

# **Appendix 'B'**

**Agreed Conditions and Reduced Hours:  
South Yorkshire Police  
Environmental Protection Service**

## Jayne Gough (CEX)

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**From:** SHEFFIELD\_Licensing <Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>  
**Sent:** 04 August 2022 10:35  
**To:** Ryan Cannister  
**Subject:** FW: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

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

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

We have agreed the following amendments for the Samuel Worth chapel licence. It is only regulated entertainment we have restricted outside.

Hope this assists.

Lucy

### Lucy Adams

#### Licensing Assistant

South Yorkshire Police  
Licensing Department  
Mossway Police Station  
Mossway  
Sheffield  
S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

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



#### Licensing Team

Tracey Klein 0114 2523948 internal 718948  
Lucy Adams (Monday/Tuesday) 0114 2523617 internal 718617  
Jo Belton (Wednesday/Thursday/Friday) 0114 2523617 internal 718617  
Ian Armitage 0114 2523618 internal 718618  
Catherine Jarvis 0114 2523163 internal 718163  
Alicia Marsden 0114 2523111 internal 718 111  
Daniel Barraclough 0114 2523556 internal 718556  
John O'Malley 0114 2964536 internal 714308

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

**From:** SHEFFIELD\_Licensing

**Sent:** 19 July 2022 13:19

**To:** 'licensing-service' <licensing-service@sheffield.gov.uk>; 'Jonathan Round' <Jonathan.Round@sheffield.gov.uk>

**Cc:** CATHERINE JARVIS <Catherine.Jarvis@southyorks.pnn.police.uk>

**Subject:** FW: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Dear all,

Following receipt of the above premise licence we have now agreed the following with the applicant:

Amend hours:

Licensable activities

10:00-00:00 Sun-Thur

10:00-01:00 Fri-Sat

10 x events per annum until 02:30 on Friday or Saturday

**Plays, Films, Live and Recorded music and Dance to cease at 22:00 hours in the external area.**

Opening hours

08:00-00:30 Sun-Thur

08:00-01:30 Fri-Sat

10 x events per annum until 02:30 on Friday or Saturday

Conditions

- The use of door staff will be risk assessed on an ongoing basis by the Trust. Where engaged, door staff shall be licensed by the Security Industry Authority.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- 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
- The premises will maintain a register of refusals and incidents. Such records will be kept and made available for inspection of the authorities.
- 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/member of the Trust 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.

Please amend the hours and place conditions on the licence should it be granted.

Thanks.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

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**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel) <[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Sent:** 19 July 2022 01:16

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

**Subject:** Fwd: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Hi Lucy

Just to confirm we would be happy for the licence to be granted under the terms you have recommended.

Thanks again for your assistance with our queries.

Kind regards

Catie

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486/ 07530 822712  
Instagram - [@sheffieldgeneralcemeterytrust](https://www.instagram.com/sheffieldgeneralcemeterytrust)  
Twitter - [@SheffieldGenCem](https://twitter.com/SheffieldGenCem)  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

Begin forwarded message:

**From:** catie evans <[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Subject: Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road**

**Date:** 18 July 2022 at 10:59:54 BST

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

Hi Lucy

Thanks for coming back so quickly on this and for agreeing to the additional late nights.

Is there any guidance on refusals? I only ask as if we are admitting the public, we don't always have their details, so I just wondered how we might manage this?

I have shared your email with my events managers and will come back to you with confirmation as soon as I hear back from them.

Thanks again for your help

Catie

On 18 Jul 2022, at 09:05, SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Dear Catie,

Apologies, I should have been more specific with regards the regulated entertainment restriction.

The 22.00 hrs restriction would apply to

Plays, Films, Live and Recorded music and Dance outdoors only. Customers would then be able to move into the premise for this to continue indoors.

Late night refreshment and supply of alcohol will be unaffected by the restriction.

We would be happy to increase the 6 late night events to 10 on the basis that all conditions are agreed, which you have confirmed.

Please let me know if this assists with your queries and you're happy for the application to be granted on this basis.

