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The Chair and Members of Licensing  
Committee - Group 2

5 March 2024

Dear Councillor,

Please attend a meeting of the LICENSING COMMITTEE - GROUP 2 to be held on WEDNESDAY, 13 MARCH 2024 at 2.00 pm in Committee Room 1, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the agenda
2. Apologies for Absence
3. New Premises Licence by Chesterfield Borough Council in respect of Market Place and New Square, Chesterfield S40 1AH (Pages 3 - 70)

Yours sincerely,

A handwritten signature in black ink, appearing to read "Frances Green".

Head of Regulatory Law and Monitoring Officer

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## For publication

### Application for a New Premises Licence by Chesterfield Borough Council in respect of Market Place and New Square, Chesterfield, S40 1AH.

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Meeting:	Licensing Committee
Date:	Wednesday 13 <sup>th</sup> March 2024
Cabinet portfolio:	Health and Wellbeing
Report by:	Steve Ashby, Licensing Officer
Ward	All

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## **For publication**

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### **1.0 Purpose of report**

1.1 For Members to hear details of an application for a new premises alcohol licence made by Chesterfield Borough Council in respect of

Market Place and New Square,  
Chesterfield,  
S40 1AH.

and determine whether it be

- Granted
- granted with modification
- or refused.

1.2 A relevant representation has been made in respect of the application and not withdrawn. The application cannot be granted under officer delegated authority.

- 1.3 This application came before committee in September 2023. The nature and scope of the application raised concerns in respect of
- Identification of a suitable Designated Premises Supervisor
  - Third party hire of the proposed licence space in terms of the Local Authority's licensing obligations and any contracts for such use
  - Which control measures would be available to ensure that licensable activity would be restricted to authorised areas and not allowed to extend across the entire Market Place.
  - How the application interacts with the Public Space Protection Order
  - Whether Members would be concerned if it appeared that the Council was promoting alcohol in the Market Place, and thus working against the purposes of the PSPO.
  - How events would be managed
- 1.4 The hearing was adjourned for the issues raised to be addressed and brought back before committee once complete.

## 2.0 **Additional Information**

- 2.1 The licence application is before the Licensing Committee for further consideration. The applicant has provided additional information in response to the concerns raised. The response includes
- Identification of a Designated Premises Supervisor qualified for the role.
  - A Duty Manager rota to ensure adequate supervision of events.
  - The provision of a contract to be used between the Local Authority and third party users to ensure legislative compliance.

## 2.2 **Designated Premises Supervisor**

Chesterfield Borough Council's town centre operations manager, Andy Bond is now identified as the DPS. Mr Bond will be well placed to perform this function given that his day to day role includes management of the area subject to this application.

## 2.3 **Duty Manager Rota**

A Chesterfield Borough Council staff member will be allocated to any event which falls within the proposed licenced area and engages licensable activity. The staff member will perform the role of duty manager and will

- Be qualified for the role by virtue of holding a personal alcohol licence granted under the Licencing Act 2003.
- Be aware of any conditions and restrictions imposed upon licensable activities taking place in the licenced area, ensuring legislation and contractual obligations are complied with.

#### 2.4 **Provision of a Contract**

The applicant has produced a contract which is identified for use for any events involving licensable activity within the proposed licensed area. Any third party (identified in the contract as "the hirer") providing licensable activities in the proposed area would be expected to comply with the terms and conditions of the contract. The contract is included at appendix a to this report. The contract merits review in its own right for the full details. The key elements in relation to this application are summarised below.

- A requirement for the hirer to identify whether alcohol will be sold or supplied and the manner in which it will be permitted. Further conditions regarding alcohol sales are identified below and must be met before the hirer can proceed
  - The hirer will complete an event management plan wherever alcohol is to be sold by way of "on" sales
  - The plan will form part of the contract between the premises licence holder and the hirer
  - The completed plan must be shared with the licence holder and the Derbyshire Police licensing team no less than 14 days before any such event.
  - The premises hirer is identified as the operator of alcohol sales under the terms of the premises licence.
  - The event management plan will be completed and assessed in the context of the current Health & Safety Executive's Purple Guide (which provides guidance for event managers) and the current Chesterfield Borough Council Public Spaces Protection Order for Chesterfield town centre. Key areas to consider will be

- Toilet provision
  - The impact of on street drinking
  - The risk assessed deployment of security staff and/or local authority staff.
  - The provision of fencing or barriers intended to deter open containers of alcohol being taken from the site.
- A reference to complying with the four licensing objectives
  - The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance
  - Protection of children from harm
- Identification of the specific area to be used for licensable activity, whether it be the Main Square, New Square, New Square Arena, or an individual market stall.
- Where any external bar is provided this must be from an experienced and reputable provider and they must hold a personal alcohol licence.
- Any hire for the purpose of a mobile bar must include information such as the name of the provider, details of any personal licences held and confirmation that the licence holder will be at the event to supervise the sale of alcohol.
- The contract includes a condition where an operator will comply immediately with any request from the authorised officer to reduce the level of amplified sound.
- The hirer shall not assign the contract nor sublet the premise or any part of it.
- In relation to public order, safety and security, the contract requires a number of actions by the hirer including to
  - Ensure good order is kept
  - Provide stewards or attendants as deemed necessary
  - Comply with any security measures deemed necessary
  - Not allow drunkenness or disorder
  - Comply with crowd capacity limits

### 3.0 **The licensing objectives, guidance and policy**

3.1 When conducting its licensing functions in relation to this application, the Committee must do so in accordance with the

provisions contained in the Licensing Act 2003 and with a view to promoting the licensing objectives.

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm.

3.2 The Committee must have regard to its Statement of Licensing Policy and the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.

3.3 Where either the applicant or a person who has made relevant representations is aggrieved by the decision of the Licensing Authority, appeal is to the Magistrates' Court.

