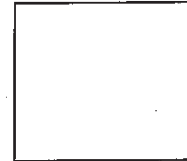




SHEFFIELD CITY COUNCIL Licensing Committee Report



Report of: Chief Licensing Officer, Head of Licensing

Date: 31st January, 2013 at 10:30 am

Subject: Local Government (Miscellaneous Provisions) Act 1982 – Street Trading Consent

Author of Report: Kathy Stockdale – 203 7752

Summary: To consider the grant of a Street Trading Consent

Recommendations: That Members note the content of the report and any further information supplied.

Background Papers: Attached to this report.

Category of Report: OPEN

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

STREET TRADING

CONSENT SITE – Portobello Road

1.0 PURPOSE OF REPORT

1.1 To consider an application for the grant of a consent to street trade.

2.0 INTRODUCTION

2.1 The Council as a Licensing Authority have power under the provision of the 1982 Act to regulate Street Trading in the City.

2.2 A Street Trading Consent is required to trade on any Street (which includes roads, footways, forecourts, or other areas to which the public have access) within the Sheffield City Boundary.

2.3 The Licensing Committee at it's meeting of 29th January 2002 passed the following resolution:

1. That under the provisions of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:

- (a) all streets (which includes roads, footways, forecourts or other areas to which the public have access) within the Sheffield City boundary, shall be designated consent streets and;
- (b) such street trading designation shall take effect as from the 1st April 2002; and
- (c) all previous designations in relation to street trading will be rescinded as a result of the designation set out above.

2. The effect of this resolution is that from 1st April 2002, it will be an offence to engage in street trading in any street or any other place identified in the above resolution without being authorised to do so by consent from the City Council.

2.4 A Local Authority may attach conditions to a Street Trading Consent. The conditions may include conditions to prevent obstruction of the street and danger to persons using the street or nuisance or annoyance.

2.5 A Street Trading Consent may only be granted for a maximum period of twelve months.

2.6 There is no appeal procedure against the refusal or revocation of a consent. An applicant may, however apply for judicial review of the councils decision.

3.0 THE APPLICATION

- 3.1 The applicants are Mrs Shasha Wu and Mr Xingguang Liu and a copy of the application is attached at Appendix 'A'.
- 3.2 The application is to sell hot and cold food and hot and cold drinks.
- 3.3 The application is to trade from a site on Portobello Road. A copy of the location of the site is attached at Appendix 'B'.
- 3.4 A copy of the Council's City Wide Street Trading Quality Specification is attached at Appendix 'C'.

4.0 REASONS FOR REFERRAL

- 4.1 Objections to the application have been received from Mr Paul Turner, Highways and Sara Pates, Enterprise Business Manager, University of Sheffield Enterprise.

5.0 BACKGROUND

- 5.1 Mrs Wu and Mr Liu submitted an application for a static street trading consent on 10th December 2012.
- 5.2 The application and plan were circulated, in the usual manner, to South Yorkshire Police, South Yorkshire Fire and Rescue, Planning and Highways on 10th December 2012.
- 5.3 In addition, Licensing Officers erected notices at the site of the proposal. Copies of the notices are attached at Appendix 'D'.
- 5.4 From the consultations carried out above, objections have been received and are attached to the report at Appendix 'E':
- 5.5 The applicant and objectors have been invited to attend the Licensing Committee hearing. Copies of the invites are attached at Appendix 'F'.
- 5.6 A copy of the hearing procedure is attached at Appendix 'G'.

6.0 FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications for the Council arising from this report.

7.0 RECOMMENDATIONS

- 7.1 That Members consider all the relevant information available and any representations that may be made.

8.0 OPTIONS OPEN TO THE COMMITTEE

- 8.1 To grant the application for a Street Trading Consent.
- 8.2 To defer the matter for further consideration.
- 8.3 To refuse to grant the application for a Street Trading Consent.

Steve Lonnia
Chief Licensing Officer, Head of Licensing
Staniforth Road Depot
Sheffield S9 3HD
15th January 2012

APPENDIX 'A'

Local Government (Miscellaneous Provisions) Act
1982

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

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

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

LICENSING GENERAL
06 DEC 2012

A. THE APPLICANT(S)

		1 st Applicant (Mr/Mrs/Miss/other)	2 nd Applicant (Mr/Mrs/Miss/other)
Q1	Full name(s) of the applicant	SHASHA WU	XINGGUANG LIU
Q2	Applicant(s) permanent private address	[REDACTED] CROOKES SHEFFIELD	[REDACTED] CROOKES SHEFFIELD
Q3	Date of birth	[REDACTED]	[REDACTED]
Q4	Nationality and place of birth	CHINESE SHANDONG, CHINA	CHINESE SHANDONG, CHINA
Q5	National Insurance No.	[REDACTED]	[REDACTED]
Q6	Do you have the legal right to work and live in the UK?	YES / NO Details: Can work full-time	YES / NO Details: 20 hours maximum per week. I will help Shasha Wu for preparation from 8:00am-9:30am Monday-Friday.
Q7	Have you ever been refused a street trading consent in this or any other area?	YES / NO Details: No.	YES / NO Details: No.
Q8	Telephone No	[REDACTED]	[REDACTED]
Q9	Email address	[REDACTED]	[REDACTED]

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

Q10	Name	
Q11	Registered address	
Q12	Registered number	
Q13	Telephone number	
Q14	Email address	
Q15	Please provide details of all Directors (names, addresses, dates of birth and details of any convictions). A separate sheet may be used.	

