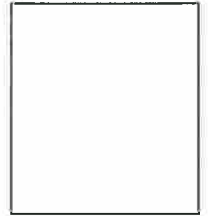




SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



Report of: Chief Licensing Officer, Head of Licensing

Date: 7th December 2017

Subject: Licensing Act 2003

Author of Report: Clive Stephenson

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

Hillsborough Park - 70 Broughton Road Sheffield (TRAMLINES)

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 152/17

Hillsborough Park 70 Broughton Road Sheffield S62 AS

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. Tramlines Events Limited

2.2 The application, which was received on 13th October 2017, 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 and are attached at Appendix B:-

- No 1 – Environmental Health Service (Noise)

3.2 South Yorkshire Police have agreed conditions. This information and conditions are attached at appendix 'C'.

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 'D'

4.0 POLICIES TO CONSIDER

4.1 Sheffield City Council Licensing Policy

5.0 FINANCIAL IMPLICATIONS

5.1 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.

6.0 THE LEGAL POSITION

6.1 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.

Section 6 Cont'd

6.2 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.

7.0 HEARINGS REGULATIONS

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

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

7.3 Attached at Appendix 'D' 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.

8.0 APPEALS

8.1 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.

9.0 RECOMMENDATIONS

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

10.0 OPTIONS OPEN TO THE COMMITTEE

10.1 To grant the premises licence in the terms requested.

10.2 To grant the premises licence with conditions.

10.3 To reject the whole or part of the application.



Stephen Lonnia
Chief Licensing Officer
Head of Licensing

23rd November 2017

Appendix A

Application



AI

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.

/We Tramlines events ltd
(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			
Hillsborough Park 70 Broughton Rd, Sheffield S6 2AS			
Post town	Sheffield	Postcode	

Telephone number at premises (if any)	n/a
Non-domestic rateable value of premises	£ n/a

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 type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | x <input checked="" 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) |

AR

- 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)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	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)					

SECOND INDIVIDUAL APPLICANT (if applicable)

A3

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	Tramlines events ltd
Address	Osborn works Unit 4a Rutland way Sheffield S3 8DG
Registered number (where applicable)	06864919
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited company
Telephone number (if any)	0114 276 2762
E-mail address (optional)	tramlines@tramlines.co.uk

Part 3 Operating Schedule

A4

When do you want the premises licence to start?

DD	MM	YYYY
20	07	2018

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

DD	MM	YYYY
31	07	2020

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

- Please note- we are applying for a 3 year license. Starting on 20th July 2018 to run until 23rd July 2018.
- Repeated in July 2019, and July 2020 on a weekend as agreed with the local authorities running for no longer than a 3 day period in each year.

The premises is Hillsborough park, it is a public park based in Hillsborough that is operated by Sheffield city council

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

30-40,000

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

AS

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	Please give further details here (please read guidance note 3)					
Mon								
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 checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) We may look to show films as part of the festival within the children's area		
Mon					
Tue			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Wed					
Thur			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)		
Fri	12.00	23.00			
Sat	09.00	23.00			

AG

Sun	09.00	23.00	

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>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</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					

Sun			

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) Tramlines will have one main stage, and several smaller stages that Live music will take place on over the 3 days		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri	12.00	23.00	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) Sound checks may take place from 9am		
Sat	11.00	23.00			
Sun	11.00	22.00			

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) We will have several tents/arenas within the site playing recorded music		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri	12.00	23.00	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	11.00	23.00	Sound checks may take place from 9am
Sun	11.00	22.00	

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"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri	12.00	23.00	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	11.00	23.00			
Sun	11.00	22.00			

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 Comedy performances		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3) We are looking to incorporate comedians into our programming, these will take place within a tent and if only suitable for adult, under 18's will be refused entry into the arena		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	12.00	23.00			

A9

			<u>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</u> (please read guidance note 5)
Sat	11.00	23.00	
Sun	11.00	22.00	

A10

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 type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	x <input type="checkbox"/>
Day	Start	Finish	<p><u>Please give further details here</u> (please read guidance note 3) There will be several bars within the area, the majority of which will be open air. However we may include some small infrastructures that contain bars within it.</p> <p><u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)</p> <p><u>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</u> (please read guidance note 5)</p>			
Mon						
Tue						
Wed						
Thur						
Fri	12.00	23.15				
Sat	11.00	23.15				
Sun	11.00	22.15				