Kind regards,

Lucy.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

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<image001.jpg>

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**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
<catieevans@gmail.com>  
**Sent:** 16 July 2022 17:26  
**To:** SHEFFIELD\_Licensing <Sheffield.Liquor-Licensing@southyorks.pnn.police.uk>  
**Subject:** Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

Hello Lucy

Thanks for your email and for setting out your proposals on the licensing hours.

I have a few queries which I hope you can help with:

1. Where you say all external regulated entertainment to cease at 22.00 hours - does this relate to music / films/ alcohol/ food service - or just some of these ? A couple of scenarios you could maybe advise on:

a) How would this impact on weddings where people are using the lawn as part of their evening reception - would they have to close up outside and all go indoors part way through the evening? During the summer months, people often have a marquee on the lawn, so having the outdoor space to sit and drink or eat is really valuable for our guests.

b) Similarly, many of our guests use food vans for catering which are parked outside the chapel for the duration of their event, how would this be affected for food served after 10pm?

c) If guests want to go outside for a smoke for example during an event which runs to 1.30am - do they have to leave their drinks inside? (Sorry - probably a very simplistic question)

2. As I explained when we spoke, our past TENS requests and events schedule don't really give a clear picture of what we hope to be able to develop in our planned activities. After a slow start getting the chapel up and running, then being hit by the pandemic, we are now happy to see that demand for the chapel is growing and we anticipate a much broader programme in the coming year - so I wondered if you might reconsider the 6 extended late nights, to 10?

3. In your last paragraph, I just need to clarify - If we have an event where we needed a late (post 2.30am) or very early (pre 8.00am) licence, can a TENS be applied for just to secure these hours? If so, does the TENS need to be for the full event hours or just for the hours not covered by our premises licence?

I completely understand, having spoken to you that a 24 hour licence could present issues in the longer term and thanks for clarifying that the licence goes with the building.

I also appreciate your comments on the past TENS but hope that being able to extend by a few more late night options would help us to develop and provide a broader variety of events - not all involving alcohol - we do lots of non- bar events too.

The weekday and proposed opening hours are acceptable.

With regards to the conditions - all noted and yes, we can accommodate these easily.

Thanks again for taking time to discuss everything with me - if you are able to come back to me with your advice on the points above and to confirm if there is any possibility of increasing the number of late night extended licences to 10 per year, that would be great.

Kind regards

Catie

Catie Evans  
Trustee

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486/ 07530 822712  
Instagram - @sheffieldgeneralcemeterytrust  
Twitter - @SheffieldGenCem  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 14 Jul 2022, at 14:34, SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Good afternoon Catie,

Thank you for taking the time to discuss your application in more detail.

I have reviewed your proposals, in conjunction with my colleague from Environmental Protection, and although we understand your need for flexibility a 24 hour licence would be problematic.

Having reviewed all the temporary event notices previously submitted I cannot find a request that extends beyond 3am. With this in mind can I propose the reduction of operating hours as follows:

Licensable activities

10:00-00:00 Sun-Thur

10:00-01:00 Fri-Sat

6 x events per annum until 02:30 on Friday or Saturday

**All external regulated entertainment to cease at 22:00 hours**

Opening hours

08:00-00:30 Sun-Thur

08:00-01:30 Fri-Sat

I have also detailed conditions below which we would require adding to the licence. I know you have touched on a few of these requirements so these would serve to formalise your proposals:

- The use of door staff will be risk assessed on an ongoing basis by the Trust. Where engaged, door staff shall be licensed by the Security Industry Authority.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- 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
- The premises will maintain a register of refusals and incidents. Such records will be kept and made available for inspection of the authorities.
- 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/member of the Trust 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.

I understand you may still require an extension on these hours. With this being more of an ad-hoc basis you would still be able to submit a temporary event notice which can they be reviewed by ourselves, Environmental Protection and Health and Safety.

Please let me know if you are happy to proceed on this basis and I will notify the Licensing Authority of our agreement.

Kind regards

Lucy.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

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<image001.jpg>



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SYP Alerts offers information about local policing issues by text, email or voice message. Sign-up now at [www.sypalerts.co.uk](http://www.sypalerts.co.uk) #SignMeUp

## Jayne Gough (CEX)

---

**From:** Jonathan Round  
**Sent:** 15 September 2022 12:09  
**To:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
**Cc:** licensingservice  
**Subject:** RE: Premises licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

**Categories:** Ryan

Catie,

Thanks for your time on the phone and your agreement to the proposed condition. Please don't hesitate to contact me if you have any questions about what should be in the NMP.

