

# **Licensing Sub-Committee (Statutory)**

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**Tuesday 25 October 2022 at 10.00 am**

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

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

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## **Membership**

**Councillors David Barker (Chair), Lewis Chinchen and Henry Nottage**

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## **PUBLIC ACCESS TO THE MEETING**

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

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

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 John Turner on 0114 474 1947 or email [john.turner@sheffield.gov.uk](mailto:john.turner@sheffield.gov.uk)

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## **FACILITIES**

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

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

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**LICENSING SUB-COMMITTEE AGENDA  
25 OCTOBER 2022**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Licensing Act 2003 - Tesco Express, Basement, Ground and First Floor, 42-46 Fargate, Sheffield, S1 2HE**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its Policy Committees, 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.

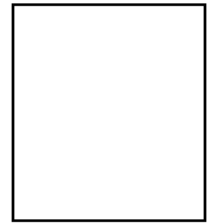
Further advice can be obtained from David Hollis, Interim Director of Legal and Governance by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

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## SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



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

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**Date:** Tuesday 25<sup>th</sup> October 2022 – 10:00am

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**Subject:** Licensing Act 2003

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**Author of Report:** Jayne Gough

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**Summary:** To consider an application to grant a premises licence made under the Licensing Act 2003 for  
**Tesco Express - Basement, Ground and First Floor 42-46 Fargate, Sheffield, S1 2HE**

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**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.

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**Background Papers:** Attached documents  
[Sheffield City Councils Statement of Licensing Policy](#)

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**Category of Report:** OPEN

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

Ref No 149/22

**Tesco Express - Basement, Ground and First Floor 42-46 Fargate, Sheffield,  
S1 2HE**

**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 applicants are Tesco Stores Limited.

2.2 The application was received by the Licensing Service on the 26<sup>th</sup> August 2022 and is attached at Appendix 'A' of this report.

2.3 The applicant has agreed a licence condition with South Yorkshire Police in regard to having the relevant CCTV system fitted and in operation in line with their specification. Details of this can be found at Appendix 'B'.

**3.0 REASONS FOR REFERRAL**

3.1 An unresolved representation concerning the application has been received from the following and is attached at Appendix 'C':

- 3 x City Ward Councillors - submitted by Cllr Ruth Mersereau

3.2 The applicant and the objector who made a written representation have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'D'.

**4.0 POLICIES TO CONSIDER**

4.1 Sheffield City Council Statement of Licensing Policy.

**5.0 FINANCIAL IMPLICATIONS**

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

**6.0 THE LEGAL POSITION**

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

- a) the prevention of crime and disorder,
- b) public safety,

- c) the prevention of public nuisance,
- d) the protection of children from harm.

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

## **7.0 HEARINGS REGULATIONS**

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

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

7.3 Attached at Appendix 'D' is the following: -

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

## **8.0 APPEALS**

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

## **9.0 RECOMMENDATIONS**

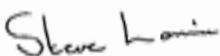
9.1 That Members carefully consider the representations made and take such steps as the Sub Committee consider appropriate for the promotion of the Licensing Objectives.

## **10.0 OPTIONS OPEN TO THE COMMITTEE**

10.1 To grant the premises licence in the terms requested.

10.2 To grant the premises licence with conditions.

10.3 To reject the whole or part of the application.



Stephen Lonnia  
Chief Licensing Officer  
Head of Licensing

Date: 25<sup>th</sup> October 2022

# Appendix 'A'

Application

The Licensing Act 2003  
(Premises & Club Premises Certificates)  
Regulations 2005



**Notice is hereby given that:**

We, Tesco Stores Limited,  
Have made an application under Section 17 Part 3 of the Licensing Act 2003 for the grant of a Premises Licence for the Premises known as:

**Tesco Express,  
Basement, Ground & First Floor at  
42-46, Fargate, Sheffield, S1 2HE**

We intend to conduct on or from the premises the following licensable activities:

- The provision of late-night refreshment (indoors) on the following days:  
Monday-Sunday, 23:00-00:00  
And
- The sale by retail of alcohol for consumption off the premises on the following days: Monday-Sunday, 06:00-00:00.

Interested parties or responsible authorities may make written representations to The Licensing Service, Block C, Staniforth Road Depot, Staniforth Road, Sheffield S9 3HD about this application by midnight on:

23/09/2022

**For information on representations, please see  
[www.sheffield.gov.uk/licensinginforesidents](http://www.sheffield.gov.uk/licensinginforesidents)**

For full details and to view a copy of the application please contact the Licensing Service. Telephone: 0114 2734264 or by e-mail to [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk).

