

# **Licensing Sub-Committee**

**Tuesday 23 August 2016 at 10.00 am**

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

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

## **Membership**

**Councillors Alan Law (Chair), George Lindars-Hammond and Cliff Woodcraft  
Andy Nash (Reserve)**

---

## **PUBLIC ACCESS TO THE MEETING**

---

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

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

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

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

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

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

---

## **FACILITIES**

---

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.

---

**LICENSING SUB-COMMITTEE AGENDA  
23 AUGUST 2016**

**Order of Business**

---

- 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 - 417 Petre Street, Sheffield, S4 8LL**  
Report of the Chief Licensing Officer

This page is intentionally left blank

---

## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

---

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

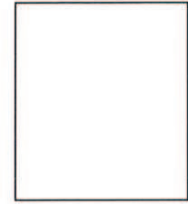
Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

This page is intentionally left blank





## SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



---

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

---

**Date:** Tuesday 23<sup>rd</sup> August 2016 – 10am

---

**Subject:** Licensing Act 2003

---

**Author of Report:** Georgina Hollis

---

**Summary:** Deferred case:  
To consider an application to grant a premises licence  
made under the Licensing Act 2003.  
  
417 Petre Street, Sheffield, S4 8LL

---

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

---

**Background Papers:** Attached documents

---

**Category of Report:** OPEN

---

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

**Ref No 73/16**

**417 Petre Street, Sheffield, S4 8LL**

**1.0 PURPOSE OF REPORT**

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

**2.0 THE APPLICATION**

- 2.1 The applicant is Marina Events – Mahya Abdullah
- 2.2 A full and complete application, was received on 29<sup>th</sup> April 2016, and is attached to this report labelled Appendix 'A'. Any blank pages have been omitted to save paper, but the original application will be available at the hearing.

**3.0 REASONS FOR REFERRAL**

- 3.1 The application for 417 Petre Street was previously deferred on 27<sup>th</sup> June 2016 following non-attendance by the applicant Mahya Abdullah.
- 3.2 Representations concerning the application have been received from the following Responsible Authorities and are attached at Appendix B:-
- South Yorkshire Police Licensing
  - Health Protection Service
  - Environmental Protection Service
  - Safeguarding Children's Board

- 3.3 Comments were also received from South Yorkshire Fire & Rescue Service and the Planning Department, copy also attached at Appendix C.

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

**4.0 ADDITIONAL INFORMATION**

- 4.1 The applicant, Mahya Abdullah is currently being investigated for unauthorised licensable activities at the premises 417 Petre Street. Ms Abdullah was interviewed under caution by Licensing Officers on 26<sup>th</sup> April 2016 having received information from the Health Protection Service, Safeguarding Children's Board and South Yorkshire Police alleging that unauthorised licensable activities had been witnessed taking place on 19<sup>th</sup> March 2016.
- 4.2 During the interview under caution, Ms Abdulla stated that she was unaware that a licence is required for the regulated entertainment activities that had been conducted at 417 Petre Street required a licence as she had the correct Planning Permission in place for the premises.

## **5.0 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 'C'.

- 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 Sub Committee consider appropriate for the promotion of the Licensing Objectives.

**9.0 OPTIONS OPEN TO THE COMMITTEE**

9.1 To grant the premises licence in the terms requested.

9.2 To grant the premises licence with conditions.

9.3 To reject the whole or part of the application.



Stephen Lonnia  
Chief Licensing Officer  
Head of Licensing

23<sup>rd</sup> August 2016.

①

# Appendix A

The Application / Amendments

REC 58079  
TO SERVE

L 58029  
CARD  
+100.

2



**Sheffield**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)  
Telephone: 0114 2734264

\* required information

**Section 1 of 19**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="15/01103/CHU"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes       No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

*Mahya.abduallah@hotmail.com*

* First name	<input type="text" value="Mahya"/>
* Family name	<input type="text" value="Abduallah"/>
* E-mail	<input type="text" value="naderaha@yahoo.com"/>
Main telephone number	<input type="text" value="07827812903 07411928914"/>
Other telephone number	<input type="text"/>



Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

\* Is your business registered in the UK with Companies House?       Yes       No

\* Is your business registered outside the UK?       Yes       No

* Business name	<input type="text" value="Marina Event"/>	If your business is registered, use its registered name.
* VAT number	<input type="text" value="- none"/>	Put "none" if you are not registered for VAT.
* Legal status	<input type="text" value="Sole Trader"/>	

Continued from previous page...

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 19**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address
- OS map reference
- Description

**Postal Address Of Premises**

Applicants home add:-  
↓ (Directors)  
67 Crimesthorpe Road  
S4 7HE

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 19**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

**Confirm The Following**

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

**Section 4 of 19**

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)



Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

Add another applicant

Section 5 of 19

OPERATING SCHEDULE

When do you want the premises licence to start?  /  /  *ASAP*  
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of 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.

Use as mixed use for community facility purposes, religious education, events and wedding reception hall purposes (sui generis) as amended 13.10.15, 22.10.15, 26.10.15 and 27.10.15.

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

Continued from previous page...

Section 6 of 19

PROVISION OF PLAYS

Will you be providing plays?

Yes  No

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

Yes  No

Section 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

Yes  No

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

Yes  No

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

Yes  No

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes  No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

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.

Continued from previous page...

Live + Recorded. (Indoors)

THURSDAY

Start ~~19:00~~

End ~~24:00~~

Start

End

FRIDAY

Start 07:00 19:00

End 12:00 AM

Start

End

SATURDAY

Start 07:00 19:00

End 12:00 AM

Start

End

SUNDAY

Start 07:00 19:00

End 12:00 AM

Start

End

Amended on reception UCH + applicant 15/4/16.

+ 20/4/16 email 13 16

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

we run community events, weddings, and general events where recorded will be played between 6.30pm to 12 am

only wedding parties not ceremonies

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

Continued from previous page...

Yes

No

**Section 13 of 19**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

**Section 14 of 19**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes

No

**Section 15 of 19**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start  19:00

End  ~~midnight~~ midnight

Start

End

FRIDAY

Start  19:00

End  midnight

Start

End

SATURDAY

Start  19:00

End

Start

End

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.

See email 20/4/16.

Continued from previous page...

SUNDAY

Start 07:00

End 03:00

Start

End

Will the sale of alcohol be for consumption:

- On the premises
- Off the premises
- Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

more events may take place from Monday - Thursday during summer holiday as well as weekends. events mainly take place from Fri.- Sun from 6.30 PM to 12am

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

**Name**

First name Mahya

Family name Abdullah

**Enter the contact's address**

Building number or name 417

Street Petre Street

District

City or town sheffield

County or administrative area

Postcode S4 8LL

Country United Kingdom

**Continued from previous page...**

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

Electronically, by the proposed designated premises supervisor

As an attachment to this application

Reference number for consent form (if known)  If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 19**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

our hall mainly host Arabic weddings and community religion worship and activities. However, in some weekends very occasionally, we will be hiring the hall for other communities where alcohol will be sold and served on premises at low level mainly wines.

as premises manager i ensure it is controlled and monitored during the event at all times. any issues are dealt with immediately.

**Section 17 of 19**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start  End

Start  End

TUESDAY

Start  End

Start  End

WEDNESDAY

Start  End

Start  End

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.

Continued from previous page...

THURSDAY

Start	<input type="text" value="15:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="18:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="18:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="18:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

more weddings are normally take place and planned during the summer holidays therefore we may have few boosed on Thursdays (18:00 to 0:00) - very occasionally

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

no

Section 18 of 19

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

a formal policy will be written explaining all licences rules and control measures required

all Licences will be well displayed on site for full awareness

Compliance with the all licences requirements will be audited and reviewed regularly

b) The prevention of crime and disorder

Premises rules and requirements will be explained to customer annually prior signing the contract

Continued from previous page...

regular monitoring and supervision take place during all events from beginning till finish time  
All problems are reported and dealt with within acceptable manners

c) Public safety

All control measures will be in place and reviewed regularly  
We will comply with all licences requirements and ensuring all employees, customers and visitors are following these rules at all times  
no alcohol will be sold or served outside premises  
noise will be controlled at all times  
no

d) The prevention of public nuisance

All base equipment have been removed to contaminate increase of sound outside premises  
regular monitoring and supervision during all events to ensure compliance

e) The protection of children from harm

we have CCTV cameras on site  
Regular monitoring and supervision at all times during all events.  
all control and rules are discussed clearly with all our customers to ensure their compliance with our rules and

Section 19 of 19

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.  
Premises Licence Fees are determined by the non domestic rateable value of the premises.  
To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time



Continued from previous page...