C. TRADING DETAILS

Q16	Trading Name (if applicable)	Street Trading of CHINESE fast foods.
Q17	Trading address (if different from above) Post Code	PORTOBELLO SHEFFIELD S1 4DP
Q18	Site to be occupied	<u>PUBLIC ROAD SIDE</u> OF A PEDESTRIAN ONLY ROAD.
Q19	Items to be sold (i.e. type of food, jewellery, paintings, etc)	CHINESE FAST FOODS.
Q20	Please specify preferred days of trade:	MONDAY - FRIDAY 10:00AM - 3:30PM (15:30)
Q21	Please specify preferred hours of trade:	10:AM - 3:30PM (15:30) ABOUT 5-6 hours per day (MON-FRI)

D. THE UNIT

Q19	Type: eg barrow / cart, etc.	FOOD KIOSK
Q20	Size of unit	Height: 2.2 m Width: 2 m Length: 2.67 m

E. CONVICTIONS / CAUTIONS

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

F. CHECK LIST

The following documents must be attached with this application:

(tick)

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

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

(tick if enclosed with this application)

The remaining quarterly fee or full annual fee.	
Certificate of insurance in respect of the vehicle / unit	
Public liability insurance (minimum of £2,000,000)	
Written confirmation that the vehicle meets the Council's food safety standards	

Waste management contract	
Declare that you have registered as a food business	

G. DECLARATION

WARNING

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

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

I / We,

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

<p>Applicant 1</p> <p>Signature: 吴沙沙</p> <p>Print name: sha sha wu</p> <p>Date: 06/12/2012</p> <p>Capacity: House wife</p>
<p>Applicant 2</p> <p>Signature: 刘兴光</p> <p>Print name: XINGGUANG LIU</p> <p>Date: 06/12/2012</p> <p>Capacity: Ph.D student</p>

Please read these notes before completing the application form.

- If there is insufficient room on this form to fully answer the questions; or if you wish to make any further statement in support of your application, please do so on a separate sheet of paper attached to this form.
- None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- The Council is under no obligation whatsoever to grant a consent to any person; you will be notified of the result of this application, as soon as possible.

Oil waste disposal

We'll contact "LED Recycling Ltd" to come to collect the waste oil for proper disposal of it.

LED Recycling Ltd: Tel:01977 800804 Mob:07731 343308

also wash and clean all the areas we take oil from using chemicals and industrial cleaning equipment.

What makes our service so different from our competitors?

- Free of charge pick up of all your waste oil
- Effective cleaning service
- Cover a wide area of northern England and the Midlands
- Steel lockable frames to prevent theft and spillage
- 98% of oil accumulated is recycled

Areas in which our services are available to:

• Scarborough	• York
• Blackpool	• Doncaster
• Newcastle	• Wetherby
• Birmingham	• Scarborough
• Goole	• Scunthorpe

If you are interested in any of the services that we offer and would like to know more, contact us on
0845 864 7376

• Sunderland	• Lincoln
• Manchester	• Skegness
• Sheffield	• Castleford
• Nottingham	• Bradford
• Hull	• Darlington
• Leeds	• Leicester
• Selby	• Any many more

We offer a clean, polite, regular service.



