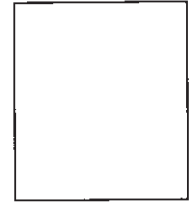




SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



Report of: Chief Licensing Officer, Head of Licensing

Date: 25th July 2016

Subject: Licensing Act 2003

Author of Report: Andy Ruston

Summary: To consider an application to grant a premises licence made under the Licensing Act 2003.

Recommendations: That members carefully consider the representations made and take such steps, as the Sub Committee consider necessary for the promotion of the Licensing Objectives.

Background Papers: Attached documents

Category of Report: OPEN

**REPORT OF THE CHIEF LICENSING OFFICER
(HEAD OF LICENSING) TO THE LICENSING SUB COMMITTEE
LICENSING ACT 2003**

Ref No 64/16

**Crossfit SCI, Unit 8 Farfield Industrial Estate, 12 Hillfoot Road, Sheffield,
S3 8AA.**

1.0 PURPOSE OF REPORT

- 1.1 To consider an application for the grant of a premises licence made under section 17 of the Licensing Act 2003.

2.0 THE APPLICATION

- 2.1 The applicant is Rachel Murphy.
- 2.2 The application, which was received on 18th May 2016, is attached to this report labelled Appendix 'A'.

3.0 REASONS FOR REFERRAL

- 3.1 Representations concerning the application have been received from the following:-

1 – Health Protection Service	Appendix 'B'
2 - South Yorkshire Police	Appendix 'C'
3 - Environmental Protection Service	Appendix 'D'
4 – Sheffield Safeguarding	Appendix 'E'

- 3.2 Members should note that South Yorkshire Fire and Rescue have objected to the application and the suitability of the premises under the Fire and Rescue Services Act 2004 and The Regulatory Reform (Fire Safety) Order 2005. A copy of the aforementioned concerns raised by South Yorkshire Fire and Rescue is attached at Appendix 'F'

- 3.3 The applicant and objectors have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'G'.

4.0 FINANCIAL IMPLICATIONS

- 4.1 There are no specific financial implications arising from this application. However, additional costs may be incurred should the matter go to appeal. In such an eventuality it may not be possible to recover all these costs. The impact of these additional costs (if any) will be kept under review and may be subject of a further report during the year.

5.0 THE LEGAL POSITION

5.1 The Licensing Act 2003 at section 4 (1) requires the Licensing Authority to carry out its functions with a view to promoting the Licensing Objectives which section 4(2) sets out as:-

- a) the prevention of crime and disorder,
- b) public safety,
- c) the prevention of public nuisance,
- d) the protection of children from harm.

5.2 Section 4(3) of the Licensing Act also requires the Licensing Authority to have regard to the published statement of Licensing Policy and any guidance issued by the Secretary of State under section 182.

6.0 HEARINGS REGULATIONS

6.1 Regulations governing hearings under the Licensing Act 2003 have been made by the Secretary of State.

6.2 The Licensing Authority has provided all parties with the information required in the Regulations to the 2003 Act as set out at Appendix 'H'.

6.3 Attached at Appendix 'H' is the following: -

- a) a copy of the Notice of Hearing;
- b) the rights of a party provided in Regulations 15 and 16;
- c) the consequences if a party does not attend or is not represented at the hearing
- d) the procedure to be followed at the hearing.

7.0 APPEALS

7.1 The Licensing Act 2003 section 181 and Schedule 5 makes provision for appeals to be made by the applicant and those making representations against decisions of the Licensing Authority to the Magistrates' Court.

8.0 RECOMMENDATIONS

8.1 That Members carefully consider the representations made and take such steps as the Sub Committee consider appropriate for the promotion of the Licensing Objectives.

9.0 OPTIONS OPEN TO THE COMMITTEE

9.1 To grant the premises licence in the terms requested.

9.2 To grant the premises licence with conditions.

9.3 To reject the whole or part of the application.



Stephen Lonnia
Chief Licensing Officer
Head of Licensing

11th July 2016

Appendix A

The Application

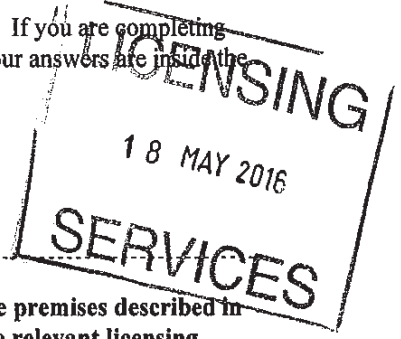
Application for a premises licence to be granted under the Licensing Act 2003



PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.



I/we Rachel Murphy
(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Crossfit Sc1 Unit 8 Farfield Industrial Estate 12 Hill foot Road Sheffield S3			
Post town	Sheffield	Postcode	S38AA
Telephone number at premises (if any)		/	
Non-domestic rateable value of premises		£ 10,500	

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) a health service body | <input type="checkbox"/> | please complete section (B) |



- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)


* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

I am making the application pursuant to a statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input checked="" type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname <i>Murphy</i>			First names <i>Rachel</i>		
I am 18 years old or over				<input checked="" type="checkbox"/> Please tick yes	
Current postal address if different from premises address		<i>77 Scholes View Ecclesfield Sheffield</i>			
Post town				Postcode	<i>S35 9YQ</i>
Daytime contact telephone number 					
E-mail address (optional)	<i>rach31.m@hotmail.com</i>				



SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)



Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
23	05	2016

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

DD	MM	YYYY

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

The premises is a 2000 sqft industrial unit that is available to hire for events including but not limited to childrens and adults birthdays, music events, auctions/ car boot sales, other occasions or events.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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

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

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>	
Mon			Please give further details here (please read guidance note 3) <i>The intended entertainment is standard boxing, Muay Thai and MMA events including but not limited to local clubs wanting to showcase events.</i>		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4) <i>No foreseen variations, events typically occur all year</i>		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	24:00			
Sun	11:00	23:00			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	18:00	24:00	Please give further details here (please read guidance note 3) Events could include gigs supporting local artists or private events with live entertainment		
Tue	18:00	24:00			
Wed	18:00	24:00	State any seasonal variations for the performance of live music (please read guidance note 4) NO foreseen variations, all year round.		
Thur	18:00	24:00			
Fri	17:00	24:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	4:00	12:00			
	12:00	24:00			
Sun	00:00	06:00			
	9:00	24:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	9:00	24:00	Please give further details here (please read guidance note 3) Recorded music is likely to be played at most events due to their nature such as parties and others.		
Tue	9:00	24:00			
Wed	9:00	24:00	State any seasonal variations for the playing of recorded music (please read guidance note 4) NO foreseen variations, all year round.		
Thur	9:00	24:00			
Fri	9:00	24:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	00:00	06:00			
	9:00	24:00			
Sun	00:00	06:00			
	09:00	24:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish			Outdoors	<input type="checkbox"/>
Mon	06:00	24:00	Any other type of event not categorised previously such as auctions or car boot sales or any other viable event.	Both	<input type="checkbox"/>	
Tue	06:00	24:00		Please give further details here (please read guidance note 3) Description as above.		
Wed	06:00	24:00				
Thur	06:00	24:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)			
Fri	06:00	24:00				
Sat	00:00	24:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)			
Sun	00:00	24:00				

