

# **Licensing Sub-Committee**

**Thursday 1 November 2018 at 10.00 am**

**To be held at the Town Hall, Pinstone  
Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

**Councillors David Barker (Chair) and Joe Otten**

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## **PUBLIC ACCESS TO THE MEETING**

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The Licensing Committee carries out a statutory licensing role, including licensing for taxis and public entertainment.

As a lot of the work of this Committee deals with individual cases, some meetings may not be open to members of the public.

Recording is allowed at Licensing Committee meetings under the direction of the Chair of the meeting. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday.

You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

If you require any further information please contact John Turner on 0114 273 4122 or email [john.turner@sheffield.gov.uk](mailto:john.turner@sheffield.gov.uk)

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## **FACILITIES**

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**LICENSING SUB-COMMITTEE AGENDA  
1 NOVEMBER 2018**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Local Government (Miscellaneous Provisions) Act 1982 - Street Trading - Schools (Ice Cream) Trading Consent - Birley Primary Academy, Thornbridge Avenue, Sheffield S12 3AB**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Audit and Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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## SHEFFIELD CITY COUNCIL Committee Report

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**Report of:** Chief Licensing Officer, Head of Licensing

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**Date:** 1<sup>st</sup> November 2018

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**Subject:** Street Trading  
Application to vary a Schools (Ice Cream) Street Trading

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**Author of Report:** Clive Stephenson

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**Summary:** To consider an application to vary a Schools (Ice Cream) Street Trading consent at Birley Community Primary School, Thornbridge Avenue.

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**Background Papers:** As attached

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**Category of Report:** OPEN

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

**REF No: 110/18**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

**SCHOOLS (ICE CREAM) STREET TRADING – Paul Grayson**

**1.0 PURPOSE OF REPORT**

- 1.1 To consider an application for the variation of a Schools (Ice Cream) Street Trading consent to trade at Birley Community Primary School, Thornbridge Avenue, Sheffield.

**2.0 INTRODUCTION**

- 2.1 The Council as a Licensing Authority 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 29<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 any consent. An applicant may, however apply for judicial review of the Council's decision.

### **3.0 THE APPLICATION**

- 3.1 The applicant is a Mr Paul Grayson a copy of the application is attached at Appendix 'B'.
- 3.2 The application was submitted on 19<sup>th</sup> Sept 2018
- 3.3 The application is to vary the current licence to sell ice cream in the vicinity of Birley Moor School. The variation being to bring forward the selling time to 14.45 from 15.00 The application is attached at Appendix A.
- 3.4 The application was circulated, in the usual manner, to South Yorkshire Police, South Yorkshire Fire and Rescue, Highways and Planning and no adverse comments were received.

### **4.0 REASONS FOR REFERRAL**

- 4.1 The application has been referred to the Sub-Licensing Committee for their consideration as the Licensing Authority has set the selling times at schools as 15.00 start.
- 4.2 The applicant has been invited to attend the Licensing Committee hearing. Copies of the invites are attached at Appendix 'B'.
- 4.3 A copy of the hearing procedure is attached at Appendix 'C'.

### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The Street Trading Policy states that fees will be set and reviewed annually on a full cost recovery basis. The level of fee takes into account the location, duration of consent, the trading hours and articles to be sold as well as the enforcement of terms and conditions.
- 5.2 The fees for a school's (ice cream) street trading consent is currently fixed at £50 and is payable on application. Therefore there are no financial implications arising from this report.

### **6.0 RECOMMENDATIONS**

- 6.1 That Members consider all the relevant information available, any representations that may be made and our policy.

## **7.0 OPTIONS OPEN TO THE COMMITTEE**

- 7.1 To grant the application for a School's (Ice Cream) Street Trading Consent at the location applied for giving reason for moving away from the Policy.
- 7.2 To grant the application with amendments.
- 7.3 To defer the matter for further consideration.
- 7.4 To refuse the grant of the Street Trading Consent.

