

**Summary of Changes made to the Statement of Licensing Policy during  
Consultation 2020**

**Part 1**

▪ **Foreword**

Minor changes to wording/vocabulary.

Para.5 – Removal of paragraph as deemed not necessary.

▪ **Introduction**

Para.2 – Removed as not deemed required.

Para.5 - Additional wording regarding support of responsible licensees and actions against persistent offending.

Para.6 – Removal of ‘young adult population’ to remain more fluid.

Para.7 – Removal of specific areas in city centre to allow entire area to remain focussed on cultural hub.

Para.8 to 10 – Additional information regarding best practice and positive partnership working and details of existing links to schemes.

▪ **Ambition of the City and other linked strategies**

Section moved here from later in the document

Removal of out of date Strategies

Rewording of SAG information.

Listed current strategies and detail removed following consultation with SMT

**Part 2**

▪ **Overview**

Para.4 – wording amended

▪ **Legislative Background (The Act)**

Inclusion of ‘The Act’ in title and wording/reference to The Act amended throughout entire policy to reflect same reference of ‘The Act’.

Additional wording outlining TEN capacity limits.

▪ **Scope of Licensing Policy**

Removal of first paragraph as repetitious.

Additional wording outlining linking in to other strategies.

▪ **Process for Applying for a Licence – Determining**

Para.4 – additional wording defining end of consultation period.

Para.5 – additional wording adding detail to options of the Licensing Sub-Committee.

▪ **Quick Reference Licensing Application Flow Chart**

New addition to Policy – basic diagram and flow chart of licence application process.

▪ **Relationship with Planning**

Removal of ‘The Sheffield Local Plan’, replaced with up to date ‘The Development Plan’.

Addition of information regarding Night time Use Guidelines

## **PART 3 - POLICY**

- **Pre-Application Advice and Consultancy Service**

New section detailing the service offered by the Licensing Service

### **Prevention of Crime and Disorder Policy**

- **CCTV**

Para.2 – Addition of wording outlining South Yorkshire Police CCTV condition wording.

- Addition of wording specifying “nominated or authorised staff” (public consultation comment 25)

- **City Retailers Against Crime**

Para.3 – Amendment from Crime Reduction radio Scheme to City retailers Against Crime, with additional details of how premises can sign up to scheme.

Para.4 – Removal of Hillsborough.

- **Drugs**

Additional information recommending premises to display information on drug and alcohol treatment services.

- **Door Supervisors**

Addition of requirement for SIA registered door staff to clearly display ID badge when on duty.

- **“Sale of high strength beers and ciders” section inserted**

Paragraph added to reflect comments from Trading Standards (Public consultation comment no. 30)

- **Use of Glassware**

Para.3 & 4 added outlining details regarding having risk assessments in place for glass alternative drinking vessels and accompanying evidence to explain its requirement.

### **Public Safety Policy**

- **Venue safety**

Inclusion of relevant design standards in (public consultation comment no. 19 with support from HPS colleagues)

- **Drugs**

Inclusion of ‘spice’ under psychoactive substances.

- **Alcohol Harm**

Inclusion of information requesting operators to display paraphernalia promoting support services in toilets.

- **Determining an Application**

Inclusion of Department for Public Health as main advisor on public safety, alongside Health Protection Service.

### **Prevention of Public Nuisance Policy**

- **Outside Areas and Smoking Shelters**

Final sentence re: vaping removed and new section added in part 6 to address smoking & vaping policy

## **Protection of Children from Harm Policy**

- **Introduction**

Name and contact details of this Responsible Authority changed from 'Sheffield Safeguarding Children's Board' to 'Sheffield Children's Safeguarding Partnership' throughout entire policy.

- **Children and Young People's Risk Assessment**

Inclusion of Gambling Related Harm on risk assessments.

- **Underage Sales**

Para.1 reworded outlining departments who work in partnership in this area.

Test Purchase Strategy – Fine amounts removed

Wording changed to show 'must' instead of 'expected' after first failure.

Responsible Retailer Scheme section removed as out of date.

- **Gambling and Gaming**

New section included outlining age verification requirement for gambling activities within licensed premises.

- **Child Exploitation**

The word 'sexual' has been removed through this section to widen scope to include all types of exploitation of children.

Inclusion of training requirement of staff to recognise and respond to risks.

- **Events**

Inclusion of information advising of harm reduction measures at events and increased security measures for checks of children and young people.

- **Safeguarding Coordinator**

Change of title from Children's Safeguarder, outlining requirement of a person on site to act as a safeguarding coordinator.

Addition of information outlining that Sheffield Children's Safeguarding Partnership also incorporate issues relating to vulnerable adults as well as children, requiring risk assessment to have this considered and included.

## **Representations made by 'other persons' Policy**

- **Attendance at Licensing Committee Hearings**

Removal of Ward Councillor

## **Applications for Premises Licences, Club Premises Certificates and Provisional Statements**

- **Introduction**

Addition of information outlining requirement to provide proof of being able to live and work in the UK with applications.

- **Determining an Opposed Application**

Addition of sentence regarding evidence (public consultation comment no. 17)

- **Insertion of section entitled "Premises Licences for Alcohol Delivery Services"**

Comments from Trading Standards (public consultation comment no. 30)

## **Applications for Personal Licences**

- **Introduction**

Addition of information outlining requirement to provide proof of being able to live and work in the UK with applications.

## **Designated Premises Supervisors (DPS)**

- **Introduction**

Addition of information outlining requirement to provide proof of being able to live and work in the UK with applications.

## **Applications for Large Scale Events**

- **Introduction**

Rewording of section to outline requirement to check if area/premises is already licensed before applying for new licence, and expected timescales of required notice of application submission prior to date of large event.

## **Large Scale Events Policy**

- **Applications**

Addition of Counter Terrorism Measures and Welfare Provisions added to list of items to be outlined in event plan for discussion at SAG meetings.  
Additional information outlining that the Licensing Service may seek to implement relevant safety related conditions

## **Review application Policy**

- **Applications – general**

Addition of sentence regarding evidence (public consultation comment no. 17)

- **Determination of a Review Application**

Insertion of para 5 in line with consultation comments from Trading Standards (public consultation comment no. 30)

## **Annual Fees and Suspensions**

- New sections outlining Licensing Service processes regarding requirement of annual fee reminder letters and requirement to pay on time, including detail of licence suspensions.

- **Exemptions**

Information outlining premises who qualify for an exemption of paying an annual fee under The Act.

## **Cumulative Impact & Areas Nearing Stress**

- Wording amended to reflect current position

## **Part 6 – Retitled “Related Legislation & Guidance”**

- **Smoking & Vaping**

New section added to outline SCC stance on smoking and vaping and to encourage licence holders to implement own, informed policy

## **Part 7 – Contact Details**

- Several Responsible Authorities contact details updated.

## **Part 8 – GDPR**

- New section outlining GDPR requirements/expectations of the Licensing Service, and how we will use data.

## Appendix A – Glossary of Terms

- **Personal Licences**

Removal of information outlining expiry date as this no longer applies – Personal Licences now have no expiry.

- **Regulated Entertainment**

Para.4 – New information outlining requirement of any films which are shown under a licence must be classified by the BBFC or Licensing Authority, and what our processes are if applicants wish for us to undertake this task.

- **Safer Clubbing**

Additional key issue of proactive offer of advice from DACT.

- **Temporary Event Notice**

Change of name of Responsible Authority

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