刘 坤
07/12/2012

Safer Food handler

Food Hygiene Certificate Level 2



This is to certify that

SHASHA WU

has been awarded

Level 2 Award in Food Safety in Catering

Awarded: **December 3 2012**

Centre: **EGB03032011**

Course reference: **SFHC**

Learner reference: **7D3CFC52**



Jason Goodyear
Chief Executive
Qualifi Ltd

Safer Food handler

Food Hygiene Certificate Level 2



This is to certify that
XINGGUANG LIU

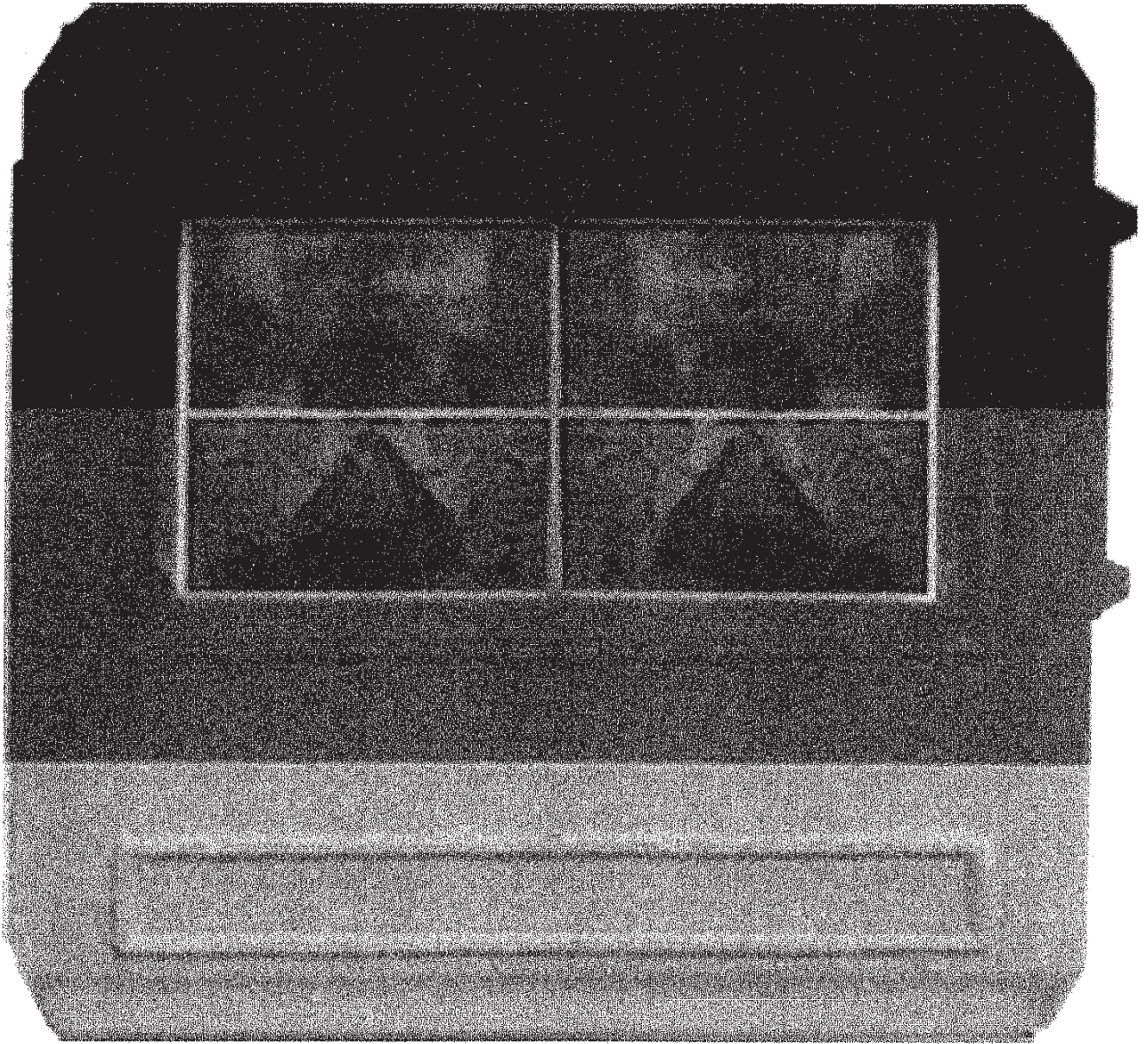
has been awarded
Level 2 Award in Food Safety in Catering

Awarded: **December 3 2012**
Centre: **EGB03032011**
Course reference: **SFHC**
Learner reference: **59D67EA4**