**It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on conviction for this offence is a fine of any amount.**

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

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Tesco Stores Limited

*(Insert name(s) of applicant)*

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

#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Tesco Express Basement And Ground And First Floor at 42-46, Fargate, Sheffield, S1 2HE			
<b>Post town</b>	Sheffield	<b>Postcode</b>	S1 2HE

Telephone number at premises (if any)	01707 940740
Non-domestic rateable value of premises	£ 292,500 - <a href="https://www.tax.service.gov.uk/business-rates-find/valuations/start/542039257">https://www.tax.service.gov.uk/business-rates-find/valuations/start/542039257</a>

#### Part 2 - Applicant details

Please state whether you are applying for a premises licence as

**Please tick as appropriate**

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

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

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/>		Please tick yes
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

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

<b>Name</b> <b>Tesco Stores Limited</b>
<b>Address</b> <b>Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, Hertfordshire, AL7 1GA</b>
<b>Registered number (where applicable)</b> <b>00519500</b>
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> <b>Private Limited Company</b>
<b>Telephone number (if any)</b> <b>01707 940740</b>
<b>E-mail address (optional)</b> <b>Licensing.Team@tesco.com</b>



**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Retail premises (supermarket) selling a range of goods and services. This includes the sale of alcohol for consumption off the premises. Sales of alcohol for consumption off the premises are made from the supermarket sales floor as shown on the enclosed plan.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur								
Fri						<b>Non-standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur								
Fri						<b>Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			<b><u>Non-standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)		
Thur								
Fri						<b>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								

E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur								
Fri						<b>Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								

F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur								
Fri						<b>Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
Thur								
Fri						<b>Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								



**H**

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 4)</p>		
Wed					
Thur			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)</p>		
Fri					
Sat			<p><b><u>Non-standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>		
Sun					

**I**

<b>Late-night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late-night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	23:00	00:00			
Tue	23:00	00:00			
Wed	23:00	00:00			
Thur	23:00	00:00			
Fri	23:00	00:00			
Sat	23:00	00:00			
Sun	23:00	00:00			
			<b><u>State any seasonal variations for the provision of late-night refreshment</u></b> (please read guidance note 5)		
			<b><u>Non-standard timings. Where you intend to use the premises for the provision of late-night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)		
Mon	06:00	00:00			
Tue	06:00	00:00			
Wed	06:00	00:00			
Thur	06:00	00:00			
Fri	06:00	00:00			
Sat	06:00	00:00			
Sun	06:00	00:00			
			<b><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

<b>Name</b> Mr. Steven Nicholas Andrzejuk	
<b>Date of birth</b>	██████████
<b>Address</b>  ██████████ ██████████	
<b>Postcode</b>	██████████
<b>Personal licence number (if known)</b> NHPER/1869	
<b>Issuing licensing authority (if known)</b> North Herts District Council	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	06:00	00:00	<p><b><u>Non-standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Tue	06:00	00:00	
Wed	06:00	00:00	
Thur	06:00	00:00	
Fri	06:00	00:00	
Sat	06:00	00:00	
Sun	06:00	00:00	

## M

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

### **a) General – all four licensing objectives (b, c, d, and e) (please read guidance note 10)**

Tesco is a large national operator with a range of head office and local support. The company has devised policies, procedures, systems, and training to ensure that they sell alcohol in a responsible manner.

There is a detailed programme which ensures that comprehensive training is provided to employees having regard to their role and the responsibilities and such training is regularly reviewed, and records kept.

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

We will have a digital CCTV system that covers the premises, including the main area which will be used for display of alcohol. Images will be retained for 31 days.

A member of the management team will be on the premises all the time the store is open. This colleague will have responsibility for the premises and will be the initial point of contact for any issues that may arise.

### **c) Public safety**

The premises licence holder is fully aware of its responsibilities under a range of health and safety related legislation and has policies and procedures in place to be confident of complying with the relevant obligations which arise.

### **d) The prevention of public nuisance**

The company has a “good neighbour” ethos which seeks to ensure that the premises plays an active part in the local community.

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

The premises will operate a Think 25 policy. The checkouts will be programmed to prompt the customer assistant when an alcohol product is scanned at the checkout to follow the Think 25 policy.

All colleagues will receive training in relation to the underlying law and Tesco policy, systems, and procedures. This training will be documented, and refresher training will be provided on a regular basis.