Licensing Officer,

As you can see the applicant is happy for the below condition to be placed on the premises licence when granted. Please confirm that this email makes sense and that the agreed condition requiring a NMP will be placed on the premises licence when granted, and on that basis please withdraw my previous representation.

Regards,

Jon.

Jonathan Round  
Environmental Health Officer

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

Tel: 07887 641 266

Visit us at: [www.sheffield.gov.uk/environmentalhealth](http://www.sheffield.gov.uk/environmentalhealth)

**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel) <catieevans@gmail.com>  
**Sent:** 14 September 2022 16:41  
**To:** Jonathan Round <Jonathan.Round@sheffield.gov.uk>  
**Cc:** licensingservice <licensingservice@sheffield.gov.uk>  
**Subject:** Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jon

Thanks for your phone call and for talking through your advice this afternoon.

I would confirm that we are happy to accept the condition you have outlined below to be attached to the premises licence.

- A Noise Management Plan (NMP) will be produced for and submitted to the Environmental Protection Service (EPS) for approval within 6 weeks of the granting of the premises licence. The NMP will be reviewed from time to time and if complaints are received. Any new NMP will take account of changes to the nature of the entertainment provided and include measures to address any complaints and feedback from the EPS about previous events.

I trust this is satisfactory and will be in touch if we have any queries if the licence is granted.

Thanks again  
Catie

Trustee  
Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486  
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Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 13 Sep 2022, at 16:51, Jonathan Round <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)> wrote:

Hello Catie,

Sorry for the delay in coming back to you. I have just left a message on your answerphone.

Thanks for the response. I think that to help give confidence that there is adequate control over the potential for public nuisance that it would be prudent to attached a condition requiring a noise management plan, with a feedback clause to allow it to be revisited if necessary. This wouldn't need to be a huge document, and could include the details you have provided below. I would expect the noise management plan to include address the below:

- Measures to control noise from people in outside area;
- Measures to control amplified sound both inside and outside the venue;
- Location of any proposed amplified sound/ live performances;
- Details of access and egress routes.
- Perhaps a copy of the terms of agreement that hires sign up to and the inclusion of noise control measures so they are aware of obligations.

I would therefore propose the below condition is attached to the premises licence:

- A Noise Management Plan (NMP) will be produced for and submitted to the Environmental Protection Service (EPS) for approval within 6 weeks of the granting of the premises licence. The NMP will be reviewed from time to time and if complaints are received. Any new NMP

will take account of changes to the nature of the entertainment provided and include measures to address any complaints and feedback from the EPS about previous events.

I'm happy to discuss the matter further on the mobile below or reply to this email.

Regards,

Jon.

Jonathan Round  
Environmental Health Officer

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

Tel: 07887 641 266

Visit us at: [www.sheffield.gov.uk/environmentalhealth](http://www.sheffield.gov.uk/environmentalhealth)

**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)  
<[catieevans@gmail.com](mailto:catieevans@gmail.com)>  
**Sent:** 06 September 2022 16:30  
**To:** Jonathan Round <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)>  
**Cc:** licensingservice <[licensingservice@sheffield.gov.uk](mailto:licensingservice@sheffield.gov.uk)>  
**Subject:** Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road

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--

Hi Jonathan

I have just left you a message but thought I should respond to your email as follows:

I have attached a copy of the site plan for the chapel, which you will have received as part of the application - as you can see, the chapel is located in the very middle of the cemetery, with our nearest residential neighbours being;

- to the south - the far side of Cemetery Road
- to the south west, the flats at the top of Cemetery Road
- to the north, houses on Stalker Lees Road and Cemetery Avenue

So, although the chapel is located some considerable distance from its residential neighbours, to assist with minimising disturbance, we suggest exit routes for the events are via the gatehouse on Cemetery Avenue, which leads to Ecclesall Road (for buses and taxis), via Montague Street, to the east end of the cemetery, where there are no immediately located residential dwellings or, if people are heading over to Netheredge or adjacent suburbs, they might make their way up to the Anglican Chapel entrance on Cemetery Road.