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) <i>The provision of such compliments the use of the unit for entertainment.</i>		
Mon	18:00	24:00			
Tue	18:00	24:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Wed	18:00	24:00			
Thur	18:00	24:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Fri	18:00	24:00			
Sat	00:00	02:00			
	17:00	24:00			
Sun	00:00	02:00			
	17:00	24:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	18:00	24:00			
Tue	18:00	24:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Wed	18:00	24:00			
Thur	18:00	24:00			
Fri	17:00	24:00			
Sat	00:00	02:00			
	12:00	24:00			
Sun	00:00	02:00			
	12:00	24:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	Rachel Murphy
Address	77 Scholes Walk Ecclesfield Sheffield
Postcode	S35 9YQ
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

In respect of events that run late night, the presence of children will be restricted eg. only over 18's.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	09:00	24:00	
Tue	09:00	24:00	
Wed	09:00	24:00	
Thur	09:00	24:00	
Fri	09:00	24:00	
Sat	00:00 09:00	06:00 24:00	
Sun	00:00 09:00	06:00 24:00	
Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)			

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

In relation to all four objectives, CCTV will be installed on the premises, professional security hired where appropriate and all rules and regulations followed to carry out events to a professional standard.

b) The prevention of crime and disorder

All events are intended to be run professionally and in accordance with all outlined rules and regulations. Where appropriate, if deemed necessary professional security will be hired to oversee the management of such. 24 hour CCTV will also be in place on a permanent basis.

c) Public safety

Professional security will be hired if deemed necessary for any event, particularly those run either late night or weekend. There is no foreseen risk to public safety as all rules and regulations will be followed and events are only small scale.

d) The prevention of public nuisance

As the unit is situated on an industrial estate there is no foreseeable public nuisance as there are no domestic residences in the immediate surrounding area.

e) The protection of children from harm

All events will be run professionally, children will be the responsibility of parents, no children's events would run without parental presence. Where appropriate age restrictions will be put in place appropriate to an event.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	Raenu ✓
Date	16/5/2016
Capacity	General Manager

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

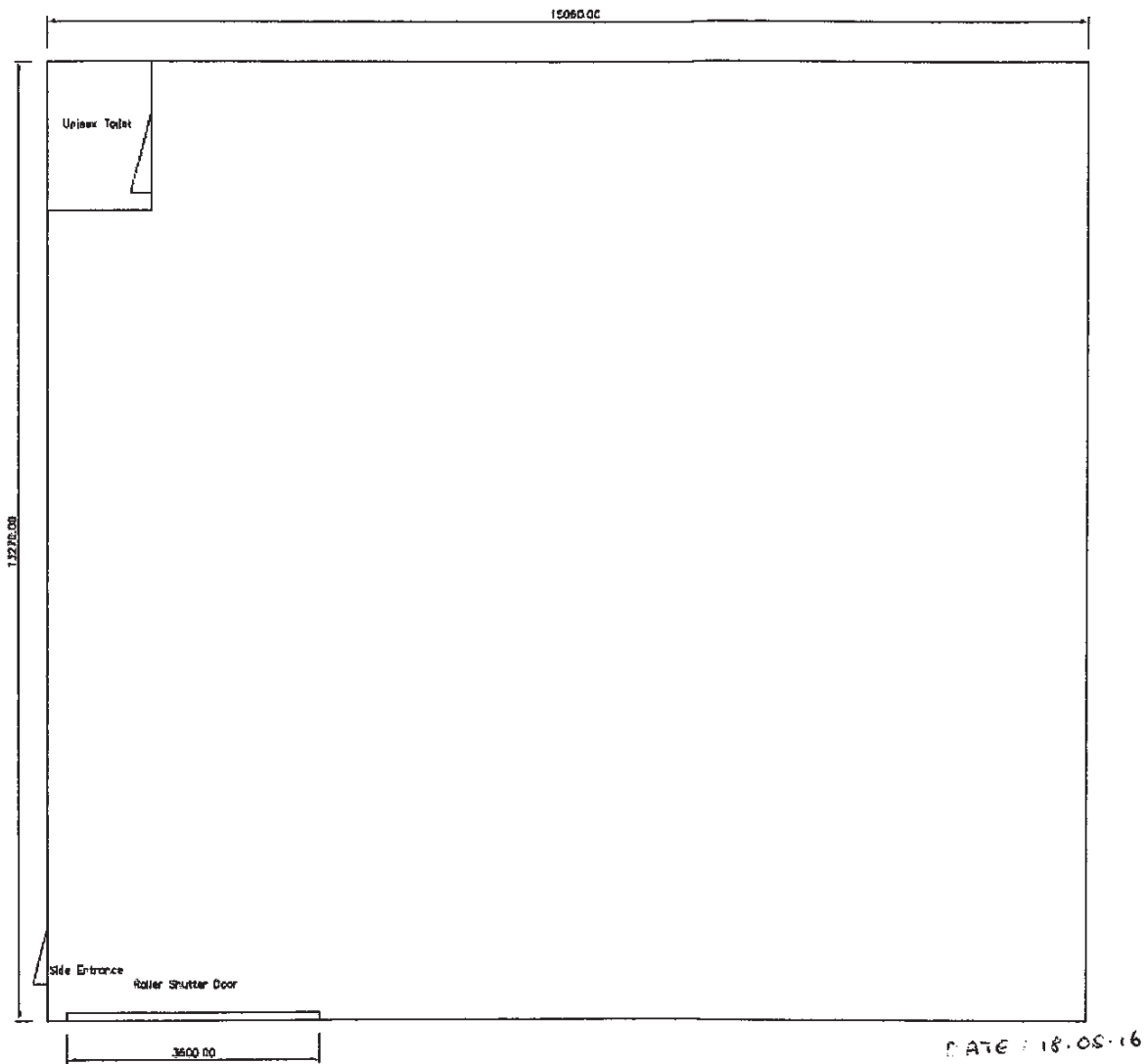
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

77 Scholes view
Ecclesfield

Post town	Sheffield	Postcode	S35 9YQ
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

The Site

The site comprises a side entrance, roller shutter door, large unisex WC, and one open internal area.

