

# **Licensing Sub-Committee**

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**Tuesday 2 October 2012 at 10.00 am**

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

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

## **Membership**

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Councillors John Robson (Chair), Clive Skelton and Philip Wood  
Ian Saunders (Reserve)

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## **PUBLIC ACCESS TO THE MEETING**

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

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

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday, or you can ring on telephone no. 2734552.

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

If you require any further information please contact Harry Clarke on 0114 273 6183 or email [harry.clarke@sheffield.gov.uk](mailto:harry.clarke@sheffield.gov.uk).

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## **FACILITIES**

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

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

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**LICENSING SUB-COMMITTEE AGENDA  
2 OCTOBER 2012**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Licensing Act 2003 - Hampton by Hilton Sheffield, West Bar, Sheffield S1 2DA**  
Report of the Chief Licensing Officer

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**ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS**

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The existing Standards regime will be abolished from 1<sup>st</sup> July, 2012 by the Localism Act 2011. From this date, the way that your interests need to be registered and declared will change. Prejudicial and personal interests will no longer exist and they have been replaced by Disclosable Pecuniary Interests (DPIs).

The Act also requires that provision is made for interests which are not Disclosable Pecuniary Interests and requires the Council to introduce a new local Code of Conduct for Members. It is intended that provision will be made in the new Code for dealing with "personal" interests.

The Regulations in relation to Disclosable Pecuniary Interests have only recently been published by the Government and guidance is being developed for circulation to you prior to 1<sup>st</sup> July.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

Advice can be obtained from Lynne Bird, Director of Legal Services on 0114 2734018 or email [lynne.bird@sheffield.gov.uk](mailto:lynne.bird@sheffield.gov.uk)

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## SHEFFIELD CITY COUNCIL Committee Report

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<b>Report of:</b>	Chief Licensing Officer, Head of Licensing
<b>Date:</b>	2 October 2012
<b>Subject:</b>	Licensing Act 2003
<b>Author of Report:</b>	Andy Ruston
<b>Summary:</b>	To consider a Premises Licence Application made under the Licensing Act 2003.
<b>Recommendations:</b>	That members carefully consider the representations made and take such steps, as the Committee consider necessary for the promotion of the Licensing Objectives.
<b>Background Papers:</b>	Attached documents
<b>Category of Report:</b>	OPEN

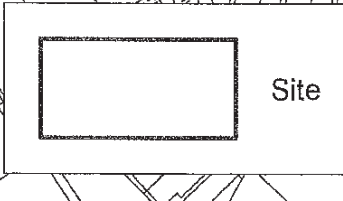
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# Hampton by Hilton Sheffield West Bar S1 2DA

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Scale: 1:1,500



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

Ref No: 77/12

**LICENSING ACT 2003**

**Hampton by Hilton Sheffield, West Bar, Sheffield, S1 2DA.**

**1.0 PURPOSE OF REPORT**

1.1 To consider a Premises Licence Application made under the Licensing Act 2003.

**2.0 THE APPLICATION**

2.1 The applicant is Sanguine Hospitality Management Company Limited.

2.2 The application, which was received on 8 August 2012 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 :-

- Local Resident Attached at Appendix 'B'

3.2 As the representations have not been resolved, the matter is referred to the Licensing Committee.

3.3 The applicant and representatives from 3.1 have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'C'.

**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 'D'.
- 6.3 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.

**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 Committee consider necessary 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  
**Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road,  
Sheffield, S9 3HD.**



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# Appendix 'A'

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 Sanguine Hospitality Management Company Limited

(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 Hampton by Hilton Sheffield, West Bar,			
Post town	Sheffield	Post code	S1 2DA

Telephone number at premises (if any)	Not Yet Available
Non-domestic rateable value of premises	£

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as  
Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  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  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

- o I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- o I am making the application pursuant to a
  - o statutory function or
  - o 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)

<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	

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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 Sanguine Hospitality Management Company Limited
Address Sanguine Hospitality Management Company Limited, Cadbury House, Frost Hill, Congresbury, Bristol, BS49 5AD
Registered number (where applicable) 06970400
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) Not Yet Known
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year	
0	1	0	1	2	0
1	3				

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

Day		Month		Year	

Please give a general description of the premises (please read guidance note1)  
 The application is for a premises which will operate as a hotel over several floors as particularised by the plans which accompany the application. Bedrooms will form part of the application as areas where alcohol may be consumed. Premises Licence facilities will be located as per the plans.  
 The application will seek the provision of regulated entertainment, entertainment facilities, late night refreshment and supply of alcohol, and the plans will highlight the areas concerned.  
 All facilities sought are for the benefit of residents and their bona-fide guests on a 24 hour basis, together with patrons of the hotel.

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)

- | <u>Provision of regulated entertainment</u>   | Please tick yes                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |
| <br><u>Provision of entertainment facilities:</u>   |                                     |
| i) making music (if ticking yes, fill in box I)   | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)  | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |
| <u>Provision of late night refreshment</u> (if ticking yes, fill in box L)                                  | <input checked="" type="checkbox"/> |
| <u>Supply of alcohol</u> (if ticking yes, fill in box M)  | <input checked="" type="checkbox"/> |

In all cases complete boxes N, O and P

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 checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08.00	02.00	<b>Please give further details here</b> (please read guidance note 3) A facility for the provision of plays for hotel residents, their bona-fide guests, and patrons of the hotel.	Both	<input type="checkbox"/>
Tue	08.00	02.00			
Wed	08.00	02.00	<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur	08.00	02.00			
Fri	08.00	02.00	<b>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</b> (please read guidance note 5) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		
Sat	08.00	02.00			
Sun	08.00	02.00			

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 checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	08.00	02.00	<b>Please give further details here</b> (please read guidance note 3) A facility for the provision of films for hotel residents, their bona-fide guests, and patrons of the hotel.		
Tue	08.00	02.00			
Wed	08.00	02.00	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur	08.00	02.00			
Fri	08.00	02.00	<b>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</b> (please read guidance note 5) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		
Sat	08.00	02.00			
Sun	08.00	02.00			