Steve Lonnia  
Head of Licensing  
Block C Staniforth Road  
Staniforth Road  
Sheffield  
S9 3HD

24<sup>th</sup> October 2018

# APPENDIX A

Application Form



# Local Government (Miscellaneous Provisions) Act 1982

AI

## Application to VARY a 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 / \*WE HEREBY APPLY to the Sheffield City Council to VARY a street trading consent (\*delete as appropriate).

### A. THE APPLICANT(S)

		1 <sup>st</sup> Applicant (Mr/Mrs/Miss/other)	2 <sup>nd</sup> Applicant (Mr/Mrs/Miss/other)
Q1	Full name(s) of the applicant	PAUL GRAYSON	
Q2	Applicant(s) permanent private address	[REDACTED]	
Q3	Date of birth	[REDACTED]	
Q4	Nationality and place of birth	BRITISH SHEFFIELD	
Q5	Telephone No	[REDACTED]	
Q6	Email address	[REDACTED]	

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

Q7	Name	
Q8	Registered address	
Q9	Registered number	
Q10	Telephone number	
Q11	Email address	

A2

## C. CURRENT CONSENT DETAILS

Q12	Consent number	
Q13	Type of consent issued	STATIC / MOBILE / CITY CENTRE SMALL UNIT / <u>SCHOOL</u> / OTHER (please list)
Q14	Current site details (if applicable)	BIRLEY ACADEMY
Q15	Expiry date of consent	31/3/19

## D. DETAILS OF VARIATION

Q16	Please note: <ul style="list-style-type: none"> <li>• you cannot change sites on a variation, a new application must be submitted.</li> <li>• Consents are non transferrable, so you cannot add new consent holders on an existing consent.</li> </ul> Tick details of variation, this can be more than one:	
	Change days of trading	
	Change hours of trading	✓
	Change items to be sold	
	Change of vehicle / unit	
	Other (if other, please specify below)	
	Details:	

Q17	Current details to change	Proposed details of change and reason for that change
	SCHOOL CONSENT FROM 3 PM TO 2 45 PM	THE COMMUNITY COLLEGE AS CHANGED THERE TIMES OF COMING OUT OF SCHOOL FROM 3 PM TO 2 45 PM  SO I AM MISSING THE TRADE FROM THE CHILDREN THAT ARE VERY DISAPPOINTED



## E. CONVICTIONS / CAUTIONS

AS

Q18	Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?		<b>Applicant 1</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	If the answer is Yes please give full details below:		<b>Applicant 2</b> Yes [ ] No [ ]	
<b>Details of previous convictions and/or cautions</b>				
	<b>Date of Conviction</b>	<b>Court of Conviction</b>	<b>Nature of Offence</b>	<b>Sentence</b>
	<b>Applicant 1</b>			
	<b>Applicant 2</b>			

## F. CHECK LIST

The following documents must be attached with this application:

(tick)

Fee on variation application	<input checked="" type="checkbox"/>
3 Photographs of the vehicle / unit if a change of unit showing front, back and side	<input checked="" type="checkbox"/>
If a change of unit, confirm it meets the qualitative criteria	<input type="checkbox"/>
Any further information you may wish to submit in support of your application	<input checked="" type="checkbox"/>

The following documents must be forwarded to us before the grant of your application:

(tick if enclosed with this application)

Certificate of insurance in respect of the vehicle / unit (if applicable)	<input checked="" type="checkbox"/>
Appropriate vehicle test (if applicable)	<input type="checkbox"/>
Written confirmation that the vehicle meets the Council's food safety standards	<input type="checkbox"/>

## 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 application ....for 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 / We,

- 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:

<b>Applicant 1</b>	Signature: <u>P. [Signature]</u>
	Print name: <u>P. GRAYSON</u>
	Date: <u>18-9-18-</u>
	Capacity: .....
<b>Applicant 2</b>	Signature: .....
	Print name: .....
	Date: .....
	Capacity: .....

Please read these notes before completing the application form.

- 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.
- None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- The Council is under no obligation whatsoever to grant a consent to any person; you will be notified of the result of this application, as soon as possible.