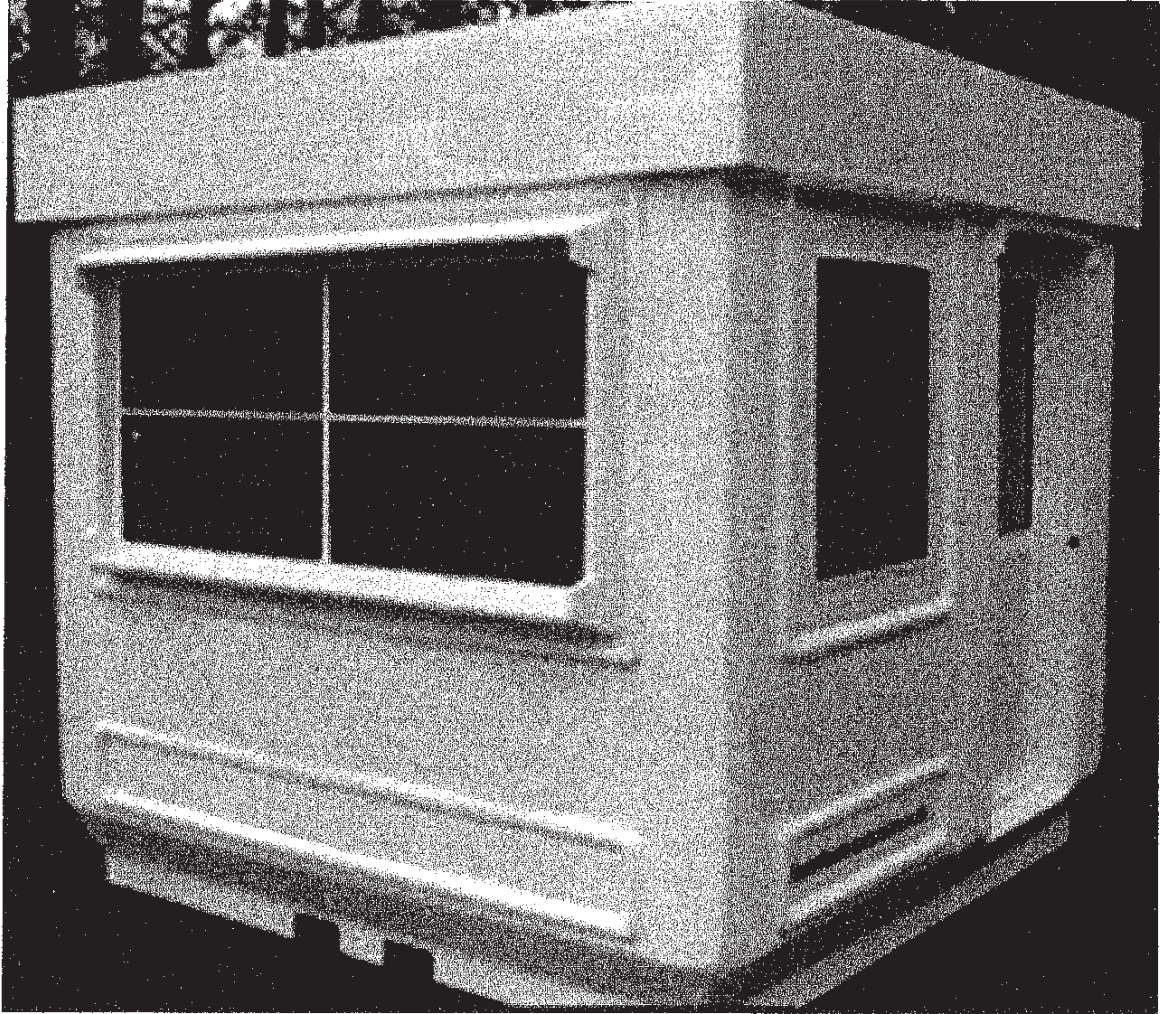


Jason Goodyear
Chief Executive
Qualifi Ltd

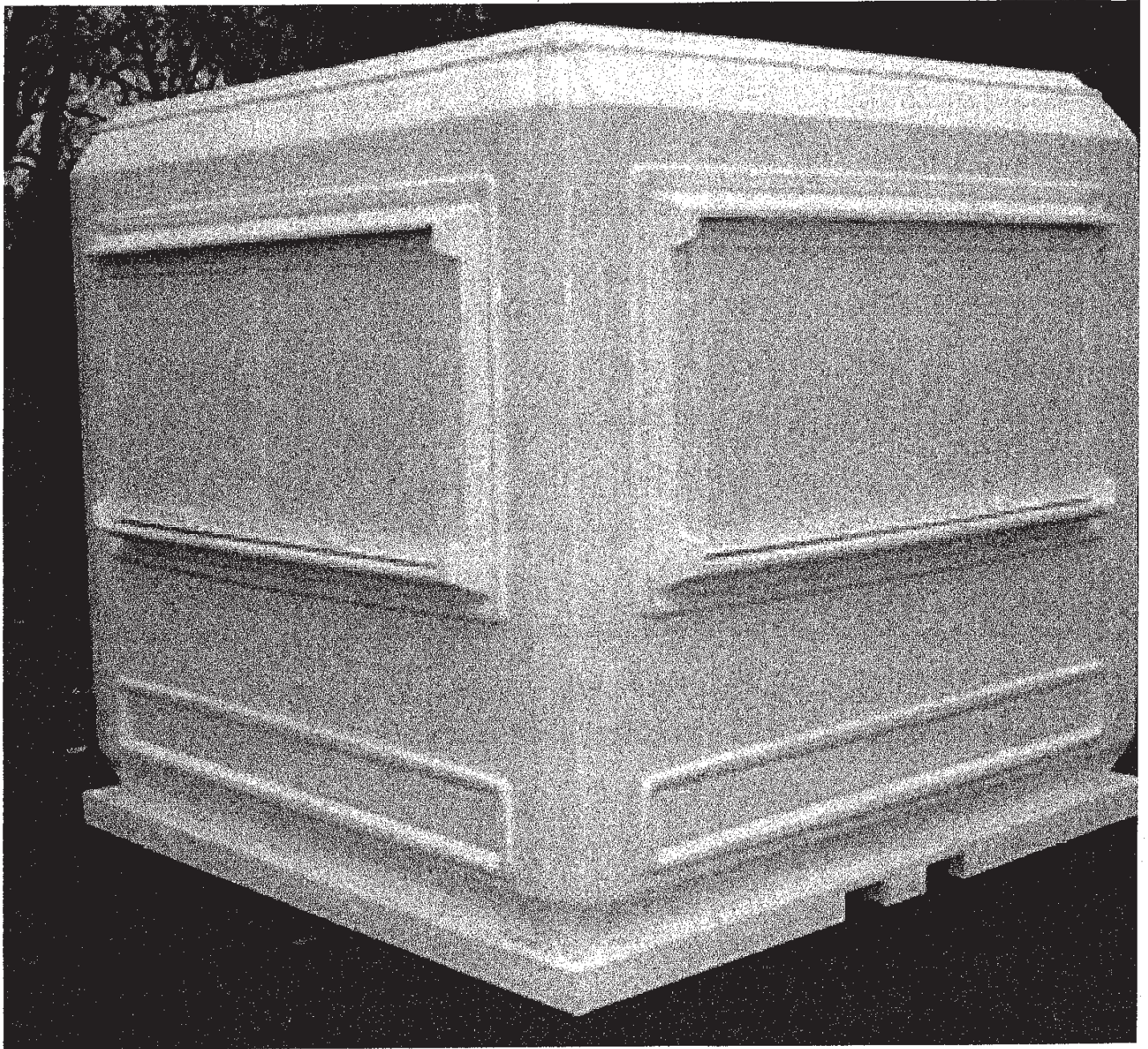
