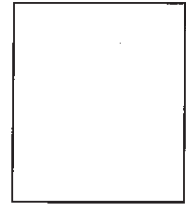




SHEFFIELD CITY COUNCIL Committee Report



Report of: Chief Licensing Officer, Head of Licensing

Date: 26th September 2013 - 11am

Subject: Street Trading
City Centre Small Trading Stalls

Author of Report: Shimla Finch – 203 7752

Summary: To consider an application for a street trading consent to trade in the city centre.

Recommendations: That Members consider the application submitted alongside the Council's "City Centre Street Trading - Small Trading Stalls" qualitative criteria, the street trading policy and comments submitted by Development Services (Planning) City Centre Management Team and the Highways Department.

That Members consider all the information provided by the applicants both in their written application and in person at the meeting.

Background Papers: Attached documents
Street Trading Policy

Category of Report: OPEN

**REPORT OF CHIEF LICENSING OFFICER, HEAD OF LICENSING,
TO THE LICENSING COMMITTEE**

Ref: 57/13

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

Street Trading – City Centre Small Trading Stalls

1.0 PURPOSE OF REPORT

1.1 To consider an application for a street trading consent to trade in the city centre.

2.0 INTRODUCTION

- 2.1 The Council have power under the provision of the 1982 Act to regulate street trading in the city.
- 2.2 A Street Trading Consent is required to trade on any street (which includes roads, footways, forecourts, or other areas to which the public have access) within the Sheffield City Boundary.
- 2.3 The Licensing Committee at it's meeting of 29th January 2002 passed the following resolution:
1. That under the provisions of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:
 - (a) all streets (which includes roads, footways, forecourts or other areas to which the public have access) within the Sheffield City boundary, shall be designated consent streets and;
 - (b) such street trading designation shall take effect as from the 1st April 2002; and
 - (c) all previous designations in relation to street trading will be rescinded as a result of the designation set out above.
 2. The effect of this resolution is that from 1st April 2002, it will be an offence to engage in street trading in any street or any other place identified in the above resolution without being authorised to do so by consent from the City Council.
- 2.4 A Local Authority may attach conditions to a Street Trading Consent. The conditions may include conditions to prevent obstruction of the street and danger to persons using the street or nuisance or annoyance.
-
- 2.5 A Street Trading Consent may only be granted for a maximum period of twelve months.
- 2.6 There is no appeal procedure against the refusal or revocation of a consent. An applicant may, however apply for judicial review of the Council's decision.
- 2.7 A copy of the Council's Street Trading Policy is available via the following link; <https://www.sheffield.gov.uk/business-economy/licensing/general-licensing/retail/street-trading.html>. Members should note that the age restriction of 5 years for motorised vehicles has been removed and is not presently being enforced.

3.0 CITY CENTRE STREET TRADING

- 3.1 Working in partnership with the City Centre Management Team and Planning, Licensing presented a report to Committee in August 2011 to encourage more local businesses to trade in the city centre whilst also controlling the type and thereby controlling the quality that is on offer.
- 3.2 This is to encourage more local businesses to trade in the city centre and to offer a more continental style of trading in certain areas of the city centre
- 3.3 There is no constraint on the type of goods that can be sold. However, we would like to encourage more traditional goods that would give a more continental style to the City Centre.
- 3.4 A City Centre Qualitative Criteria for Small Trading Stalls was approved to meet these requirements (attached at Appendix 'A').
- 3.5 The fee for consent has been set at £498.50 per quarter (£1,994 per annum) to trade seven days a week between 7am and 7pm.

4.0 THE APPLICATION

- 4.1 An application has been submitted by Stephen Harrison Academy c/o Mr Stephen Harrison to trade at Barkers Pool to sell soups, healthy shakes, tea, coffee, soft drinks, fruit toast, panini's, sandwiches, breakfast pots and cereal bars. A copy of the application is attached at Appendix 'B'.
- 4.2 A number of pitches have been allocated for city centre street trading at a previous meeting, therefore, the location of the remaining pitches are:
- Barkers Pool
 - Sheaf Street;
 - Tudor Square; and
 - Devonshire Green (currently an application pending)
- 4.3 Members are to note that the specific location at the site will be agreed in conjunction with the City Centre Management Team and Planning Department.

5.0 REASONS FOR REFERRAL

- 5.1 The application has been referred to the Licensing Committee as the Licensing Authority has received objections and comments during consultation of the application concerning the motorised vehicle and falling outside the qualitative criteria set for city centre street trading which forms part of the Street Trading Policy.
- 5.2 Mr Harrison has been notified about the requirement to meet the city centre qualitative criteria and that motorised vehicles are not permitted as part of this scheme.
- 5.3 Each application must be determined on its own individual merits and has therefore been referred to the Licensing Committee.

6.0 BACKGROUND

6.1 Mr Harrison's application was circulated in the usual manner to South Yorkshire Police, South Yorkshire Fire and Rescue, Highways, Planning Department and the City Centre Management Team.

6.2 During the consultation of this application comments and an objection have been received from the following:

Lucy Bond, Planning (objection)
City Centre Management Team
Highways Department

Appendix 'C'
Appendix 'D'
Appendix 'E'

6.3 The objections and comments received refer to factors specified in Part 3 section 3.1 and Appendix '6' (city centre qualitative criteria) of Sheffield's Street Trading Policy when considering applications for grant or renewal.