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

\* Fee amount (£) 0.00 100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

*Same address*

DECLARATION

\* I/we understand 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

Date (dd/mm/yyyy)

Add another signatory

Once you're finished you need to do the following:


1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/sheffield/apply-1> to upload this file and continue with your application.

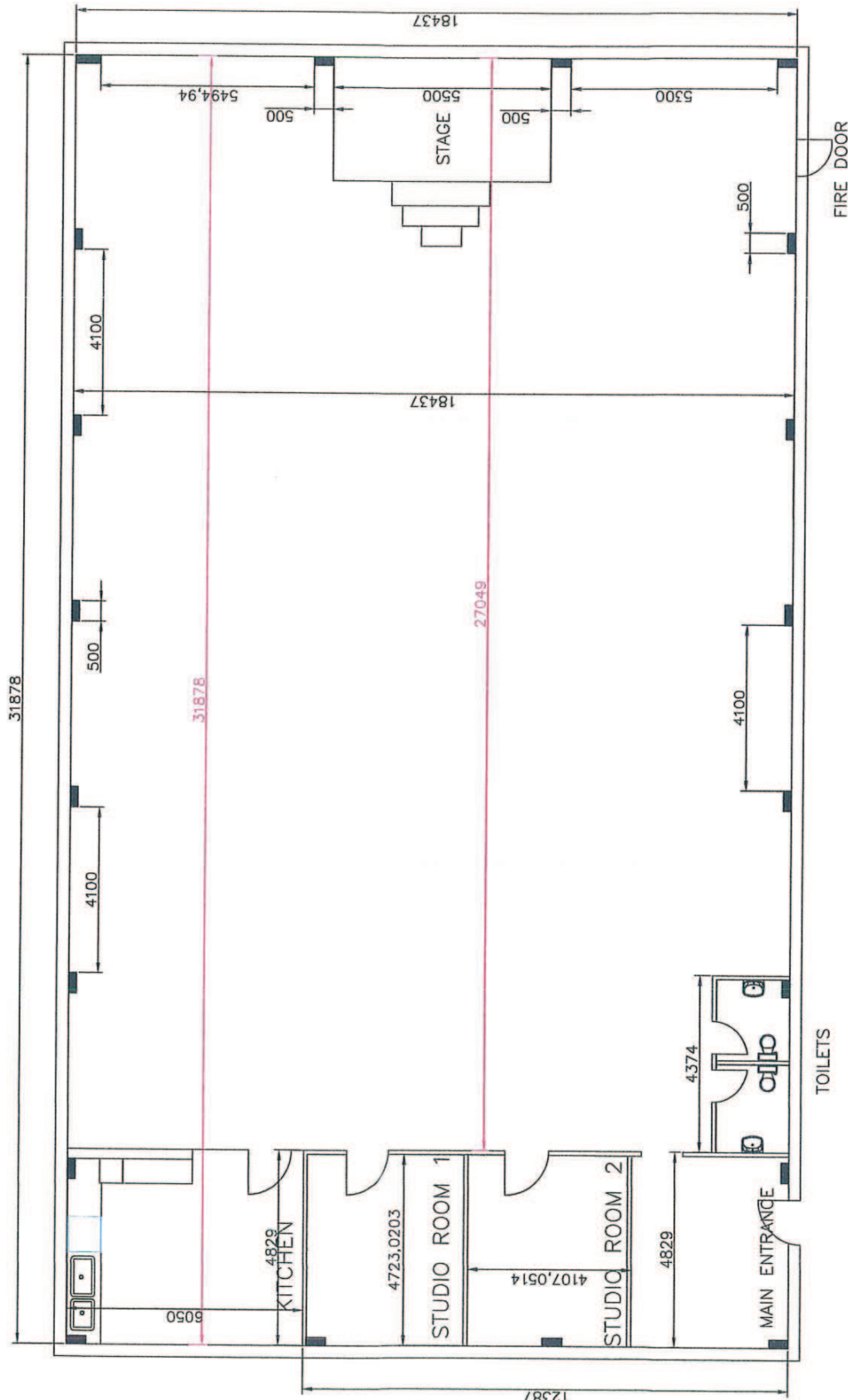
Don't forget to make sure you have all your supporting documentation to hand.

Continued from previous page...

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

Only wedding parties take place on premises not Marriage Ceremonies.