#### 4.0 **Recommendation**

4.1 That the Committee

- Apply the appropriate level of scrutiny to this premises licence application, given its unique nature
- Consider
  - the details and impact of the new premises licence application,
  - the concerns identified in the legal advice sought,
  - the impact of the application upon the Public Spaces protection Order and
  - the concerns raised in the representation received
  - the added information provided by the applicant
  - whether the negotiated condition between Chesterfield Borough Council and Derbyshire Police Licensing be added should the premises licence application be granted
- and determine whether the application made by Chesterfield Borough Council in respect of Market Place and New Square, Chesterfield be granted, granted with modification, or refused.

Steve Ashby  
LICENSING OFFICER

For more information on this report please contact the author,

Steve Ashby on 01246 345780,  
email [steve.ashby@chesterfield.gov.uk](mailto:steve.ashby@chesterfield.gov.uk)



**Private and Confidential**

Customer / Business -  
Customer Address –

Date -

Our Reference -

**Description**

We have pleasure in confirming the following booking:

Date	Time	Premise	Event

Please sign and return ONE copy of this contract together with your deposit if applicable within 14 days of receipt to the below address.

Yours

Name

Job Title

I confirm the above details are correct and agree to abide by the terms and conditions as set out by Chesterfield Borough Council

Signed Hirer..... Date.....

Print.....



- The current Health & Safety Executives’s Purple Guide which provides guidance for event managers
- And the current Chesterfield Borough Council Public Spaces Protection Order for Chesterfield Town Centre

Of particular consideration will be

- Toilet provision
- The impact of on-street drinking
- The risk assessed deployment of door supervisors and/or Chesterfield Borough Council staff
- The provision of fencing or barriers intended to deter open containers of alcohol being taken from the site

The four key licensing objectives must be addressed at all times

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- Protection of children from harm

To ensure these objectives are observed;

The Authorised Officer will provide a Duty Manager to uphold our licence and at their discretion provide security staff to work the event which would have to be paid for by the hirer. The Duty Manager will be a Personal Licence holder and be present throughout the entire event.

**External Bar provision**

This must be provided by an experienced and reputable mobile bar provider and they must hold a personal licence.

As above the Authorised Officer will provide a Duty Manager to uphold our licence and at their discretion provide security staff to work the event. The Duty Manager will be a Personal Licence holder and be present throughout the entire event.

The Authorised Officer will be the Designated Premises Supervisor (DPS).

**The Hirer must provide the following details about any mobile bar provider:**

- a) *the name of the provider, Personal Licence Holder & telephone number*
- b) *the providers Personal Licence Holders Licence Number*
- c) *a copy of the Personal Licence*
- d) *confirmation that the Personal Licence Holder will be present at the event to supervise the sale of alcohol*

Numbers Attending:.....

Entertainment: ..... Tel No: .....

Caterer/s: ..... Tel No: .....

Method of Admission: .....Ticket Price: .....

Event Layout / Special Requirements: .....

.....

.....

## CONDITIONS OF LETTING

### 1. DEFINITIONS

“The Council” means Chesterfield Borough Council and its officers or agents acting on its behalf

“Authorised Officer” means the Town Centre Operations Manager for Chesterfield Borough Council or person acting on His behalf.

“Contract” means the contract for the hire of the Premise which is completed / binding when the deposit is received by the Council.

“Scale of charges” means the scale of charges for the hire of the Premise including any optional items or services specified by the Hirer and shall include VAT or other tax if applicable.

“Premise” means the venue hired by the Hirer (Main Square Market, New Square Market, New Square Arena, Market Stall)

“Hirer” means the person who signs the contract for the hire of the Premise and is the person responsible for compliance with the conditions of letting. Where the Premise is hired by a company the company shall be jointly and severally liable with the person signing on its behalf. The Hirer must be over the age of 18.

“Deposit” is the sum required to be paid by the Hirer on confirmation of booking of the Premise (if applicable) and shall be refunded by the Council after the conclusion of the hiring provided that no further costs for remediation of damage or provision of services have arisen from the booking.

### 2. PAYMENT

a) The Hirer shall pay the deposit to the Council on confirmation of the booking of the Premise.

If the booking is cancelled by the hirer the deposit will not be refunded.

b) Full payment for the booking must be paid by the Hirer no later than 30 days before the event date. Failure to pay will entitle the Authorised Officer to cancel the booking and refuse admission to the Premise.

c) Payment includes the cost of hire for the area agreed only, additional costs such as security staff, cleaners, refuse disposal, PA systems, barriers, marquees, cables, tables & chairs etc are classed as variable items and the additional cost will be confirmed prior to the event.

### 3. USE OF THE PREMISE – Main Square Market, New Square Market, New Square Arena, Market Stall

The Hirer shall:

- a) Allow the use of the premise only for the use specified in the Contract.
- b) Have access to the premise only during the period of hiring. Any access required by the Hirer, caterers, disco / band, etc shall be included within the period of hiring as will the inclusion of one hour after the event closes for clearing away time.
- c) Adhere to the period of hiring or become liable for further charges in accordance with the Council's scale of charges.
- d) Be responsible for any damage to the premise or its contents occurring during the period of hire and reimburse the Council for any repair or replacement costs necessitated by the hiring.
- e) Leave the premise at the end of the hiring in as good order and condition as at the commencement of the hiring.
- f) Remove all items brought into the premise at the end of the hiring, including all equipment, barriers, tables & chairs, waste, broken items etc. as no storage is possible.
- g) Comply immediately with any request from the Authorised Officer to reduce the level of amplified sound.
- h) Be responsible for all food prepared by the Hirer or a caterer working for the Hirer and ensure that all health and hygiene regulations are followed in accordance with regulations.

The Hirer shall not:

- h) Assign the Contract or sublet the premise or any part of it.
- i) Bring any items into the premise without prior agreement, including furniture, fittings structures additional lighting plants poster or advertisements.
- j) Any items brought into the premise with permission of the Authorised Officer may only be used or secured for use by temporary, non-damaging fixings or similar product or as authorised by the Authorised Officer. Such items must be considered fit for use and fireproofed and all electrical items must have a Portable Appliance Test Certificate where appropriate which shall be provided two weeks prior to the hiring.
- k) Arrange for deliveries to the premise unless agreed with the Authorised Officer.
- l) Use the Hall for any other purpose than specified in the Contract.
- m) Sell any goods unless previously authorised by the Council.