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	x <input type="checkbox"/>
					Off the premises	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<p><u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)</p> <p><u>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</u> (please read guidance note 5)</p>			
Mon						
Tue						
Wed						
Thur						
Fri	12.00	23.00				
Sat	11.00	23.00				
Sun	11.00	22.00				

All

--	--	--	--

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

Name Ralph Broadbent	
Address 6 Hanover Grange, Harpenden AL53BD	
Postcode	AL53BD
Personal licence number (if known) DDPA0285	
Issuing licensing authority (if known) Derbyshire	

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).

N/A

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			
Tue			
Wed			
Thur			
Fri	12:00	23.30	
Sat	11:00	23.30	
Sun	11:00	22.30	
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)			
Contractors and staff will be on site outside of the times listed			

M

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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)

- Set a clear timeline for producing Event management plans and risk assessments for the local authorities.
- Schedule in regular Safety Advisory group meetings
- Develop a joint strategy between our security firm, our management team and South Yorkshire Police
- We are setting up a steering board from the local area who will feed into our plans on noise/site build and break to ensure that Public Nuisance does not arise.
- Maintain and Develop our safeguarding policy and plans for the new site

b) The prevention of crime and disorder

We will continue to work closely with South Yorkshire police in planning this event. Over the last 2 years we have established operational meetings with the Police that have proved invaluable. All our plans are submitted to them, we will work with the police within the site and will employ a security firm (Showsec) who are responsible for the crowd management plan and for the security on site.

c) Public safety

As part of our overall management plan we produce a crowd management and traffic management plan to ensure public safety. We provide the Safety Advice group with all of our plans for feedback and alter them accordingly. We have a proven track record for Public safety. We bring in qualified safety officers both in the run up the festival and the development of the plans and over the build and operation of the festival.

d) The prevention of public nuisance

As well as the security team and plans we have in place we also work closely with the EHO and employ a noise consultancy agency who monitor all noise levels as well as assist in site design to prevent noise leak where possible.

e) The protection of children from harm

As part of our ongoing commitment to safeguarding we employ a lead safeguarder who works closely with the Sheffield City council safeguarding officers. We ensure that a comprehensive risk assessment and plan is in place as well as have a number of safeguarding ambassadors on site over the festival.

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)

- Set a clear timeline for producing Event management plans and risk assessments for the local authorities.
- Schedule in regular Safety Advisory group meetings
- Develop a joint strategy between our security firm, our management team and South Yorkshire Police
- We are setting up a steering board from the local area who will feed into our plans on noise/site build and break to ensure that Public Nuisance does not arise.
- Maintain and Develop our safeguarding policy and plans for the new site

b) The prevention of crime and disorder

We will continue to work closely with South Yorkshire police in planning this event. Over the last 2 years we have established operational meetings with the Police that have proved invaluable. All our plans are submitted to them, we will work with the police within the site and will employ a security firm (Showsec) who are responsible for the crowd management plan and for the security on site.

c) Public safety

As part of our overall management plan we produce a crowd management and traffic management plan to ensure public safety. We provide the Safety Advice group with all of our plans for feedback and alter them accordingly. We have a proven track record for Public safety. We bring in qualified safety officers both in the run up the festival and the development of the plans and over the build and operation of the festival.

d) The prevention of public nuisance

As well as the security team and plans we have in place we also work closely with the EHO and employ a noise consultancy agency who monitor all noise levels as well as assist in site design to prevent noise leak where possible.

e) The protection of children from harm

As part of our ongoing commitment to safeguarding we employ a lead safeguarder who works closely with the Sheffield City council safeguarding officers. We ensure that a comprehensive risk assessment and plan is in place as well as have a number of safeguarding ambassadors on site over the festival.