Mahy Abdulkhan  




PLAN SCALE 1:100 @ A3

EXIT DRIVEWAY

ASSEMBLY POINT

DISABLED DROP OFF POINTS

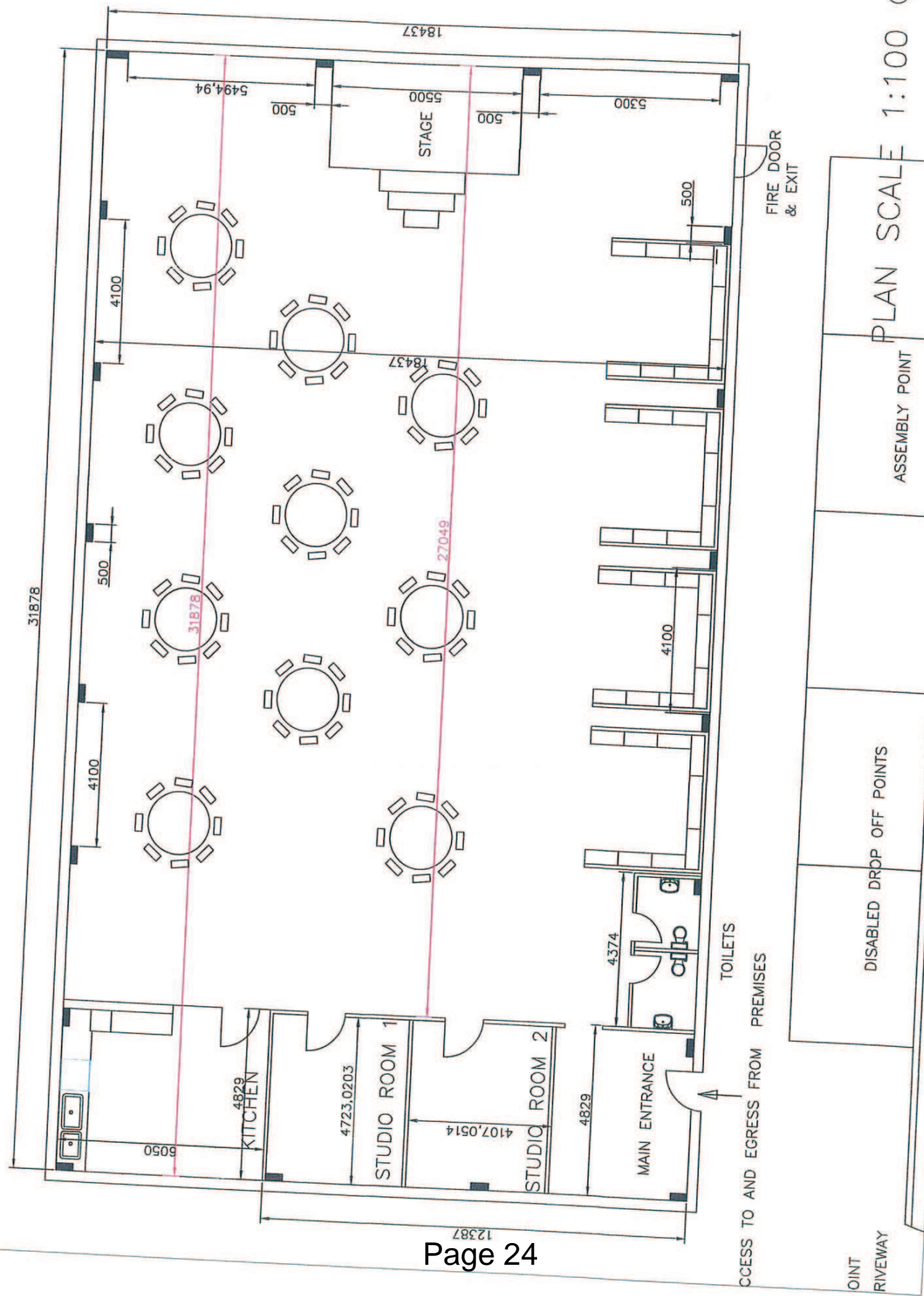
TOINT RIVEWAY

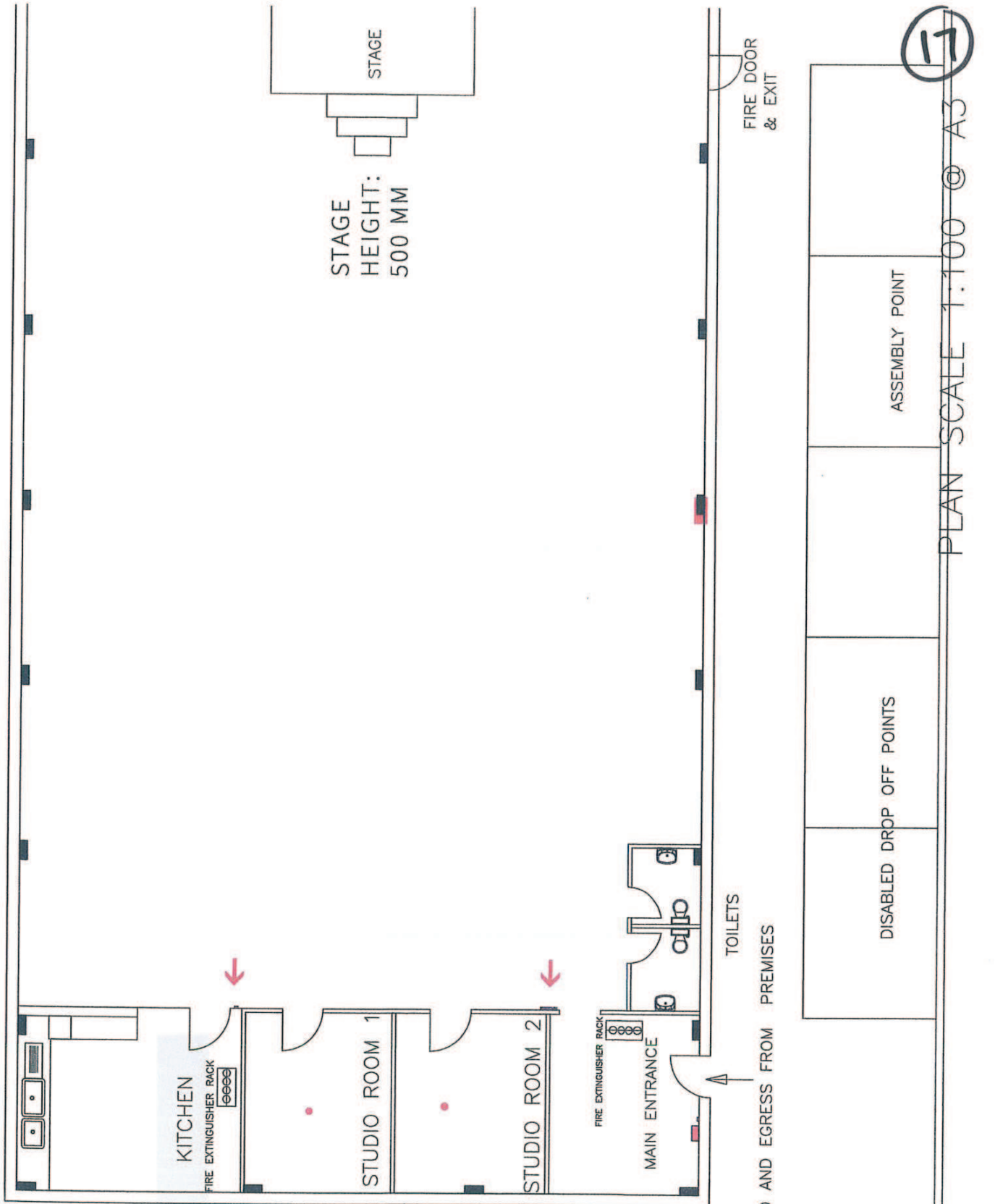


A3

PLAN SCALE 1:100 @ A3

EXIT DRIVEWAY





FIRE ALARMS,  
SOUNDERS,  
SMOKE  
DETECTORS, CALL  
POINTS & FIRE  
BLANKET



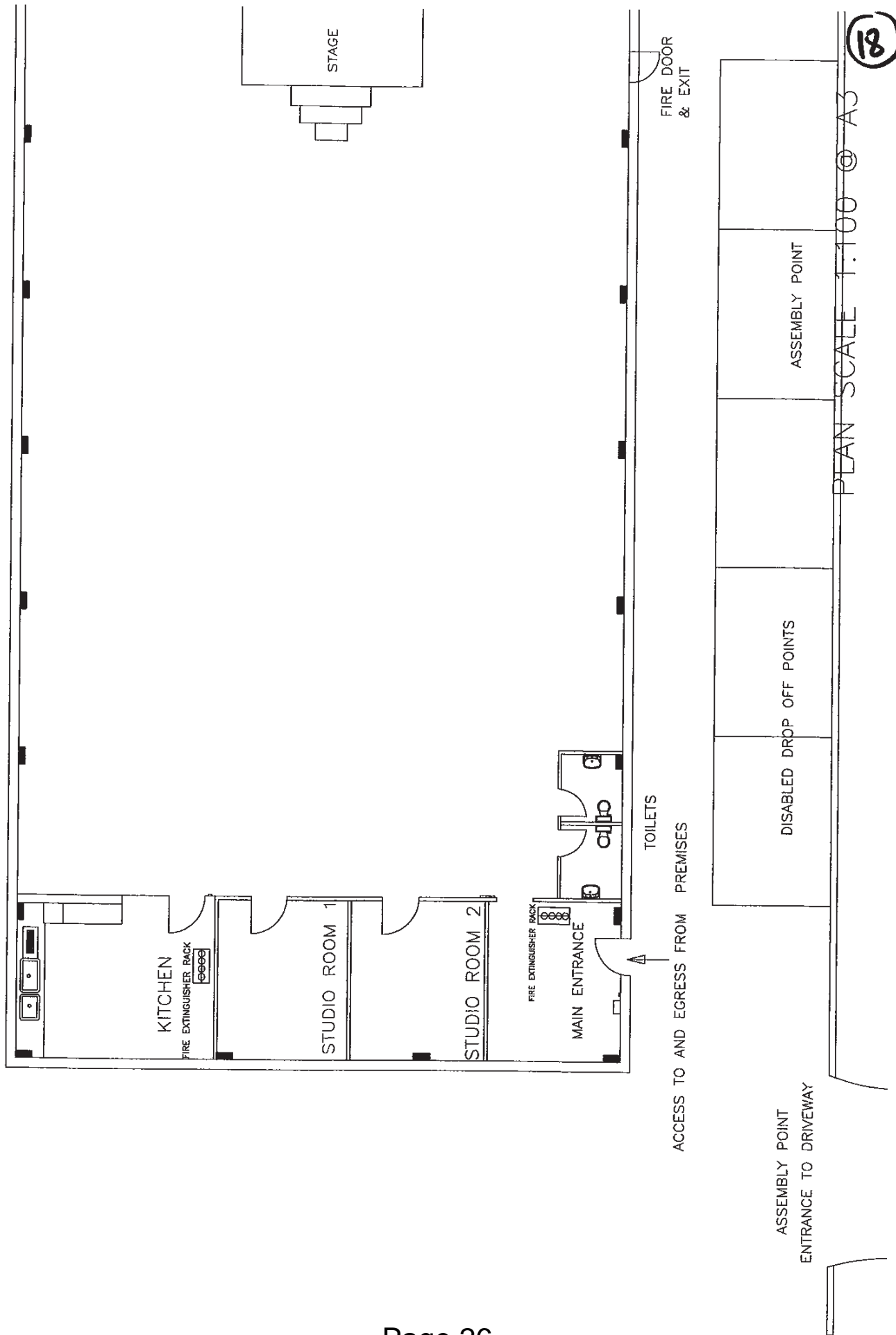
ASSEMBLY POINT  
ENTRANCE TO DRIVEWAY

ASSEMBLY POINT

DISABLED DROP OFF POINTS

PLAN SCALE 1:100 @ A3





Amendments (19)

**Hollis Georgina (CEX)**

**From:** Hollis Georgina (CEX)  
**Sent:** 29 April 2016 15:05  
**To:** Turner Bob; Williamson John; eps admin; Gibbons Sean (DEL); Hague Julie; Health Protection; Jones Angela (DEL); Lobo Rose; planningdc@sheffield.gov.uk; 'Police Licensing (E-mail 2)'; SYFIRE; Trading Standards; Ward Greg  
**Subject:** RE: Marina Event Hall Premises Application - AMENDMENTS TO HOURS - FINAL  
**Importance:** High

Final amendments – 417 Petre Street

Extended last date for comments to: 27<sup>th</sup> May 2016

Live Music & Recorded Music (indoors)

**Monday to Thursday** 15:00 to 21:00 hours – Mahya has explained that she may require music for community activities  
**Friday to Sunday** 19:00 to 24:00 hours

Alcohol (on the premises)

**Friday to Sunday** 19:00 to 24:00 hours – NO CHANGES

Opening hours of premises

**Monday to Thursday** 15:00 to 21:00 hours – during this time no licensable activities will be taking place so this may not be shown on the licence. Only religious readings and educational readings, community facilities.