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			
Tue			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
Wed			
Thur			<b>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</b> (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 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 boxing or wrestling entertainment (please read guidance note 4)		
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					
Sun					

E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) A facility for the provision of live music for hotel residents, their bona-fide guests and patrons of the hotel.		
Mon	08.00	02.00			
Tue	08.00	02.00			
Wed	08.00	02.00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur	08.00	02.00			
Fri	08.00	02.00	<b>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</b> (please read guidance note 5) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		
Sat	08.00	02.00			
Sun	08.00	02.00			

F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3) A facility for the provision of recorded music for hotel residents, their bona-fide guests and patrons of the hotel to cover all trading periods.		
Mon	00.00	00.00			
Tue	00.00	00.00	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Wed	00.00	00.00			
Thur	00.00	00.00	<b>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</b> (please read guidance note 5)		
Fri	00.00	00.00			
Sat	00.00	00.00			
Sun	00.00	00.00			

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 checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08.00	02.00	Please give further details here (please read guidance note 3) A facility for the provision of performances of dance for hotel residents, their bona-fide guests and patrons of the hotel.	Both	<input type="checkbox"/>
Tue	08.00	02.00			
Wed	08.00	02.00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	08.00	02.00			
Fri	08.00	02.00	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) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		
Sat	08.00	02.00			
Sun	08.00	02.00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u> Both live and recorded music, and the performance of dance.</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input checked="" type="checkbox"/>
Mon	08.00	02.00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	08.00	02.00	<p><u>Please give further details here</u> (please read guidance note 3) A facility for the provision of both live and recorded music, and the performance of dance for hotel residents, their bona-fide guests and patrons of the hotel.</p>		
Wed	08.00	02.00			
Thur	08.00	02.00	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri	08.00	02.00			
Sat	08.00	02.00	<p><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) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis.</p>		
Sun	08.00	02.00			
			<p>New Years Eve into New Years Day, the terminal hour shall be 04.00.</p>		

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b> For the provision of making music for hotel residents, their bona-fide guests, and patrons of the hotel.	
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
			Outdoors <input type="checkbox"/>	
			Both <input type="checkbox"/>	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) A facility for the provision of making music for hotel residents, their bona-fide guests, and patrons of the hotel.	
Mon	08.00	02.00		
Tue	08.00	02.00	<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)	
Wed	08.00	02.00		
Thur	08.00	02.00	<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Fri	08.00	02.00		
Sat	08.00	02.00	Residents of the hotel, and their bona-fide guests, will be entitled to these facilities on a 24 hour basis. New Year's Eve into New Year's Day, the terminal hour shall be 04.00.	
Sun	08.00	02.00		

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give a description of the facilities for dancing you will be providing</b> Suitable and appropriate facilities to be provided as required.		
Mon	08.00	02.00	<b>Please give further details here</b> (please read guidance note 3) A facility for the provision of facilities for dancing for hotel residents, their bona-fide guests and patrons of the hotel.		
Tue	08.00	02.00			
Wed	08.00	02.00	<b>State any seasonal variations for providing dancing facilities</b> (please read guidance note 4)		
Thur	08.00	02.00			
Fri	08.00	02.00	<b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		
Sat	08.00	02.00			
Sun	08.00	02.00			

K

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b> For the provision of facilities for dancing.		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	08.00	02.00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	08.00	02.00	<b><u>Please give further details here</u></b> (please read guidance note 3) A facility for the provision of dancing for hotel residents, their bona-fide guests and patrons of the hotel.		
Wed	08.00	02.00			
Thur	08.00	02.00	<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri	08.00	02.00			
Sat	08.00	02.00	<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		
Sun	08.00	02.00			



L

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			
Mon	23.00	02.00	<b>Please give further details here</b> (please read guidance note 3) A facility for the provision of late night refreshment for hotel residents, their bona-fide guests and patrons of the hotel.		
Tue	23.00	02.00			
Wed	23.00	02.00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Thur	23.00	02.00			
Fri	23.00	02.00	<b>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</b> (please read guidance note 5) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		
Sat	23.00	02.00			
Sun	23.00	02.00			

M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon	08.00	02.00			
Tue	08.00	02.00			
Wed	08.00	02.00			
Thur	08.00	02.00			
Fri	08.00	02.00			
Sat	08.00	02.00			
Sun	08.00	02.00			
			<b>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</b> (please read guidance note 5) Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis. New Years Eve into New Years Day, the terminal hour shall be 04.00.		

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

<b>Name</b> Miss. Colette Marion Claire Brannan	
<b>Address</b> 249 Waterloo Quay, Waterloo Road, Liverpool	
<b>Postcode</b>	L3 0BS
<b>Personal Licence number (if known)</b> 005233	
<b>Issuing licensing authority (if known)</b> Liverpool City Council	

N

**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)**

The supply of alcohol is that which may give rise to concern in respect of children. This is something which will be strictly monitored, with training implemented to ensure that a due diligence policy is in force and that persons of lawful age only are sold such a product. The premises will utilise a CCTV system.

O

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	08.00	03.00	<p><b>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</b> (please read guidance note 5)</p> <p>Residents of the hotel and their bona-fide guests will be entitled to these facilities on a 24 hour basis.</p> <p>New Years Eve into New Years Day, the terminal hour shall be 05.00.</p>
Tue	08.00	03.00	
Wed	08.00	03.00	
Thur	08.00	03.00	
Fri	08.00	03.00	
Sat	08.00	03.00	
Sun	08.00	03.00	

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

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

The subject premises will apply a standard of operation which will ensure compliance with all four licensing objectives based upon factors more particularly outlined in sections b to e below.

**b) The prevention of crime and disorder**

The style and operation of the premises is designed to minimise the potential for crime and disorder. This is achieved by the use of CCTV, along with a due diligence system to include relevant training for staff.

**c) Public safety**

In addition to b above, all requirements of the Responsible Authorities will be followed, complying with all fire safety, and health and safety legislation.

**d) The prevention of public nuisance**

In addition to b and c above, the premises will operate within the requirements of the local authority litter / refuse collection regulations, and the management policy at the premises will be to welcome communication from any interested party in relation to any issues which arise concerning the operation of the premises.