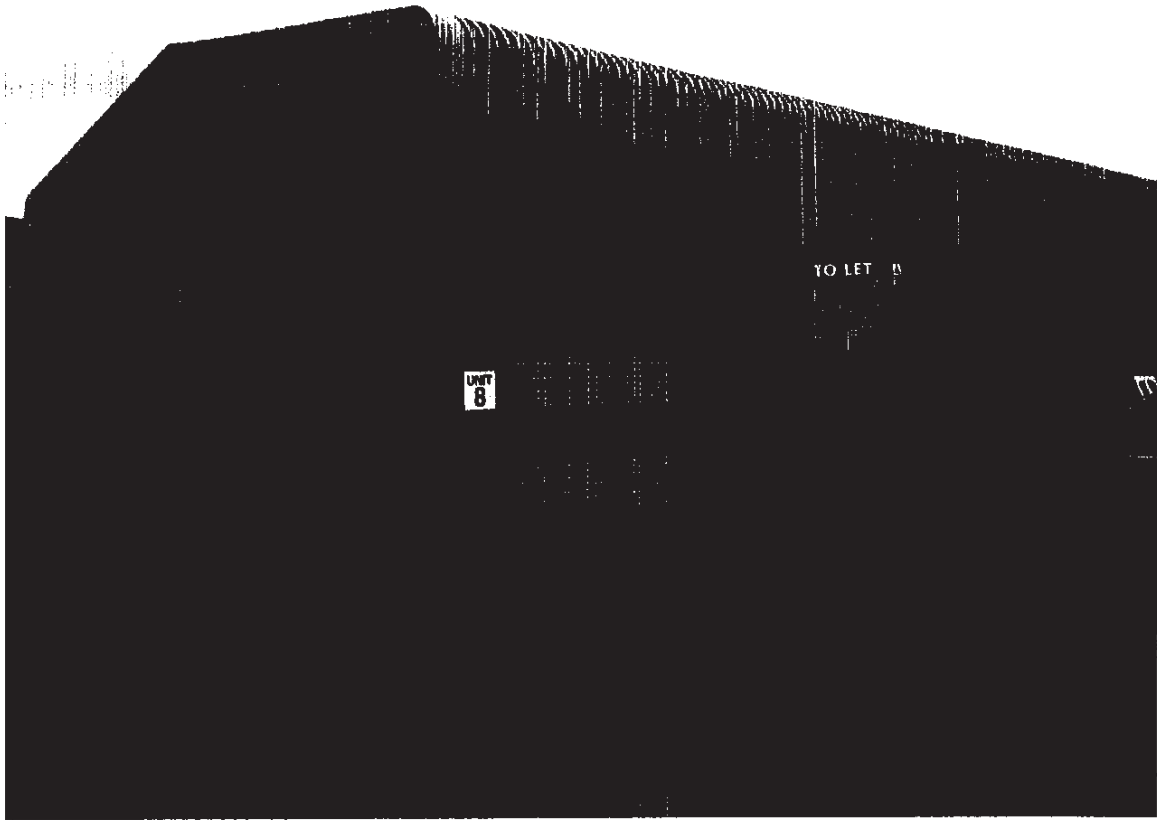


Parking, Highway, Access and Servicing

Access to the site is from Hillfoot Road, accessible by road or footpath. There is parking for approx. 4 cars in front of the unit, 6 along the side, a further 8 shared adjacent to the unit and an adjacent car parking area for common use, approx. 50 yards away. This car park can hold up to 40 vehicles and seems currently to be only used by 2 or 3, so there is a good capacity for client parking – see the annotated location maps.



Access to the unit by vehicle is to the roller shutter door, and pedestrian access is level to the side entrance.



The unit is serviced by mains electricity (3 phase supply), mains gas, water and sewage.





Design

The unit has recently been refurbished by the landlord and is very light and airy with good natural light from clear panels in the roof which have all been recently replaced or cleaned.



The roller shutter door is in good working order.

The unisex WC is of a large size with no restrictions to wheel chair use.

Appendix B

Crawshaw Michael (CEX)

From: Hellewell Lindsey on behalf of licensingservice
Sent: 30 June 2016 13:53
To: Crawshaw Michael (CEX)
Subject: FW: Crossfit Sci, Unit 8, Fairfield Industrial Estate

From: Gibbons Sean (DEL)
Sent: 30 June 2016 12:13
To: rach31.m@hotmail.com
Cc: licensingservice
Subject: Crossfit Sci, Unit 8, Fairfield Industrial Estate

Dear Miss Murphy

As the responsible authority for public safety, it is with regret that I feel I have no alternative than to make a formal representation (objection) to this application on the grounds of public safety.

The plan submitted with the application is unsatisfactory and does not show any information. It is therefore impossible to assess the public safety implications from the range of licensable activities applied for.

During a meeting held with you at the premises on 6th June, numerous concerns were raised with respect to the licensable activities applied for and the premises itself.

Could we meet to discuss this current objection?

Thank you
Sean

*Sean Gibbons BSc (Hons)
Environmental Health Officer
Health & Safety Inspector
Environmental Regulation
Sheffield City Council
5th Floor North
Howden House
1 Union Street
Sheffield
S1 2SH*

*Tel: 0114 273 4616
Fax: 0114 273 6464
Email: sean.gibbons@sheffield.gov.uk*

This emailed representation is made in accordance with the agreement with the Licensing Authority on the 18th October 2006 to accept representations by email.

Appendix C

Crawshaw Michael (CEX)

From: Palmer Helena on behalf of licensingservice
Sent: 05 July 2016 09:36
To: Crawshaw Michael (CEX)
Subject: FW: Objection to premise licence application-Crossfit SC1, 12 Hillfoot Road

From: SHEFFIELD Licensing [mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk]
Sent: 04 July 2016 15:37
To: licensingservice; (GCSX) Pates Neal; Gibbons Sean (DEL); CHERYL TOPHAM; BENITA MUMBY
Subject: Objection to premise licence application-Crossfit SC1, 12 Hillfoot Road

Sent on behalf of Sheffield Licensing, South Yorkshire Police

Licensing General

Block C

Staniforth Road Depot

609 Staniforth Road

Sheffield

04.07.16

Licensing Act 2003

Objection to premise licence application

Crossfit SC1, Unit 8 Farfield Industrial Estate, 12 Hillfoot Road, Sheffield

On behalf of the Chief Constable of South Yorkshire, an objection is being made in relation to the above application.

The grounds of objection are based on public safety, prevention of crime and disorder and prevention of public nuisance. Following conversations with the applicant little clarity has been provided in relation to how the premise will operate. The hours requested appear excessive for the area and type of building which could potentially give rise to public nuisance. The applicant has failed to advise how they will successfully uphold the four licensing objectives and operate the venue safely.

The applicant suggested amending the application to reduce permissions however, this does not appear to have been completed.

Yours faithfully,

For and on behalf of

Chief Constable, South Yorkshire Police

Cc

"This emailed representation is made in accordance with the agreement with the Licensing Authority on 1st November 2006 to accept representations by email".

Sheffield Licensing Section
South Yorkshire Police
Force Headquarters
Carbrook House
5 Carbrook Hall Road
Sheffield
S9 2EH
Licensing Team
Lucy Adams 0114 2523617 internal 718617
Tracey Klein 0114 2523948 internal 718948
Andrea Marsden 0114 2523618 internal 718618
Cheryl Topham 0114 2523163 internal 718163
Alicia Marsden 0114 2523111 internal 718 111
Linsey Fletcher 0114 2523556 internal 718556
Benita Mumby (Licensing Manager) 0114 2964308 internal 714308
Fax 0114 2523688 Internal 8688
<http://www.southyorkshire.police.uk/>



Please be advised email correspondence may be submitted as evidence to a licensing hearing should issues arising not be resolved. As such they will be passed onto the relevant parties involved in the hearing process. The local council may post them, as part of this process, on their website to which the public has access

To find out who your local Safer Neighbourhood Team officer is, how to contact them, and to find out what's happening in your area enter your postcode at <http://neighbourhood.southyorks.police.uk>

Tackling child sexual exploitation is a priority for the Force and it is the responsibility of everyone to help spot the signs and say something.