**Checklist:**

**Please tick to indicate agreement**


- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures (please read guidance note 11)**

**Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	26/08/2022
Capacity	Hardish Purewal – Licensing Manager

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

**Tesco Licensing Team,  
5 Falcon Way (Maldon),  
Shire Park**

Post town	<b>Welwyn Garden City</b>	Postcode	<b>AL7 1TW</b>
-----------	---------------------------	----------	----------------

Telephone number (if any)	<b>01707 940740</b>
---------------------------	---------------------

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)  
**Licensing.Team@tesco.com**

**Consent of individual to being specified as premises supervisor**

I   
*[full name of prospective premises supervisor]*

of

*[home address of prospective premises supervisor]*

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

*[type of application]*

by

*[name of applicant]*

relating to a premises licence

*[number of existing licence, if any]*

for

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



and any premises licence to be granted or varied in respect of this application made by  
*[name of applicant]*

Tesco Stores Limited

concerning the supply of alcohol at

Store Address:

Tesco Express  
Basement And Ground And First Floor at  
42-46, Fargate, Sheffield, S1 2HE

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

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

NHPER/1869

*[insert personal licence number, if any]*

Personal licence issuing authority

North Hertfordshire District Council

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

Signed

[Redacted signature]

Name (please print)

Mr. Steven Nicholas Andrzejuk

Date

26/08/2022

---

**For Tesco Office Use Only**

Employee Number: [Redacted]

Date of Birth: [Redacted]