The Council may review and vary the terms of this clause at any time without prior notice to The Hirer as necessary in accordance with changes to relevant law and guidance.

The Council may cancel this Contract forthwith if at any point The Hirer does not comply with this clause 3A and The Hirer shall forthwith vacate the premise.

#### **4. PUBLIC ORDER AND SAFETY AND SECURITY**

The Hirer shall:

- a) Ensure that all entrances and exit to the premise are kept clear and unobstructed.
- b) Ensure that good order is kept in the premise during the period of hire.
- c) Admit any officials including Police Officers to the premise during the hiring as deemed advisable by the Authorised Officer and shall bear any costs incurred.
- d) Provide at hirer's expense attendants and stewards as deemed necessary by the Authorised Officer to maintain good order during the event.
- e) Pay for additional Council staff and contractors as deemed necessary by the Authorised Officer to ensure public order and safety and security. To include Duty Managers, Front of House staff, Caretakers, Cleaners, Technicians, and Security staff.
- f) Comply with all security measures as deemed advisable by the Authorised Officer and will ensure all persons comply with such measures.

The Hirer shall not:

- e) Allow any drunkenness or disorder and shall expel any person causing a disturbance when required to do so by the Authorised Officer whose decision shall be final.
- f) Allow the number of persons admitted to the premise to exceed the maximum number permitted by the Contract.

*The Authorised Officer has the right to refuse admission and to eject patrons in the interest of Public Order and Safety.*

#### **6. TICKETS, ADVERTISING ETC.**

The Hirer shall:

- a) Submit a copy of all tickets, posters, advertisements or programmes for an event to the Authorised Officer for approval prior to printing.
- b) Ensure that any advertisement posters for the Hirer's use of the Premise are legally displayed.

The Hirer shall not:

- c) Issue any tickets prior to approval by the Authorised Officer.
- d) Make any collection in the premise without prior consent of the Authorised Officer.
- e) Advertise any event until the Contract for the premise has been made.

#### **7. COPYRIGHT**

The Hirer shall:

a) Be responsible for obtaining consent for any performance of a dramatic or musical work to which copyright applies.

b) Comply with all requirements of the Authorised Officer if the Hirer wishes to benefit from the licence held by the Council from the Performing Rights Society Ltd. or the Phonographic Performance Ltd.

The Hirer shall not:

e) Allow transmission of television or wireless recording from the premise without prior consent of the Authorised Officer.

## **8. PERFORMING RIGHTS (PRS)**

PRS fees will be recharged to the hirer at the current rates for all "live" music events. A completed declaration form stating the titles of the music performed must be forwarded to PRS within 30 days of the event.

## **9. STATUTORY PROVISIONS**

The Hirer shall comply with all relevant statutes, regulations, guidance and licences and shall indemnify the Council against any loss, damage costs or other expenses that may be incurred in consequence of the breach or non-observance of any such requirements or advice.

## **10. CLAIMS**

a) The Council shall not be responsible to the Hirer or any other person using the premise for damage, theft or removal of property brought into or left in the premise.

b) The Hirer shall indemnify the Council against all actions proceedings and claims made against the Council in respect of loss damage or injury by any person caused in relation to the Hirer's use of the premise unless such claim is caused by the Council's negligence.

## **11. CANCELLATION**

a) If a booking is cancelled in writing by the Hirer at least eight weeks prior to its date then no payment of the hire charges is required under clause 2. This excludes the deposit paid.

b) If a booking is cancelled in writing by the Hirer less than eight weeks prior to its date or if a Hirer fails to use the premise when booked the full payment under clause 2 is required unless the Council, at its discretion, agrees a lesser amount.

c) The Council may cancel a hiring if the premise is unusable due to breakdown of machinery or damage to premises, or for cleaning, repair, or other maintenance purposes, or in the event of the premise becoming unfit for hiring due to fire, flood, civil commotion, industrial action, or due to security or health concerns, or any other substantive reason as determined by the Authorised Officer. In such case, the Council will refund the fee but not otherwise be liable to the Hirer.

## **12. AUTHORISED OFFICER**

The Hirer must comply with all requirements of the Authorised Officer for compliance with these conditions. The Authorised Officer may suspend or cancel the hiring if the Hirer fails to comply with the conditions of hire or any request reasonably made by the Authorised Officer.



## 15. CAR PARKING

The Hirer should advise patrons to use town centre car parks.

## 16. VALUE ADDED TAX

The scale of charges includes VAT at the prevailing rate as applicable.

## 17. THE USE OF PHOTOGRAPHIC / FILM / VIDEO EQUIPMENT

The Hirer must ensure that it has procedures relating to the protection of Children and Vulnerable adults. This responsibility extends from who is allowed to use photographic/film/video equipment, to where and where not equipment is used and what images are and are not allowed to be taken. It is the Hirer's responsibility to ensure that all participants and their parents/guardians/ carers if under 16 are aware that photographic/filming/video equipment is going to be used. Where appropriate they must be required to get written permission from participants or their parents/guardians/carers to use the photographs in publicity, promotional or media material.

## 18. SERVICE STANDARDS

The Hirer shall act with reasonable skill and care and in accordance with the best practice prevailing from time to time;

(a) **in all respects in accordance with the Authority's policies in force from time to time; and**

(b) **in accordance with all relevant legislation including but not limited to**

- (i) ***EU Procurement Directive 2014***
- (ii) ***Social Value Act 2012***
- (iii) ***Pubic Contracts Regulations 2015***
- (iv) ***Local Government Transparency Code 2014***
- (v) ***The Health and Safety at Work etc Act 1974***
- (vi) ***Environmental Policies and Procedures***
- (vii) ***Human Rights Act 1998***
- (viii) ***Equality Act 2010***
- (ix) ***Counter Terrorism and Security Act 2015***
- (x) ***Crime and Disorder Act 1998***
- (xi) ***Coronavirus Act 2020***

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Please ask for Graham Ibberson  
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The Chair and Members of Licensing  
Committee - Group 2

4 September 2023

Dear Councillor,

Please attend a meeting of the LICENSING COMMITTEE - GROUP 2 to be held on WEDNESDAY, 13 SEPTEMBER 2023 at 2.00 pm in Council Chamber, Town Hall, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the agenda
2. Apologies for Absence
3. Application for a New Premises Licence by Chesterfield Borough Council in respect of Market Place and New Square (Pages 3 - 44)

Yours sincerely,

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Head of Regulatory Law and Monitoring Officer

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## For publication

### Application for a New Premises Licence by Chesterfield Borough Council in respect of Market Place and New Square, Chesterfield, S40 1AH.