**e) The protection of children from harm**

In addition to b, c and d above, whenever age-related products are sold, a due diligence policy will apply to endeavour prevention of unlawful sales.


Please tick yes

- 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 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 CONVICTION TO A FINE UP TO 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	
Date	7 <sup>th</sup> August 2012
Capacity	Solicitors instructed for and on behalf of the applicant.

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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)

Ref Carl Bruder,  
EAD Solicitors LLP,  
Prospect House,  
Columbus Quay,

Post town	Liverpool	Post code	L3 4DB
Telephone number (if any)	07853 681999		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) carl.bruder@eadsolicitors.co.uk			

**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, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. 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, 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, both applicants or their respective agents 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**

Miss Colette Brannan

I .....  
*[full name of prospective premises supervisor]*

of

249, Waterloo Quay,  
Waterloo Road,  
Liverpool,  
L3 0BS

.....  
*[home address of prospective premises supervisor]*

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

Premises Licence

.....  
*[type of application]*

by

Sanguine Hospitality Management Company Limited

.....  
*[name of applicant]*

relating to a premises licence New Application  
.....  
*[number of existing licence, if any]*

for

Hampton by Hilton Sheffield,  
West Bar,  
Sheffield,  
S1 2DA

.....  
*[name and address of premises to which the application relates]*

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

Sanguine Hospitality Management Company Limited

-----  
*[name of applicant]*

concerning the supply of alcohol at

Hampton by Hilton Sheffield,  
West Bar,  
Sheffield,  
S1 2DA

-----  
*[name and address of premises to which application relates]*

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.

Personal licence number

005233

*exp: 23/11/2015.*

-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

Liverpool City Council,  
Licensing Unit,  
Municipal Buildings,  
Dale Street,  
Liverpool,  
L2 2DH  
(tel 0151 233 3015)

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed

*C. Brannan*

Name (please print)

Miss Colette Brannan

Date

*7<sup>th</sup> August 2012*





# FALCONER CHESTER HALL

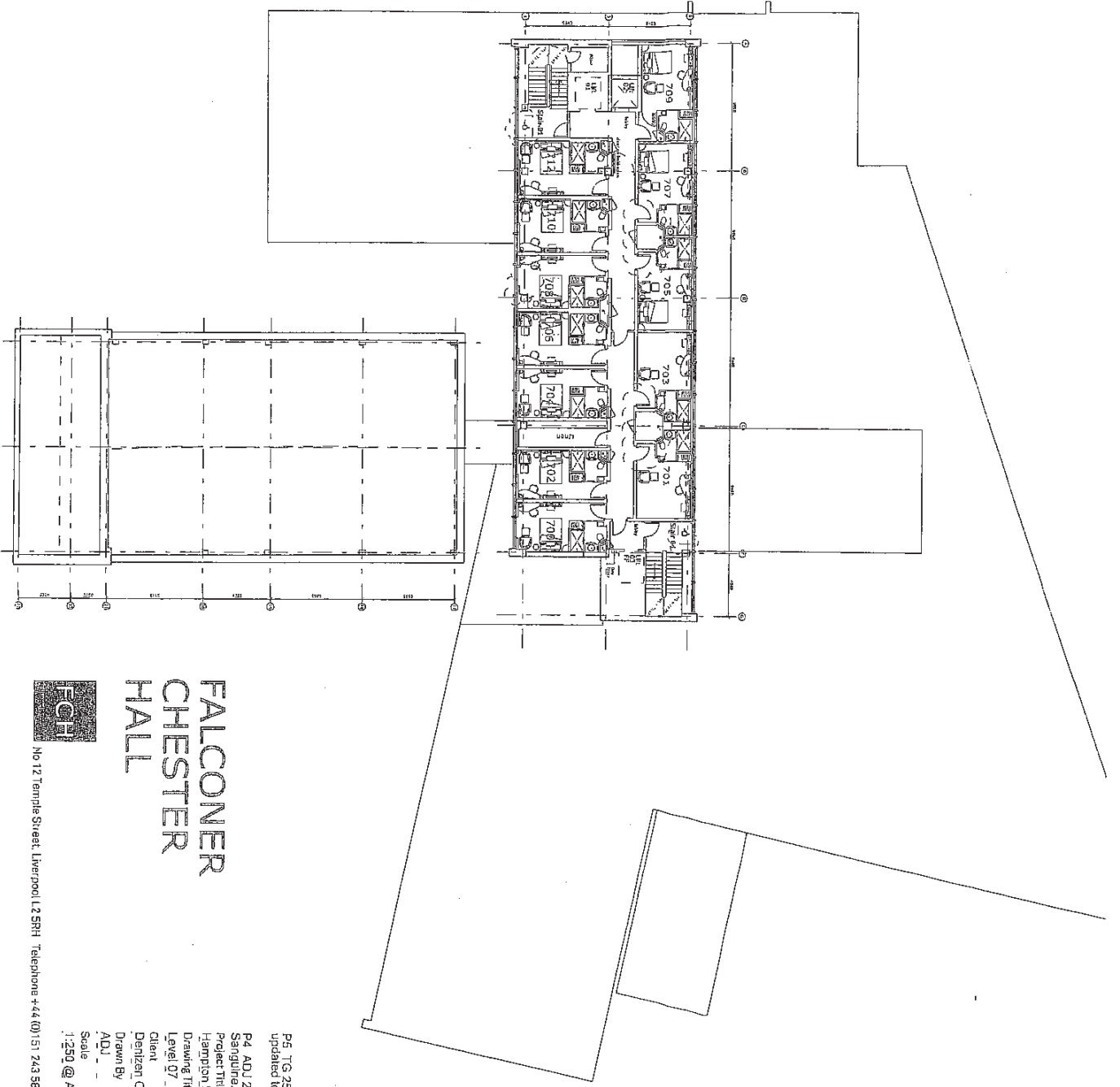


No 12 Temple Street, Liverpool L2 9RH Telephone +44 (0)151 243 5800 Facsimile +44 (0)151 243 5801 www.fcharchitects.com © F.C.H.