**Monday to Thursday** 09:00 to 21:00 hours – community activities  
**Friday to Sunday** 09:00 to 24:00 hours

---

**From:** Hollis Georgina (CEX)  
**Sent:** 20 April 2016 13:16  
**To:** Turner Bob; Williamson John; EPS; Gibbons Sean (DEL); Hague Julie; Health Protection; Jones Angela (DEL); Lobo Rose; Pitts Steven; Planning (E-mail); Police Licensing (E-mail 2); Prasad Shiva; SYFIRE; Trading Standards; Ward Greg  
**Subject:** FW: Marina Event Hall Premises Application - AMENDMENTS TO HOURS  
**Importance:** High

Please see amendment to application for the above, please amend your application copy accordingly.

Note that Monday-Thursday no licensable activities will be taking place. I am unsure to if the operating hours for these days will be placed on the licence as it would not be relevant.

Regards  
Nina

---

**From:** Naderah [<mailto:naderaha@yahoo.com>]  
**Sent:** 20 April 2016 13:14  
**To:** Hollis Georgina (CEX)  
**Subject:** Re: Marina Event Hall Premises Application

20

# Appendix B

## Representations

- South Yorkshire Police Licensing
- Health Protection Service
- Environmental Protection Service
- Safeguarding Children's Board



**Hollis Georgina (CEX)**

**From:** Palmer Helena on behalf of licensingservice  
**Sent:** 06 May 2016 14:10  
**To:** Hollis Georgina (CEX)  
**Subject:** FW: Objection-Marina Events, 417 Petre Street, Sheffield  
**Attachments:** Objection May 16.doc

27/5

**From:** SHEFFIELD\_Licensing [mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk]  
**Sent:** 06 May 2016 09:52  
**To:** licensingservice; Hague Julie; Gibbons Sean (DEL); Thornton Paul; Fire; 'Strutt Sally'  
**Cc:** BENITA MUMBY; CHERYL TOPHAM; ANDREA MARSDEN  
**Subject:** Objection-Marina Events, 417 Petre Street, Sheffield



South Yorkshire  
**POLICE**

Dear All,

Please find below our representation in response to the premise licence application at Marina Events, 417 Petre Street.

Thanks

Lucy

South Yorkshire Police Licensing

Force Headquarters

Carbrook House

Sheffield

S9 2EH

Telephone: 0114 2523617

The Licensing Authority  
General Licensing Section  
Business Strategy & Regulation, Block C,  
Staniforth Road Depot,  
Sheffield,  
S9 3HD

6.5.16

Dear Sirs,

I am writing on behalf of the Chief Constable of South Yorkshire Police to make a Representation in relation to the above application. The reasons for the Representation are stated below.

The premise has already been a cause of concern over recent months with a number of complaints received during unlicensed events. The complaints have centred around loud music emanating from the premise and anti-social behaviour from customers. Reports have also been made of vehicle damage in the vicinity following an event.

South Yorkshire Police have arranged a number of multi-agency visits due to concerns that there is a significant risk of harm to children and young people who access the premises. The risk has been brought to our attention by professionals, including school and community centre staff.

We are also aware that the premise has been operating licensable activities without valid permission. Although this is a separate matter being explored by yourselves, we feel this is a reflection on the current management. Ms Abdulla, by her own admission, has explained her inability to control numbers at previous unlicensed events and provided very little evidence how the four licensing objectives will be upheld in Section 18 of the application.

We are in agreement with the Safeguarding Children Board, that in light of the above concerns regarding the applicant's ability to evidence compliance with regulation, or to demonstrate an acceptable level of competence regarding the implementation of control measures, we would strongly recommend that if the application is granted, robust measures should be in place to ensure all licensing objectives are upheld.

South Yorkshire Police Licensing  
[Sheffield.liquor-licensing@southyorks.pnn.police.uk](mailto:Sheffield.liquor-licensing@southyorks.pnn.police.uk)  
0114 2523617 / 0114 2523163 / 0114 2523618

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



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

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

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

South Yorkshire Police Licensing  
Force Headquarters  
Carbrook House  
Sheffield  
S9 2EH  
Telephone: 0114 2523617

The Licensing Authority  
General Licensing Section  
Business Strategy & Regulation, Block C,  
Staniforth Road Depot,  
Sheffield,  
S9 3HD

6.5.16

Dear Sirs,

**APPLICATION FOR A PREMISE LICENCE: MARINA EVENTS, 417 PETRE STREET,  
SHEFFIELD S4 8LL**

I am writing on behalf of the Chief Constable of South Yorkshire Police to make a Representation in relation to the above application. The reasons for the Representation are stated below.

The premise has already been a cause of concern over recent months with a number of complaints received during unlicensed events. The complaints have centred around loud music emanating from the premise and anti-social behaviour from customers. Reports have also been made of vehicle damage in the vicinity following an event.

South Yorkshire Police have arranged a number of multi-agency visits due to concerns that there is a significant risk of harm to children and young people who access the premises. The risk has been brought to our attention by professionals, including school and community centre staff.

We are also aware that the premise has been operating licensable activities without valid permission. Although this is a separate matter being explored by yourselves, we feel this is a reflection on the current management. Ms Abdulla, by her own admission, has explained her inability to control numbers at previous unlicensed events and provided very little evidence how the four licensing objectives will be upheld in Section 18 of the application.

We are in agreement with the Safeguarding Children Board, that in light of the above concerns regarding the applicant's ability to evidence compliance with regulation, or to demonstrate an acceptable level of competence regarding the implementation of control measures, we would strongly recommend that if the application is granted, robust measures should be in place to ensure all licensing objectives are upheld.

South Yorkshire Police Licensing  
[Sheffield.liquor-licensing@southyorks.pnn.police.uk](mailto:Sheffield.liquor-licensing@southyorks.pnn.police.uk)  
0114 2523617 / 0114 2523163 / 0114 2523618

24

## Hollis Georgina (CEX)

---

**From:** Gibbons Sean (DEL)  
**Sent:** 16 May 2016 08:59  
**To:** Naderah Ahmed (naderah.ahmed@p-and-b.com)  
**Cc:** :Mahya-abdullah@hotmail.co.uk; 'Benita.Mumby@southyorks.pnn.police.uk'  
(Benita.Mumby@southyorks.pnn.police.uk); Hague Julie; sstrutt@syfire.gov.uk;  
Hollis Georgina (CEX); Thornton Paul; licensingservice  
**Subject:** RE: Marina Events

Mayha,  
Appologies, my email should have started with 'Dear Mayha'  
Regards  
Sean

**From:** Gibbons Sean (DEL)  
**Sent:** 16 May 2016 08:56  
**To:** Naderah Ahmed (naderah.ahmed@p-and-b.com)  
**Cc:** ':Mahya-abdullah@hotmail.co.uk'; 'Benita.Mumby@southyorks.pnn.police.uk'  
(Benita.Mumby@southyorks.pnn.police.uk); Hague Julie; sstrutt@syfire.gov.uk; Hollis Georgina (CEX); Thornton Paul;  
licensingservice  
**Subject:** FW: Marina Events  
**Importance:** High

Dear Naderah,

As you will recall during our site meeting on 19<sup>th</sup> April, I agreed to give you some time before proceeding with an objection to the licence.

You will appreciate that several concerns were raised during our meeting.

As this situation has not yet been resolved, as the responsible authority for public safety, I therefore feel that I have no alternative than to object to the granting of this licence on the grounds of public safety.

Please take my e-mail dated 25<sup>th</sup> April (below) as my formal objection.