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Meeting:	Licensing Committee
Date:	Wednesday 13 <sup>th</sup> September 2023
Cabinet portfolio:	Health and Wellbeing
Report by:	Steve Ashby, Licensing Officer
Ward	All

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 For Members to hear details of an application for a new premises alcohol licence made by Chesterfield Borough Council in respect of

Market Place and New Square,  
Chesterfield,  
S40 1AH.

and determine whether it be

- Granted
- granted with modification
- or refused.

- 1.2 A relevant representations have been made in respect of the application and not withdrawn. The application cannot be granted under officer delegated authority.

## 2.0 Premises Details.

- 2.1 The premise is an open air market place in the middle of Chesterfield town centre, maintained by Chesterfield Borough Council. The applicant describes it as a *"Market Place and open events area with capacity to accommodate market stalls, catering units and live/recorded performance event staging."*
- 2.2 There are retail and business units, including licensed venues, around the perimeter of the market place which also include some residential development.
- 2.3 The extent of the application, identified by the red line, is shown on the plan below. The plan is also attached at appendix A to this report.



## 3.0 Application Details

- 3.1 The application was accepted by the Licensing department on 2<sup>nd</sup> August 2023 and seeks a Premises Licence for the Market Place, New Square and the approach to the library. The Market Hall is excluded from the application.

- 3.2 The application seeks permission to conduct the following licensable activities daily from 0900 am to 2300 pm
- Sale and supply of alcohol on and off the premises
  - Films indoors and outdoors
  - Live and recorded music indoors and outdoors
  - Performance of dance indoors and outdoors
  - Anything of a similar description to live and recorded music and dance indoors and outdoors
- 3.3 The applicant has indicated that if the licence should be granted they would promote, and coordinate events taking place within the Market Place and New Square and may also permit third parties including other event/function/catering operators to conduct licensable activities within the Market Place and New Square under the terms of this licence.
- 3.4 As a control measure where a third party might use this space, the Local Authority has volunteered this additional condition

*Where the venue is leased or hired out to a third party and*

- *such agreement includes the performance of licensable activities authorised under the terms of this premises licence*
- *and no Chesterfield Borough Council staff responsible for the premises licence will be on site for the duration of the event nor have control of the event*

*then the premises licence holder or venue manager will complete a written agreement with the third party wherein the third party acknowledges*

- *the scope and limitations of the licence*
- *and any conditions they must adhere to, including the restrictions within the premises licence.*

#### 4.0 **Application Process**

- 4.1 Applications for a new Premises Licence are required to be advertised by way of
- A notice in the local press,
  - a site notice displayed at the premises,
  - copies of the application submitted to the Responsible Authorities

- and details of the application posted on the Chesterfield Borough Council website.
- 4.2 A copy of the application form is attached at appendix B.
- 4.3 The application was advertised within the prescribed time limits, appearing in the Derbyshire Times on August 10<sup>th</sup> 2023. A copy of the advert is attached at appendix C.
- 4.4 The site notices displayed, advertising the application have been affixed to street furniture at each entrance to the area and around the site. They have been viewed continuously throughout the application period and found to be compliant with requirements.
- 4.5 The application was submitted on-line. The Licensing Department circulated a copy to the Responsible Authorities.
- 4.6 The application has been posted on the Local Authority licensing web page.
- 4.7 The statutory deadline for representations was 30<sup>th</sup> August 2023.
- 4.8 Responsible Authorities and Interested Parties (which includes persons or bodies representative of businesses or residents in the vicinity of the premises) are entitled to make representations to the Licensing Authority provided they are relevant representations.
- 4.9 To be relevant, the representation must be made in relation to one or more of the licensing objectives which are: -
- the prevention of crime and disorder
  - public safety
  - the prevention of public nuisance
  - the protection of children from harm
- 4.10 The application itself is somewhat unusual in nature. The Licensing Team felt that such an application was unprecedented in the locality.
- The Local Authority is applying to it's own Licensing Department for a premises alcohol licence.
  - The proposed licensed area is a significant outdoor space.



- The application includes third party use of the licence permissions.
- There was potential conflict between the application and the provisions of the Chesterfield Town Centre Public Spaces Protection Order.

Thus the application was deserving of a greater level of scrutiny.

4.11 The concern in relation to the PSPO was the conflict between operating a licensed venue in the town centre and the provisions of the Public Spaces Protection Order which apply there. A copy of the PSPO is attached at appendix E.

4.12 The PSPO bans

- loitering around cash machines, shopping centre entrances, shop entrances, car park ticket machines and payment machines to beg for money.
  - urinating or defecating anywhere that is not in a public toilet.
  - putting up or using a tent or other temporary structure without the landowner's permission.
  - leaving any personal belongings unattended.
  - any activity or behaviour which causes nuisance, alarm, harassment to distress to another person.
- and
- Enables the police or other authorised enforcement officers to make anyone found drinking alcohol, on the streets within the town centre, hand over open or unopened alcohol tins or bottles.

4.13 The licensing team sought legal advice in relation to the application, seeking clarification around the PSPO issue and a greater level of scrutiny.

4.14 The legal advice received identified

- The need for transparency and formality.
- The application should be processed and considered in the same way as any other application.
- There should be consideration of the conflict between the application and the Public Spaces Protection Order.

- Consideration should be given for referring such applications to the Licensing Committee to provide a greater level of scrutiny.
- That any representations received be given the appropriate level of scrutiny.