Place of Birth: Gloucester

Nationality: British

TOTAL DEPTH OF THE STORE 12.70M

TOTAL WIDTH OF THE STORE 28.42M



ENTRANCE GOODS-IN

EXCHANGE GETAWAY

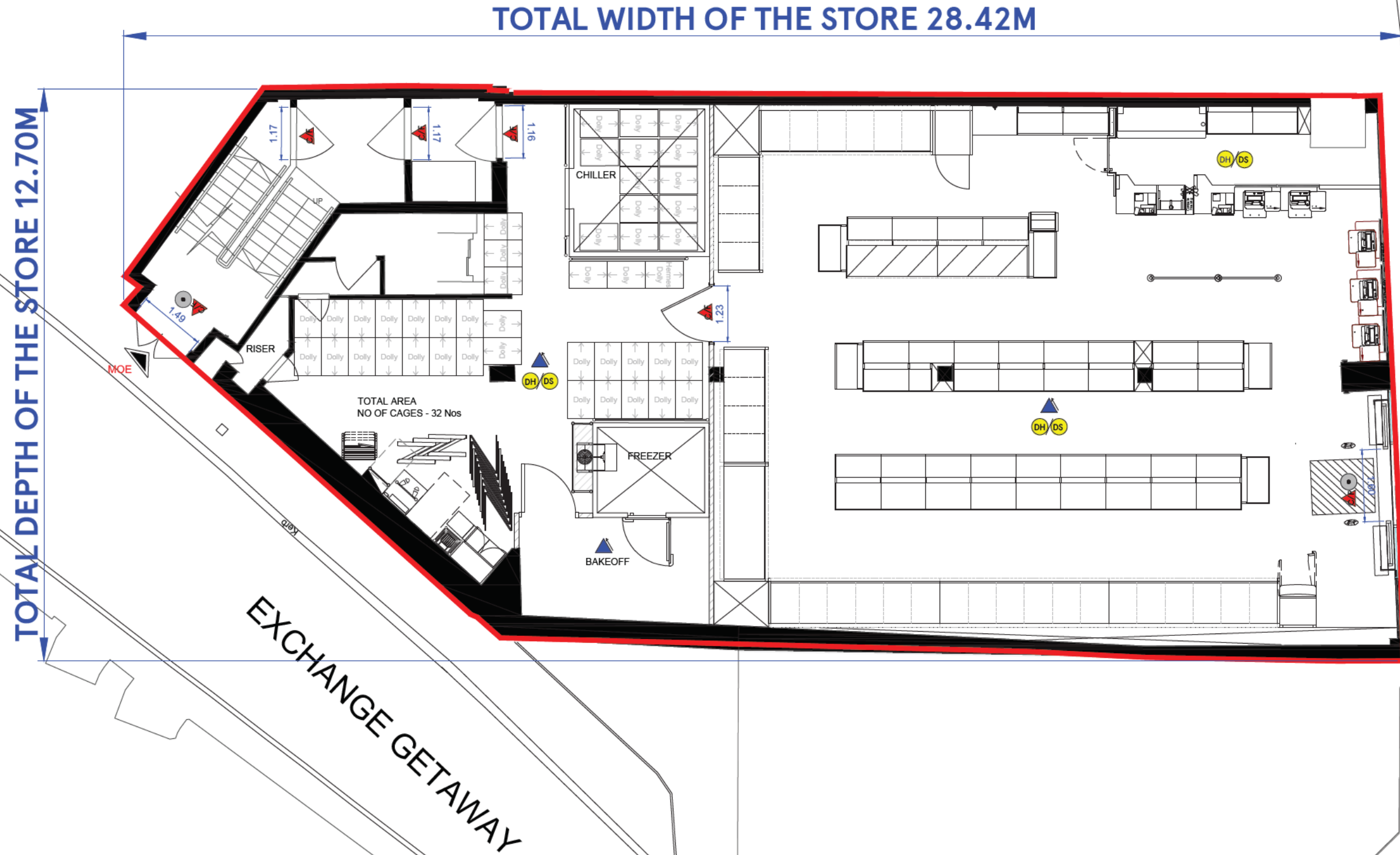
EXCHANGE GETAWAY

FARGATE

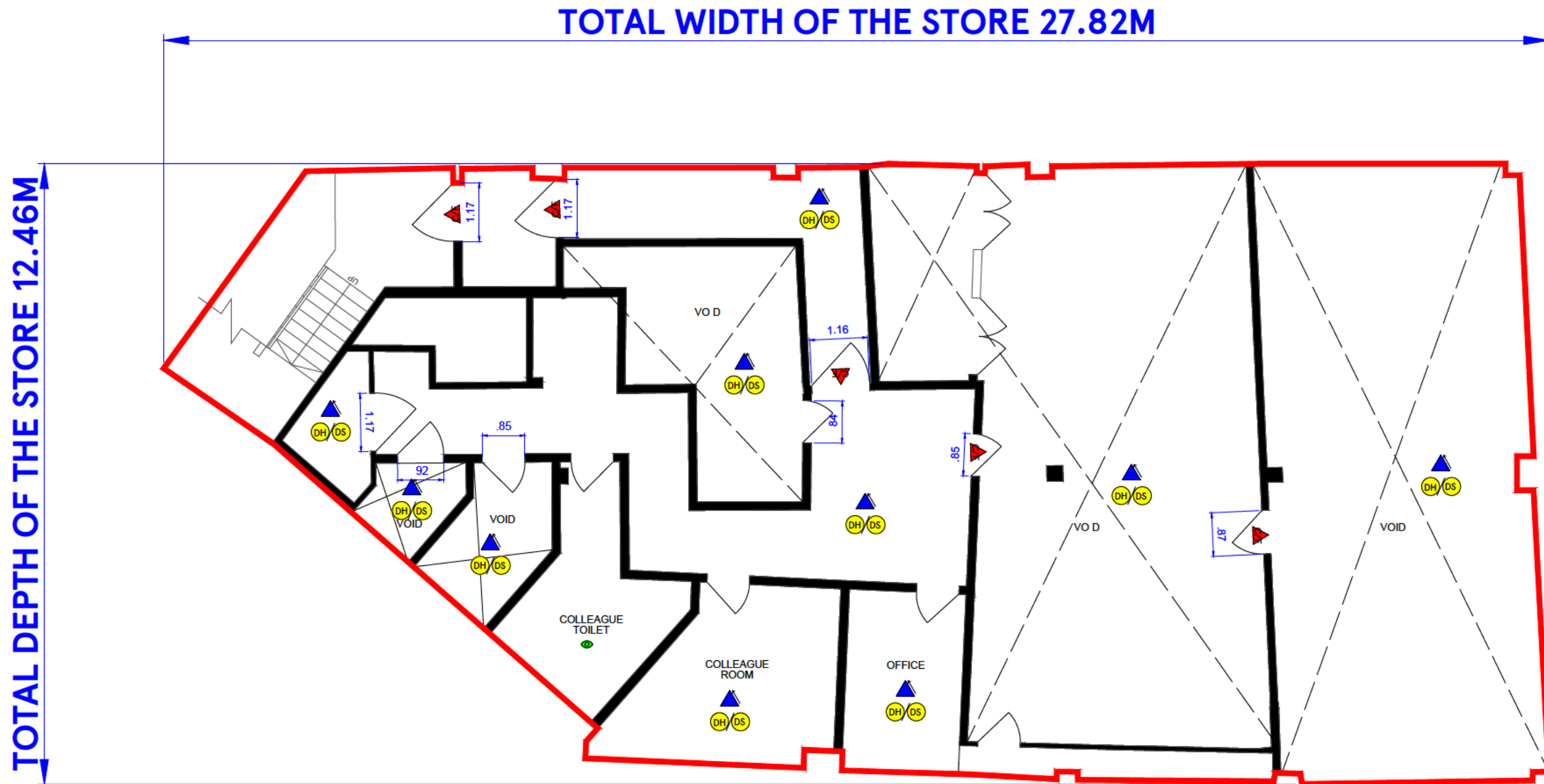
FARGATE



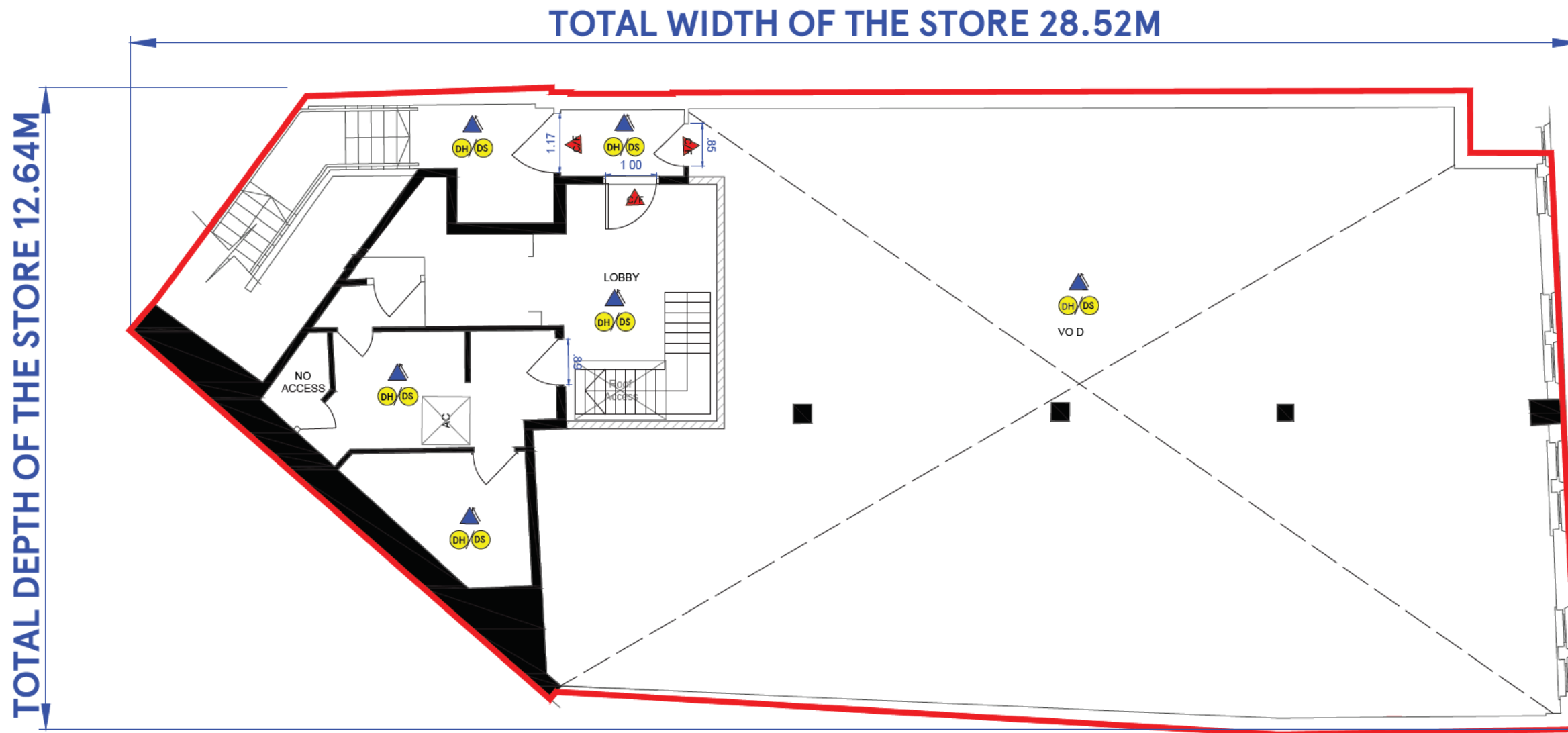
REV	DATE	AMENDMENTS
<p>ADDRESS: 42-46 Fargate St, Sheffield, S1 2HE</p>		
<p><b>FIRE DETECTION LEGEND</b></p> <ul style="list-style-type: none"> <li> SOUNDER</li> <li> VISUAL INDICATOR (BEACON)</li> <li> 6KG 27A FOAM &amp; 2KG CO2 EXTINGUISHERS</li> <li> AREA COVERED BY SMOKE DETECTIONS</li> <li> BREAK GLASS CALL POINT</li> </ul> <p><b>RED LINE MEANING:</b> The red line denotes the area of the premises to be licensed space</p>		
<p>PROJECT: SHEFFIELD FARGATE</p>		
<p>DESCRIPTION PROPOSED SITE BWS LICENSE LAYOUT</p>		
<p>DRAWING NO. SHEFFIELDFeasg# #BWSPLAN</p>		
<p>PHASE 1 ISSUE ##</p>		
<p>SYSTEM ID. No. SHEFFIELDFeasg# # dwg</p>		
<p>SCALE 1:NTS@A3 DATE 07.08.2022</p>		
<p>UK PLANNING MANAGER JON WOODCOCK</p>		
<p>STORE PLANNING</p>		
<p>TESCO STORES LIMITED EXPRESS GROUP PLUS BUILDING THE BOULEVARD SHIRE PARK WELWYN GARDEN CITY HERTFORDSHIRE AL7 1GB UK TELEPHONE 01207 395180 FAX 01207 395181 A COMPANY REGISTERED IN ENGLAND UNDER THE COMPANIES ACT 2006 153, BRIDGE ROAD, BIRMINGHAM B1 1BB OR HOW ANY VEHICLE, BUILDING OR STRUCTURE, AND ANY OTHER WORK, SHALL BE CONSIDERED AS THE PROPERTY OF TESCO STORES LIMITED</p>		