I shall await your further instruction,

Thank you

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

*Tel: 0114 273 4616  
Fax: 0114 273 6464  
Email: [sean.gibbons@sheffield.gov.uk](mailto:sean.gibbons@sheffield.gov.uk)*



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

**From:** Gibbons Sean (DEL)  
**Sent:** 25 April 2016 15:30  
**To:** 'naderaha@yahoo.com'  
**Cc:** [sstrutt@syfire.gov.uk](mailto:sstrutt@syfire.gov.uk); 'Benita.Mumby@southyorks.pnn.police.uk' ([Benita.Mumby@southyorks.pnn.police.uk](mailto:Benita.Mumby@southyorks.pnn.police.uk))  
**Subject:** Marina Events

Dear Mayha

I e-mail further to our site meeting last week with respect to your licence application and confirm the following;

The current plan/s deposited with this application are unsatisfactory.

#### Layout/plan

- The current layout with respect to toilet facilities is insufficient. Therefore, additional facilities must be provided, as in accordance with BS:6465, and shown on the plan. Facilities as in accordance with Table 11 would be required. (attached is our code of practice for licensed premises) as the application stands at the moment please refer to table 11 on page 7/8.
- The plan does not show the line of licensable activities.
- The fire escape door to the rear of the premises currently opens over a step. An amended plan must show a landing with steps as in accordance with Building Regulations requirements.
- There are currently no disabled toilet facilities. Your amended plan must show these facilities.

#### Electrical safety

- A satisfactory electrical certificate (condition report) must be available for the electrical installation covering the premises.
- A permanent fixed residual current device (RCD) must protect the electrical power serving all amplified music equipment used for the purposes of live music or similar entertainment.

#### Stage Area

- I will need to discuss the use of the stage area with respect to public access.

#### New flooring

- Any new floor surfaces in public areas and thoroughfares must have a suitable non-slip finish.  
Suitable slip-resistance to floor surface finishes must be incorporated into the design of the premises. For bars and associated areas within the premises compliance with DIN measurement standard R11 minimum or pendulum wet test (in accordance with the 'UK Slip Resistance Group' document, Issue 3, 2005) rating of 36 or above, will be required.
- Further advice available from [www.hse.gov.uk/slips/architects.htm](http://www.hse.gov.uk/slips/architects.htm)

As discussed, if the above cannot be achieved, then unfortunately I will have no alternative than to make a formal representation (objection) as the Responsible Authority for public safety.

I recommend that You or your designer should contact me to discuss the proposals, in order to resolve the issues and any conditions that may be required to be placed on the licence.

Thank you,

Sean

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

*Tel: 0114 273 4616*

*Fax: 0114 273 6464*

*Email: [sean.gibbons@sheffield.gov.uk](mailto:sean.gibbons@sheffield.gov.uk)*

**Hollis Georgina (CEX)**

---

**From:** Hollis Georgina (CEX)  
**Sent:** 28 April 2016 18:00  
**To:** naderaha@yahoo.com  
**Cc:** Thornton Paul; Round Jonathan; eps admin  
**Subject:** FW: Marina Events - 417 Petre Street, Premises Application

**Importance:** High

*No response read*

Dear Mahya,

Please see comments below from the Environmental Protection Service who have recommended conditions to be attached to the licence.

Please can you advise by response to this email if you are able to agree to the conditions below?

Kind Regards

Georgina

---

**Georgina Hollis**

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

Telephone: 0114 2734264

Fax: 0114 2734073

Email: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)      [www.sheffield.gov.uk](http://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**

**From:** Thornton Paul  
**Sent:** 26 April 2016 19:40  
**To:** Hollis Georgina (CEX)  
**Subject:** Marina Events - 417 Petre Street, Premises Application  
**Importance:** High

Hi Nina,

**Marina Events - 417 Petre Street, Premises Application**

I write further to the above application. The Environmental Protection Service has received several noise complaints from local residents relating to music played at Marina Events and I would therefore recommend the following condition to control noise levels from the premises.

Recommended condition

No live music or amplified sound played within the building shall exceed the prevailing ambient noise level by more than 3dB when measured;

- (i) as a 15 minute LAeq, and;
- (ii) at any one third octave band centre frequency as an 15 minute LZeq when measured on the site boundary.

Please contact me if you require any further information.

Regards  
Paul

Paul Thornton  
Senior Environmental Protection Officer  
*Sheffield City Council*  
*Environmental Protection Service*  
*5<sup>th</sup> Floor (North)*  
*Howden House*  
*1 Union Street*  
*Sheffield*  
*S1 2SH*

Tel: (0114) 273 4659



**Hollis Georgina (CEX)**

---

**From:** Palmer Helena on behalf of licensingservice  
**Sent:** 03 May 2016 11:49  
**To:** Hollis Georgina (CEX)  
**Subject:** FW: REPRESENTATION IN RESPONSE TO AN APPLICATION FOR A PREMISES LICENCE: MARINA EVENTS, 417 PETRE ST, SHEFFIELD  
**Attachments:** Marina Events Representation.pdf

**From:** Hague Julie  
**Sent:** 03 May 2016 11:48  
**To:** 'Mahya-abdullah@hotmail.co.uk'  
**Cc:** licensingservice  
**Subject:** FW: REPRESENTATION IN RESPONSE TO AN APPLICATION FOR A PREMISES LICENCE: MARINA EVENTS, 417 PETRE ST, SHEFFIELD

Dear Ms Abdullah

Please find attached a copy of a letter of representation which I have submitted to the Licensing Authority on behalf of the Sheffield Safeguarding Children Board in response to your recent application for a premises licence at 417 Petre Street, Sheffield.

The letter is for your information.

Yours sincerely

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

**From:** Hague Julie  
**Sent:** 02 May 2016 17:03  
**To:** licensingservice  
**Cc:** Horsefield Victoria  
**Subject:** REPRESENTATION IN RESPONSE TO AN APPLICATION FOR A PREMISES LICENCE: MARINA EVENTS, 417 PETRE ST, SHEFFIELD

**For the attention of the Licensing Authority**

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

30



27/5

2.5.16

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

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children  
Board - Licensing Project  
Floor 3  
Howden House  
Union Street  
Sheffield S1 2SH  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

**BY EMAIL**

Dear Sirs

**APPLICATION FOR A PREMISES LICENCE: MARINA EVENTS, 417 PETRE STREET, SHEFFIELD S4 8LL**

I am writing on behalf of the Sheffield Safeguarding Children Board (SSCB Licensing Project) to make a Representation in relation to the above application. The reasons for the Representation are stated below.

The Safeguarding Children Board has recently been involved with the applicant, Ms Abduallah, whilst operating an unlicensed premise at the above address and trading under the same name and in the same style and character. Unfortunately the Safeguarding Children Board has had cause to participate in a number of multi agency discussions and a premises visit, due to concerns that there is a significant risk of harm to children and young people who access the premises for 'community parties'. This risk has been identified to the Safeguarding Children Board by professionals, including school staff and South Yorkshire Police.

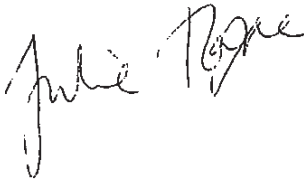
I note at Section 16 of the application, that the applicant intends to host wedding and religious worship parties, but also intends to host community type parties, with alcohol. The applicant states that "...as premises manager I ensure it is controlled ... any issues are dealt with immediately." However the applicant does not state what control measures will be in place. I am concerned that despite several incidents having previously taken place at the premises involving noise and anti social behaviour, there is no evidence that incidents are dealt with responsibly by the applicant, or reported to the police.

The applicant has offered at Section 18 of the application, as control measures to promote the licensing objectives, that "All problems are reported and dealt with within acceptable manners..." and that "...all control and rules are discussed clearly with our customers to ensure their compliance with our rules ...". I am concerned that with the exception of the premises being monitored, the measures offered for the protection of children from harm are inadequate, as there is nothing specific or enforceable. I am also concerned that the applicant has not demonstrated a sufficient understanding or level of competence to promote the licensing objectives: this is evidenced in the application and was also evidenced during my visit to the premises on 19.3.16 when I asked the applicant Ms

Abduallah, what policies and procedures were in place for the protection of children at the venue; unfortunately Ms Abduallah was unable to explain or describe any safeguarding process or policy, including an age verification process. Ms Abduallah also stated during the visit, at which a wedding party was taking place and children were present, that she estimated the attendance at that event to be around 200 people. I note that this significantly exceeds the permitted capacity for the premises.