4.15 No representation has been received from a Responsible Authority.

4.16 Derbyshire Police raised a concern in respect of the sale and supply of alcohol in this area as it might impact detrimentally upon the public space protection order already in place there. The applicant and the Police discussed the issue and agreed upon a mutually acceptable additional condition to be added to the licence for events on site where alcohol sales would take place.

*The user of the premises will complete an event management plan where alcohol is to be sold or supplied by way of "on" sales.*

- *The plan will form part of the contract between the premises licence holder and user of the premises.*
- *The plan will be completed and shared with Derbyshire Police Licensing, as well as the premises licence holder no less than 14 days before any such event.*
- *The plan will be retained by the licence holder for a period of three years.*
- *The plan will be made available to an officer of a Responsible Authority by the premises licence holder or premises user upon reasonable request.*

*The premises user is identified as the operator of alcohol sales provision under the terms of this licence.*

*The event management plan will consider the event arrangements in the context of*

- *the current Health & Safety Executive's Purple Guide which provides guidance for event managers*
- *and the current Chesterfield Borough Council Public Spaces Protection Order for Chesterfield Town Centre.*

*Of particular consideration will be*

- *Toilet provision*
- *The impact of on-street drinking*

- *The risk assessed deployment of door supervisors and/or Chesterfield Borough Council staff.*
- *The provision of fencing or barriers intended to deter open containers of alcohol being taken from the site.*

4.17 The Police concerns in this respect were allayed with the addition of the negotiated condition relating to events in the town centre using the proposed licence where “on sales” would be permitted.

4.18 A representation has been received from a Chesterfield resident and a copy is included at appendix D.

4.19 The representation addresses the following issues

The prevention of crime and disorder

- Litter, broken glass, and glass bottles, take-away containers and rubbish discarded by premises users and drunkards on the way home from licenced premises.

Public safety

- Alcohol is one of the most toxic substances a human body can ingest. The consumption of alcohol puts the user at risk of accidents and ill health. The council has a responsibility to uphold safety standards and prevent accidents occurring.

The prevention of public nuisance

- What decibel levels are permitted?
- Residents out of the town can hear the ruckus at home of activity at licenced premises in the town centre.

Protection of children from harm

- Having alcohol available while showing a film or at a music venue whilst children are present.
- Will children be present whilst alcohol is available to the parents or guardians of the children. If so, by the council allowing the sale of alcohol whilst parents and guardians are intoxicated it will put children at risk.

**5.0 The licensing objectives, guidance and policy**

- 5.1 When carrying out its licensing functions in relation to this application, the Committee must do so in accordance with the provisions contained in the Licensing Act 2003 and with a view to promoting the licensing objectives.
- Prevention of crime and disorder
  - Public safety
  - Prevention of public nuisance
  - Protection of children from harm.
- 5.2 The Committee must have regard to its Statement of Licensing Policy and the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.
- 5.3 Where either the applicant or a person who has made relevant representations is aggrieved by the decision of the Licensing Authority, appeal is to the Magistrates' Court.

## 6.0 **Recommendation**

- 6.1 That the Committee
- Apply the appropriate level of scrutiny to this premises licence application, given its unique nature
  - Consider
    - the details and impact of the new premises licence application,
    - the concerns identified in the legal advice sought,
    - the impact of the application upon the Public Spaces protection Order and
    - the concerns raised in the representation received
  - Consider whether the negotiated condition between Chesterfield Borough Council and Derbyshire Police Licensing be added should the premises licence application be granted
  - and determine whether the application made by
    - Chesterfield Borough Council
    - In respect of Market Place and New Square, Chesterfieldbe granted, granted with modification or refused.

Steve Ashby

LICENSING OFFICER

For more information on this report please contact the author,  
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email [steve.ashby@chesterfield.gov.uk](mailto:steve.ashby@chesterfield.gov.uk)

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**Property and Technical Services**  
 Engineering Services  
 Third Floor  
 Town Hall, Chesterfield  
 Derbyshire S40 1LP  
 Tel. 01246 345345

**CHESTERFIELD**  
 BOROUGH COUNCIL

**UNCONTROLLED IF NOT SIGNED**

**MARKETS EVENTS, CHESTERFIELD MARKET PLACES**

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**PROPOSED LICENSE AREA**

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DWG. NO. :	3275/MARKETS
SCALE :	NTS
DATE :	203-07-27
DRAWN BY :	NDE
CHECKED BY :	

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**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 Chesterfield Borough Council

*(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			
Market Place and New Square			
<b>Post town</b>	Chesterfield	<b>Postcode</b>	<b>S40 1AH</b>

Telephone number at premises (if any)	
Non-domestic rateable value of premises	<b>NIL</b>

**Part 2 - Applicant details**

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  please complete section (B)
  - iii as an unincorporated association or  please complete section (B)
  - iv other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- h) 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)
- i) 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):

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

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

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

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> over		I am 18 years old or		<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 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> over		I am 18 years old or		<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 note 15 for information)					

**(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> Chesterfield Borough Council
<b>Address</b> Town Hall Rose Hill Chesterfield S40 1LP
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)  <b>Local Authority</b>
Telephone number (if any) 01246 345345

E-mail address (optional)  
Andy.Bond@Chesterfield.gov.uk

### 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)

**Market Place and open events area with capacity to accommodate market stalls, catering units and live/recorded performance event staging.**

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

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

(please see sections 1 and 14 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**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0900	2300	<b>Please give further details here</b> (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	0900	2300			
Wed	0900	2300	<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur	0900	2300			
Fri	0900	2300	<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	0900	2300			
Sun	0900	2300			

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	0900	2300			
			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Tue	0900	2300			
			<b><u>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</u></b> (please read guidance note 6)		
Wed	0900	2300			
Thur	0900	2300			
Fri	0900	2300			
Sat	0900	2300			
Sun	0900	2300			

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			
Thur			<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)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input 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					
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					



**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	0900	2300			
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Tue	0900	2300			
			<b><u>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</u></b> (please read guidance note 6)		
Wed	0900	2300			
Thur	0900	2300			
Fri	0900	2300			
Sat	0900	2300			
Sun	0900	2300			