45

**VIRTUAL**  
COLLEGE

City &  
Guilds  
Accredited

This certificate is presented to

**paul grayson**

who has successfully completed the  
training course and assessment in

## Level 2 - Food Safety and Hygiene for Catering

This course covers:

- An Introduction to Food Safety & Hygiene • Impact of Food-Borne Illness
- Understanding Food Law • Food Safety Hazards & Contamination
- Food Preservation, Storage & Temperature Control • Personal Hygiene
- Hygienic Premises & Equipment • HACCP & Summary

08-Apr-2017 00:02

Certificate No:

CNNB-QFZ8-IJLI-CL9G

Signed:   
Dr Rosemarie Pearson (Food Specialist)

Signed:   
Director (Virtual College)



Authorisation Seal



To verify, telephone 01943 605976

The content of this course has been independently certified as conforming to  
universally accepted Continuous Professional Development (CPD) guidelines

Virtual College Ltd | Marsel House | Stephenson's Way | Ilkley | LS29 8DD | Tel: 01943 605976 | Fax: 01943 605522  
Company Reg: 3050439 | www.virtual-college.co.uk | elearning@virtual-college.co.uk

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## Public Liability Schedule

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Certificate Policy Number: CEQ309943/2018  
The Insured: Paul Grayson  
Product: Liability Per Capita  
Period of Insurance: Commencing 11:39:00 on the 05/04/2018 to 23:59:00 on the 04/04/2019

Liability	Limits of Indemnity
Section B – Public Liability:	£2,000,000
Section C – Products Liability:	£2,000,000

**IMPORTANT NOTICE - Please check this policy very carefully**

This insurance is subject to the information detailed in this document. The Insured should carefully review the contents of the Certificate (including its attached schedule, endorsements and proposal / statement of facts). If any of the information set out therein is incorrect, the insured must notify the Commercial Express or the insurer. Failure to do so may invalidate the insurance provided.

Public Liability Schedule



Signed in Brierley Hill, West Midlands for and on behalf of those Underwriters subscribing to this certificate  
Dated this 5th day of April 2018



A7





A8



A9





**From:** Ricketts Pauline (CEX)  
**Sent:** 19 September 2018 11:36  
**To:** Fire Licencing (SYFRlicensing@syfire.gov.uk); planningdc@sheffield.gov.uk; highways@sheffield.gov.uk; Police Licensing  
**Subject:** Variation of an Street Trading Consent - Paul Grayson - Change of Hours  
**Attachments:** scanned-Ricketts Pauline (CEX)-20180919113013.pdf

Hi All

Please find attached a Variation of an Street Trading Consent - Paul Grayson – Change of Hours.

Thank you

Pauline

Pauline Ricketts  
Licensing Analyst & Processing Officer

**NEW**

**Pre-Application Advice & Consultancy Service**  
**Do you need help with your application or just want it checking?**  
**Then give us a call on 0114 273 4264**  
**This new service starts on Monday 6<sup>th</sup> February 2017**

Licensing Service, Business Strategy & Regulation, Block C,  
Staniforth Road Depot,  
Sheffield,  
S9 3HD

Telephone: 0114 27 34264  
Email [pauline.ricketts@sheffield.gov.uk](mailto:pauline.ricketts@sheffield.gov.uk) or [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)  
Web: [www.sheffield.gov.uk](http://www.sheffield.gov.uk)



**Rhodes-Evans Emma (CEX)**

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**From:** Rhodes-Evans Emma (CEX)  
**Sent:** 27 September 2018 12:32  
**To:** [REDACTED]  
**Cc:** 'Enquiries @ Licensing Service' Ricketts Pauline (CEX)  
**Subject:** Street Trading Variation Application, Ice Cream Trader - Birley Primary Academy

Dear Dawn McAughey

I write to inform you that on the 18<sup>th</sup> September 2018, the Licensing Service have received an application by Mr Paul Grayson to vary the trading hours of the School Ice Cream Street Trading Consent outside Birley Primary Academy. Mr Grayson has requested to trade outside the school from 14:45 hours.

As you may be aware the current permitted times for all school street trading consents set by the Street Trading Policy are;

Monday to Friday during School Term 12:00 noon to 14:00 and 15:00 to 16:30.