REV	DATE	AMENDMENTS
ADDRESS: 42-46 Fargate St, Sheffield, S1 2HE		
<b>FIRE DETECTION LEGEND</b> ▲ SOUNDER ● VISUAL INDICATOR (BEACON) ▲ 6KG 27A FOAM & 2KG CO2 EXTINGUISHERS (DH/DS) AREA COVERED BY SMOKE DETECTIONS ● BREAK GLASS CALL POINT		
<b>RED LINE MEANING:</b> The red line denotes the area of the premises to be licensed space		
PROJECT: SHEFFIELD FARGATE		
DESCRIPTION: PROPOSED GROUND BWS LICENSE LAYOUT		
DRAWING NO. SHEFFIELDFeasgag##BWSPLAN		
PHASE	1	ISSUE ##
SYSTEM ID. No.	SHEFFIELDFeasrg## dwg SHEFFIELDFeasbg## dwg	
SCALE	DATE	
1:100@A3	07.08.2022	
UK PLANNING MANAGER	JON WOODCOCK	
TESCO STORES LIMITED EXPRESS GROUP PLUS BUILDING THE BOULEVARD SHIRE PARK WELWYN GARDEN CITY HERTFORDSHIRE AL7 1GB UK TELEPHONE 01470 395150 FAX 01470 395151 A COMPANY REGISTERED IN ENGLAND UNDER THE COMPANIES ACT 2006 151, 152 AND 153, MARKET SQUARE, WELWYN GARDEN CITY, HERTFORDSHIRE, ENGLAND AL7 1GB OR ANY OTHER PLACE AS SHOWN ON THE MAPS OF THE COMPANY OR ANY OTHER PLACE AS SHOWN ON THE MAPS OF THE COMPANY		