A14

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	<i>Sarah Nalty</i>
Date	6.10.17
Capacity	Festival director

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)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Consent of individual to being specified as premises supervisor

I

of

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

by

relating to a premises licence

for

and any premises licence to be granted or varied in respect of this application made by

concerning the supply of alcohol at

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

A17

Personal licence number

DDPAO285

Personal licence issuing authority:

Derbyshire Dales

Derbyshire Dales District Council

Town Hall, Bank Road

Matlock, Derbyshire

DE4 3NN

01629761100

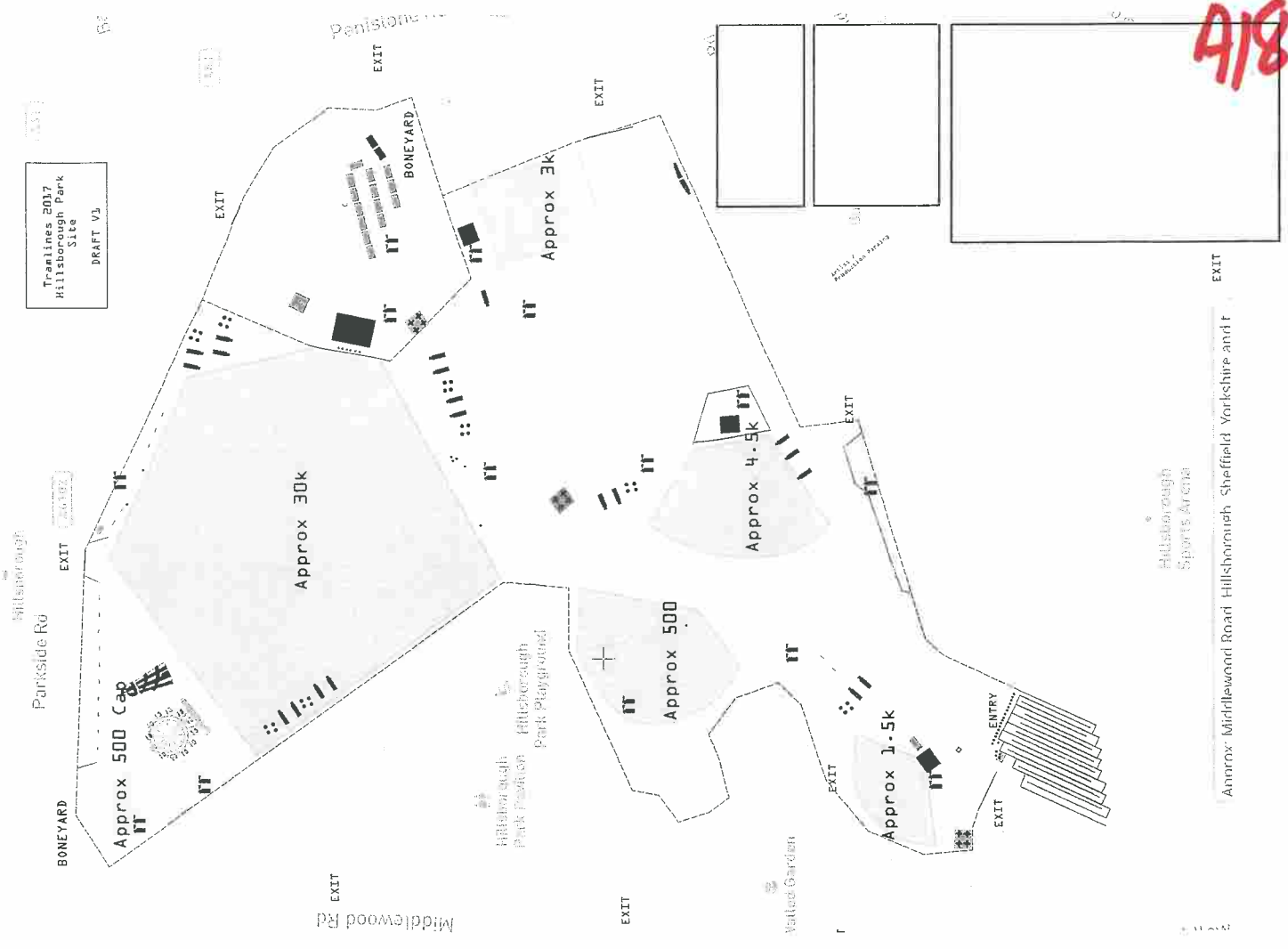
Signed



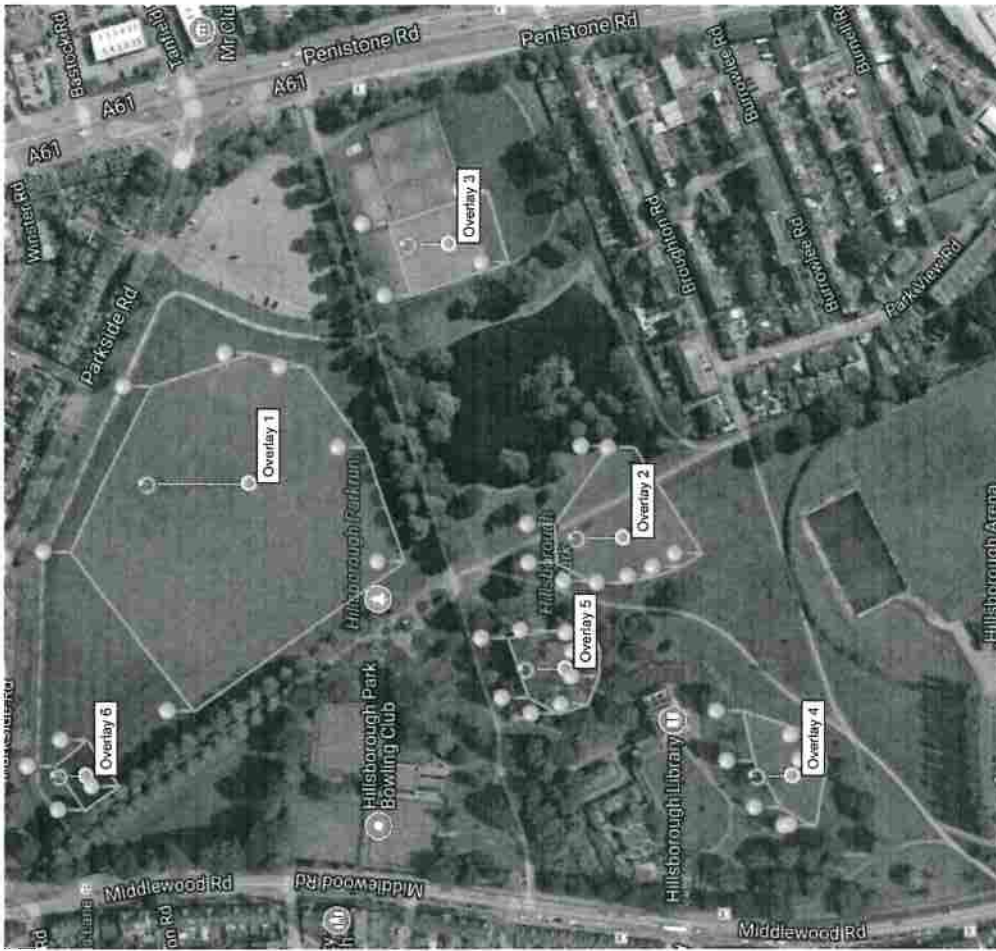
Name (please print) RALPH BROADBENT

Date 04/10/17

Trajectories 2017
Hillsborough Park
Site
DRAFT V3



418



Standing Area		(A)	(P) or (S)	(D)	Holding Cap	Notes
Total Site Area (Sq Mtrs)	26,000	1	1	52000		Full Area
ALL VIEWING AREAS	3,000		FOH/WUP/CONC			
Available viewing area (A)	23,000				46,000	Holding Cap
P Factors						
Physical condition		1	1	46000		
Signallines		1	1	46000		
S Factors						
Safety Management		1	1	46000		
Roof cover		0	0			Not Applicable
Crowd behaviour		1	1	46000		
Appropriate density (D)					2	@ 2 per m2
Holding Capacity					46000	
Entry System						
Queue Lanes Area	5,400					As per green guide
ENTRY A HOLDING (Overspills)	2,700				16,200 @ 30 per 10m2	
ENTRY B HOLDING	3,500				8,100 @ 30 per 10m2	
					10,500 @ 30 per 10m2	
Search Flow Rates (PEAK TIMES)						
Staff		People per minute	Minutes			
Search Staff Lane A (Festival Profile)	19		14	120	31,920	
Search Staff Lane B (Fest Profile + Bags / Coats)	9		6	120	6,480	
Search Staff Lane C (Not Profile)	4		4	120	1,920	
				Total	40,320	
Exit System						
Width	Flow	Minutes				
A	8	82	8		5,248	
B	6	82	8		3,936	
C	5	82	8		3,280	
D	5	82	8		3,280	
E	2	82	8		1,312	
F	22	82	8		14,432	
G	12	82	8		7,872	Entry / exit
H	2	82	8		1,312	
I	3	82	8		1,968	
K	22	82	8		14,432	Entry / exit