**F**

Recorded music Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	0900	2300	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	0900	2300			
Wed	0900	2300	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur	0900	2300			
Fri	0900	2300	<b><u>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</u></b> (please read guidance note 6)		
Sat	0900	2300			
Sun	0900	2300			

# G

Performances of dance Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0900	2300	<b><u>Please give further details here</u></b> (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	0900	2300			
Wed	0900	2300	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	0900	2300			
Fri	0900	2300	<b><u>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</u></b> (please read guidance note 6)		
Sat	0900	2300			
Sun	0900	2300			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	0900	2300		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	0900	2300	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed	0900	2300			
Thur	0900	2300	<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)		
Fri	0900	2300			
Sat	0900	2300	<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)		
Sun	0900	2300			

**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 (please read guidance note 3)</b>	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish		
Mon			<u>Please give further details here</u> (please read guidance note 4)	
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)	
Wed			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)	
Thur				
Fri				
Sat				
Sun				

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	0900	2300			
Tue	0900	2300			
Wed	0900	2300			
Thur	0900	2300			
Fri	0900	2300			
Sat	0900	2300			
Sun	0900	2300			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 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):**

Name: Charlotte Dawson charlotte.dawson@chesterfield.gov.uk	
<b>Date of birth</b>	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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).**

None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	0900	2300	<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	0900	2300	
Wed	0900	2300	
Thur	0900	2300	
Fri	0900	2300	
Sat	0900	2300	
Sun	0900	2300	

**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)**

Chesterfield Borough Council will promote and coordinate events taking place within the Market Place and New Square.

Chesterfield Borough Council may also permit third parties including other event/function/catering operators to conduct licensable activities within the Market Place and New Square under the terms of this licence.

Where the venue is leased or hired out to a third party and

- such agreement includes the performance of licensable activities authorised under the terms of this premises licence
- and no Chesterfield Borough Council staff responsible for the premises licence will be on site for the duration of the event nor have control of the event

then the premises licence holder or venue manager will complete a written agreement with the third party wherein the third party acknowledges

- the scope and limitations of the licence
- and any conditions they must adhere to, including the restrictions within the premises licence.

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

Local Authority Staff or SIA licensed security staff will be deployed on the Market Place and New Square on a risk assessed basis.

Risk assessments will be retained by Chesterfield Borough Council for a period of 3 years and made available on request to an Officer of a Responsible Authority.

Local authority CCTV is installed on the Market Place and New Square. Images will be retained for a period of 28 days and will be made available on request to an Officer of a Responsible Authority.

Drinks will be served in plastic or polycarbonate drinking vessels. Where glass bottles are purchased, the contents will be decanted into plastic or polycarbonate drinking vessels for consumption.

The Premises Licence Holder or venue manager shall implement and maintain a suitable and sufficient written drugs policy in consultation with Chesterfield Borough Council Licensing and Derbyshire Constabulary Licensing. This condition will be included in any third-party contract agreement.

**c) Public safety**

Relevant Health & Safety Legislation, Fire Legislation and any Local Authority Health & Safety Policies will be complied with.

**d) The prevention of public nuisance**

The Designated Premises Supervisor (or authorised deputy) will take all reasonable steps to encourage members of the public to leave the premises quietly and will display signage to promote the objective.

The Designated Premises Supervisor or nominated representative shall ensure that staff will monitor the noise levels on events and report any issues or concerns to the duty manager or senior member of staff on duty.

Refuse and glassware to be transferred to external bins only between 09.00 am and 11.00 pm.



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

- Any staff or employees involved in the sale and supply of alcohol will be provided with training on the law relating to all age restricted products sold and any system or procedures in place which they are expected to follow. This training will be provided by the user of the premises licence prior to working at the venue and will be refreshed should the training have been provided more than six months previously.
- Records detailing the training provided will be retained for a minimum of two years by the user of the premises licence and made available on request to an Officer of a Responsible Authority.
- A Challenge 25 Scheme will be operated at the premises. Acceptable forms of identification will be PASS accredited proof of age card, photo driving licence or passport. Failure to produce satisfactory proof of age will result in a refused sale.
- Clear prominent signage informing customers of the scheme will be displayed on site.
- A refusal log will be maintained at the point of sale which the user of the premises licence will examine and action as necessary. The records will be retained for a minimum of two years (either on the premises or at Head Office) and made available to an Officer of a Responsible Authority on request.

**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.**

**COUNCIL’S PRIVACY STATEMENT.**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see the privacy notice on the council website, [www.chesterfield.gov.uk/privacy](http://www.chesterfield.gov.uk/privacy) or contact the council’s data protection officer on 01246 345345.

Chesterfield Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within CBC to ensure that you receive the best possible service, your personal data can be used for the national fraud initiative. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law. For more information explaining how we protect and use your information please see our privacy policy at [www.chesterfield.gov.uk/privacy](http://www.chesterfield.gov.uk/privacy)

<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	Andrew Bond
Date	02/08/23
Capacity	Town Centre Operations 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)			
Markets Office Market Hall			
Post town	<b>Chesterfield</b>	Postcode	<b>S40 1AR</b>
Telephone number (if any)	01246 936223		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) andy.bond@chesterfield.gov.uk			

#### Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar

community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

**15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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# Classified

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## PUBLIC NOTICES

### GENERAL NOTICES

Public & Legal Advertising  
**August Bank Holiday Deadlines**  
**Thursday 24<sup>th</sup> August at 12 noon**  
for all papers published  
**Monday 28<sup>th</sup> August to Thursday 31<sup>st</sup> August**  
Whilst every effort will be made to meet your needs, deadlines may be revised. For confirmation of publication day please ask when booking.  
**We will be closed on Monday 28<sup>th</sup> August**  
For details call 0207 023 7931 or email [publicnotices@nationalworld.com](mailto:publicnotices@nationalworld.com)  
Dates and times were correct at time of publication, but could be subject to change.