For more information visit www.southyorkshire.police.uk/spotthesigns

Appendix D

Crawshaw Michael (CEX)

From: Palmer Helena on behalf of licensingservice
Sent: 20 June 2016 11:36
To: Crawshaw Michael (CEX)
Subject: FW: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755

From: Pates Neal
Sent: 20 June 2016 09:33
To: Gibbons Sean (DEL); Sheffield.Liquor-Licensing@southyorks.pnn.police.uk; licensingservice
Subject: RE: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755

Hi All,

Please note that, following a call to check on receipt, this email was re-sent today with the applicant's email address corrected to;

Rach31.m@hotmail.com

Regards,

Neal

Neal Pates
Environmental Protection Officer

EPS: Commercial Team
Sheffield City Council
Tel: (0114) 273 4651
Mob: 07795 528 038
Int: x 53588

From: (GCSX) Pates Neal
Sent: 07 June 2016 10:42
To: 'rach31.m@hotmail.com'
Cc: Gibbons Sean (DEL); Sheffield.Liquor-Licensing@southyorks.pnn.police.uk; licensingservice
Subject: FW: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Importance: High

Dear Rachel,

I represent Sheffield City Council's Environmental Protection Service (EPS). EPS are the Responsible Authority for the Prevention of Public Nuisance for this new premises licence application.

I only received details of your application yesterday lunchtime, so was not able to attend the meeting yesterday. However, I have discussed the meeting with my colleague Sean Gibbons from SCC Health Protection Service, who I understand voiced his significant concerns about your current application in relation to public safety.

Having looked over the details of your application form, and the attached pictures, I too must advise you that I would have no alternative but to object formally to your application if it stands as it is now. Furthermore, my view is that the scale of sound insulation and/or sound limiting equipment installations that would be required to enable you to pursue your current proposals would likely to be prohibitively expensive for the business model you currently propose.

My advice at this early stage is to reconsider your application. It may be that through a combination of unlicensed activity, and the use of Temporary Events Notices for those elements which are licensable, you can achieve much of what you propose without the regulatory complications of your current plans, which essentially set you up with a licence to be a full blown nightclub with extras.

I look forward to hearing from you when you have had a chance to consider the advice you have received from myself and other Responsible Authorities.

Kind Regards,

Neal Pates

Neal Pates
Environmental Protection Officer

Please note new address and contact details:

Sheffield City Council
Environmental Protection Service; Commercial Team
5th Floor (North)
Howden House
1 Union Street
Sheffield
S1 2SH

Tel: +44 (0)114 273 4651
Mob: +44 (0)7795 528 038
Int: x 53588
Web: <http://www.sheffield.gov.uk/environment/environmental-health>

-----Original Message-----

From: Lobo Rose
Sent: 06 June 2016 14:31
To: Pates Neal
Subject: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Importance: High

-----Original Message-----

From: Crawshaw Michael (CEX)
Sent: 06 June 2016 12:18
To: Jones Angela (DEL); clive betts; eps admin; Gibbons Sean (DEL); Hague Julie; Health Protection; Louise Haigh; Nikkia Bond; Pitts Steven; planningdc@sheffield.gov.uk; Police Licensing (E-mail 2); Prasad Shiva; rclark; Lobo Rose; SYFRlicensing@syfire.gov.uk; Trading Standards; Ward Greg
Subject: Grant of Premises Licence

Hi All

Please find Grant of premises licence for Crossfit Sci, Unit 8, Fairfield Industrial Estate

Last date for Comment 4-7-16

Mick

Michael Crawshaw
Licensing Analyst & Processing Officer
Licensing Service, Business Strategy & Regulation Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.
Telephone 0114 2734264 Fax 01142734073 Email michael.crawshaw@sheffield.gov.uk or licensing@sheffield.gov.uk www.sheffield.gov.uk

Crawshaw Michael (CEX)

From: Hellewell Lindsey on behalf of licensingservice
Sent: 30 June 2016 13:52
To: Crawshaw Michael (CEX)
Subject: FW: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Attachments: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Importance: High

From: (GCSX) Pates Neal
Sent: 30 June 2016 12:03
To: rach3l.m@hotmail.com
Cc: Gibbons Sean (DEL); licensingservice; Sheffield.Liquor-Licensing@southyorks.pnn.police.uk
Subject: FW: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Importance: High

RE: LAC2003 Premises Licence Grant Application – CROSSFIT SC1, UNIT 8, FARFIELD INDUSTRIAL ESTATE, 12 HILLFOOT RD, SHEFFIELD S3 8AA
EPS REF: 575755

This emailed representation is made in accordance with the agreement with the Licensing Authority on the 18th October 2006 to accept representations by email.

Dear Miss Murphy,

You will be aware from previous correspondence (below), and our discussions regarding the same, that EPS have concerns over the high potential from public nuisance from the operations as proposed under this current grant application for a premises licence at Crossfit SC1, Unit 8 Farfield Industrial Estate. The proposal for late night and 24 hour weekend operation of a full range of regulated entertainments in a building with minimal sound insulation provisions and no proposals for sound limiting equipment is likely to cause high levels of music noise breakout. There is also no lobby system for the doors, so noise breakout will occur whenever the doors are open for access/egress, including when smokers go in and out the building.

I am concerned that, even in consideration of the non-residential character of the immediate vicinity, the high potential for noise will be likely to cause public nuisance in the late evening and night time, when background noise levels are low. The construction of the building is likely to have a very poor sound reduction performance, particularly at lower frequency ranges. This service often receive noise complaints from bass beat frequencies travelling great distances when loud music is played into the night time at high levels in the open air or inside poorly attenuated structures.

I had understood from our conversation on 21st June that you would be submitting a substantially revised version of this application in consideration of the issues raised both by other RAs and myself. However, since this has not been forthcoming **I must now notify you of my formal objection to this application**, and my intention to oppose the application as it stands, should this matter progress to a hearing by the SCC Licensing Sub-committee.

If you have any questions regarding this representation please do feel free to contact me directly.

Neal

Neal Pates
Environmental Protection Officer

EPS: Commercial Team
Sheffield City Council
Tel: (0114) 273 4651
Mob: 07795 528 038
Int: x 53588

From: Pates Neal
Sent: 20 June 2016 09:30
To: 'rach31.m@hotmail.com'
Subject: FW: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Importance: High

As discussed today – look forward to hearing from you.

From: (GCSX) Pates Neal
Sent: 07 June 2016 10:42
To: 'rach31.m@hotmail.com'
Cc: Gibbons Sean (DEL); Sheffield.Liquor-Licensing@southyorks.pnn.police.uk; licensingservice
Subject: FW: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Importance: High

Dear Rachel,

I represent Sheffield City Council's Environmental Protection Service (EPS). EPS are the Responsible Authority for the Prevention of Public Nuisance for this new premises licence application.