6.4 Members are also to refer to section 2.8 of the policy in consideration of the objection and comments and in particular to the following bullet points under that section:

- **Public Safety / Highway**

- (a) Whether the street trading activity represents or is likely to represent a substantial risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site;
- (b) Whether there is sufficient space in the street for the applicant to engage in the trade in which he/she is proposing without causing undue interference or inconvenience to other persons using the street;
- (c) Whether the street trading activity may damage the structure or surface of the street;
- (d) Whether the location and operating times will be such that the highway can be maintained and that there are no dangers to those who have a right to use the highway and no obstruction for emergency services.

- **Appearance of the unit**

- (a) Whether the unit is of a smart appearance and meet the specific qualitative criteria.
- (b) Whether the appearance of the trading unit or structure is compatible with the character of the area in which it is proposed to be situated.

- **Environmental credentials**

- (a) Whether there is a negative impact of the proposed operation on the local environment including street surfaces and materials, power supply, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste created by customers. Mitigating measures to minimise the environmental impact of the proposed operation will be taken into account.

- **Objections**

- (a) Take into account any objections made about the application or Consent holder from interested parties.

6.5 The applicant has been invited to attend the Licensing Committee hearing to present his case. A copy of the invite is attached at Appendix 'F'.

6.6 Planning, Highways and City Centre Management have been invited to attend the meeting for further clarification. Copies of the invites are attached at Appendix 'G'.

6.7 A copy of the hearing procedure is attached at Appendix 'H'.

7.0 FINANCIAL IMPLICATIONS

7.1 If Members are minded to refuse this application, there are no financial implications for the Council arising from this report.

7.2 If Members grant the application, the Licensing Authority will be required to increase the fees to enable it to recover the reasonable costs of the Council as the fee set for city centre consents are based on small stalls.

7.3 Members should also note that if any application is referred to the High Court significant legal costs are likely to be incurred. There is no hold over budget within Licensing to cover such costs.

8.0 RECOMMENDATIONS

8.1 That Members consider the application submitted alongside the Council's "City Centre Street Trading - Small Trading Stalls" qualitative criteria, the street trading policy and comments submitted by Development Services (Planning) City Centre Management Team and the Highways Department.

8.2 That Members consider all the information provided by the applicant both in their written application and in person at the hearing.

9.0 OPTIONS OPEN TO THE COMMITTEE

9.1 To grant the consent in the terms requested.

9.2 To grant the consent at an alternative location.

9.3 To defer the matter for further consideration.

9.4 To refuse the street trading application.

Steve Lonnia
Chief Licensing Officer & Head of Licensing
Business Strategy and Regulation, Place Portfolio
Block C Staniforth Road Depot
Staniforth Road, Sheffield S9 3HD

5th September 2013

APPENDIX 'A'

Sheffield City Council
CITY CENTRE STREET TRADING
Small Trading Stalls

BACKGROUND

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place. Set out below is the qualitative criteria which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

QUALITATIVE CRITERIA – SMALL TRADING STALLS

GENERAL DESIGN

- There will be no motorised vehicles or stalls etc. permitted as part of this scheme.
- All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.
- Good display is an important part of the selling process and top quality presentation encourages purchase and benefits the retailer reputation.
- It is in the best interest of traders to produce a high quality design in their barrows/handcarts. The function of the stall is to identify the trader and add vitality and colour to the immediate area, and reflect the quality, cleanliness and order in their operation. The barrow/stall contributes to the appearance of the street for good or bad, so design matters to everyone who uses the street, as well as the operator.
- Sign writing and scrollwork must be finished to a standard acceptable to the City Council.
- The unit must be visually acceptable to the City Council (this will include the Head of Licensing, City Centre Manager and Planning Service) and be in-keeping with the street/area that it is to be located.
- Advertisements on stalls will not be permitted except by permission of the Council in writing and subject to further conditions. The Council shall be the sole judge of what is an acceptable advertisement.
- The Council will reserve the right to not renew any consent where it considers the product(s) offered by the operator are not in keeping with the requirements of the site and the promotion of the City Centre.

- Non functional elements attached to barrows / handcarts, are not acceptable.
- The general design of the barrow/handcart must meet the requirements of the Council for that location.
- Flame retardant 'skirts' are to be used if necessary, so as to obscure the frame, gas bottle etc. They should be designed to 'unify' the barrow/handcart.
- All equipment, tools, gas bottles etc. must be self contained within the stall/handcart etc.
- Bright colours and a sense of fun are encouraged.
- Finished in flame retardant paint.
- A colour photograph or scale illustration of the proposed handcart must be submitted to the Licensing Service as part of the application process.
- No barrow/handcart should have a frontage greater than 3.0 metres or a width greater than 2.0metre.
- Roofs should be no more than 2.5m above ground level.
- Pitched and curved roofs are encouraged.
- Canopies should be high quality with a feeling of 'permanence'. These could be manufactured from either stretched canvas, or woven material, opaque or light metal materials. Clear plastic awning and extensions to the canopy will not be acceptable.
- Canopies must be maintained and cleaned to a high standard.
- Food traders must ensure that any stall design satisfies the requirement of food safely legislation. Staff must be adequately trained in good hygiene (Basic Food Hygiene Certificate and regular on going training) and records of training must be made available on request.
- Best practise of food hygiene must be adopted by the operator. This covers:
 - Personal hygiene
 - Hand washing
 - Ill health
 - Prevention of contamination
 - Temperature control
 - Temperature monitoring
 - Cleaning
 - Storage and stock rotation
 - Procedures in the event of freezer breakdown
 - Site cleanliness
 - Waste disposal
 - Pest control
 - Quality control
 - First aid facilities

Food traders must have a minimum food hygiene rating score of 3.