The consultation period for this application ends on the 16<sup>th</sup> October 2018, should you wish to make any comments regarding the application to trade 15 minutes earlier than currently permitted, please submit these in writing by the above date.

The application will be referred to Licensing Sub-Committee for consideration as the hours requested fall outside the current hours set by policy and officers do not have delegated authority to determine this application. Should you chose to submit an objection to this application you will then be invited to attend the Licensing Sub Committee hearing once arranged.

Should you have any further queries or wish to discuss this matter, please do not hesitate to contact me.

Kind Regards

Emma  
Mrs Emma Rhodes-Evans  
Licensing Enforcement / Technical Officer  
Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.  
Telephone: 0114 2734264 Fax: 0114 27 35410  
Email: [Emma.Rhodes-Evans@sheffield.gov.uk](mailto:Emma.Rhodes-Evans@sheffield.gov.uk) or [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)  
Website: [www.sheffield.gov.uk/business-economy/licensing](http://www.sheffield.gov.uk/business-economy/licensing)

# APPENDIX B

Current Licence

**STREET TRADING CONSENT  
SCHOOL STREET TRADING**

**ST/SCH0014**

**LOCAL AUTHORITY**

**Sheffield**  
City Council



**Licensing Service**  
**Place Portfolio**  
Block C Staniforth Road Depot  
Staniforth Road  
Sheffield

**NAME & ADDRESS OF HOLDER OF STREET TRADING CONSENT**

**Paul GRAYSON**

24 Parkgate Drive Sheffield S20 5DY

**CONSENT AREAS**

**Birley Community Primary School**

**CONSENT DETAILS**

**Goods Sold**

**Ice Cream and Cans**

**Vehicle Registration**

**CX 08 UJZ**

**PERMITTED HOURS**

**Monday to Friday during School Term**

**Open from**

**12:00 noon**

**15:00**

**Open to**

**14:00**

**16:30**

**CONSENT DETAILS**

**ISSUED :**

**18 May 2018**

**EXPIRY :**

**31 Mar 2019**

**NOTES**

(1) THIS CONSENT IS SUBJECT TO THE PROVISIONS OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982, THE CONDITIONS ATTACHED TO THIS CONSENT AND ANY OTHER RELEVANT ACTS AND SHALL CONTINUE IN FORCE UNTIL THE ABOVE EXPIRY DATE UNLESS PREVIOUSLY REVOKED OR SURRENDERED.

(2) THIS CONSENT IS NOT TRANSFERABLE

(3) THIS CONSENT PERMITS THE HOLDER TO TRADE ONLY AT THE SITE STATED ABOVE

*Stephen Lonnia*

**Stephen Lonnia**  
**Head of Licensing**  
**Sheffield City Council**



# STANDARD CONDITIONS ATTACHED TO THE ISSUE OF

Street Trading Consent - Schools ST/SCH00'

B2

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

### Standard Street Trading Consent Conditions

#### AUTHORISATION

1. The consent is only valid for the person named and is not transferable.
  2. This consent enables the holder to trade in Sheffield from the area designated and between those times detailed in this consent only (if any).
  3. The consent holder shall at all times have a copy of this consent available for inspection on request to any Police Officer or duly Authorised Officer of the Council.
  4. A certificate will be issued along with the consent which must be clearly displayed on the vehicle or stall in a position that is clearly visible to customers and members of the public.
  5. The consent holder shall only trade from the size and type of vehicle / stall / trailer specified in this consent.
  6. The consent holder shall not use or permit anyone to use this consent to trade from anywhere other than the site detailed within this consent.
  7. The consent holder shall ensure that a current price list of articles being sold is always prominently displayed on the vehicle or stall.
  8. There shall be no alteration in the design / construction / appearance of the vehicle or stall without the written permission of the Council having been obtained.
  9. There shall be no change in the range of articles sold without the written permission of the Council having been obtained.
  10. The consent holder shall at all times have available for inspection an up to date and valid Certificate of Insurance (Vehicle and Public Liability) - the level of Public Liability Cover shall be a minimum of £2,000,000.
  11. The Council reserve the right, should the need arise from time to time, to direct that the consent holder shall not trade:
    - from the whole or any part of the site;
    - during certain times from the site;
    - and move to an alternative site for a small length of time;and the consent holder shall comply with that instruction.
1. In the event that the Council give a direction to cease trading from the whole of the site, the City Council shall deduct from the next fee instalment due, a sum proportional to the trading time lost. For the purposes of this calculation it shall be deemed that trading takes place on 7 days a week.
  2. This consent will expire on the date given on the face of this consent, and the Council are under no obligation to renew such consent.