We do remind our hirers and guests as they leave the cemetery, of the neighbours on these roads. As there are 5 entrances/ exits to the park, this tends to mean that the guest numbers are diluted as they leave site via different exits.

Over the six years the chapel has been in use - we have not received any complaints about noise levels and the events at the chapel have not resulted in any impact on our neighbours that we have been made aware of.

This is most probably due to the location of the Chapel which is set well down in the slope of the cemetery.

It is worth highlighting that the cemetery is a public park, so is well used and busy - particularly during the summer nights until well after dark and there are often people in the park when our events finish.

I would confirm that we do not allow fireworks of any kind.

This is our current policy and approach to managing late night disturbance but would be happy to discuss any other recommendations you might have.

Kind regards

Catie Evans

Trustee  
Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

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Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 6 Sep 2022, at 15:09, Jonathan Round <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)> wrote:

Hello Catie,

I've just left you a message as I wanted to clarify a few things. I'm sorry for the late contact on this application. I had seen the below agreement and spoken with Lucy in Police licensing a month or so back and then with the application getting delayed and leave it didn't show up until deadline day in my pending jobs.

I have copied in the Licensing Section so they are aware of my representation in case we don't get chance to speak/ resolve things before the deadline passes.

I wanted a bit more detail around the measures to prevent public nuisance:

- How do you propose to ensure that noise levels off site are not excessive and don't unreasonably disturb the neighbours, both while the events are ongoing and when people are leaving?

- What safeguards will be put in place to ensure the music level particularly for live and recorded music outdoors is kept to a level which will not impact on the neighbours?

I look forward to your response.

Regards,

Jon.

Jonathan Round  
Environmental Health Officer

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

Tel: 07887 641 266

Visit us at: [www.sheffield.gov.uk/environmentalhealth](http://www.sheffield.gov.uk/environmentalhealth)

**From:** SHEFFIELD\_Licensing

**Sent:** 19 July 2022 13:19

**To:** 'licensing-service' <[licensing-service@sheffield.gov.uk](mailto:licensing-service@sheffield.gov.uk)>; 'Jonathan Round' <[Jonathan.Round@sheffield.gov.uk](mailto:Jonathan.Round@sheffield.gov.uk)>

**Cc:** CATHERINE JARVIS <[Catherine.Jarvis@southyorks.pnn.police.uk](mailto:Catherine.Jarvis@southyorks.pnn.police.uk)>

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**Lucy Adams**

**Licensing Assistant**

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<[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Sent:** 19 July 2022 01:16

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

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Website - [gencem.org](http://gencem.org)

Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

Begin forwarded message:

**From:** catie evans <[catieevans@gmail.com](mailto:catieevans@gmail.com)>

**Subject: Re: Premise licence application-Samuel Worth Chapel, Sheffield General Cemetery, Cemetery Road**

**Date:** 18 July 2022 at 10:59:54 BST

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

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We would be happy to increase the 6 late night events to 10 on the basis that all conditions are agreed, which you have confirmed.

Please let me know if this assists with your queries and you're happy for the application to be granted on this basis.

Kind regards,

Lucy.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

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

<image001.jpg>

**Licensing Team**

Tracey Klein 0114 2523948 internal 718948

Lucy Adams (Monday/Tuesday/Thursday) 0114 2523617 internal 718617

Ian Armitage 0114 2523618 internal 718618

Catherine Jarvis 0114 2523163 internal 718163

Alicia Marsden 0114 2523111 internal 718 111

Daniel Barraclough 0114 2523556 internal 718556

John O'Malley 0114 2964536 internal 714308

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**From:** Samuel Worth Chapel Sheffield General Cemetery (Samuel Worth Chapel)

[<catieevans@gmail.com>](mailto:catieevans@gmail.com)

**Sent:** 16 July 2022 17:26

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

**Subject:** Re: Premise licence application-Samuel

Worth Chapel, Sheffield General Cemetery,  
Cemetery Road

Hello Lucy

Thanks for your email and for setting out your proposals on the licensing hours.