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## PUBLIC NOTICES

## LICENCE APPLICATIONS

## CHESTERFIELD BOROUGH COUNCIL LICENSING ACT 2003 - SECTION 17 NOTICE OF APPLICATION FOR A PREMISES LICENCE

Name of Applicant: Chesterfield Borough Council  
Name and Address of Premises: Market Place and New Square, Chesterfield, S40 1UR  
Has applied to Chesterfield Borough Council Licensing Department for a Premises Licence in respect of the premises.  
The relevant licensable activities which it is proposed will be carried on on or from the premises are:  
0900 am to 2300 pm daily  
Pays, Films, Live and Recorded Music, Dance, Retail Sale of Alcohol  
A copy of the application may be inspected at the Licensing Officer, Customer Service Centre, 60 New Square, Chesterfield S40 1UR.  
Any interested party or responsible authority who wishes to make representations to Chesterfield Borough Council must do so no later than **26<sup>th</sup> August 2023** and such representations must be made in writing and addressed to the Licensing Section, Customer Service Centre, 60 New Square, Chesterfield S40 1UR.  
It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is £5000.  
Date: **27<sup>th</sup> August 2023**

## FOR SALE

Several mobile sites which are self-contained complete with all the necessary services and equipment. Located in a quiet area of the county. Contact: 01246 661061 or 07977 220094

## PERSONAL

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## PLANNING NOTICES

### BOLSOVER DISTRICT COUNCIL TOWN AND COUNTRY PLANNING ACT 1990

Any comments on the following application should be made within 21 days.  
Notice is hereby given that Bolsover District Council has received details of the following proposal:  
Application No: 23/00400/FUL  
Application Type: Full Planning Permission

Proposal: Replace existing tiled pitched roof with flat roof dormers with low pitch metal roof (same height as existing ridge) with black metal side cladding.  
Location: Four Woods Craggs Road Bolsover, Chesterfield

Applicant: Mr & Mrs Hobson  
Application No: 23/00400/FUL  
Application Type: Full Planning Permission

Proposal: Erection of detached garage with room in roof space, conversion of existing integral garage to habitable room and internal alterations  
Location: 4 Lime Tree Close Tibshelf Alfreton DE55 5AR

Applicant: Mr Karen Dunn  
The proposed development affects the setting of a listed building, and/or the character or appearance of a conservation area.

A copy of the proposal, including the plans and other documents submitted with it, may be inspected on the Councils public web site  
<https://planning.bolsover.gov.uk/online-applications/> if you are unable to view online please contact 01246 242424.

Anyone who wishes to make comments about this proposal, please send them via the application pages on the web site or by email to [dev.cons@bolsover.gov.uk](mailto:dev.cons@bolsover.gov.uk) or in writing to the Planning Department, The A6, High Street, Clowns, Derbyshire, S43 4JY quoting the application number. All correspondence should be received by the Council within the period specified above which begins with the date of this notice. All correspondence received will be made available for inspection by the applicant and the public and will be posted to the website, and will remain available for public inspection for 4 years after the decision has been made.  
Planning Manager  
Date: 10th August 2023

## PLANNING NOTICES

### DERBYSHIRE COUNTY COUNCIL Town and Country Planning (Development Management Procedure) (England) Order 2015

#### NOTICE UNDER ARTICLE 13 OF APPLICATION FOR PLANNING PERMISSION

Notice 2: This notice is for publication in local newspaper if Certificate C or D is completed

Proposed Development: Land to the East of A61, extending north from Hollis Lane, Chesterfield, Derbyshire  
Ordinance Survey Grid Reference: 438664 (easting); 278965 (northing)

I give notice that Derbyshire County Council is applying to Derbyshire County Council for planning permission for the construction of the road approximately 120 m stretch of link road from the junction of Hollis Lane and Spa Lane, the works include demolition of the former Jewon's buildings, the realignment of the Spa Lane/Hollis Lane junction, new pedestrian crossings and a shared footway along the eastern boundary of the carparking.

Any owner of the land or tenant who wishes to make representations about this application should write to the council within 21 days of the date of this notice.

- By writing to the Executive Director of Place, at Derbyshire County Council, County Hall, Smedley Street, Matlock, or
- by email to: [planningrepresentations@derbyshire.gov.uk](mailto:planningrepresentations@derbyshire.gov.uk)

Signed: Eime Foran  
On behalf of Derbyshire County Council  
Date: 10 August 2023

#### Statement of owners' rights

The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision in the statutory instrument or in a lease.

#### Statement of agricultural tenants' rights

The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.  
"Owner" means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years.  
"Tenant" means a tenant of an agricultural holding any part of which is comprised in the land.

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Friday 07<sup>th</sup> August 2023.

RECEIVED

07 AUG 2023

LICENSING

Dear Licensing Department,  
I object to the application being applied for on New Market Square for the following reasons:-

- \* Drugs and Disorder, I personally am fed up of seeing mess left by people drinking in town it is a crime to litter and drunkards tend to cause a nuisance to society in general, i.e. broken glass / glass bottles being glass on the floor & then the issue of the trolleys used and rubbish dumped on their way home.
- \* Safety - Safety towards themselves, Alcohol being one of the most toxic substance a human body can ingest. Putting themselves at risk of Accidents, ill health etc. Surely the Council have a responsibility to uphold the Safety Standards and prevent Accidents occurring
- \* Keeping children Away from Harm, Having alcohol available whilst portraying a Film, music Venue. Will children be present whilst Alcohol is available to the Parents/Guardians? If so by the Council allowing the sale of alcohol whilst parents/Guardians are intoxicated puts children at Risk.
- \* What decible levels ~~are~~ Are permitted?  
Also you need to take into consideration residents out of town as I personally can hear the music at home and I live over a mile away

Yours Sincerely

Mr. BA. Caverick

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## Chesterfield Borough Council and Derbyshire Police are working together to implement a Public Spaces Protection Order (PSPO) in Chesterfield town centre.

The aim of the PSPO is to provide help and support to vulnerable members of the community, to address aggressive begging, and deter anti-social behaviour.