I only received details of your application yesterday lunchtime, so was not able to attend the meeting yesterday. However, I have discussed the meeting with my colleague Sean Gibbons from SCC Health Protection Service, who I understand voiced his significant concerns about your current application in relation to public safety.

Having looked over the details of your application form, and the attached pictures, I too must advise you that I would have no alternative but to object formally to your application if it stands as it is now. Furthermore, my view is that the scale of sound insulation and/or sound limiting equipment installations that would be required to enable you to pursue your current proposals would likely to be prohibitively expensive for the business model you currently propose.

My advice at this early stage is to reconsider your application. It may be that through a combination of unlicensed activity, and the use of Temporary Events Notices for those elements which are licensable, you can achieve much of what you propose without the regulatory complications of your current plans, which essentially set you up with a licence to be a full blown nightclub with extras.

I look forward to hearing from you when you have had a chance to consider the advice you have received from myself and other Responsible Authorities.

Kind Regards,

Neal Pates

Neal Pates
Environmental Protection Officer

Please note new address and contact details:

Sheffield City Council
Environmental Protection Service; Commercial Team
5th Floor (North)
Howden House
1 Union Street
Sheffield
S1 2SH

Tel: +44 (0)114 273 4651
Mob: +44 (0)7795 528 038
Int: x 53588
Web: <http://www.sheffield.gov.uk/environment/environmental-health>

-----Original Message-----

From: Lobo Rose
Sent: 06 June 2016 14:31
To: Pates Neal

Subject: NEW LICENSING APPLICATION: CROSSFIT SC1, 12 HILLFOOT RD S3 SR 575755
Importance: High

-----Original Message-----

From: Crawshaw Michael (CEX)

Sent: 06 June 2016 12:18

To: Jones Angela (DEL); clive betts; eps admin; Gibbons Sean (DEL); Hague Julie; Health Protection; Louise Haigh; Nikkia Bond; Pitts Steven; planningdc@sheffield.gov.uk; Police Licensing (E-mail 2); Prasad Shiva; rclark; Lobo Rose; SYFRlicensing@syfire.gov.uk; Trading Standards; Ward Greg
Subject: Grant of Premises Licence

Hi All

Please find Grant of premises licence for Crossfit Sci, Unit 8, Fairfield Industrial Estate

Last date for Comment 4-7-16

Mick

Michael Crawshaw

Licensing Analyst & Processing Officer

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

Telephone 0114 2734264 Fax 01142734073 Email michael.crawshaw@sheffield.gov.uk or
licensing@sheffield.gov.uk www.sheffield.gov.uk

Appendix E

Crawshaw Michael (CEX)

From: Palmer Helena on behalf of licensingservice
Sent: 04 July 2016 09:17
To: Crawshaw Michael (CEX)
Subject: FW: Application for a premises licence: Crossfit SC1, Unit 8, Farfield Industrial Estate, 12 Hillfoot Road, S3 8AA

Importance: High

From: Hague Julie
Sent: 01 July 2016 17:05
To: 'rach31.m@Lhotmail.com'
Cc: licensingservice
Subject: RE: Application for a premises licence: Crossfit SC1, Unit 8, Farfield Industrial Estate, 12 Hillfoot Road, S3 8AA
Importance: High

Hi Rachel

I wondered if you have had the chance to consider the licence conditions I've proposed below? If you agree to them, could you please say so by return email so that there is no need for a formal Hearing?

If there is anything you wish to discuss please contact me.

I look forward to hearing from you.

Regards

Julie

Julie Hague
Licensing Project Manager, Sheffield Safeguarding Children Board
Floor 3,
Howden House, Union Street, Sheffield S1 2SH
0114 2736753
07854 219682
julie.hague@sheffield.gov.uk

From: Hague Julie
Sent: 09 June 2016 15:40
To: 'rach31.m@Lhotmail.com'
Cc: licensingservice
Subject: FW: Application for a premises licence: Crossfit SC1, Unit 8, Farfield Industrial Estate, 12 Hillfoot Road, S3 8AA
Importance: High

Dear Rachel

Thank you for providing a copy of the above application to the Safeguarding Children Board as the responsible authority for the protection of children from harm under the Licensing Act 2003. I am writing to let you know that the Safeguarding Children Board has made a representation, a copy of which is set out in the email below. The attached documents also refer.

If you are able to agree to the proposed licence conditions, please email me to confirm this so that I can withdraw the representation. If you wish to discuss, please don't hesitate to contact me.

I look forward to hearing from you.

Yours sincerely

Julie Hague
Licensing Project Manager, Sheffield Safeguarding Children Board
Floor 3,
Howden House, Union Street, Sheffield S1 2SH
0114 2736753
07854 219682
julie.hague@sheffield.gov.uk

From: Hague Julie

Sent: 09 June 2016 15:36

To: licensingservice

Subject: Application for a premises licence: Crossfit SC1, Unit 8, Farfield Industrial Estate, 12 Hillfoot Road, S3 8AA

Importance: High

For the attention of the Licensing Authority

This e'mailed representation is made in accordance with the agreement with the Licensing Authority on the 18th October 2006 to accept representations by e'mail

Please be informed that I have made a representation on behalf of the Sheffield Safeguarding Children Board in relation to the above application. The representation is set out below and attached is related correspondence for the consideration of the Licensing Sub Committee.

REPRESENTATION

The Safeguarding Children Board has assessed the above application and notes that the proposed premise is sited on an industrial estate. The applicant seeks to host event including children and young people, and whilst the applicant has stated in the operating schedules that security and age restrictions will be in place where appropriate, this is not further defined.

In order to ensure that adequate risk management processes are in place for the protection of children from harm, the Safeguarding Children Board proposes that the following licence conditions are attached to the licence, if granted by the Licensing Authority:

1. The Designated Premises Supervisor, or other such responsible person, will be assigned to act as the Children's Safeguarding Coordinator. This person is responsible for undertaking and documenting risk management procedures at the premises in relation to the protection of children from harm. This person should act with reference to the training and guidance issued by the Sheffield Safeguarding Children Board.

2. The Children's Safeguarding Coordinator must produce a written risk assessment in relation to all events or activities involving persons under the age of 18 and this will be made available for inspection by the responsible authorities on reasonable request.

The above measures would ensure that there are suitable safeguarding measures in place during times under 18's have access and would provide measurable and enforceable conditions for the protection of children from harm.

Please note that free training is available to support the role described in condition (1) above and I attach for your consideration a description of this role along with a copy of the free training offer sent to the applicant.

I will liaise with the applicant and try to resolve the issue without the need for a formal Hearing.

Thank you.