APPENDIX 'B'



Licensing Service
Town Hall
Sheffield
S1 2HH

21st June 2013

Dear Sir/ Madam,

The Stephen Harrison Academy (SHA) is a ground breaking social enterprise based in Sheffield which since 2007 has developed and proven innovative methods initially primarily using snooker as a fun way to attract and make entertaining personal development programmes, nutrition, mentoring and employment opportunities for a wide variety of disadvantaged groups. These include young offenders, people with physical and learning disabilities or mental health problems, young people and adults not in education, employment or training and disengaged communities in areas of high deprivation.

People who often won't attend more traditional activities about health or learning are attracted to the way we work which combines fun and learning in accessible locations. We have unique physical resources which can be used. Early in 2012 we have been successful in getting a capital grant for nutrition and healthy eating training vehicle.

The plan is to park the vehicle at Barkers Pool in Sheffield and sell food and soft drinks, healthy options to the public, the money raised from our efforts will be re-invested back in to the services we provide in Sheffield, we will also be handing out leaflets to the public about nutrition and diabetes, staying in good health.

~~Over the years the academy has run contracts for the Local Authority and relied upon grants to run our services we now need to become more sustainable due to the funding cuts within the local authority, this initiative is part of our fund-raising efforts.~~

Yours sincerely

Local Government (Miscellaneous Provisions) Act 1982

Application for a (City Centre – small unit) Street Trading Consent

Notes to Applicant:
All questions must be answered unless otherwise stated.
If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

*I **HEREBY APPLY** to the Sheffield City Council for the grant of a (city centre – small unit) street trading consent.

A. THE APPLICANT(S)

		1 st Applicant Mr	2 nd Applicant (Mr/Mrs/Miss/other)
Q1	Full name(s) of the applicant	Stephen Harrison	
Q2	Applicant(s) permanent private address	[REDACTED]	
Q3	Date of birth	[REDACTED]	
Q4	Nationality and place of birth	British Sheffield	
Q5	National Insurance No.	[REDACTED]	
Q6	Do you have the legal right to work and live in the UK?	YES :	YES / NO Details:
Q7	Have you ever been refused a street trading consent in this or any other area?	NO	YES / NO Details:
Q8	Telephone No	[REDACTED]	
Q9	Email address	Stephen@snookerskills.com	

B. COMPANY DETAILS (if applying as a Corporate body)

Q10	Name	Stephen Harrison Academy (not-for-profit-organisation)
Q11	Registered address	The Innovation Centre, 217 Portobello, Sheffield , S14DP
Q12	Registered number	6323562
Q13	Telephone number	01142242346
Q14	Email address	Stephen@snookerskills.com
Q15	Please provide details of all Directors (names, addresses, dates of birth and details of any convictions). A separate sheet may be used.	<p>Stephen Mercer [REDACTED]</p> <p>David Routledge [REDACTED]</p> <p>[REDACTED]</p> <p>Jon Harrison [REDACTED]</p> <p>[REDACTED]</p> <p>Gregg Wilson [REDACTED]</p> <p>[REDACTED]</p>

C. TRADING DETAILS

Q16	Trading Name (if applicable)	As above
Q17	Trading address (if different from above)	As above
	Post Code	
Q18	Site to be occupied	Barkers pool
Q19	Items to be sold (i.e. type of food, jewellery, paintings, etc)	Soups, Healthy Shakes, Tea, coffee, soft drinks, fruit toast, toast, Panini's, sandwiches, Breakfast pots, cereal bars
Q20	Please specify preferred days of trade:	Mon-Tue-Wed-Thur-Fri-Sat
Q21	Please specify preferred hours of trade:	10am – 5pm

D. THE UNIT

Q19	Type: eg barrow / cart, etc.	THINK FOOD motorised vehicle
Q20	Size of unit	Height:7ft

		Width: 7ft Length: 20ft
--	--	----------------------------

E. CONVICTIONS / CAUTIONS

Q21	Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If the answer is Yes please give full details below:	Applicant 1 Yes [] No [x]	Applicant 2 Yes [] No []
Details of previous convictions and/or cautions			
	Date of Conviction	Court of Conviction	Nature of Offence
	Sentence		
	Applicant 1		
	Applicant 2		

F. CHECK LIST

The following documents must be attached with this application: (tick)

Non refundable fee of £100	x
Your current passport	x
Your current drivers licence	x
One other proof of identity, showing your name and current address (recent utility bill, bank statement etc)	x
Right to work documentation (if applicable)	N/A
Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.	x
Photographs of the vehicle / unit, front back and rear.	x
Details of any food hygiene qualifications (unless trading in non food items)	x
If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.	
Confirmation your vehicle meets the quality criteria	
Any further information you may wish to submit in support of your application	x

The following documents must be forwarded to us before the grant of your consent:
(tick if enclosed with this application)

The remaining quarterly fee or full annual fee.	
Certificate of insurance in respect of the vehicle / unit	x
Public liability insurance (minimum of £2,000,000)	x
Written confirmation that the vehicle meets the Council's food safety standards	
Waste management contract	X
Declare that you have registered as a food business	x

G. DECLARATION


WARNING

Paragraph 10(3) of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 gives the following warning:-

"Any person who, in connection with an applicationfor a street trading consent, makes a false statement which he knows to be false, in any material respect, or which he does not believe to be true, shall be guilty of an offence."