P5 TG 26.06.2012 - Sanguine's comments incorporated, Drawing updated to suit client requirements (clouuded)  
 P4 ADJ 26.05.2012 - Room numbers updated as advised by Sanguine.  
 Project Title Hampton by Hilton / Frankeas, Sheffield  
 Drawing Title Level 06  
 Client Dentzen Contracts Ltd  
 Drawn By ADJ Date Feb 2012  
 Scale 1:250 @ A3  
 Project No LIS6:152  
 Drawing No 256 P5

Key:

Frankies Restaurant FOH
Frankies Restaurant BOH
Hampton BOH Area
Hampton FOH Area
Shaded BOH Area
Shaded FOH Area
Internal Car Park
Landscaping
Room Schedule:
Level 00 - 00no.
Level 01 - 37no.
Level 02 - 23no.
Level 03 - 22no.
Level 04 - 24no.
Level 05 - 13no.
Level 06 - 13no.
Level 07 - 12no.
<b>Total - 142no.</b>



**FALCONER  
CHESTER  
HALL**

No 12 Temple Street, Liverpool, L2 5RH Telephone +44 (0)151 263 5800 Facsimile +44 (0)151 263 5801 www.falconercheshire.com @FC.H

P5 TG 25.06.2012 - Sangulie's comments incorporated. Drawing updated to suit client requirements (clouded)

P4 ADJ 25.05.2012 - Room numbers updated as advised by Sangulie.

Project Title

Drawn by Hilson / Franke, Sheffield

Drawing Title

Level 07

Client

Denizen Contracts Ltd

Drawn By Date

ADJ Feb 2012

Scale

1:250 @ A3

Project No. L156-152

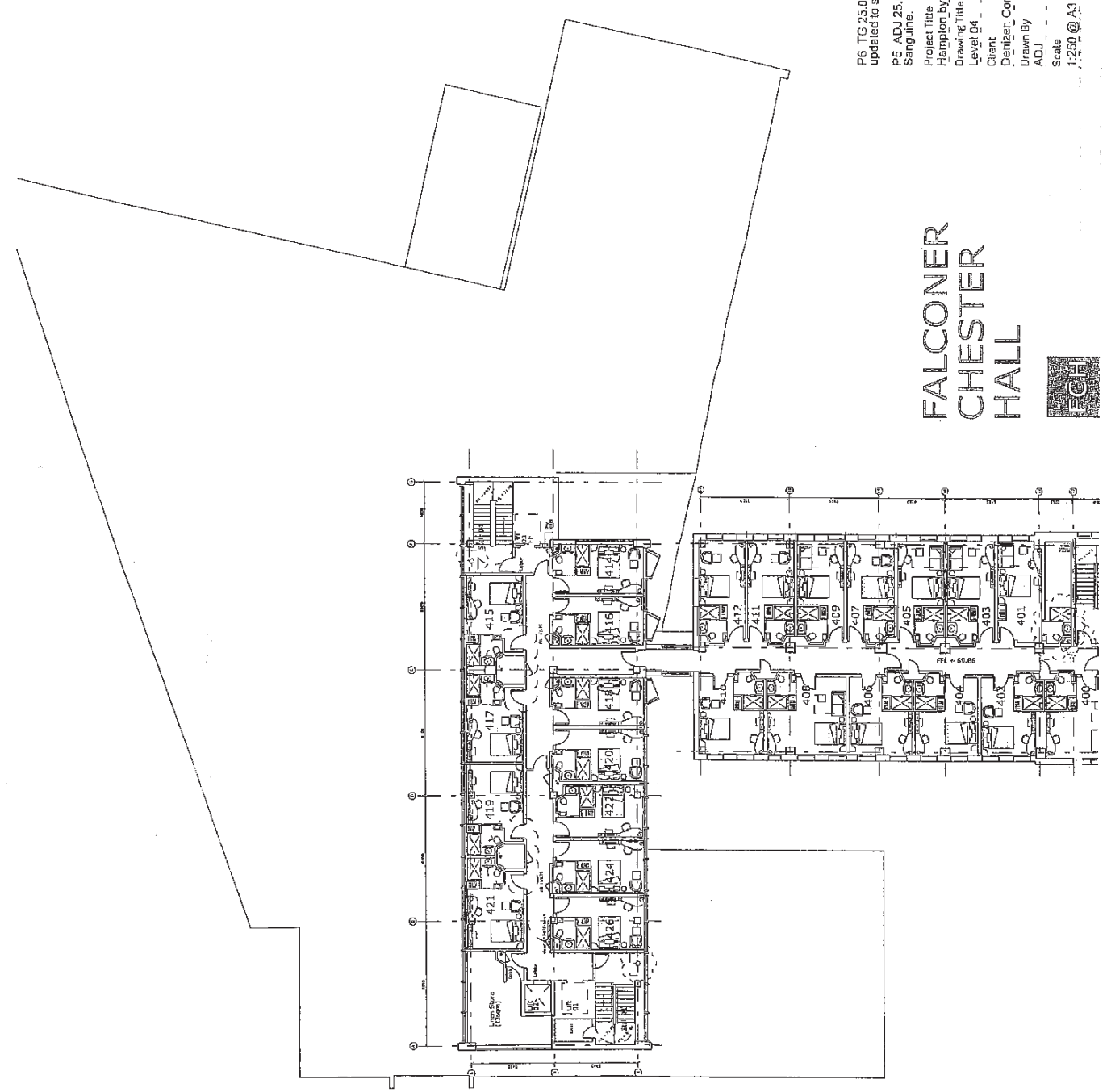
Drawing No. 257 P5

Room Schedule:	Level 07 - 1200
Level 00 - 0000	
Level 01 - 3700	
Level 02 - 2300	
Level 03 - 2300	
Level 04 - 2400	
Level 05 - 1200	
Level 06 - 1200	
Level 07 - 1200	
<b>Total</b>	<b>1400</b>

Key:

- Franke's Restaurant FOH -
- Franke's Restaurant BOH -
- Hampton BOH Area -
- Hampton FOH Area -
- Shared BOH Area -
- Guest Room Area -
- Library/Car Park -
- Landscaping -

(29)



Key:

Frances Restaurant FCH -
Frances Restaurant BDH -
Hampson BDH Area -
Hampson FCH Area -
Shared BDH Areas -
Guest Room Area -
Internal Car Park -
Landscaping -
Room Schedule:
Level 00 - 00no.
Level 01 - 37no.
Level 02 - 23no.
Level 03 - 32no.
Level 04 - 24no.
Level 05 - 12no.
Level 06 - 12no.
Level 07 - 12no.
Total - 142no.