# STANDARD CONDITIONS ATTACHED TO THE ISSUE OF

13

## Street Trading Consent - Schools ST/SCH00

3. Consent holders shall notify the Council in writing of any permanent change of address as soon as it occurs. You must provide proof of your new address with your notification (i.e. utility bill, bank statement, etc.)
4. Consent holders shall ensure that disabled people and wheelchair users can be adequately served.

### CONDUCT

5. Consent holders and any assistants employed by them shall ensure the public and Council officers are treated fairly and with courtesy. Traders shall ensure that their staff are competent, courteous and helpful.
6. Consent holders will not obstruct Authorised Officers of the Council or Police Officers at any time and will always be polite and courteous.

### AREA

7. Any consent issued by the Licensing Service does not permit the holder to trade within "The City Centre Boundary" unless specifically stated.
8. Any consent issued for a street trader does not permit the holder to trade within 800 meter radius of any school in the Sheffield boundary unless authorised to do so.
9. Any consent issued for a mobile street trader does not permit the holder to trade within an 800 metre radius of the Sheffield Arena, Don Valley Stadium, Sheffield Wednesday and Sheffield United Stadiums on any event / match day (see plan for radius) for four hours previous, during and one hour after any event.

### ASSISTANTS

10. The consent holder will only employ persons that are suitably qualified in food hygiene to assist him (unless trading in non food articles / goods).
11. The consent holder shall not permit any person under the age of 17 to engage in Street Trading.
12. The consent holder shall ensure that any person who is working on the vehicle, stall or designated area has obtained the relevant authorisation and is wearing the identity badge issued to them by the Council (this includes the consent holder and any other person who is assisting the consent holder in trading).
13. The consent holder shall ensure that any person who is working on the vehicle has a right to work in the UK and has made appropriate checks.
14. The consent holder shall ensure that the Council (Licensing Service) are informed immediately of any new assistants that are employed to work at the vehicle, stall or unit.
15. The consent holder shall supply a copy of these street trading conditions to every assistant employed by him and ensure they are fully aware of their responsibilities.

# STANDARD CONDITIONS ATTACHED TO THE ISSUE OF

Street Trading Consent - Schools ST/SCH00

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## **FOOD HYGIENE**

16. The consent holder shall at all times observe proper food safety and hygiene standards and shall make appropriate use of any equipment provided for this purpose.
17. The applicant shall comply with all statutory requirements regarding food hygiene. The applicable legislation is:

### **FOOD HYGIENE (ENGLAND) REGULATIONS 2006 FOOD REGULATIONS (EC) 852/ 2004.**

18. In accordance with the food hygiene legislation the applicant must provide proof to the Council that the business/mobile food unit is currently registered with the food authority in which the stall, handcart, barrow or mobile food unit is currently stored.
19. The applicant together with all other persons employed in food handling activities are required to attend a food hygiene course commensurate with the food handling activities.
20. Food traders must meet a minimum of 3 in their food hygiene rating score.
21. The applicant must display their food hygiene rating score visibly to customers.

## **LEGAL PROVISIONS**

22. Nothing contained in these conditions shall relieve or excuse the consent holder or their employees or agents from any legal duty or liability and at all times the consent holder shall comply with the relevant legislation in force.