I

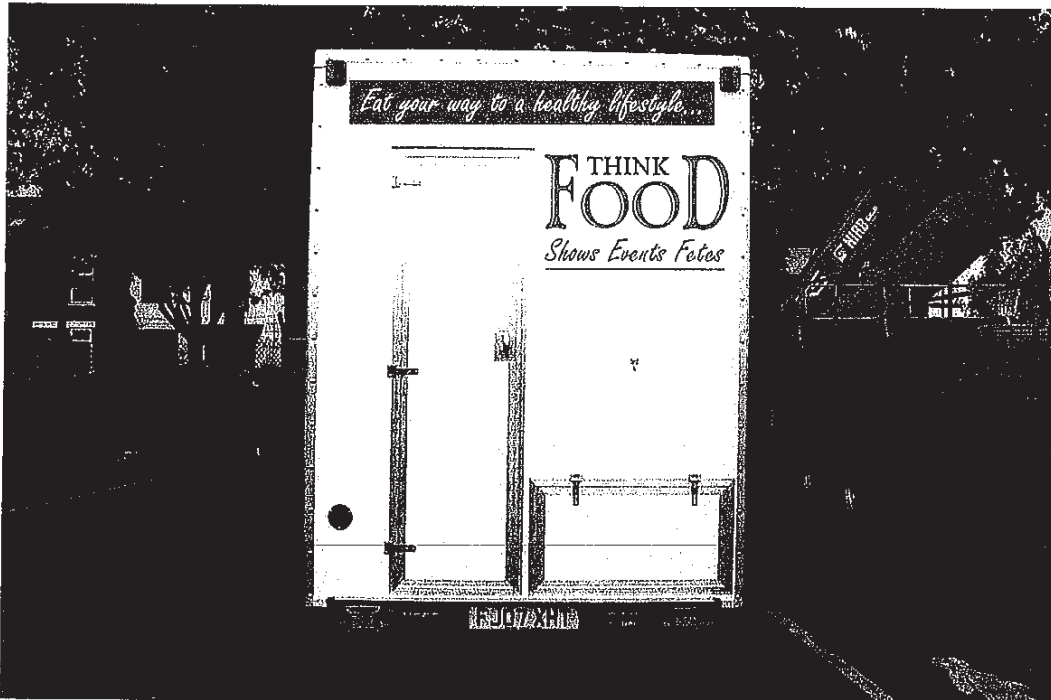
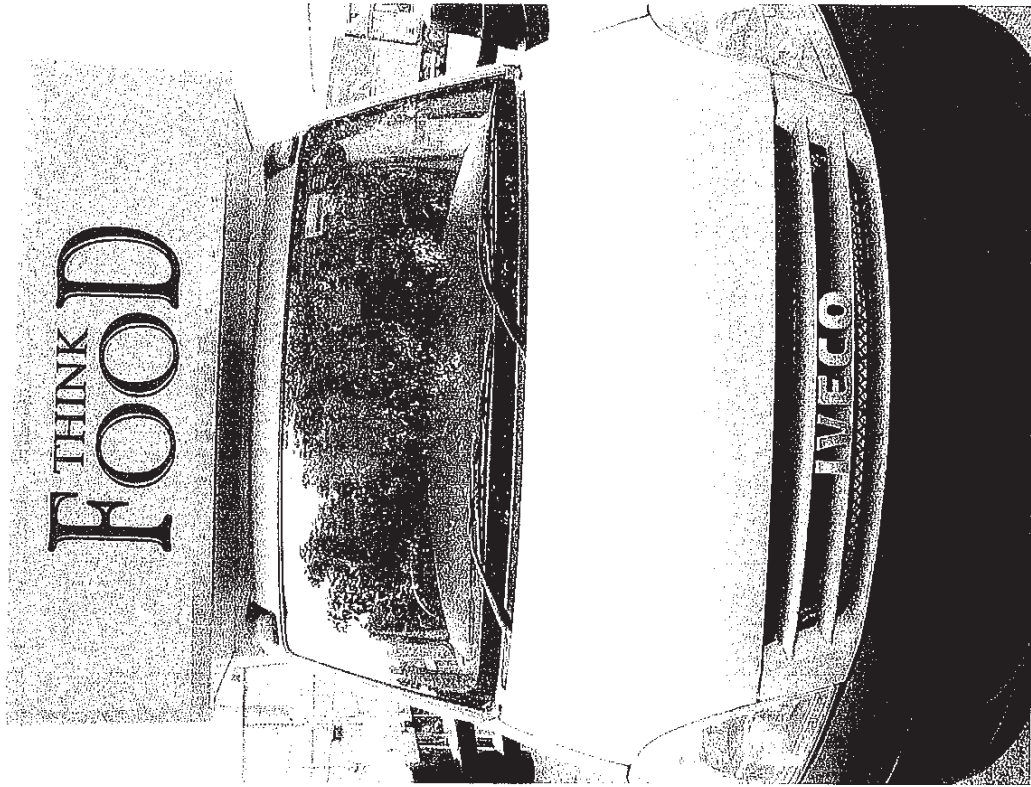
- declare that all the information I have given in this application is complete and correct;
- declare that I am over 17 years of age (in cases of individual applicants)
- declare I understand and will comply with the Sheffield City Council Street Trading Consent Conditions;
- undertake to pay Sheffield City Council the relevant consent fee in advance whether demanded or not;
- understand that consents are not transferable;
- understand that the Local Authority reserve the right to make further enquiries with South Yorkshire Police as a result of this application as they may consider desirable; and
- understand that giving false information is an offence and may result in prosecution and / or a street trading consent being refused or revoked;