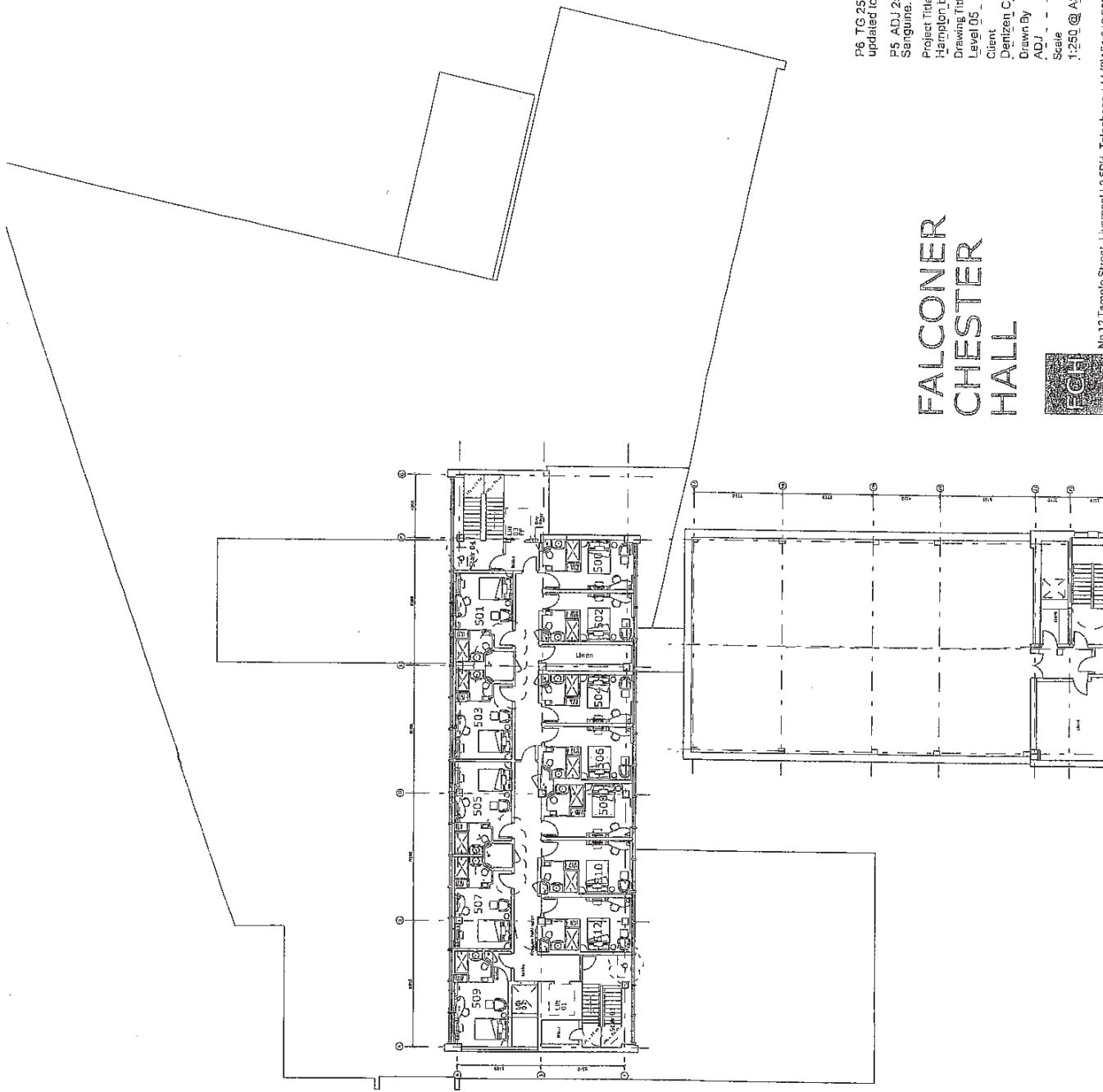
P6 TG 25.06.2012 - Sangwine's comments incorporated. Drawing updated to suit client requirements (shaded)

P5 ADJ 25.05.2012 - Room numbers updated as advised by Sangwine.

# FALCONER CHESTER HALL



Project Title - Hampson by Hilton / Frances, Sheffield  
 Drawing Title - Level 04  
 Client - Denizen Contracts Ltd  
 Drawn By - ADJ  
 Date - Feb 2012  
 Scale - 1:250 @ A3  
 Project No. - LJ56-152  
 Drawing No. - 254 R6



Key:

	Frankies Restaurant FOH -
	Frankies Restaurant BOH -
	Hampson FOH Area -
	Hampson BOH Area -
	Shared BOH Areas -
	Guest Room Area -
	Internal Cor Park -
	Landscape -

Room Schedule:

Level 00 - 00no.
Level 01 - 37no.
Level 02 - 25no.
Level 03 - 27no.
Level 04 - 27no.
Level 05 - 12no.
Level 06 - 12no.
Level 07 - 12no.
<b>Total - 142no.</b>

P6 TG 25.05.2012 - Sangwine's comments incorporated. Drawing updated to suit client requirements (clouded)

P5 ADJ 25.05.2012 - Room numbers updated as advised by Sangwine.