## **GENERAL**

23. The consent holder shall take all reasonable steps to ensure public safety; in particular, any vehicle or trailer used to assist in street trading shall be maintained in a safe condition and be tested / serviced annually.
24. The consent holder shall ensure that no waste liquids (including grease) of any description are deposited on to the site, highway or into rainwater gullies / drains serving the site. All liquids must be removed from the site and disposed of in a proper manner.
25. The consent holder shall take all reasonable steps to;
  - Prevent accumulation of litter dirt, and / or grease in or close to the site;
  - Remove and properly dispose of any such litter, etc which does accumulate.See [www.netregs.gov.uk](http://www.netregs.gov.uk) <<http://www.netregs.gov.uk>> or contact Environmental Protection on 0114 2037411 for more information on Trade Waste Disposal.
1. No freestanding advertisements such as 'A' boards or signs attached to street furniture will be permitted.
2. The consent holder shall comply with any reasonable request and / or instruction



## STANDARD CONDITIONS ATTACHED TO THE ISSUE OF

**BS**

### Street Trading Consent - Schools ST/SCH00

given to him / her by a Police Officer or duly Authorised Officer of the Council.

3. The consent holder shall not use or permit to be used any electrical or electronic equipment (for example, televisions or radio receivers) in such a manner as to cause a disturbance and or nuisance.
4. The consent holder shall not obstruct the highway / footpath in which the site is situated or cause danger to persons using the highway / footpath.
5. The consent holder shall not cause nuisance or annoyance whether to persons using the street or otherwise.
6. The consent holder shall be responsible for and reimburse the Council in respect of any damage he / she causes to the highway / footpath or any fittings or fixtures on it.
7. The consent holder shall at all times obey all road traffic regulations in force in the consent area.
8. The consent holder and/or assistant must notify the Council immediately of any convictions or proceedings arising out of the use or enjoyment of the Consent, or from any other offence committed.

**PLEASE NOTE, for the purposes of these conditions the “Council” shall be defined as the Licensing Service.**

**Paul GRAYSON  
Birley Community Primary School  
ST/SCH0014**

**You have confirmed that you have read and understood the conditions attached to your consent and will undertake to comply with all conditions.**

**A copy of your signed conditions are available at the Licensing Service at request.**

**SHEFFIELD CITY COUNCIL**

Application for a School (Ice Cream) Street Traders Consent

**IMPORTANT: NOTIFICATION OF THE RESULT  
OF A LICENSING SUB COMMITTEE HEARING**

Mr Paul Grayson

[REDACTED]

[REDACTED]

**LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982**

School (Ice Cream) Street Trading Consent – Birley Community Primary School  
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I refer to the meeting of the Licensing Sub Committee, which took place on 15<sup>th</sup> May 2018. I can confirm that the Sub Committee decided, after carefully considering the report, all the available evidence and your representations, to grant the consent in the terms applied for.

Your terms and conditions have been provided with your consent.

*Steve Lonnia*

Date: 18<sup>th</sup> May 2018.

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

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

The reception is open from 10am to 4pm., Monday to Friday telephone (0114) 273 4264

Email: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)



# APPENDIX C

## Invitations and Hearing procedure

# SHEFFIELD CITY COUNCIL

## LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – Schools (Ice Cream) Street Trading Consent – Birley Community Primary

### IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: Mr Paul Grayson  
[REDACTED]  
[REDACTED]  
[REDACTED]

Email: [REDACTED]

**LEGISLATION:** Local Government (Miscellaneous Provisions) Act 1982

**LICENCE TYPE:** Schools (Ice Cream) Street Trading Consent – Birley Community Primary

I refer to the above and the application for variation of a 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, interested parties and any objectors to attend the meeting.**

The meeting in respect of the application will take place on **Thursday 1<sup>st</sup> November 2018** in a Committee Room of the Town Hall, Sheffield, S1 2HH (Pinstone Street entrance) and you are invited to attend at **10.00 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 2734264.

*Steve Lonnia*  
.....

Steve Lonnia  
Chief Licensing Officer  
Head of Licensing

Date 24<sup>th</sup> October 2018

**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 2734264

The Licensing Service Reception is open from 10.00am to 4.00pm, Monday to Friday.  
Telephone calls can be taken from 09:00am to 5:00pm.

## STREET TRADING CONSENT APPLICATION

### SUB-COMMITTEE HEARING PROCEDURE

C2

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.**

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