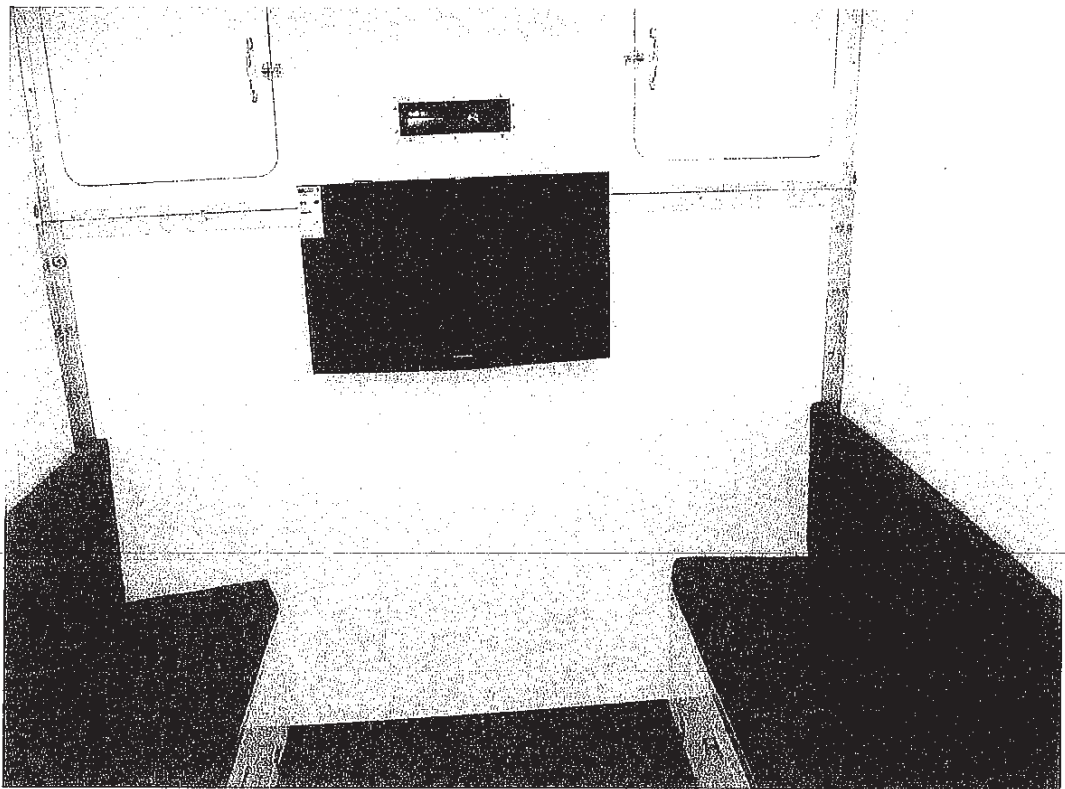
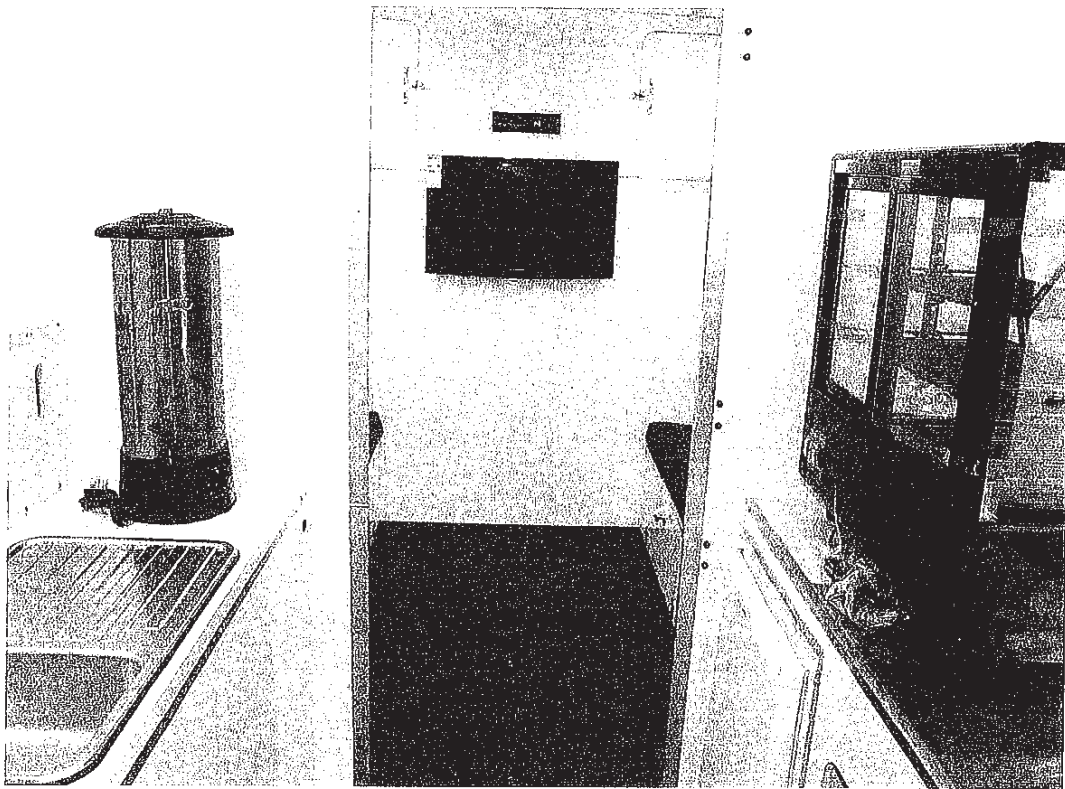
Applicant 1	
Signature:
Print name:	Stephen Harrison
Date:	21/6/2013
Capacity:	Team Leader
Applicant 2	
Signature:
Print name:
Date:
Capacity:

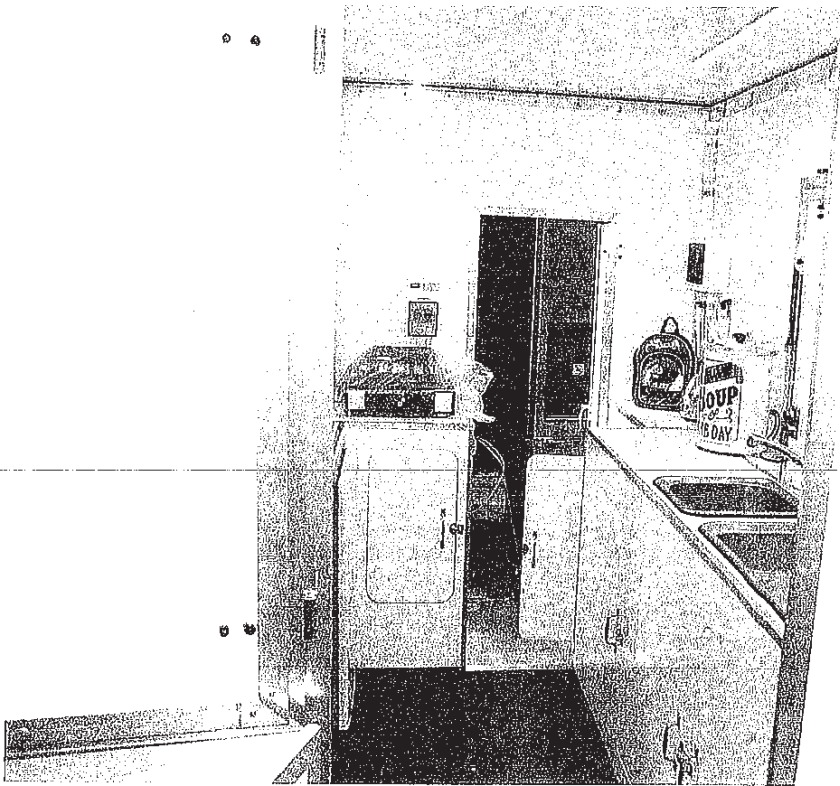
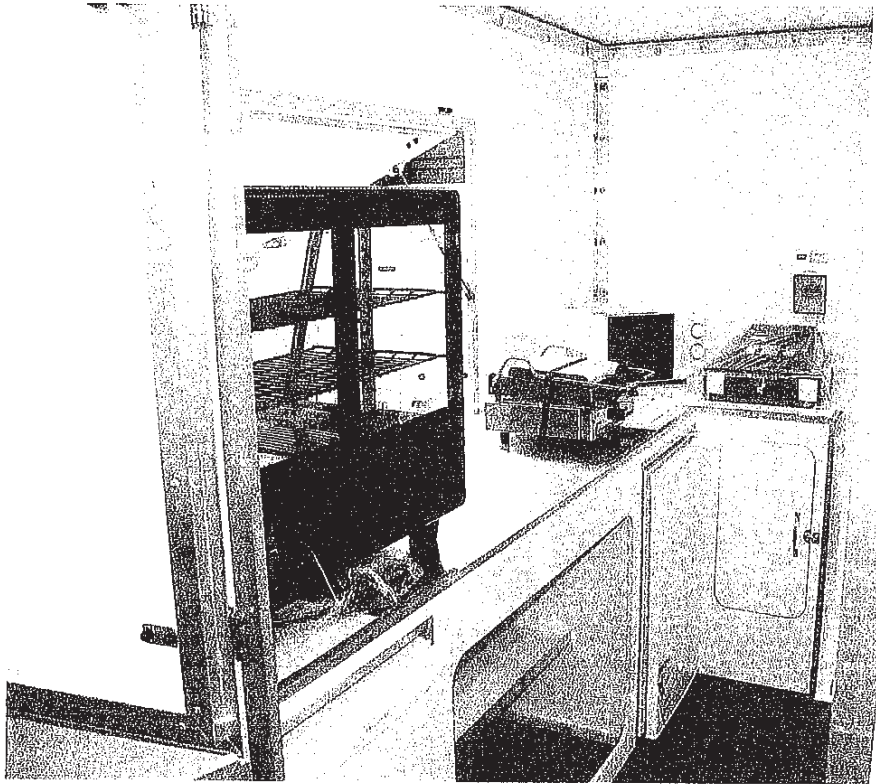
Please read these notes before completing the application form.