Project Title: Hampton by Hilton / Frankies, Sheffield

Drawing Title: Level 05

Client: Dentizen Contracts Ltd

Drawn By: Dale

ADJ: Feb 2012

Scale: 1:250 @ A3

Project No: L186752

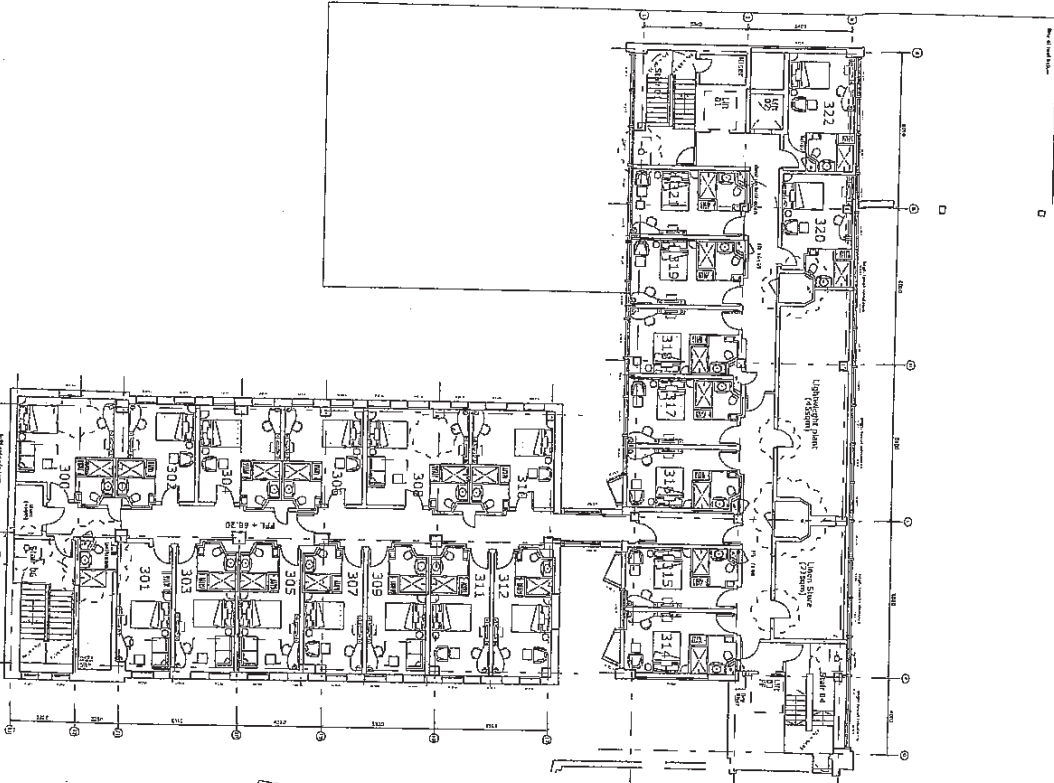
Drawing No: 255 P6

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# FALCONER CHESTER HALL



No 12 Temple Street, Liverpool L2 5RH Telephone +44 (0)151 263 5800 Facsimile +44 (0)151 263 5801 www.falconarchitects.com @FCH

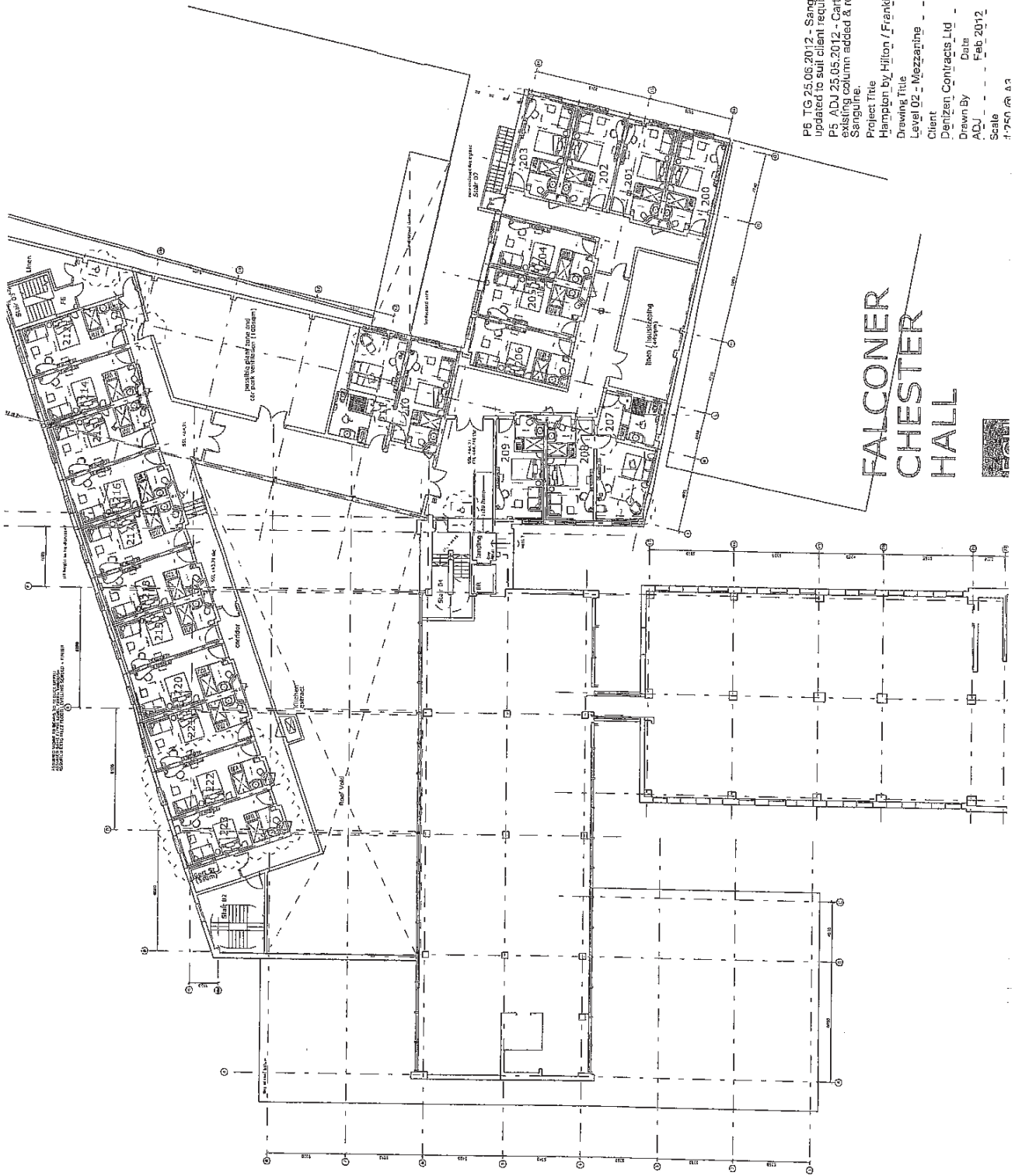
P6 TG 25.06.2012 - Sangaline's comments incorporated. Drawing updated to suit client requirements (clouded)  
 P5 ADJ 25.05.2012 - Room numbers updated as advised by Sangaline.  
 Project Title: Hampton by Hilton / Frankies, Sheffield  
 Drawing Title: Level 03  
 Client: Dentzen Contracts Ltd  
 Drawn By: ADJ Date: Feb 2012  
 Scale: 1:250 @ A3  
 Project No: L156-152  
 Drawing No: 253 P6