Julie Hague

Licensing Project Manager, Sheffield Safeguarding Children Board

Floor 3, Howden House, Union Street, Sheffield S1 2SH

0114 2736753

07854 219682

julie.hague@sheffield.gov.uk

Crawshaw Michael (CEX)

From: Palmer Helena on behalf of licensingservice
Sent: 09 June 2016 16:39
To: Crawshaw Michael (CEX)
Subject: FW: Application for a premises licence: Crossfit SC1, Unit 8, Farfield Industrial Estate, 12 Hillfoot Road, S3 8AA
Attachments: Description of sg coordinator role 2016.pdf; Crossfit.pdf
Importance: High

From: Hague Julie
Sent: 09 June 2016 15:40
To: 'rach31.m@Lhotmail.com'
Cc: licensingservice
Subject: FW: Application for a premises licence: Crossfit SC1, Unit 8, Farfield Industrial Estate, 12 Hillfoot Road, S3 8AA
Importance: High

Dear Rachel

Thank you for providing a copy of the above application to the Safeguarding Children Board as the responsible authority for the protection of children from harm under the Licensing Act 2003. I am writing to let you know that the Safeguarding Children Board has made a representation, a copy of which is set out in the email below. The attached documents also refer.

If you are able to agree to the proposed licence conditions, please email me to confirm this so that I can withdraw the representation. If you wish to discuss, please don't hesitate to contact me.

I look forward to hearing from you.

Yours sincerely

Julie Hague
Licensing Project Manager, Sheffield Safeguarding Children Board
Floor 3,
Howden House, Union Street, Sheffield S1 2SH
0114 2736753
07854 219682
julie.hague@sheffield.gov.uk

From: Hague Julie
Sent: 09 June 2016 15:36
To: licensingservice
Subject: Application for a premises licence: Crossfit SC1, Unit 8, Farfield Industrial Estate, 12 Hillfoot Road, S3 8AA
Importance: High

For the attention of the Licensing Authority

This e'mailed representation is made in accordance with the agreement with the Licensing Authority on the 18th October 2006 to accept representations by e'mail

Please be informed that I have made a representation on behalf of the Sheffield Safeguarding Children Board in relation to the above application. The representation is set out below and attached is related correspondence for the consideration of the Licensing Sub Committee.

REPRESENTATION

The Safeguarding Children Board has assessed the above application and notes that the proposed premise is sited on an industrial estate. The applicant seeks to host event including children and young people, and whilst the applicant has stated in the operating schedules that security and age restrictions will be in place where appropriate, this is not further defined.

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Please note that free training is available to support the role described in condition (1) above and I attach for your consideration a description of this role along with a copy of the free training offer sent to the applicant.

I will liaise with the applicant and try to resolve the issue without the need for a formal Hearing.

Thank you.

Julie Hague

Licensing Project Manager, Sheffield Safeguarding Children Board

Floor 3, Howden House, Union Street, Sheffield S1 2SH

0114 2736753

07854 219682

julie.hague@sheffield.gov.uk

Appendix F



MC
15/6/16

South Yorkshire FIRE & RESCUE

James Courtney
Chief Fire Officer & Chief Executive

Sheffield Technical Fire Safety
197 Eyre Street
Sheffield
S1 3FG

Date: 27/06/2016

Your Ref:

Our Ref: MB/#425068/W4958/13/905036

This matter is being dealt with by: Mr M Briggs

Tel Direct line: 0114 253 2335

Fax Direct line: 0114 2532888

Tel: 0114 2727202

Email: mxbriggs@syfire.gov.uk

Website: www.syfire.gov.uk

Fax: 0114 2532888

Licensing Services
Block C
Staniforth Road Depot
Staniforth Road
SHEFFIELD
S9 3HD

Dear Sir/Madam

LEGISLATION:

**Fire and Rescue Services Act 2004
The Regulatory Reform (Fire Safety) Order 2005**

TYPE OF APPLICATION:

Premises Licence

PREMISES:

**Crossfit Sc1, Unit 8m, Farfield Industrial Estate,
12 Hillfoot Road, Sheffield, S3 8AA**

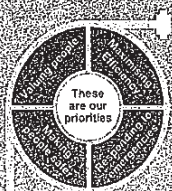
REF/PLAN NUMBER:

As per application

This Authority acknowledges receipt of your consultation as part of the application for the grant of your premises licence. The grant fails to satisfy the requirements of the above legislation.

I have to inform you that these premises are now regulated by the Regulatory Reform (Fire Safety) Order 2005 and as such the responsibility for complying with the above Order rests with the 'responsible person', as defined within Article 3 of the FSO.

To comply with the requirements of the FSO you must in the first instance complete a Fire Risk Assessment (see below guidance). To assist you in this, the following documents **Small and Medium Places of Assembly ISBN-13: 978 1 85112 820 4** and **Means of Escape for Disabled People ISBN-13: 978 1 85112 873 7** are available to purchase from good bookshops or free to download from the internet at www.gov.uk/workplace-fire-safety-your-responsibilities



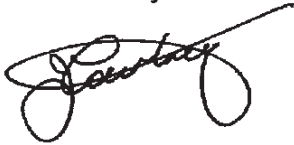
Additional information is also provided to assist you in the completion of your fire risk assessment as a form of a guidance note attached to this letter.

Attached to this letter are schedules of observations relating to your proposal which require to be addressed as part of your Fire Risk Assessment.

Where measures necessitate structural alterations to a building, enquiries should be made as to whether planning consent, and/or, Building Regulations approval are required; if so these should be obtained from the Local Building Authority or an Approved Inspector before work is carried out.

If you require any further information please contact the officer dealing with this matter.

Yours faithfully



Chief Fire Officer

Copy to: Licensing Authority

sean.gibbons@sheffield.gov.uk

Rachel Murphy
77 Scholes View
Ecclesfield
Sheffield
S35 9YQ

rach31.m@hotmail.com

Data Protection Act 1998

Information provided relating to any application made to South Yorkshire Fire & Rescue will be retained and may be used for future enforcement purposes and monitoring statutory compliance by SYFR and related enforcement agencies.

Disclaimer – Any legal liability howsoever arising from any information contained in this correspondence is hereby excluded.

SOUTH YORKSHIRE FIRE AND RESCUE

Schedule 1

Schedule of observations relating to your proposal which also should be addressed by your Fire Risk Assessment.

SCHEDULE to letter ref: MB/#425068/W4958/13/905036

Dated: 27/06/2016

It is brought to your attention that the proposed premises layout is not acceptable to this Authority; you should therefore contact the Officer dealing with this application to rectify this issue before the proposed works are carried out and the premises opened for business. Failure to remedy this situation may lead to formal enforcement action being taken under the provisions of the Regulatory Reform (Fire Safety) Order 2005.

- SYF&R object to the application as the premises were constructed for industrial use only & appear to be unsuitable for the Licensable activities applied for in the present state.
- Anything other than industrial use will require building regulations consultation for a change of use.
- A Fire Risk Assessment will be required which addresses the provision of suitable & sufficient exit doors & door widths, fire alarm, emergency lighting, fire extinguishers & occupant capacity figures etc.

SOUTH YORKSHIRE FIRE AND RESCUE

Schedule 2

Goodwill advice that is not enforceable but offered as advice in the best interest of public safety.