In light of the above concerns regarding the applicant's ability to evidence compliance with regulation, or to demonstrate an acceptable level of competence regarding the implementation of control measures to promote the licensing objectives, the Safeguarding Children Board would strongly recommend that if the application is granted, robust measures should be in place to prevent children and young people from accessing the venue until a culture change has been evidenced by the applicant.

Yours faithfully



**JULIE HAGUE**  
**Licensing Manager**  
**Sheffield Safeguarding Children Board**

CC The Applicant

32

# Appendix C

## Comments

- South Yorkshire Fire & Rescue Service
- Planning

**Hollis Georgina (CEX)**

---

**From:** Bolton Ellie <ebolton@syfire.gov.uk>  
**Sent:** 04 May 2016 10:28  
**To:** 'naderaha@yahoo.com'; 'Mahya-abdullah@hotmail.co.uk'  
**Cc:** 'benita.mumby@southyorks.pnn.police.uk'; Hollis Georgina (CEX); Gibbons Sean (DEL); dcscan@sheffield.gov.uk  
**Subject:** 417 Petre Street, Sheffield, S4 8LL  
**Attachments:** SYFR\_DM-#420242-v1-SS\_A3\_JS900190.DOCX

Please find correspondence attached relating to the above premises.

Thank you

Ellie Bolton  
Business Administrative Apprentice, Fire Safety  
South Yorkshire Fire and Rescue  
Tel: 0114 2532279  
Fax: 0114 2532888  
Email: [ebolton@syfire.gov.uk](mailto:ebolton@syfire.gov.uk)

**IMPORTANT NOTICE** The contents of this e-mail represent only the views of the sender to the intended recipient and do not commit South Yorkshire Fire and Rescue to any course of action and are not intended to impose any legal obligation upon it. If you have received this communication in error please contact us directly and delete it immediately and any copies of it. SYFR has taken steps to ensure that this message and any attachments or links contained within it are free from computer viruses but the recipient must ensure that it is actually virus free before opening it.

(34)

**James Courtney**  
Chief Fire Officer & Chief Executive

Date: 04/05/2016

Your Ref:

Our Ref: RC/#420242/W13728/1/900190

Sheffield Technical Fire Safety  
197 Eyre Street  
Sheffield  
S1 3FG

This matter is being dealt with by: Miss Sally Strutt

Tel Direct line: 0114 2532344

Fax Direct line: 0114 2532888

Tel: 0114 2727202

Email: sstrutt@syfire.gov.uk

Website: www.syfire.gov.uk

Fax: 0114 2532888

Marina Events  
417 Petre Street  
Sheffield  
S4 8LL

[naderaha@yahoo.com](mailto:naderaha@yahoo.com)

[Mahya-abdullah@hotmail.co.uk](mailto:Mahya-abdullah@hotmail.co.uk)

Dear Sir/Madam

**LEGISLATION:**

**The Regulatory Reform (Fire Safety) Order 2005**

**PREMISES:**

**Marina Events, 417 Petre Street, Sheffield, S4 8LL**

**SUBJECT:**

**Agreed Action Plan**

**AUDIT DATE:**

**19/04/2016**

**REPRESENTATIVE:**

**Mahya Abdualлах**

Further to the above audit of the fire safety arrangements, attached are schedules detailing the Agreed Action Plan as agreed on site with your representative which should receive your immediate attention in order to comply with The Regulatory Reform (Fire Safety) Order 2005.

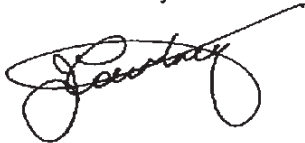
Failure to comply with these requirements could lead to an offence being committed.

Written or verbal representation may be made by you to the officer dealing with this matter should you disagree with or question any requirement within the schedule.

The representation should be made within 21 days from the date of this letter.

Should you experience any difficulty in carrying out this work or require any further advice, please do not hesitate to contact the officer dealing with this matter who should also be informed when the above work is completed.

Yours faithfully



Chief Fire Officer

**Copy to:** [benita.mumby@southyorks.pnn.police.uk](mailto:benita.mumby@southyorks.pnn.police.uk)  
[Georgina.Hollis@sheffield.gov.uk](mailto:Georgina.Hollis@sheffield.gov.uk)  
[Sean.Gibbons@sheffield.gov.uk](mailto:Sean.Gibbons@sheffield.gov.uk)  
[dcscan@sheffield.gov.uk](mailto:dcscan@sheffield.gov.uk)

**Data Protection Act 1998**

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

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

Schedule 1SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

Reference No: RC/#420242/W13728/1/900190

Dated: 07/06/2016

**The Regulatory Reform (Fire Safety) Order 2005**

Where measures necessitate structural alterations to a building, planning consent and/or Building Regulation approval should be obtained from the Local Authority or an Approved Inspector before work is put in hand.

The Guide referred to in this schedule is the Fire Safety Risk Assessment Guide for Small and Medium Places of Assembly ISBN-13: 978 1 85112 820 4

This document is available to download at  
[www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents](http://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents)  
or from the stationery office or other booksellers.

The following areas of your Risk Assessment require immediate attention.

1. **Risk Assessment**  
**(Article 9 of the Regulatory Reform (Fire Safety) Order 2005)**

1.1 **Failure**  
The Fire Safety Risk Assessment was not suitable and sufficient  
**Legislation Applicable**  
Article 9 (1) of the Regulatory Reform (Fire Safety) Order 2005

**Suggested action to remedy failure and Fire Safety Risk Assessment Guide reference**

The matters identified during the fire safety audit carried out on **19/04/2016** indicate that the existing fire risk assessment does not appear to be 'suitable and sufficient'. The fire risk assessment should therefore be reviewed and re-addressed with specific consideration given to the following areas:-

- Means of Escape.
- Means for Securing Means of Escape.
- Occupancy Figures for the Premises.
- Fire Resistance of Compartment Walls between Units.
- Flammability of Material used in decoration.
- Escape signage

(Part 1 Step 5 of the Guide refers)

2. **Emergency Routes and Exits**  
**(Article 14 of the Regulatory Reform (Fire Safety) Order 2005)**

2.1 **Failure**  
The escape routes and exits could not be used as quickly and as safely as possible  
**Legislation Applicable**  
Article 14 (2) (b) of the Regulatory Reform (Fire Safety) Order 2005



SCHEDULE to letter ref: RC/#420242/W13728/1/900190

DATED: 07/06/2016

**Suggested action to remedy failure and Fire Safety Risk Assessment Guide reference**

In the event of danger, it must be possible for persons to evacuate the premises as quickly and safely as possible.

(Part 2 Section 4 of the Guide refers)

2.2 **Failure**

The number, distribution and/or size of escape routes and exits is inadequate

**Legislation Applicable**

Article 14 (2) (c) of the Regulatory Reform (Fire Safety) Order 2005

**Suggested action to remedy failure and Fire Safety Risk Assessment Guide reference**

The number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time.

- A platform maintaining the internal floor level 150mm beyond the door in the open position should be provided to the rear final exit door. Until this issue is addressed this door is not a suitable means of escape from the premises and signage should be removed and occupancy figures should be reduced accordingly.

(Part 2 Section 4 of the Guide refers)

2.3 **Failure**

Emergency doors do not open in the direction of escape

**Legislation Applicable**

Article 14 (2) (d) of the Regulatory Reform (Fire Safety) Order 2005

**Suggested action to remedy failure and Fire Safety Risk Assessment Guide reference**

Emergency doors must open in the direction of escape

- The only usable final exit from the premises is a single door that is inward opening. Doors affording means of escape from and within the building should be hung to open in the direction of escape; this need not apply if the number of occupants expected to use them does not exceed 60.
- Where small numbers of the public are likely to be present, exit door should be either free from fastenings or fitted with panic type devices.