Key:

- Frankies Restaurant FCH -
- Frankies Restaurant BOH -
- Hampton BOH Area -
- Hampton FCH Area -
- Shared BOH Areas -
- Guest Room Area -
- Internal Car Park -
- Landscape -

Room Schedule:

Level 03 - 2700.
Level 02 - 2700.
Level 01 - 2700.
Level 04 - 2400.
Level 05 - 1200.
Level 06 - 1200.
Level 07 - 1200.
<b>Total - 14200.</b>



Key:

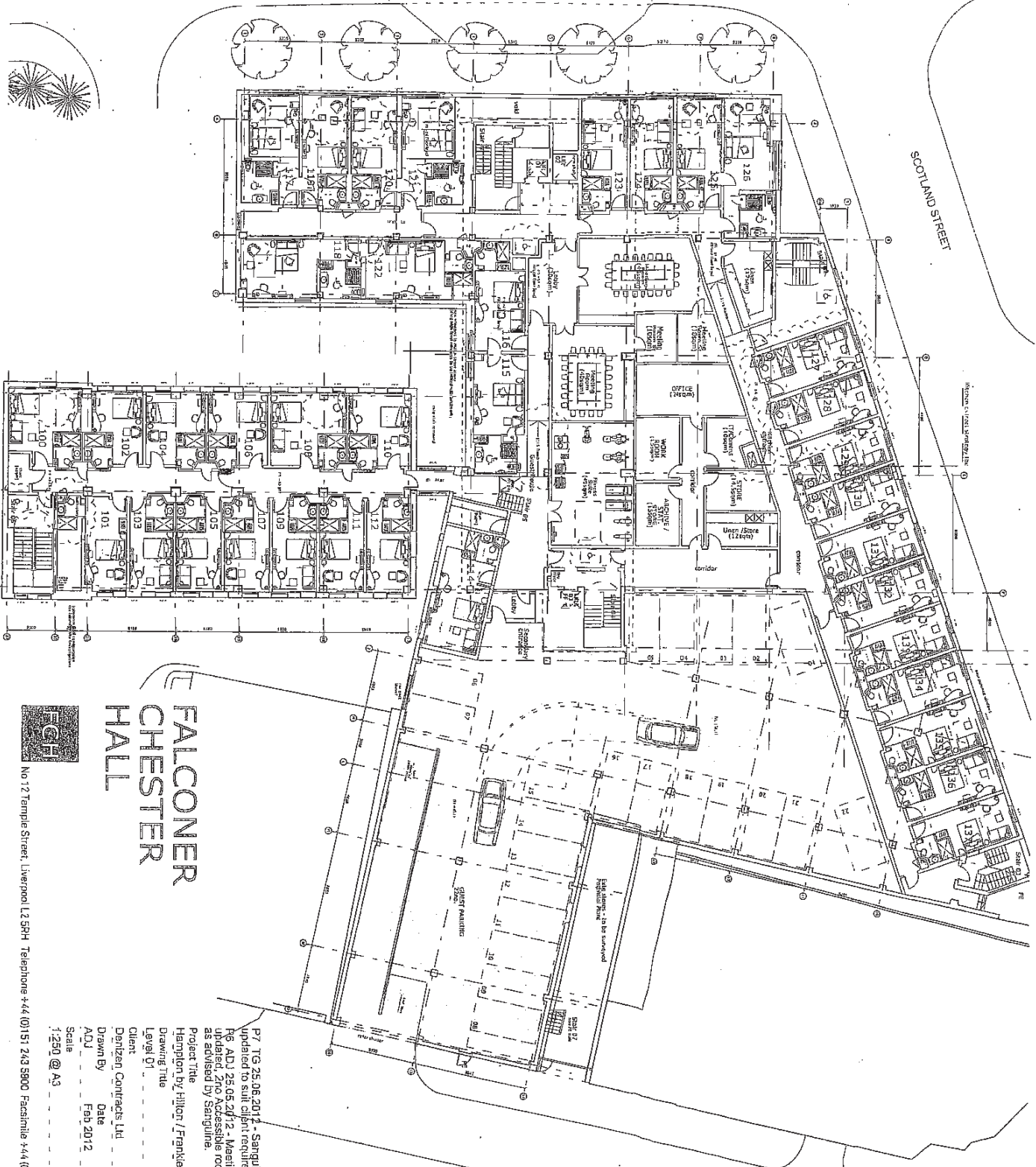
Frankie's Restaurant FOH -
Frankie's Restaurant BOH -
Hampton BOH Area -
Hampton FOH Area -
Shored BOH Area -
Guest Room Area -
Internal Car Park -
Landscaping -
Room Schedule:
Level 00 - 00no.
Level 01 - 01no.
Level 02 - 02no.
Level 03 - 03no.
Level 04 - 04no.
Level 05 - 05no.
Level 06 - 06no.
Level 07 - 07no.
Total - 142no.