					57,072	
TOTAL						
Capacity of emergency exits					42,640	
Time to exit site	Flow per minute					
	17.5k Cap	5330	10k Cap			
	3.28	2.25	1.88			
Holding Capacity					46,000	
Queue Capacity					16,200	
Entry Capacity					40,320	
Exit Capacity					42,640	
Final Capacity based on figures					40,320	
Final Suggested Maximum Capacity**					40,320	
**Disregarding queuing / entry						

Appendix B

Environmental Health – Noise

31

Rhodes-Evans Emma (CEX)

From: Finch Shimla (CEX) on behalf of licensingservice
Sent: 07 November 2017 15:50
To: Rhodes-Evans Emma (CEX)
Subject: FW: Grant - Tramlines Hillsbrough Park 70 broughton rd s6 SR 612941

From: Round Jonathan
Sent: 07 November 2017 15:47
To: Sarah nulty
Cc: licensingservice
Subject: RE: Grant - Tramlines Hillsbrough Park 70 broughton rd s6 SR 612941

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

I have the following representation to make with regards to Public Nuisance for the application for a Premises Licence for the above premises.

Hillsborough Park is surrounded by residential property. As such there is an enhanced potential for licensed activity at the premises to give rise to complaints relating to public nuisance. In particular I am concerned that residents in close proximity will potentially be affected by excessive noise disturbance from loud amplified music during the live events, and from noise from people queuing to access the site and leaving the site especially in the late evening.

Having live music on outdoors is an inherently noisy activity and care needs to be taken to ensure that nearby residents are protected from excessive noise prior to and during the events, there also needs to be monitoring in place to ensure appropriate noise levels are maintained throughout the events and a mechanism to feedback to the organisers if justified complaints are received, and secure a reduction in the sound. These measures have been in place in previous years at other locations and have resulted in only a few complaints about noise, however in this location it will be very difficult to ensure acceptable noise levels are achievable at some of the nearest residential properties.