Front Side



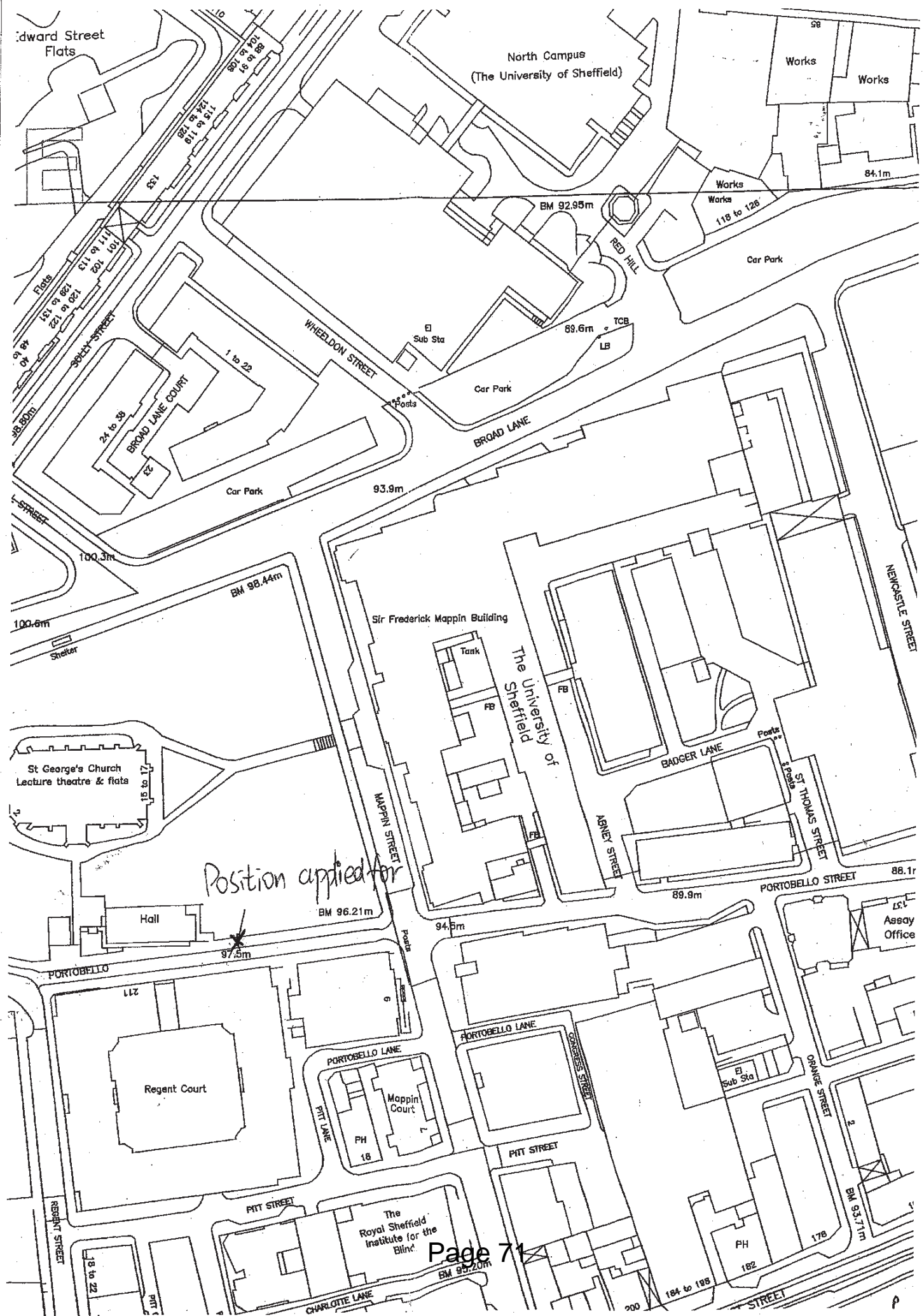
Front and Left Side



Back and Right Side.