REV	DATE	AMENDMENTS
<p>ADDRESS: 42-46 Fargate St, Sheffield, S1 2HE</p>		
<p><b>FIRE DETECTION LEGEND</b></p> <ul style="list-style-type: none"> <li> SOUNDER</li> <li> VISUAL INDICATOR (BEACON)</li> <li> 6KG 27A FOAM &amp; 2KG CO2 EXTINGUISHERS</li> <li> AREA COVERED BY SMOKE DETECTIONS</li> <li> BREAK GLASS CALL POINT</li> </ul> <p><b>RED LINE MEANING:</b> The red line denotes the area of the premises to be licensed space</p>		
<p>PROJECT: SHEFFIELD FARGATE</p>		
<p>DESCRIPTION PROPOSED BASEMENT BWS LICENSE LAYOUT</p>		
<p>DRAWING NO. SHEFFIELDFeasgab##BWSPLAN</p>		
<p>PHASE 1 ISSUE ##</p>		
<p>SYSTEM ID. No. SHEFFIELDFeasg## dwg SHEFFIELDFeasb## dwg</p>		
<p>SCALE 1:100@A3 DATE 07.08.2022</p>		
<p>UK PLANNING MANAGER JON WOODCOCK</p>		
<p>STORE PLANNING</p>		
<p>TESCO STORES LIMITED EXPRESS GROUP PLUS BUILDING THE BOULEVARD SHIRE PARK WELWYN GARDEN CITY HERTFORDSHIRE AL7 1GB UK TELEPHONE 01202 395150</p>		



REV	DATE	AMENDMENTS

ADDRESS: 42-46 Fargate St,  
Sheffield,  
S1 2HE

- FIRE DETECTION LEGEND**
- SOUNDER
  - VISUAL INDICATOR (BEACON)
  - 6KG 27A FOAM & 2KG CO2 EXTINGUISHERS
  - AREA COVERED BY SMOKE DETECTIONS
  - BREAK GLASS CALL POINT

**RED LINE MEANING:** The red line denotes the area of the premises to be licensed space

PROJECT:  
SHEFFIELD FARGATE

DESCRIPTION  
PROPOSED FIRST  
BWS LICENSE LAYOUT

DRAWING NO. SHEFFIELDFeasgaf# #BWSPLAN

PHASE 1 ISSUE ##

SYSTEM ID. No. SHEFFIELDFeasrg# # dwg  
SHEFFIELDFeasbg# # dwg

SCALE 1:100@A3 DATE 07.08.2022

UK PLANNING MANAGER JON WOODCOCK



TESCO STORES LIMITED  
EXPRESS GROUP  
PLUS BUILDING THE BOULEVARD SHIRE PARK  
WELWYN GARDEN CITY HERTFORDSHIRE AL7 1GB UK  
TELEPHONE 0107 395180  
FAX 0107 395181  
A COMPANY REGISTERED IN GREAT BRITAIN UNDER THE COMPANIES ACT 2006  
REGISTERED NUMBER 02042819  
VAT NO. 950 123 4567  
OR FOR ANY INFORMATION VISIT US ONLINE AT WWW.TESCO.COM

# Appendix 'B'

**Agreed Condition:  
South Yorkshire Police**

Dear all,

Following receipt of the above application we have now received agreement of the following condition:

- A CCTV system will be fitted, maintained and in use at all times licensable activities are taking place. The CCTV images will be stored for 31 days and police and authorised officers of the council will be given access to images for purposes in connection with the prevention and detection of crime and disorder, in line with GDPR guidance. Members of the management team will be trained in the use of the system.

Please place on the licence should it be granted.

Thanks.

**Lucy Adams**

**Licensing Assistant**

South Yorkshire Police

Licensing Department

Mossway Police Station

Mossway

Sheffield

S20 7XX

Telephone number

T: 0114 2523617 (ext:8617 )

Website address - [southyorks.police.uk](http://southyorks.police.uk)



**Licensing Team**

Tracey Klein 0114 2523948 internal 718948

Lucy Adams (Monday/Tuesday/Thursday) 0114 2523617 internal 718617

Ian Armitage 0114 2523618 internal 718618

Catherine Jarvis 0114 2523163 internal 718163

Alicia Marsden 0114 2523111 internal 718 111

Daniel Barraclough 0114 2523556 internal 718556

John O'Malley 0114 2964536 internal 714308

**From:** Purewal, Hardish <[Hardish.Purewal@tesco.com](mailto:Hardish.Purewal@tesco.com)>

**Sent:** 12 September 2022 11:08

**To:** SHEFFIELD\_Licensing <[Sheffield.Liquor-Licensing@southyorks.pnn.police.uk](mailto:Sheffield.Liquor-Licensing@southyorks.pnn.police.uk)>

**Subject:** Tesco Express, 42-46 Fargate

Hi Lucy

Thank you for your email.

If the premises licence is granted for Tesco stores Ltd, 42-46, Fargate, Sheffield, S1 2HE, then we would be happy to accept the following condition to be added to the licence.