SCHEDULE to letter ref: MB/#425068/W4958/13/905036

Dated: 27/06/2016

Business Continuity Planning

There are many disruptive incidents that could cause a severe disruption to your business activities, which in turn can cause major adverse effects for yourselves, employees, customers and the community. Disruptive incidents could include fire or flooding. To help minimise these effects on your business you should take steps to ensure that you have a Business Continuity Plan (BCP) in place.

If you do nothing else then you should consider completing a Business Impact Analysis (BIA) to identify your critical activities and which people, places, and processes are critical to the continuance of business activities.

There are many ways of completing a BIA. The type of business you carry out and the size of your business may determine the style of BIA which you utilise. There are many free BIA templates and examples available on the internet.

If you would like to take your BCP a stage further then you may wish to consider the use of a BCP software solution.

One of these software solutions is ROBUST. ROBUST is a Resilient Business Software Toolkit designed to help your business produce an effective, simple and efficient BCP. It will also provide on-the-spot assistance when capability is lost by visiting the embedded Incident management Planner (IMP). ROBUST and all ancillary documentation may be downloaded entirely free of charge from <https://robust.riscauthority.co.uk>.

There are also many BCP software solutions available on the market which may be suitable for your business. Please check these out thoroughly before you make any purchase as they tend to be specific to certain industries.

Third Party Content

South Yorkshire Fire and Rescue (SYFR) neither endorses nor guarantees the accuracy of products or services offered or sold and will not be responsible for any transactions between you and the seller.

SYFR is keen that all businesses within South Yorkshire are adequately prepared and build resilience into their operations. We support the South Yorkshire Local Authorities, who operate schemes and promotions to assist businesses with Business Continuity preparedness.

The below internet site provides government guidance on the generic challenges to business continuity. <https://www.gov.uk/resilience-in-society-infrastructure-communities-and-businesses>

The below internet page provides simple to understand downloadable information for small to medium size businesses <http://www.letsgetready.org.uk/lets-get-ready-business/business-continuity-lite/>

If you are a business and would like further information please visit www.syfire.gov.uk under "Business Advice" and select Business Continuity. Alternatively you can contact SYFR Civil Protection Group on 0114 253 2457 or 0114 253 2246.



South Yorkshire FIRE & RESCUE

As the owner/manager of licensed premises you may be the 'Responsible Person' and as such you have a **duty to comply with legislation relating to Fire Safety** within your premises. The legislation which applies is the Regulatory Reform (Fire Safety) Order 2005.

You will be the 'Responsible Person' if you are:-

- **The employer, or**
- **The person who has control of the premises in connection with the carrying on of a business, trade or undertaking, or**
- **The owner**

This legislation imposes duties upon the 'Responsible Person'. These duties include but are not restricted to:

- **Carry out a Fire Risk Assessment.**
- **Record the significant findings of the assessment and the control measures which have been or will be taken by the responsible person.**
- **Provide adequate 'General Fire Precautions'.**
- **Provide adequate training to staff.**

Please see the attached note which gives basic guidance regarding these duties and responsibilities. Under this legislation an Authorised Inspector from the Fire Authority can, at any material time, inspect the premises and require the production of the Fire Risk Assessment. They will ask to see any other documentation relating to the Responsible persons duties under the Regulatory Reform (Fire Safety) Order 2005. The Inspector will also ask to see details of testing and maintenance of fire provisions including staff training and drills.

Further information with regards to the duties and responsibilities in order to comply with the Law relating to Fire Safety in licensed premises is available to download from:

1. <http://www.syfire.gov.uk/business-advice/>
2. <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
3. <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

General Fire Precautions

Fire risk assessment:

The fire risk assessment should:

- **Identify fire hazards** e.g. electrical equipment, heat processes, flammable substances etc.
- **Identify people at risk** e.g. staff, members of the public, people with disabilities.
- **Evaluate the Risk from fire occurring** e.g. accidentally, failure to prevent, deliberately.
- **Remove /reduce Hazards** e.g. portable heaters, waste materials, reduce storage.
- **Protect People from risk** e.g. early warning of fire, control occupancy, staff training.
- **Record the Significant Findings** of the fire risk assessment.
- **Prepare a plan to deal with emergencies** to ensure the premises can be safely evacuated.

- **Inform, Instruct and Train** all staff to prevent fire and what to do in case of fire.

Fire risks and preventative measures:

The following should be seen as examples of what to consider as preventative measures:

- **Good housekeeping will reduce the risk of fire.**
- **Excessive storage can block escapes and create additional fire hazards.**
- **Electrical safety can prevent fires by regular inspection and testing.**
- **Managing building work and alterations can prevent fire as additional hazards and processes may be introduced.**
- **Arson can be prevented by good waste management and good security awareness.**

Fire detection and warning:

It should be identified if there are places within the premises where people may be isolated and could be trapped by fire due to being unaware of its development.

There may be areas where a fire can develop unobserved.

An adequate fire alarm system should ensure that in these areas, the fire will be detected and the alarm raised in order to give early warning of fire to occupants of the premises.

The fire alarm system installed should be tested weekly by the responsible person and should be serviced six monthly.

Fire fighting equipment:

Appropriate Fire fighting equipment e.g. fire extinguishers, fire blankets etc, should be provided for premises. This equipment should be suitably sited, usually on escape routes and near to exits. However dependent on your fire risk assessment it may be more suitable to place them in secure locations. The fire extinguishers should be serviced annually also checked visually for damage and pressure loss monthly by the responsible person.

Escape routes:

- Escape routes from the premises should be easily, safely and immediately (no locked final exit doors) usable at all relevant times.
- Escape routes and exits should be adequate for the number of people likely to use them.
- If only one door is available, regardless how wide it is, to escape from any room the occupancy of that room should be limited to 60 persons.
- All doors should open in the direction of escape.
- Where fire doors are fitted they should be fitted with self closing devices, in good order and capable of resisting smoke.

Occupancy:

The occupancy of all parts of premises should be such that everyone should be able to safely evacuate without undue delay.

A rule of thumb guide for working out the occupancy of premises is based on the door widths that are available for people to escape from. This information is taken from Approved Document B which is a Communities and Local Government Document relating to Building Regulations. The rule of thumb guide is as follows:

- Door width 750mm will allow 100 people to escape
- Door width 1050mm will allow 200 people to escape

Other factors can come into calculating the potential occupancy for premises.

Emergency Lighting:

Emergency lighting should be provided in order to light escape routes adequately to allow people to escape from the premises should the mains power fail in the event of fire. The lighting may be on all the time (maintained lighting) or it may only illuminate if the power fails (non maintained lighting). Emergency lighting should be serviced annually and tested by the responsible person monthly.

Fire signs:

Fire exit signs should be displayed so that anyone in the premises can make their way out of the building without any confusion.

Fire action notices (what to do in case of fire) should be displayed to give guidance to all employees regarding the evacuation procedure for the premises.

Recording, Planning, Informing, Instructing and Training:

Up to date records of your fire risk assessment should be kept along with your servicing and maintenance records for any structure or systems related to the buildings fire safety measures e.g. fire alarm testing and servicing, fire door maintenance etc.. Fire drills should also be undertaken and recorded.