- (a) If there is insufficient room on this form to fully answer the questions; or if you wish to make any further statement in support of your application, please do so on a separate sheet of paper attached to this form.
- (b) None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.









Sheffield
City Council



Health Protection Service



Highfield

awarding body for compliance

Highfield Awarding Body for Compliance

Certifies that

Stephen Harrison

has successfully passed an assessment in

**HABC Level 2 Award in Food Safety
in Catering (QCF)**

Date of assessment 26 June 2012

Date of award 23 July 2012

Certificate number 0756145

Course Director

Sheffield City Council Environmental Health

Training Organisation



Jason Sprenger - Chief Executive
Highfield Awarding Body for Compliance

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Llywodraeth Cymru
Welsh Government



Rewarding Learning

Qualification number

500/5485/5

APPENDIX 'C'

Memorandum - Sheffield City Council
Place

Regeneration & Development Services

From: Lucy Bond
Development Management

To: Licensing Service
Staniforth Road Depot

Tel: 34556
Email: lucy.bond@sheffield.gov.uk

Date 13 August 2013

Our Ref:

FAO Ann Siddall - Licensing Officer

Licensed Premises: Mobile Catering Van – static location (Stephen Harrison)

Address: Barkers Pool

I refer to your consultation received by e-mail on 13 August, regarding the above application.

Having considered the application I am of the opinion that the application fails to meet the qualitative criteria that have been agreed by the city council for static street trading pitches in the city centre.

The application involves a large motorised vehicle rather than a small hand cart (maximum dimensions 3m x 2m x 2.5m high) and is not of a high quality design.

Barkers Pool is an important city centre open space with a civic function. It forms part of the award winning gold route and provides a backdrop to the grade 2* listed City Hall as well as the city's landmark war memorial.

On the basis that this proposal fails to meet the agreed qualitative criteria and on the basis that it would be visually dominant and out of character with this attractive and important civic space it is considered that this proposal should be strongly resisted.

The proposal would also require planning permission but it would fail to meet the planning policy criteria for this part of the city.

David Caulfield
Head of Planning

13 AUG 2013

APPENDIX 'D'

Anderson Anne (CEX)

From: Gower Angela
Sent: 04 September 2013 15:41
To: Anderson Anne (CEX)
Cc: Gill David; Biggin Guy; Cooper Steve (DEL); Wagstaff Natasha
Subject: FW: Static Street Trader for the City Centre.
Attachments: DOC130813-13082013104735.pdf

Hi Ann

Sorry for the delay with this, please see comments below.

We think a better option would be on Devonshire Green. However, if this is not possible then perhaps an area near the Gold Post Box (backing onto the Wall) at the very top of Barkers Pool may be ok.

Our thoughts are:

1. The pictures of the unit are not easy to make out on the document, but we should be insisting on, ie Purpose built high quality unit. No vehicle remaining on-site. Images of the proposed unit should be supplied and agreed upon prior to any Lease being granted.
2. We would need to be able to take back the site for events and markets throughout the year. Typically this could be in excess of 20 days per year considering event build and get out days.
3. The applicant should not be granted sole trading rights for Devonshire Green or Barkers Pool.
4. Vehicular access onto site is via the removable bollards off Fitzwilliam Street. Any bollard losses, bollard damages or damages to Devonshire Green due to unauthorised access through unlocked bollards, would have to be paid for by the applicant. Whilst the unit on Peace Gardens remains over-night on site, Devonshire Green would not be as safe, so would recommend daily delivery of unit to site. We could not accept any liability for the safety of the unit.
5. The applicant would need to place trays under the vehicle/engine to stop any oil leakages staining the pavement.
6. Vehicle movement on site would need to be restricted, with no movement between 10.00 - 18.00hrs daily.
7. Applicant to ensure adequate waste receptacles available for customers. All trade waste to be removed from site by the applicant on a daily basis. No build up of waste permitted.
8. The exact location of the unit to be agreed between CCMT and the applicant. Temporary relocation may be required to accommodate events or works.
9. In addition to any fees paid to Licencing for this concession, City Centre Management would require a Property Lease Fee for use of this site.

Kind regards

Angela

APPENDIX 'E'

Siddall Ann (CEX)

From: Turner Paul (DEL-H/Way Regs)
Sent: 13 August 2013 15:32
To: Siddall Ann (CEX)
Cc: highways@sheffield.gov.uk
Subject: RE: Static Street Trader for the city Centre.

Hi Anne

I am rather concerned about this one since I cannot find your e-mail of 26th June.