APPENDIX 'B'



Edward Street
Flats

North Campus
(The University of Sheffield)

Works
Works

Works
Works
118 to 126

Car Park

Sub Sta

Car Park

BROAD LANE COURT
24 to 28

Car Park

93.9m

BM 98.44m

Sir Frederick Mappin Building

The University of
Sheffield

St George's Church
Lecture theatre & flats

Position applied for

BM 96.21m

Hall

97.5m

Regent Court

PORTOBELLO LANE

Mappin Court

PH
18

The Royal Sheffield
Institute for the Blind

BM 95.20m

Sub Sta

PH

BM 93.71m

PH
182

APPENDIX 'C'

**CITY WIDE STREET TRADING
QUALITY SPECIFICATION
(This specification does not include the city centre)**

UNIT DESIGN

- Good display is an important part of the selling process and top quality presentation encourages purchase and benefits the retailers' reputation.
- It is in the best interest of traders to produce a high quality design both internally and externally in their unit.
- The function of the unit is to identify the trader and add vitality and colour to the immediate area, and reflect the quality, cleanliness in their operation. The unit must contribute to the appearance of the area for good or bad, so design matters to everyone who uses the street, as well as the operator.
- Stalls must enhance the visual appearance of the street rather than detract from it and be constructed in a suitable style and of appropriate materials.

Examples of acceptable designs include:

- Modern, simple, functional stalls with umbrellas, canopies or striped awnings.
- Traditional or 'period' type handcarts, barrows or tricycles.
- The stall design should be fully accessible for all customers.
- The outside of the unit will be limited to the name of the stall, the type of product sold and a simple price list. Ad hoc pictures and advertiser's slogans should be avoided, as should untidy handwritten signs.
- Advertisements on stalls will not be permitted except by permission of the Council in writing and subject to further conditions. The Council shall be the sole judge of what is an acceptable advertisement.
- Sign writing and scrollwork must be finished to a standard acceptable to the City Council.
- The unit must be visually acceptable to the City Council.
- The general design of the unit must meet the requirements of the Council for the location and proposed hours or days of trading. A photograph of the actual unit or proposed model must be submitted on application.
- Bright colours and a sense of fun are encouraged.
- Pitched and curved roofs are encouraged.
- Canopies must be maintained and cleaned.
- No expenditure on units or equipment should be made until the Council has granted consent and the unit design has been approved.

- The internal layout of the unit must be clean and to a high standard.
- Non-motorised vehicles (ie carts/barrows) are encouraged in pedestrian areas. For example shopping areas like Woodseats, Hillsborough, etc.
- Motorised vehicles should not be of an age of 5 years or over.
- Mobile trading vans must have a side hatch to serve customers.
- The unit / vehicle must be clearly identifiable as a trader.

Environmental Health considerations of the unit design:

For Enclosed Food units:

- The internal arrangements must be such that:
 - There is suitable and sufficient hand washing facilities with hot water;
 - The work surfaces are impervious to water and readily cleansable;
 - There is sufficient compliant temperature controlled food storage facilities appropriate to the business;
 - The gas and electrical installations are certificated and deemed to be safe by a competent and suitably qualified engineer; any gas store cupboard should be outside of the food area;
- The external arrangements must be that the mobile is sufficiently weather and pest proof so as to not risk the contamination of the food.

For Market-Stall or Street-Barrow type food units:

- The stall must be covered to prevent the risk of matter falling on to the food;
- The work surfaces likely to be in contact with the food must be impervious to water and readily cleansable;
- Any intrinsic storage food area must be able to be secured against the intrusion by pests;
- If temperature controlled food is to be stored on the mobile, the storage facility shall be capable of maintaining the food in a legally compliant manner;
- That there are adequate hand washing facilities.

Food Hygiene record (for all food stalls) - all food regulations have been adhered to:

- The applicant will need to demonstrate that:

- they have registered with their home Local Authority;
- all food handlers have received adequate food safety training appropriate to their job role;
- the food business has a legally compliant Food Safety Management System (e.g. Safer Food, Better Business);
- if there is a history of non-compliance, it has been addressed and accepted by the Food Safety Enforcing Officer, or that the food business is in the process of addressing the issues and the Food Safety Officer does not consider the defect too severe so as to prohibit the food business from trading; and
- their business has a food hygiene rating score of at least 3.