I will have to object to the Premises Licence application as it currently stands and would advise that a feasibility report is compiled by a suitable qualified acoustic consultant with experience of proactively monitoring and managing noise at large scale outdoor music events. If you require further information about the detail I would expect to see in a feasibility report let me know.

Further to the above if a feasibility report indicates that it would be possible for the event to take place and secure acceptable noise levels at residential properties then, subject to any recommendations in the report, I would recommend the below amendment to hours for regulated entertainment and conditions are attached to the Premises Licence:

- Regulated entertainment will cease at 22:00hrs on Friday and Saturday and 21:00hrs on Sunday.

Planning for the Event:

1. The Premises Licence Holder/ Promoter shall appoint a named person to co-ordinate noise issues, to the approval of the Environmental Protection Service, no later than 4 weeks prior to the event. The 'noise co-ordinator' shall liaise between all parties – Environmental Protection Service, DPS, Promoter, sound system suppliers, sound engineers and Licensing Authority, on all matters relating to noise control prior to and during the event.

Prior to the Event:

2. A noise propagation test shall be undertaken with the Environmental Protection Service present, prior to the start of the event in order to set appropriate control limits at the sound mixer position. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music most likely to be produced during the event.

3. The 'noise co-ordinator' shall ensure that prior to the event during any testing of equipment, minimum noise levels are emitted from the sound equipment to reduce to its lowest level any noise nuisance to local residents.

During the Event:

4. The 'noise co-ordinator' shall ensure that noise is monitored at the perimeter of the site (or other appropriate noise sensitive location) throughout the event, and at least during each different artist.