All employees should be given instruction on the actions to take if a fire is discovered or the fire alarm actuates. Employees should sign a document to show that they have received and understood this instruction.

Appendix G



**Notice of hearing of representations
in respect of the following application:
LA03 Premises Licence Application**

Dear Rachel Murphy.

The Sheffield City Council being the licensing authority, on the 18th May 2016 received an application in respect of the premises known as – Crossfit SCI, Unit 8, Fairfield Industrial Estate, 12 Hillfoot Road, Sheffield, S3 8AA.

During the consultation period, the Council received representations from the following authorities / interested parties:

**Health Protection Service
South Yorkshire Police
Environmental Protection Service
Sheffield Safeguarding**

on the likely effect of this application on the promotion of the licensing objectives, should it be granted.

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on **25th July 2016 at 11am**; following which the Council will issue a notice of determination of the application.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 35(5) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) Your response to the representations made, upon which you may ask and be asked questions by the parties to the hearing.
- 2) You may also be asked questions by the parties to the hearing, relating to your application for a licence.

Please complete the attached form LAR1 and return it to: **Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD** within five (5) working days before the day or the first day on which the hearing is to be held.

Dated: 11th July 2016

Signed: _____



The officer appointed for this purpose
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD.

licensing@sheffield.gov.uk



**Notice of hearing of representations
in respect of the following application:
LA03 Premises Licence Application**

The Objector.

The Sheffield City Council being the licensing authority, on the 18th May 2016 received an application in respect of the premises known as – Crossfit SCI, Unit 8, Fairfield Industrial Estate, 12 Hillfoot Road, Sheffield, S3 8AA.

During the consultation period, the Council received representations from the following authorities / interested parties:

**Health Protection Service
South Yorkshire Police
Environmental Protection Service
Sheffield Safeguarding**

on the likely effect of this application on the promotion of the licensing objectives, should it be granted.

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on **25th July 2016 at 11am**; following which the Council will issue a notice of determination of the application.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 35(5) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) The representations you have made with reference to these particular premises and the four core objectives.
- 1) You may also be asked questions by the parties to the hearing, relating to your representations.

Please complete the attached form LAR1 and return it to: **Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD** within five (5) working days before the day or the first day on which the hearing is to be held.

Dated: 11th July 2016

Signed: _____

The officer appointed for this purpose
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD.

licensing@sheffield.gov.uk

Appendix H



**Notice of hearing of representations
in respect of the following application:
LA03 Premises Licence Application**

Dear Rachel Murphy.

The Sheffield City Council being the licensing authority, on the 18th May 2016 received an application in respect of the premises known as – Crossfit SCI, Unit 8, Fairfield Industrial Estate, 12 Hillfoot Road, Sheffield, S3 8AA.

During the consultation period, the Council received representations from the following authorities / interested parties:

**Health Protection Service
South Yorkshire Police
Environmental Protection Service
Sheffield Safeguarding**

on the likely effect of this application on the promotion of the licensing objectives, should it be granted.

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on **25th July 2016 at 11am**; following which the Council will issue a notice of determination of the application.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 35(5) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) Your response to the representations made, upon which you may ask and be asked questions by the parties to the hearing.
- 2) You may also be asked questions by the parties to the hearing, relating to your application for a licence.

Please complete the attached form LAR1 and return it to: **Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD** within five (5) working days before the day or the first day on which the hearing is to be held.

Dated: 11th July 2016

Signed: _____



The officer appointed for this purpose
Licensing Enforcement and Technical Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD.

licensing@sheffield.gov.uk

Right of attendance, assistance and representation

15. Subject to regulations 14(2) and 25, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

Representations and supporting information

16. At the hearing a party shall be entitled to –
- (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7(1)(d), give further information in support of their application, representations or notice (as applicable),
 - (b) if given permission by the authority, question any other party; and
 - (c) address the authority

Failure of parties to attend the hearing

20. – (1) If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend or be represented at a hearing the authority may:–
- (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
 - (b) hold the hearing in the party's absence.
- (3) Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
- (4) Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

Procedure at hearing

21. Subject to the provisions of the Regulations, the authority shall determine the procedure to be followed at the hearing.
22. At the beginning of the hearing, the authority shall explain to the parties the procedure which it proposes to follow at the hearing and shall consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing, such permission shall not be unreasonably withheld.
23. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
24. The authority must allow the parties an equal maximum period of time in which to exercise their rights provided for at regulation 16.
25. The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may –
- (a) refuse to permit that person to return, or
 - (b) permit him to return only on such conditions as the authority may specify,
- but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.

LICENSING ACT 2003

Premises: Crossfit Sci
Hearing Date: 25th July 2016

Form LAR 1
Regulation 8

Notice of actions following receipt of notice of hearing

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

I

of

hereby confirm that I have received the Notice of Hearing dated 24th June 2016 and notify you as follows (please complete):

- I intend to attend the hearing
- I do not intend to attend the hearing
- I intend to be represented at the hearing by:
- I consider the hearing to be unnecessary because:
.....
- I request that should appear at the hearing and set out below the point or points on which this person may be able to assist the authority in relation to this application, representations or notice of the party making the request.

Dated: Signed.....

Please see Regulation 8 overleaf

Please complete this form and return it to:
Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.

licensing@sheffield.gov.uk



Regulation 8

- (1) A party shall give to the authority within the period of time provided for in the following provisions of this regulation a notice stating –
 - (a) whether he intends to attend or be represented at the hearing;
 - (b) whether he considers a hearing to be unnecessary
- (2) In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.
- (3) In the case of a hearing under –
 - (a) section 48(3)(a) (cancellation of interim authority notice following police objection), or
 - (b) section 105(2)(a) (counter notice following police objection to temporary event notice),

the party shall give the notice no later than one working day before the day or the first day on which the hearing is to be held.

- (4) In the case of a hearing under –
 - (a) section 167(5)(a) (review of premises licence following closure order),
 - (b) paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence), paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate)
 - (c) paragraph 26(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),

the party shall give the notice no later than two working days before the day or the first day on which the hearing is to be held.

- (5) In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.

Licensing Act 2003 – Hearing Procedure – Regulation 7 (1)

This procedure has been drawn up in accordance with the Licensing Act 2003 to assist those parties attending Licensing Committee hearings.

1. The hearing before the Council is Quasi Judicial.
 2. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
 3. The Chair will ask the applicants to formally introduce themselves.
 4. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
 5. 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 Licensing Officer will introduce in turn representatives for the Responsible Authority and Interested Parties who will be asked to detail their relevant representations.
 - (d) Members may ask questions of those parties
 - (e) With the leave of the Chair the applicant or his representative may cross examine the representatives of the Responsible Authorities and Interested Parties.
 - (f) The applicant/licensee (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.
 - (g) The applicant/licensee (or his/her nominated representative) may then be asked questions by members and with the leave of the Chair from the other parties present.
 - (h) The applicant will then be given the opportunity to sum up the application.
 - (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.
 6. The decision of the Licensing Committee will be given in accordance with the requirements of the Licensing Act 2003 and regulations made there under.
- 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.

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