DRESS

- Trader and their assistants must be identifiable (i.e wear a uniform).
- The style of dress worn by stall operators should be chosen to complement the style and period of the unit.
- Over clothing must always be smart and clean. Operators of food stalls should ensure that sufficient changes of clothes are provided so as to enable personnel to always wear over clothing, which is clean.
- Personal cleanliness is also important and persons employed at food stalls are required to have good personal hygiene.

GENERAL

- Vehicles used to tow trailers must be parked legally at all times.
- The Council will reserve the right to not renew any consent where it considers the product/s offered by the operator are not in keeping with the requirements of the site.
- The goods complement and do not conflict with the goods sold by other retailers within their proposed area(s).

The criteria above are intended to guide applicants for street trading consents as to the type of stall and dress, which the Council is looking to promote as a means of regulating the street trading.

It is not intended to exclude any design that does not fall within the examples given.

APPENDIX 'D'



STREET TRADING

Notice is hereby given that:

An application has been submitted to Sheffield City Council for a static street trading consent:

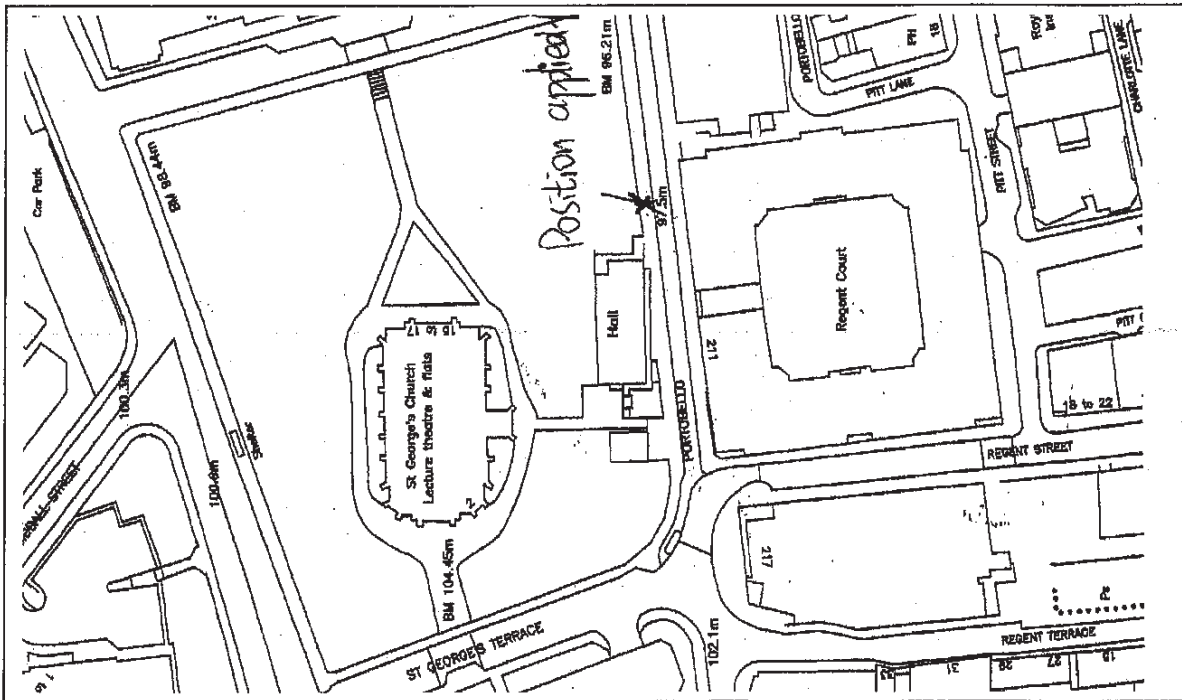
By: Ms Sashha Wu & Xing Guiang Liu

To trade: Chinese Fast foods

On: Monday - Friday
10:00 - 15:30

Unit details:

The location: Portobello City Centre



Interested parties may make representations about this application, in writing, to: Licensing Services, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD by 8 January 2013

For full details and to view a copy of the application please contact the Licensing Service on 0114 2037752.

v

APPENDIX 'E'

Darwent Linda

From: Turner Paul (DEL-H/Way Regs)
Sent: 17 December 2012 09:28
To: Darwent Linda
Cc: 'Dgill@syfire.org.uk'; 'Phoenixbureau.Vetting@southyorks.pnn.police.uk';
planningdc@sheffield.gov.uk
Subject: RE: Portobello - Street Trading Application
Attachments: Portobello Trading.png

Linda,

From the information below I have checked the site in question. Unfortunately it is not clear exactly what type of unit would be used to trade from, i.e. a van or a trailer, and of what size?.

However, the footway on the St Georges Church and flats side of Portobello is generally 2.5 metres (8'- 6") wide. Irrespective of the size of the trading unit, and given that the top section of Portobello allows two way vehicular access to a car park, then I consider that there is insufficient footway width for a Street Trader to operate without the possibility of customers or passing pedestrians being forced onto the carriageway.