(Part 2 Section 4 of the Guide refers)

2.4 **Failure**

The escape routes were not provided with adequate signage

**Legislation Applicable**

Article 14 (2) (g) of the Regulatory Reform (Fire Safety) Order 2005

**Suggested action to remedy failure and Fire Safety Risk Assessment Guide reference**

Emergency routes and exits must be indicated by signs

(Part 2 Sections 4, 5 and 6 of the Guide refers)

SCHEDULE to letter ref: RC/#420242/W13728/1/900190

DATED: 07/06/2016

3. **Maintenance**  
**(Article 17 of the Regulatory Reform (Fire Safety) Order 2005)**

3.1 **Failure**

The structural fire precautions are inadequately maintained

**Legislation Applicable**

Article 17 (1) of the Regulatory Reform (Fire Safety) Order 2005

**Suggested action to remedy failure and Fire Safety Risk Assessment Guide reference**

The premises and any facilities, equipment and devices provided in respect of the premises under this Order must be subject to a suitable system of maintenance; must be maintained in an efficient state; in efficient working order and in good repair. Details of this activity should be recorded.

- As part of the premises fire risk assessment consideration should be given to the fire resistance between occupancies. All fire resisting construction should be in accordance with the Building Regulations 2010 (Appendix A to Approved Document B 2010 Edition).

**Furniture and Furnishings**

- All curtains, drapes and fabric or textile hangings should have an applied durable flame retardant treatment or be of inherently flame retardant material and conform to Type B performance requirements of British Standard 5867: Part 2: 2008.
- Written documentation from a nationally accredited testing centre will be required stating that the material has been suitably treated with a durable flame retardant.

(Section 8, Appendix A and Appendix B of the Guide refers)

Schedule 2

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

SCHEDULE to letter ref: RC/#420242/W13728/1/900190

DATED: 07/06/2016

Business Continuity Planning

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

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

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

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

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

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

Third Party Content

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

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

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

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

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

40

## Hollis Georgina (CEX)

---

**From:** Turner Bob  
**Sent:** 20 April 2016 12:08  
**To:** Hollis Georgina (CEX)  
**Cc:** Williamson John  
**Subject:** FW: 417 Petre Street - Application for a Premises Licence Grant  
**Attachments:** DOC180416-18042016153620.pdf

**Importance:** High

Dear Georgina,

Thankyou for your email.

Planning permission 15/01103/CHU relates to the premises. I believe this part of the building at no. 417 Petre Street is known as Unit 2. This planning permission is subject to several conditions restricting the types of use permitted, the capacity for each use and the days/hours of the use.

On the face of it the licence appears to be seeking a greater capacity and range of hours of use than permitted by the planning permission, however the information given on the licence application form is confusing and contradictory and as such makes it difficult for me to make appropriate comments.

Yours faithfully,  
Bob Turner  
Principal Planning Officer  
Development Management

Telephone: (0114) 273 4183

We offer an integrated planning and building control service

Websites: [www.sheffield.gov.uk/planning](http://www.sheffield.gov.uk/planning) or [www.sheffield.gov.uk/buildingcontrol](http://www.sheffield.gov.uk/buildingcontrol)

Location: 4th Floor Howden House, 1 Union Street, S1 2SH

Apply for planning permission online at: [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply) Apply for building regulation permission online to: [buildingcontrol@sheffield.gov.uk](mailto:buildingcontrol@sheffield.gov.uk)

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

**From:** [planningdc@sheffield.gov.uk](mailto:planningdc@sheffield.gov.uk)  
**Sent:** 18 April 2016 15:59  
**To:** [planningdc.north@sheffield.gov.uk](mailto:planningdc.north@sheffield.gov.uk)  
**Subject:** FW: 417 Petre Street - Application for a Premises Licence Grant  
**Importance:** High

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

**From:** Hollis Georgina (CEX)  
**Sent:** 18 April 2016 15:45  
**To:** [Benita.Mumby@southyorks.pnn.police.uk](mailto:Benita.Mumby@southyorks.pnn.police.uk); eps admin; Gibbons Sean (DEL); Hague Julie; Health Protection; Jones Angela (DEL); Lobo Rose; Pitts Steven; [planningdc@sheffield.gov.uk](mailto:planningdc@sheffield.gov.uk); Police Licensing (E-mail 2); Prasad Shiva; SYFIRE; Trading Standards; Ward Greg

41



**Regeneration & Development Services**

Director: David Caulfield MRTPI

Howden House 1 Union Street Sheffield S1 2SH

bob.turner@sheffield.gov.uk

Officer: Bob Turner

Tel: (0114) 27 34183

Ref: 15/01103/CHU (Formerly PP-04083701)

29 October 2015

Miss Mahya Abdualah  
76 Burngreave Road  
Sheffield  
S3 9DE

**TOWN AND COUNTRY PLANNING ACT 1990  
PLANNING PERMISSION**

**Proposal:** Use of former car showroom as mixed use for community facility purposes, religious education, events and wedding reception hall purposes (sui generis) as amended 13.10.15, 22.10.15, 26.10.15 and 27.10.15.

**Location:** 417 Petre Street, Sheffield, S4 8LL,

**Applicant:** Miss Mahya Abdualah

Planning permission is hereby **GRANTED** for the above-mentioned development in accordance with the application deposited with the Council on 15 June 2015 together with the relevant plans, including any amendments now agreed, subject to the following condition(s), in each case followed by the relevant reason:-

**Time limit for Commencement of Development**

1. The development shall be begun not later than the expiration of three years from the date of this decision.

Reason: In order to comply with the requirements of the Town and Country Planning Act.

**Approved Plan(s)**

2. The development must be carried out in complete accordance with the following approved documents:

Large print versions of this letter are available by telephoning (0114) 273 4791

Red-lined Site Location Plan received on 6.5.15;  
Existing Floor Plan received on 13.5.15;  
Site Layout and Floor Plan received 13.10.15;  
External Elevation Drawing received on 13.10.15;

Reason: In order to define the permission.

**Pre Commencement Condition(s) – ('true conditions precedent' – see notes for definition)**

**Other Pre-Commencement, Pre-Occupancy and other Stage of Development Condition(s)**

3. The building shall not be used unless a level threshold has been provided to the entrance thereto in accordance with details to be submitted to and approved in writing by the Local Planning Authority and thereafter such level threshold shall be retained.

Reason: To ensure ease of access and facilities for disabled persons at all times.

**Other compliance Conditions**

4. The building shall be used as a community facility only between 0900 hours and 2100 hours on any day and at no other time.

Reason: In the interests of highway safety and the amenities of the locality.

5. No more than 15 children and 4 adults shall be accommodated on the premises at any one time during the use of the building as a community facility.

Reason: In the interests of highway safety and the amenities of the locality.

6. The building shall be used for religious education purposes only between 1500 hours and 2100 hours on Sundays and at no other time.

Reason: In the interests of highway safety and the amenities of the locality.

7. No more than 30 people shall be accommodated on the premises at any one time during the use of the building for religious education purposes.

Reason: In the interests of highway safety and the amenities of the locality.

8. The building shall be used for events and wedding receptions only between 1830 hours and 2400 hours on Fridays, Saturdays and Sundays and at no other time.

Reason: In the interests of highway safety and the amenities of the locality.

9. No more than 90 people shall be accommodated on the premises at any one time during the use of the building for events and wedding receptions.

Reason: In the interests of highway safety and the amenities of the locality.

10. The existing car parking accommodation within the site, as indicated on the approved plans, shall be retained for the sole use of the occupiers of the development hereby approved.

Reason: To ensure satisfactory parking provision in the interests of traffic safety and the amenities of the locality.

Please Note: There may not be conditions under each heading.

**Date of Decision**

29 October 2015

Signed

*Maria Duffy*

Interim Head of Planning

**Attention is drawn to the following directive(s):**

1. Where conditions require details to be submitted, an Application for Approval of Details Reserved by Condition is required (unless the condition gives the option of implementing the details already submitted). The Local Planning Authority is expected to determine these applications within 8 weeks of being validated, so it is essential to include all the information required. Apply online at [www.planningportal.gov.uk](http://www.planningportal.gov.uk). There are fees, which are also set by the Government.
2. The Local Planning Authority has dealt with the planning application in a positive and proactive manner and sought solutions to problems where necessary in accordance with the requirements of the National Planning Policy Framework.

## NOTES

The term 'true conditions precedent' is used to mean a condition that expressly requires that development shall not commence until the condition has been complied with, and is central to the consent. Development commencing without complying with these conditions would be unlawful.

### Appeals to the Secretary of State

If you are aggrieved by the decision of your Local Planning Authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State for the Environment under Section 78 of the Town and Country Planning Act, 1990.

**Enforcement** - If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice. If you want to appeal against your Local Planning Authority's decision on our application, then you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your Local Planning Authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within 6 months (12 weeks in the case of a householder appeal) of the date of this notice, whichever period expires earlier.