The PSPO will see the council, police and other partners, including the community safety partnership and [Pathways](#), work together to address issues such as homelessness, rough sleeping, begging and anti-social behaviour.

The organisations work to provide help and support to people who experience a combination of related issues such as homelessness, rough sleeping, addiction, and poor mental and physical health. This support can include financial assistance, housing support and help for people to access accommodation where needed. Support is also available to help them break the cycle of homelessness, rough sleeping or begging and to address addictions and mental health issues so they recover and stabilise their lives.

Now the PSPO is in place members of the community will see an increased high visibility presence within the town centre as officers and support staff conduct patrols, engage with the community, provide support and help to those who are homeless or rough sleeping and deter anti-social behaviour.

## The Public Spaces Protection Order:

Bans loitering around cash machines, shopping centre entrances, shop entrances, car park ticket machines and payment machines to beg for money.

Bans urinating or defecating anywhere that is not in a public toilet.

Bans putting up or using a tent or other temporary structure without the landowners permission.

Bans leaving any personal belongings unattended.

Bans any activity or behaviour which causes nuisance, alarm, harassment to distress to another person.

Enables the police or other authorised enforcement officers to make anyone found drinking alcohol, on the streets within the town centre, hand over open or unopened alcohol tins or bottles.

**For publication**  
**Further report regarding –**  
**Application for a New Premises Licence by Chesterfield Borough**  
**Council in respect of**  
**Market Place and New Square, Chesterfield, S40 1AH.**

---

Meeting:	Licensing Committee
Date:	Date to be determined for an administrative adjournment hearing and then a proposal for the hearing to be adjourned to Wednesday 13 <sup>th</sup> March 2024.
Cabinet portfolio:	Health and Wellbeing
Report by:	Steve Ashby, Licensing Officer
Ward	All

---

**For publication**

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**1.0 Purpose of report**

1.1 For Members to determine whether the hearing in respect of an application for a new premises alcohol licence made by Chesterfield Borough Council in respect of

Market Place and New Square,  
Chesterfield,  
S40 1AH.

may be further adjourned to 2.00 pm Wednesday 13<sup>th</sup> March 2024, when the application can be heard.

1.2 The original application submitted on 02.08.2023 received a representation and could not be determined under officer

delegated authority. A Licensing Committee hearing was arranged, and this took place on 13.09.2023.

- 1.3 The hearing commenced, and it was quickly apparent that further details were needed before a determination was made. The applicant and representor had no objections to an adjournment to the hearing to allow additional work to be completed in relation to the application. The Committee's decision was to adjourn the hearing.
- 1.4 Mr Bond, the Chesterfield Town Centre manager and representative of Chesterfield Borough Council for this application has sought and agreed to a further adjournment. His email may be seen at Appendix F to this further report where he indicates further steps being taken to improve the application. One of these measures is for his staff to obtain personal alcohol licences and this is under way.
- 1.5 The representor to this application, Mr Laverick has also been consulted and has no objection to a further adjournment to the hearing. His email can be seen at appendix G to this further report.
- 1.6 Under these circumstances the committee may approve a such an adjournment without the need to convene a further hearing, where all parties agree in writing the process.

## 2.0 **Recommendation**

- 2.1 That the Committee consider the application thus far and determine whether a further adjournment is appropriate to the requested date of Wednesday 13<sup>th</sup> March 2024.

Steve Ashby  
LICENSING OFFICER



For more information on this report please contact the author,  
Steve Ashby on 01246 345780,  
email [steve.ashby@chesterfield.gov.uk](mailto:steve.ashby@chesterfield.gov.uk)

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**From:** Andy Bond <Andy.Bond@Chesterfield.gov.uk>  
**Sent:** Monday, December 4, 2023 2:01 PM  
**To:** Steve Ashby <Steve.Ashby@Chesterfield.gov.uk>  
**Cc:** Rebecca Bland <Rebecca.Bland@chesterfield.gov.uk>  
**Subject:** RE: Market Place Licence application

Hi Steve

Can we seek a further adjournment please. With Peddler postponing their November event until late March this has given us a little breathing space, that said I am very aware that we need to put in place the control measures discussed at the last Licensing Committee to satisfy them that we are in a position to manage effectively the Premise Licence.

As such within the report at 3.4 can we add that all licensable events and activities (including 3<sup>rd</sup> party events) will have a dedicated Duty Officer on site throughout the event, this Duty Officer will be a CBC employee and be a Personal Licence holder. To achieve this we need a core team of 3 Personal Licence holders, currently we have Charlotte Dawson in place, however myself and Rebecca Bland are going to obtain our own Personal Licences.

Alongside this we will have put together a written agreement outlining the terms of the Premise Licence, our expectations of them and the conditions they must adhere to.

A suggested re-word of 3.4 is:

*Where the venue is leased or hired out to a third party and such agreement includes the performance of licensable activities authorised under the terms of this premises licence*

- a Chesterfield Borough Council staff member will be present throughout the activity, this person will act as a Duty Officer and will be a Personal Licence holder, having overall responsibility for ensuring the Premise Licence conditions are adhered to at all times*
- the Premises licence holder or venue manager will complete a written agreement with the third party wherein the third party acknowledges*
- the scope and limitations of the licence*
- and any conditions they must adhere to, including the restrictions within the premises licence.*

I hope this is suitable for now, please let me know if you require anything further, also when the next Licensing Committee will take place so we have a date to aim for.

Thanks for all your assistance with this, it is very much appreciated.

Andy

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**From:** Master Mavs <mavsmaster8@gmail.com>  
**Sent:** Friday, December 29, 2023 4:09 PM  
**To:** Steve Ashby <Steve.Ashby@Chesterfield.gov.uk>  
**Subject:** Licencing committee

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the ICT Service Desk.

Hi Steve,  
I myself cannot find the email you sent me,  
I am more than happy for the case to be adjourned so further training can take place, my computer is currently down, I feel the voltage on the block has been tampered with, and am sick and tired of recovering stolen data. This includes raw data paper documents taken from the premises whilst I have been out.

Do what you must

Kindest regards

Ben

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