I attach a street image of the situation for reference.



Portobello
rading.png (585 KB).

I trust that this information is of use.

Regards, Paul.

Paul Turner
Principal Engineer
Highway Licences and Regulation
2-10 Carbrook Hall Road
Sheffield
S9 2DB

Tel : 0114 2736137

Fax : 0114 2736210

From: Darwent Linda
Sent: 10 December 2012 13:21
To: 'Sheffield'; 'Dgill@syfire.org.uk'; Turner Paul (DEL-H/Way Regs); planningdc@sheffield.gov.uk;
Subject:

Good Afternoon

We have received an application for a City Centre Static street traders licence from;

Shasha Wu DOB 15/10/1988 and Xingguang Liu DOB 02/01/1987

Both reside at 8 Eyam Road Crookes Sheffield

The site planned site is at Portobello City centre just in front of St Georges Church and flats

Please advise if you have any objections to the proposed site.

Thank you

Linda Darwent
Licensing Officer

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

Telephone: 0114 20 37752

Fax: 0114 27 35410

Email linda.darwent@sheffield.gov.uk

Web www.sheffield.gov.uk

Part or all of the information contained in this document may be subject to legal professional privilege and must not be disclosed without the prior consent of Legal & Governance Services. It may be exempt from disclosure by virtue of Section 42 of the Freedom of Information Act 2000 and Para 10, Sch 7 of the Data Protection Act 1998

P Please don't print this e-mail unless you really need to

Siddall Ann (CEX)

From: Licensing(General)
Sent: 09 January 2013 15:51
To: Siddall Ann (CEX); Stockdale Kathy (CEX)
Subject: FW: Sasha Wu & Xing Guiang Liu
Importance: High

From: Sara Pates [mailto:s.pates@sheffield.ac.uk]
Sent: 09 January 2013 15:16
To: Licensing(General)
Subject: Sasha Wu & Xing Guiang Liu
Importance: High

Dear Ann,

Following our telephone conversation before Christmas regarding the application for Sasha Wu & Xing Guiang Liu to run a Chinese fast food outlet on Portobello.

1. I have been contacted by Xing and Sasha to ask if they are able to use our electricity to power their van. This will not be possible and you would therefore need to establish the viability of their proposed street trading activity without access to power in considering their street trading application.
2. Xing is a current International student at the University of Sheffield and as far as I am aware his current visa allows him to be employed for up to 20 hours/week but not to start a business or become self-employed. Sasha is no longer a student and as far as I understand is remaining in the UK on a dependants visa which, with my admittedly limited knowledge, I understand would allow her to trade and be self-employed. You would however need to establish these facts to your own satisfaction.
The Sheffield University Union of Students provides specialist, in depth, bespoke visa advice to international students and their dependants, and I have strongly advised Xing to seek their guidance
3. The University does not in principal support any application for street trading on Portobello. Fast food vans are felt to be deleterious to the street scene and not in keeping with the close proximity of St George's church yard. We have issues with street traders creating litter issues and have previously had problems with unauthorised use of University commercial waste facilities. Additionally a street trading van has been found to obscure the student cycle racks from the view of the security cameras.

I would therefore conclude that we would strenuously object to the issuing of this street trading licence.

Yours sincerely
Sara Pates

Sara Pates
Enterprise Business Manager
University of Sheffield Enterprise
Enterprise Zone
Portobello
Sheffield S1 4DP
Tel: +44 (0)114 222 4043
Web: <http://enterprise.sheffield.ac.uk>
Twitter: @UShefEnterprise
Facebook: <http://www.facebook.com/UShefEnterprise>

APPENDIX 'F'

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982 Street Trading – Portobello Road

IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING

To: Shasha Wu and Xingguang Liu
[REDACTED]
Sheffield
[REDACTED]

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: Street Trading Consent

I refer to the above and your application for the grant of your street trading consent.

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

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

The meeting will take place on **31st January, 2013** in a Committee Room of the Town Hall, Sheffield (Pinstone Street entrance) and you are invited to attend at **10:30 am**.

PLEASE NOTE:

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

Date: 15th January, 2013

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

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

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

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

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982 Street Trading – Portobello Road

IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING

To: Paul Turner
Highways

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: Street Trading Consent

I refer to the above and an application for the grant of a street trading consent.

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

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

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

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982 Street Trading – Portobello Road

IMPORTANT: NOTIFICATION OF A COMMITTEE HEARING

To: University of Sheffield Enterprise
Enterprise Zone
Portobello
Sheffield S1 4DP

For the attention of Sara Pates, Enterprise Business Manager

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: Street Trading Consent

I refer to the above and an application for the grant of a street trading consent.

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

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

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

APPENDIX 'G'

STREET TRADING CONSENT APPLICATION

SUB-COMMITTEE HEARING PROCEDURE

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

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

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

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

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