5. The 'noise co-ordinator' shall comply with any request made by a nominated officer of the Environmental Protection Service to reduce or remix sound emanating from the amplification system.

6. Facilities shall be provided on the mixing desk, or other appropriate position, for a nominated officer of the Environmental Protection Service to monitor and where necessary secure a reduction in noise level to a reasonable level.

After the Event

7. A compliance/ evaluation report shall be produced within 6 weeks of the event detailing monitored noise levels during the event, compliance with agreed levels, number of complaints received and action taken as a result of complaints, recommendations for future events.

If you wish to discuss the matter further please reply to this email or call on the number below.

Regards,

Jon.

Jonathan Round
Environmental Health Officer

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

Tel +44 (0)114 273 4658/ 07887 641 266
Fax +44 (0)114 273 6464

Appendix C

Agreed amendments and conditions

Rhodes-Evans Emma (CEX)

From: Gough Jayne (CEX) on behalf of licensingservice
Sent: 09 November 2017 10:52
To: Rhodes-Evans Emma (CEX)
Subject: FW: FW: Tramlines-Hillsborough Park

61

From: SHEFFIELD_Licensing [mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk]
Sent: 09 November 2017 09:57
To: licensingservice; Round Jonathan
Subject: FW: FW: Tramlines-Hillsborough Park

Morning all,

Following receipt of the premise licence application for Tramlines, Hillsborough Park, I have now received agreement of:

Amendment to licensable activities to mirror permissions of Ponderosa site:

Films

Recorded music

Sale of alcohol

To cease at 22.30 Fri/Sat

21.30 Sun

Live music

To cease at 22.00 each day

Dance

Anything of a similar nature

To cease at 22.00 Fri/Sat

21.00 Sun

Removal of late night refreshment

Requested opening hours can remain

Add conditions

- The Challenge 25 scheme must operate including a refusals log, signage and the maintenance of staff training records.
- Notice must be given for any proposed major events involving licensable activities and/or regulated entertainment (capacity exceeding 499 persons at any one time) in writing to South Yorkshire Police Licensing Department, South Yorkshire Fire & Rescue Service, the Responsible Authorities towards Public Safety and Public Nuisance. 6 weeks' notice shall be given for all such "major events". All other events involving licensable activities and/or regulated entertainment with a capacity less than 499 people, at least 14 days' notice shall be given.
- Persons exiting the event will do so in a peaceful, non-confrontational manner and under the direction of Event Security
- Drinks to be provided in plastic vessels or cans. The use of glassware is not permitted.

If the licence is granted please can you amend accordingly.

Thanks

Lucy

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
Ian Armitage 0114 2523618 internal 718618
Cheryl Topham 0114 2523163 internal 718163
Alicia Marsden 0114 2523111 internal 718 111
Daniel Barraclough 0114 2523556 internal 718556
John O'Malley internal 714308

Fax 0114 2523688 Internal 8688
<http://www.southyorkshire.police.uk/>



Please be advised that the content of emails may be submitted as evidence to a Licensing hearing should issues

Appendix D

Hearing notices and Regulations



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

Tramlines Events Limited
Osborn Works
Unit 4a
Rutland Way
Sheffield
S3 8DG

Sent via email: ~~XXXXXXXXXXXX@sheffield.gov.uk~~

The Sheffield City Council being the licensing authority, on the 13th October 2017 received an application in respect of the premises known as;

Hillsborough Park

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

- **Environmental Health**

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 **7th December 2017 10.00am**; 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: 23rd November 2017

Signed: **Clive Stephenson**
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:
Application to Grant a Premises Licence**

D2

Jonathon Round
Environmental Health Officer
Sheffield City Council
Town Hall
Sheffield

Jonathon.round@sheffield.gov.uk

The Sheffield City Council being the licensing authority, on the 13th October 2017 received an application in respect of the premises known as;

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

- Environmental Health

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 **7th December 2017 10.00am**; 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.
- 2) 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: 23rd December 2017

Signed: Clive Stephenson
The officer appointed for this purpose
Licensing 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

NOTES

03

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.

Regulation 8

D4

- (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)

D5

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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