P6 TG 26.06.2012 - Sanguine's comments incorporated. Drawing updated to suit client requirements (clouded)  
 P5 ADJ 25.05.2012 - Cart St updated, Accessible room added. Existing column added & room numbers updated as advised by Sanguine.

# FALCONER CHESTER HALL

Project Title Hampton by Hilton / Frankie's, Sheffield  
 Drawing Title Level 02 - Mezzanine  
 Client Penizon Contracts Ltd  
 Drawn By ADJ Date Feb 2012  
 Project No. L156-152  
 Drawing No. 17250 (A) 1/1





# FALCONER CHESTER HALL



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P7 TIG 25.06.2012 - Sanjiv's comments incorporated. Drawing updated to suit client requirements (provided)  
 P6 ADJ 25.06.2012 - Meeting / Press Suite arrangement updated. Zero Accessible rooms added & Room numbers updated as advised by Sanjiv.  
 Project Title Hampton by Hilton / Frankies, Sheffield.  
 Drawing Title Level 01  
 Client Dentzen Contracts Ltd  
 Drawn By ADJ Date Feb 2012  
 Scale 1:250 @ A3  
 Project No. L1567182  
 Drawing No. 251 P7

Key:

- Frankies Restaurant FOH
- Frankies Restaurant BOH
- Hampton BOH Area
- Hampton FOH Area
- Shared BOH Area
- Guest Room Area
- Internal Car Park
- Landscaping

Room Schedule:

Level 00 - 000a
Level 01 - 070a
Level 02 - 070c
Level 03 - 070c
Level 04 - 070a
Level 05 - 070a
Level 06 - 070a
Level 07 - 070a
<b>Total - 1470a</b>





# Appendix 'B'

**Bower Claire**

**From:** Briony Robinson [REDACTED]  
**Sent:** 05 September 2012 20:24  
**To:** Licensing(General)  
**Subject:** Licensing application for the West Bar hotel

When looking at the Licensing application by Hampton by Hilton Sheffield, for the West Bar hotel, S1 2DA please take into account the following factors:

The site is directly opposite Cutlery Works on Lambert Street, a factory conversion with over 60 apartments completed in the last 10 years. There are lots of other blocks in the area as well including the big Metis block on the other side of Scotland Street directly opposite the site. Cutlery Works is a single glazed building in a relatively quiet area. I am concerned about noise breakout from the building, particularly with regards to the positioning of rooms with live music and dancing, a much bigger concern is the likely behaviour of customers entering and exiting the premises and car and taxi noise, arriving, waiting and leaving. Groups of people are likely to be on the streets waiting for taxis. Recent experiences of being awoken by both building works and builders chatting, suggest that smokers chatting outside or people leaving nearby would be enough to disturb people in what is a single glazed building without sound proofing. It only takes one noise or anti-social behaviour incident to wake you up in this quiet area.

Although the neighbouring streets get very busy, particularly at rush hour, Lambert Street is currently a quiet road, particularly at night. There are very few pubs and no clubs in the immediate area. The main noise is from a bus route which uses the road about once an hour until about 11 o'clock. On the front block you can also hear taxis waiting outside for residents. I believe at least the front part of the building is listed (the back section has been rebuilt) so it is not easy to replace the old factory windows with something more sound proof. I am not sure about other apartments, but the style of windows in my flat have gaps where they swivel open, so the insulation from sound is very poor. Because of this, the potential for noise until 2am or 3am several days a week is a real concern. As Cutlery Works is so close to the site - on the other side of a narrow side road - and because its residents are particularly vulnerable to the effects of any noise or anti social behaviour, I hope you will consider the impact on us when reviewing the application.

For the reasons stated above I object to this application on the grounds of the prevention of public nuisance and the prevention of crime and disorder. I don't know where the key areas of concern I have identified above are in the hotel plans, but I ask you to look at their positioning and consider the impacts on Cutlery Works residents plus other blocks in the area. I hope that all possible measures will be taken to ensure any licence issued includes sufficient and adequate measures to protect us appropriately.

Thank you for taking the time to consider my concerns.

Kind regards,

06/09/2012

Briony Robinson,



Cutlery Works,



Sheffield

S3 7BG

# Appendix 'C'



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

Ead Solicitors LLP  
Prospect House  
Columbus Quay  
Liverpool  
L3 4DB.

The Sheffield City Council being the licensing authority, on the **8 August 2012** received an application in respect of the premises known as **Hampton by Hilton Sheffield, West Bar, Sheffield, S1 2DA.**

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

- Local Resident

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 the **2 October 2012 at 10am**; 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: 14/9/12

Signed:

The officer appointed for this purpose  
Licensing Officer, Place Portfolio

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

40



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

Briony Robinson  
[REDACTED]  
Cutlery Works  
33 Lambert Street  
Sheffield  
S3 7BG

The Sheffield City Council being the licensing authority, on the **8 August 2012** received an application in respect of the premises known as **Hampton by Hilton Sheffield, West Bar, Sheffield, S1 2DA.**

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

- Local Resident

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 the **2 October 2012 at 10am**; 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 (5) working days before the day or the first day on which the hearing is to be held.**

Dated: 14/9/12

Signed:

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.

# Appendix 'D'

LICENSING ACT 2003



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

Ead Solicitors LLP  
Prospect House  
Columbus Quay  
Liverpool  
L3 4DB.

The Sheffield City Council being the licensing authority, on the **8 August 2012** received an application in respect of the premises known as **Hampton by Hilton Sheffield, West Bar, Sheffield, S1 2DA.**

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

- Local Resident

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 the **2 October 2012 at 10am**; 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: 14/9/12

Signed:

The officer appointed for this purpose  
Licensing Officer, Place Portfolio

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



**NOTES**

**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 – 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.

LICENSING ACT 2003

Premises: Hampton by Hilton Sheffield  
Type of App: LA03\_Premises Licence Application  
Hearing Date: 2 October 2012

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

Of Ead Solicitors LLP  
Prospect House  
Columbus Quay  
Liverpool  
L3 4DB.

hereby confirm that I have received the Notice of Hearing dated 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 do not 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 complete this form and return it to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD. Please see Regulation 8 overleaf

**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.