**Householder** - If this is a decision to refuse planning permission for a householder application, if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

**Minor Commercial** - If this is a decision to refuse planning permission for a minor commercial application, if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

**All Other Applications** - If you want to appeal against your local planning authority's decision then you must do so within 6 months of the date of this notice.

Appeals must be made using a form which you can get from the Secretary of State, at Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN, Tel: : 0303 444 5000 or online at [www.planningportal.gov.uk/pcs](http://www.planningportal.gov.uk/pcs). The Inspectorate will publish details of your appeal on the internet (on the Appeals area of the Planning Portal). If you supply personal information belonging to a third party please ensure you have their permission to do so. More detailed information about data protection and privacy matters is available on the Planning Portal. Planning Appeals Guidance is also available from the Council's website [www.sheffield.gov.uk/planning-and-city-development/applications/planning-appeals.html](http://www.sheffield.gov.uk/planning-and-city-development/applications/planning-appeals.html)

The Secretary of State can allow a longer period for giving notice of an appeal, but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the Local Planning Authority could not have granted planning permission for the proposed development or could not have granted it without the conditions it imposed,



having regard to the statutory requirements, to the provisions of the development order and to any directions given under the order.

In practice, the Secretary of State does not refuse to consider appeal solely because the Local Planning Authority based its decision on a direction given by the Secretary of State.

#### Purchase Notices

If either the Local Planning Authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council. This notice will require the Council to purchase the owner's interest in the land in accordance with the provisions of Chapter 1 of Part VI of the Town and Country Planning Act 1990.

#### Notes Regarding Access for Fire Service

Notwithstanding this planning permission, attention is drawn to Section 55 of the South Yorkshire act 1980 which requires that any application made under the Building Regulations shall be rejected unless, after consultation with the Fire Authority, they are satisfied that the plans show:-

- (a) that there will be adequate means of access for the fire brigade to the building or, as the case may be, to the building as extended; and
- (b) that the building or, as the case may be, the extension of the building will not render inadequate existing means of access for the fire brigade to a neighbouring building.

Any queries in this respect should be directed to:-

South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG. Telephone: 0114 2727202

#### Demolition

Section 80 (2) of the Building Act 1984 requires that any person carrying out demolition work shall notify the local authority of their intention to do so. This applies if any building or structure is to be demolished in part or whole. (There are some exceptions to this including an internal part of an occupied building, a building with a cubic content of not more than 1750 cubic feet or where a greenhouse, conservatory, shed or pre-fabricated garage forms part of a larger building). Where demolition is proposed in City Centre and /or sensitive areas close to busy pedestrian routes, particular attention is drawn to the need to consult with Environmental Protection Services to agree suitable noise (including appropriate working hours) and dust suppression measures.

Form Dem 1 (Notice of Intention to Demolish) is available from Building Standards, 2-10 Carbrook Hall Road, Sheffield, S9 2DB. Tel (0114) 273 4170 email [buildingcontrol@sheffield.gov.uk](mailto:buildingcontrol@sheffield.gov.uk)

Environmental Protection Services can be contacted at DEL, 2-10 Carbrook Hall Road, Sheffield, S9 2DB. Tel (0114) 2734651

46

# Appendix D

Hearing invites / Regulations / Procedure

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

Ms Mahya Abdullah  
67 Grimes Thorpe Road  
Sheffield S4 7HE

The Sheffield City Council being the licensing authority, on the 29<sup>th</sup> April 2016 received your complete application in respect of the premises known as;

417 Petre Street, Sheffield, S4 8LL

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

- **South Yorkshire Police Licensing**
- **Health Protection Service**
- **Environmental Protection Service**
- **Child Protection Service**

The Council have also received additional comments / information from the following authorities / interested parties:

- **South Yorkshire Fire & Rescue Service** – comments / information
- **Planning** – comments / information

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 **Tuesday 23<sup>rd</sup> August 2016 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, upon which you may 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 representation.

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: 1<sup>st</sup> August 2016

Signed: Georgina Hollis  
The officer appointed for this purpose  
Licensing Officer



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

To – Paul Thornton – Environmental Protection Service

The Sheffield City Council being the licensing authority, on the 29<sup>th</sup> April 2016 received an application in respect of the premises known as;

417 Petre Street, Sheffield, S4 8LL

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

- **South Yorkshire Police Licensing**
- **Health Protection Service**
- **Environmental Protection Service**
- **Child Protection Service**

The Council have also received additional comments / information from the following authorities / interested parties:

- **South Yorkshire Fire & Rescue Service** – comments / information
- **Planning** – comments / information

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 **Tuesday 23<sup>rd</sup> August 2016 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, upon which you may 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 representation.

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: 1<sup>st</sup> August 2016

Signed: Georgina Hollis  
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.



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

To – Sean Gibbons.- Health Protection Service

The Sheffield City Council being the licensing authority, on the 29<sup>th</sup> April 2016 received an application in respect of the premises known as;

417 Petre Street, Sheffield, S4 8LL

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

- **South Yorkshire Police Licensing**
- **Health Protection Service**
- **Environmental Protection Service**
- **Child Protection Service**
- 

The Council have also received additional comments / information from the following authorities / interested parties:

- **South Yorkshire Fire & Rescue Service** – comments / information
- **Planning** – comments / information

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 **Tuesday 23<sup>rd</sup> August 2016 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, upon which you may 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 representation.

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: 1<sup>ST</sup> August 2016

Signed: Georgina Hollis  
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.



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

To – Julie Hague – Safeguarding Children's Board

The Sheffield City Council being the licensing authority, on the 29<sup>th</sup> April 2016 received an application in respect of the premises known as;

417 Petre Street, Sheffield, S4 8LL

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

- **South Yorkshire Police Licensing**
- **Health Protection Service**
- **Environmental Protection Service**
- **Child Protection Service**

The Council have also received additional comments / information from the following authorities / interested parties:

- **South Yorkshire Fire & Rescue Service** – comments / information
- **Planning** – comments / information

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 **Tuesday 23<sup>rd</sup> August 2016 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, upon which you may 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 representation.

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: 1<sup>st</sup> August 2016

Signed: Georgina Hollis  
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.



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

To – South Yorkshire Police Licensing

The Sheffield City Council being the licensing authority, on the 29<sup>th</sup> April 2016 received an application in respect of the premises known as;

417 Petre Street, Sheffield, S4 8LL

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

- **South Yorkshire Police Licensing**
- **Health Protection Service**
- **Environmental Protection Service**
- **Child Protection Service**

The Council have also received additional comments / information from the following authorities / interested parties:

- **South Yorkshire Fire & Rescue Service** – comments / information
- **Planning** – comments / information

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 **Tuesday 23<sup>rd</sup> August 2016 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, upon which you may 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 representation.

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: 1<sup>st</sup> August 2016

Signed: Georgina Hollis  
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.



### **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.



53

Form LAR 1  
Regulation 8

**Notice of actions following receipt of notice of hearing**

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

I

hereby confirm that I have received the Notice of Hearing dated 1<sup>st</sup> August 2016 and notify you as follows **(please complete)**:

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

**Dated:** ..... **Signed**.....

**Please see Regulation 8 overleaf**

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

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

## Regulation 8

5+

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

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

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

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

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

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



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

1. The hearing before the Council is Quasi Judicial.
  2. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
  3. The Chair will ask the applicants to formally introduce themselves.
  4. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
  5. Hearing Procedure:-
    - (a) The Licensing Officer will introduce the report.
    - (b) Questions concerning the report can be asked both by Members and the applicant.
    - (c) The Licensing Officer will introduce in turn representatives for the Responsible Authority and Interested Parties who will be asked to detail their relevant representations.
    - (d) Members may ask questions of those parties
    - (e) With the leave of the Chair the applicant or his representative may cross examine the representatives of the Responsible Authorities and Interested Parties.
    - (f) The applicant/licensee (or his/her nominated representative) will then be asked to:-
      - (i) detail the application;
      - (ii) provide clarification on the application and respond to the representations made.
    - (g) The applicant/licensee (or his/her nominated representative) may then be asked questions by members and with the leave of the Chair from the other parties present.
    - (h) The applicant will then be given the opportunity to sum up the application.
      - (i) The Licensing Officer will then detail the options.
      - (j) There will then be a private session for members to take legal advice and consider the application.
  6. The decision of the Licensing Committee will be given in accordance with the requirements of the Licensing Act 2003 and regulations made there under.
- NB:
- 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
  - 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

This page is intentionally left blank