However, my comments on this application are as follows:-

There are no objections from a Highway Authority view provided that protective measures to the paving are put in place, including the provision of drip trays underneath the vehicle. The vehicle should not present any obstruction to the free passage of pedestrians or compromise the safety of pedestrians near any live carriageway. The positioning of the vehicle should not clash with any other previously consented activity within Barkers Pool.

Additional Note: Consideration should be given to Barkers Pool being a high quality public area. The frequent presence of customers being served food, and the presence of the trailer/vehicle at one particular location, will undoubtedly in time create some staining to the paving.

Regards, Paul.

Paul Turner
Highway Licences
2-10 Carbrook Hall Road
Sheffield
S9 2DB
Tel : 0114 2736137
Fax 0114 2736210

APPENDIX 'F'

APPENDIX 'G'

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – City Centre application (Barkers Pool)

IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: Stephen Harrison Academy c/o Mr Stephen Harrison
The Innovation Centre
217 Portobello
Sheffield
S1 4DP

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: Street Trading Consent (City Centre) – Barkers Pool

I refer to the above and your application for the grant of a city centre Street Trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination. Full details will be provided in the report to the Committee which will be sent to you in due course. The Licensing Committee has the authority to decide what action to take in relation to each application.

The Committee has indicated that it expects applicants and interested parties to attend the meeting.

The meeting in respect of the application will take place on **Thursday, 26th September 2013** in a Committee Room of the Town Hall, Sheffield, S1 2HH (Pinstone Street entrance) and you are invited to attend at **11:00 am**.

PLEASE NOTE:

I would be grateful if you could confirm that you will be attending the meeting by telephoning the Licensing Office on 0114 2037752.



Date: 5th September 2013

.....
Steve Lonnia
Chief Licensing Officer
Head of Licensing

IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD
Telephone 0114 2037752

The Licensing Service is open from 9.00am to 5.00pm, Monday to Friday

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – City Centre application (Barkers Pool) – Stephen Harrison Academy

IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: **Lucy Bond**
Development Management (Planning)

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: Street Trading Consent (City Centre) – Barkers Pool – Stephen Harrison Academy

I refer to the above application received for the grant of a city centre Street Trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination. Full details will be provided in the report to the Committee which will be sent to you in due course. The Licensing Committee has the authority to decide what action to take in relation to each application.

The Committee has indicated that it expects applicants and all interested parties to attend the meeting.

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.....
Steve Lonnia
Chief Licensing Officer
Head of Licensing

Date: 5th September 2013

IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD
Telephone 0114 2037752

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SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – City Centre application (Barkers Pool) – Stephen Harrison Academy

IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: **Richard Eyre**
City Centre Manager

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: Street Trading Consent (City Centre) – Barkers Pool – Stephen Harrison Academy

I refer to the above application received for the grant of a city center Street Trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination. Full details will be provided in the report to the Committee which will be sent to you in due course. The Licensing Committee has the authority to decide what action to take in relation to each application.

The Committee has indicated that it expects applicants and all interested parties to attend the meeting.

The meeting in respect of the application will take place on **Thursday, 26th September 2013** in a Committee Room of the Town Hall, Sheffield, S1 2HH (Pinstone Street entrance) and you are invited to attend at **11:00 am**.

PLEASE NOTE:

I would be grateful if you could confirm that you will be attending the meeting by telephoning the Licensing Office on 0114 2037752.

Steve Lonnia

.....
Steve Lonnia
Chief Licensing Officer
Head of Licensing

Date: 5th September 2013

IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD
Telephone 0114 2037752

The Licensing Service is open from 9.00am to 5.00pm, Monday to Friday

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – City Centre application (Barkers Pool) – Stephen Harrison Academy

IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: Paul Turner
Highways

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: Street Trading Consent (City Centre) – Barkers Pool – Stephen Harrison Academy

I refer to the above application received for the grant of a city centre Street Trading consent.

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APPENDIX 'H'

STREET TRADING CONSENT APPLICATION

SUB-COMMITTEE HEARING PROCEDURE

This procedure has been drawn up to assist those parties attending Street Trading Consent Committee hearings.

1. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
2. The Chair will ask the applicants and interested parties to formally introduce themselves.
3. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
4. Hearing Procedure:-
 - (a) The Licensing Officer will introduce the report.
 - (b) Questions concerning the report can be asked both by Members and the applicant.
 - (c) The applicant/consent holder (or his/her nominated representative) will then be asked to:-
 - (i) detail the application;
 - (ii) provide clarification on the application and respond to the representations made.
 - (d) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the applicant and/or his/her representative.
 - (e) Consultees / interested parties will be invited to present their representations or elect a spokesperson (which may be a Councillor) to speak on their behalf. New representations must not be raised.
 - (f) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the consultees / interested parties.
 - (g) The consultees / interested parties will be invited to sum up. A maximum of 5 minutes will be allowed.
 - (h) The applicant will be invited to sum up. A maximum of 5 minutes will be allowed.
 - (i) The Licensing Officer will then detail the options.
 - (j) There will then be a private session for Members to take legal advice and consider the application.
 - (k) Once a decision has been reached, all parties will be invited to return. The Sub-Committee's decision and reasons will be announced by the Chair.
 - (l) The Sub-Committee's decision will be confirmed in writing to the applicant and those parties who made representations.

- NB:**
- 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
 - 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

There is no right of appeal against the Council's decision to refuse to grant or revoke a Street Trading Consent.

