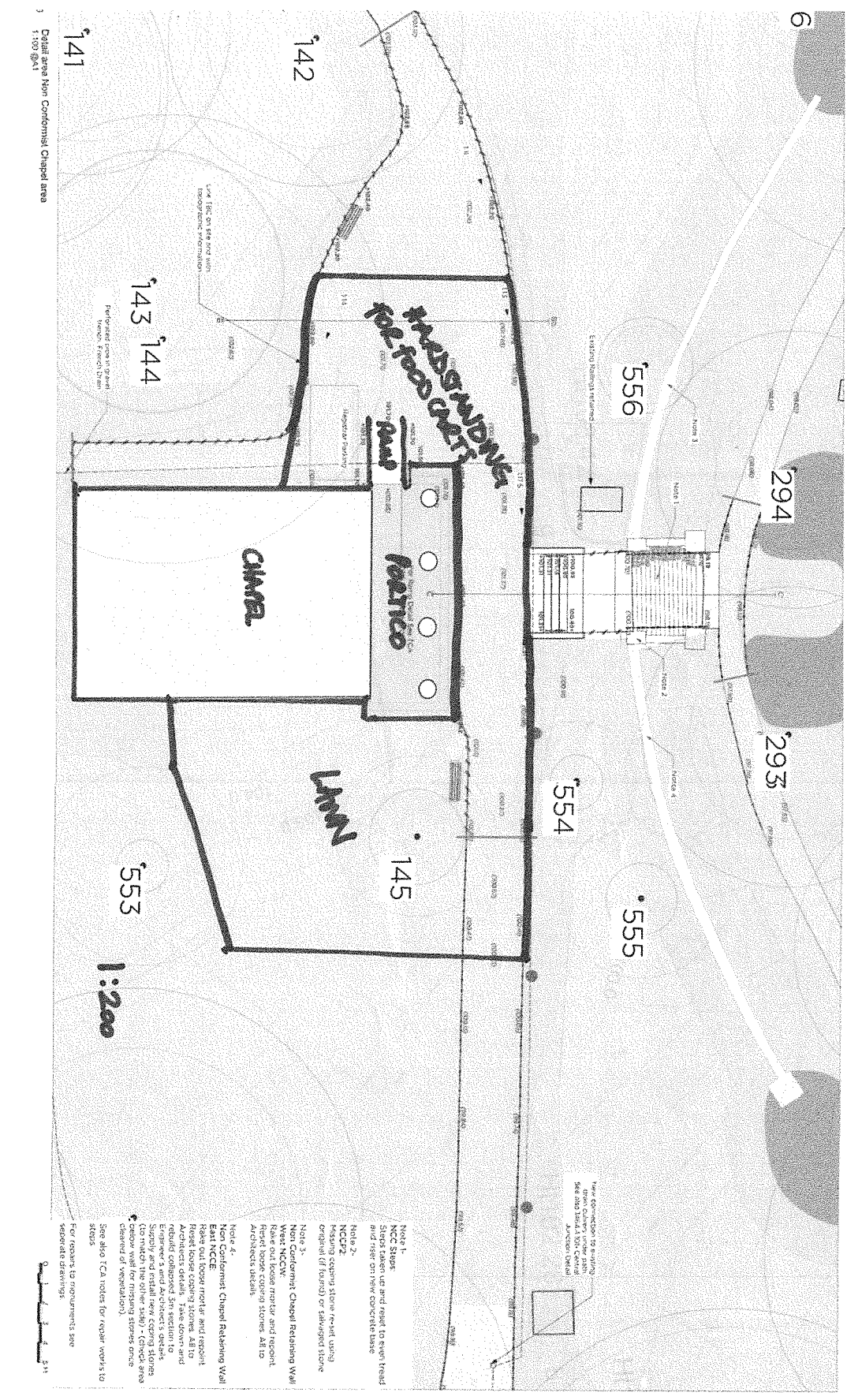


General notes:

1. All work shall be in accordance with the current edition of the Building Code of Australia.
2. All work shall be in accordance with the current edition of the National Construction Code.
3. All work shall be in accordance with the current edition of the Australian Standard AS/NZS 4576:2001.
4. All work shall be in accordance with the current edition of the Australian Standard AS/NZS 4576:2001.

Legend:

- Existing stone edging (Retained)
- Proposed Stone edging
- Existing Stone edging (Retain)
- Existing Timber Edging (Retained)
- Proposed Timber Edging - C10
- Hardwood
- Extent of works
- Estimate marking
- Metal Balustrade
- Grass (Existing) and masonry
- Grass
- Existing figure
- Marble Painting
- Handpans
- Lighting Fixing
- Bank (Trench)
- Existing grassed slope
- Ground (Installation) Scale
- Permanent ground (Installation)
- Bench



Notes:

- Note 1: NCC Slope: 1:100. All work shall be in accordance with the current edition of the Building Code of Australia.
- Note 2: NCC 2: All work shall be in accordance with the current edition of the National Construction Code.
- Note 3: Non Conforming Chapel Retaining Wall: Retain and lower masonry and repair. Report house coding stones. All to be replaced with new stone. All to be replaced with new stone. All to be replaced with new stone.
- Note 4: Non Conforming Chapel Retaining Wall: Retain and lower masonry and repair. Report house coding stones. All to be replaced with new stone. All to be replaced with new stone. All to be replaced with new stone.

For reasons to requirements see separate drawings.

1:200

0 1 2 3 4 5m

1464 - SHEFFIELD GENERAL CEMETERY

NCC LAYOUT AND SECTIONS

PLANNING

1464.5.101

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