I have a few queries which I hope you can help with:

1. Where you say all external regulated entertainment to cease at 22.00 hours - does this relate to music / films/ alcohol/ food service - or just some of these ? A couple of scenarios you could maybe advise on:

a) How would this impact on weddings where people are using the lawn as part of their evening reception - would they have to close up outside and all go indoors part way through the evening? During the summer months, people often have a marquee on the lawn, so having the outdoor space to sit and drink or eat is really valuable for our guests.

b) Similarly, many of our guests use food vans for catering which are parked outside the chapel for the duration of their event, how would this be affected for food served after 10pm?

c) If guests want to go outside for a smoke for example during an event which runs to 1.30am - do they have to leave their drinks inside? (Sorry - probably a very simplistic question)

2. As I explained when we spoke, our past TENS requests and events schedule don't really give a clear picture of what we hope to be able to develop in our planned activities. After a slow start getting the chapel up and running, then being hit by the pandemic, we are now happy to see that demand for the chapel is growing and we anticipate a much broader programme in the coming year - so I wondered if you might reconsider the 6 extended late nights, to 10?

3. In your last paragraph, I just need to clarify - If we have an event where we needed a late (post 2.30am) or very early (pre 8.00am) licence, can a TENS be applied for just to secure these hours? If so, does the TENS need to be for the full event hours or just for the hours not covered by our premises licence?

I completely understand, having spoken to you that a 24 hour licence could present issues in the longer

term and thanks for clarifying that the licence goes with the building.

I also appreciate your comments on the past TENS but hope that being able to extend by a few more late night options would help us to develop and provide a broader variety of events - not all involving alcohol - we do lots of non- bar events too.

The weekday and proposed opening hours are acceptable.

With regards to the conditions - all noted and yes, we can accommodate these easily.

Thanks again for taking time to discuss everything with me - if you are able to come back to me with your advice on the points above and to confirm if there is any possibility of increasing the number of late night extended licences to 10 per year, that would be great.

Kind regards

Catie

Catie Evans  
Trustee

Sheffield General Cemetery Trust  
The Gatehouse, Cemetery Avenue  
Sheffield S11 8NT

Tel 0114 268 3486/ 07530 822712  
Instagram - @sheffieldgeneralcemeterytrust  
Twitter - @SheffieldGenCem  
Facebook - [facebook.com/SheffieldGeneralCemetery](https://www.facebook.com/SheffieldGeneralCemetery)  
Website - [gencem.org](http://gencem.org)  
Chapel bookings - [samuelworthchapel@gmail.com](mailto:samuelworthchapel@gmail.com)

Registered Charity Number 1103158

On 14 Jul 2022, at 14:34,  
SHEFFIELD\_Licensing  
<[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)> wrote:

Good afternoon Catie,

Thank you for taking the time to discuss your application in more detail.

I have reviewed your proposals, in conjunction with my colleague from Environmental Protection, and

although we understand your need for flexibility a 24 hour licence would be problematic.

Having reviewed all the temporary event notices previously submitted I cannot find a request that extends beyond 3am. With this in mind can I propose the reduction of operating hours as follows:

Licensable activities

10:00-00:00 Sun-Thur

10:00-01:00 Fri-Sat

6 x events per annum until 02:30 on Friday or Saturday

**All external regulated entertainment to cease at 22:00 hours**

Opening hours

08:00-00:30 Sun-Thur

08:00-01:30 Fri-Sat

I have also detailed conditions below which we would require adding to the licence. I know you have touched on a few of these requirements so these would serve to formalise your proposals:

- The use of door staff will be risk assessed on an ongoing basis by the Trust. Where engaged, door staff shall be licensed by the Security Industry Authority.
- The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk.
- 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
- The premises will maintain a register of refusals and incidents. Such records will be kept and made available

for inspection of the authorities.

- 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/member of the Trust 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.

I understand you may still require an extension on these hours. With this being more of an ad-hoc basis you would still be able to submit a temporary event notice which can they be reviewed by ourselves, Environmental Protection and Health and Safety.

Please let me know if you are happy to proceed on this basis and I will notify the Licensing Authority of our agreement.

Kind regards

Lucy.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

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S20 7XX

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Alicia Marsden 0114  
2523111 internal 718 111  
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