- A CCTV system will be fitted, maintained and in use at all times licensable activities are taking place. The CCTV images will be stored for 31 days and police and authorised officers of the council will be given access to images for purposes in connection with the prevention and detection of crime and disorder, in line with GDPR guidance. Members of the management team will be trained in the use of the system.

Thanks

**Hardish Purewal**

**UK Licensing Manager Group Legal 07703348735**

# Appendix 'C'

## **Outstanding Objection:**

3 x Local Councillors - submitted by Cllr Ruth Mersereau



Dear Licensing Service

We (City Ward councillors) would like to lodge a formal objection to the early morning sales of alcohol at Tesco on Fargate, (page 12), on the grounds it isn't appropriate to sell alcohol from 06.00 every day.

We would like to see a prohibition on sales of alcohol between 06.00 and 08.00 inclusive. This is to ensure consistency with independent shops that have recently agreed to an 8am start, and in view of the undoubted public health risks of uncontrolled drinking.

The premises is in City Ward which has 83% higher alcohol attributable deaths than Sheffield as a whole and therefore any measures which make alcohol more affordable and available in the area should be discouraged. It's also close to alcohol treatment services in Sheffield and it is a key concern of Sheffield clinicians that nearby affordable/available alcohol can discourage individuals from addressing their problems with alcohol.

We request that the applicant provides evidence that they will uphold licensing objectives to address sales to people who have been drinking, appear drunk or drugged, working in partnership with Sheffield DACT and local treatment providers – these are the minimum conditions we would request given the proximity to treatment services and the known issues with alcohol in City Ward.

Ruth Mersereau (on behalf of the City Ward Councillors)

# Appendix 'D'

## Hearing Notices and Regulations



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

Councillor Ruth Mersereau – on behalf of:  
The Green Party and City Ward

Sent via email: [ruth.mersereau@councillor.sheffield.gov.uk](mailto:ruth.mersereau@councillor.sheffield.gov.uk)

The Sheffield City Council being the licensing authority, on the 26<sup>th</sup> August 2022 received an application in respect of the premises known as;

### **Tesco Express - Basement, Ground and First Floor 42-46 Fargate, Sheffield, S1 2HE**

During the consultation period, the Council received a representation from the following interested party:

- **3 x City Ward Councillors - submitted by Cllr Ruth Mersereau**

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 the representation will be considered at a hearing to be held **At Sheffield Town Hall on Tuesday 25<sup>th</sup> October 2022 at 10.00am**; following which the Council will issue a notice of determination of the application.

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

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

- 1) The representation you have made with reference to these particular premises and the four core objectives.
- 2) You may also be asked questions by the parties to the hearing, relating to your 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: 12<sup>th</sup> October 2022

Signed: Jayne Gough  
The officer appointed for this purpose  
Licensing Strategy and Policy Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)



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

Hardish Purewal – on behalf of:  
Tesco Stores Limited

Sent via email: [Hardish.Purewal@tesco.com](mailto:Hardish.Purewal@tesco.com)

The Sheffield City Council being the licensing authority, on the 26<sup>th</sup> August 2022 received an application in respect of the premises known as;

### **Tesco Express - Basement, Ground and First Floor 42-46 Fargate, Sheffield, S1 2HE**

During the consultation period, the Council received a representation from the following interested party:

- **3 x City Ward Councillors - submitted by Cllr Ruth Mersereau**

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 the representation will be considered at a hearing to be held **At Sheffield Town Hall on Tuesday 25<sup>th</sup> October 2022 at 10.00am**; following which the Council will issue a notice of determination of the application.

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

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

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

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

Dated: 12<sup>th</sup> October 2022

Signed: Jayne Gough  
The officer appointed for this purpose  
Licensing Strategy and Policy Officer

Please address any communications to: Licensing Service, Sheffield City Council, Block C Staniforth Road Depot Staniforth Road Sheffield S9 3HD. [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)

## NOTES

### Right of attendance, assistance and representation

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

### Representations and supporting information

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

### Failure of parties to attend the hearing

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

### Procedure at hearing

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

**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 **Hardish Purewal**  
of **Tesco Stores Limited**

hereby confirm that I have received the Notice of Hearing dated 12<sup>th</sup> October 2022 and notify you as follows **(please complete)**:

**We intend to attend the hearing on Tuesday 25<sup>th</sup> October 2022 at 10.00am at Sheffield Town Hall.**

**We do not intend to attend the hearing.**

**We intend to be represented at the hearing by: .....**

**We consider the hearing to be unnecessary because: .....**

.....

**We 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

- (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.