PLEASE NOTE:

When you are applying for a premises licence under the Licensing Act 2003, it is always best to contact the Council's Planning Service to ensure that you have the appropriate planning permission to operate your business in the manner and for the hours that you will be detailing in your premises licence application. The Planning Service can be contacted on (0114) 203 9183 or at planningdc@sheffield.gov.uk.

If the nature of the use or the hours that you are proposing to trade are different (i.e. longer) to those for which you have planning permission, then you will need to make a planning application to regularise this situation.

Although it is not compulsory under the Licensing Act, it would certainly be beneficial to you if you sought the relevant planning permission before applying for your premises licence.

In any event, if the hours permitted on your premises licence differ from those authorised on your planning consent, you MUST ONLY operate to whichever is the most restrictive permission.

For example:

If your premises licence permits you to open until Midnight but your planning permission only allows you to open until 11pm, then you must close your premises to the public at the earlier time of 11pm, otherwise you will be liable to prosecution under planning legislation.

You should be aware that both the planning and licensing services carry out random enforcement checks and will not hesitate to commence legal proceedings should you be found to be operating in breach of either your premises licence or your planning approval.

DISCLAIMER

The information / guidance supplied in this pack by Sheffield City Council, Licensing Service is offered purely as a basic guide for your assistance.

Sheffield City Council can take no responsibility or liability for the completion of your application form.

We will endeavour to offer basic information / guidance.

However, should you require any legal assistance you must contact your own Solicitor.

Stephen Lonnia
Chief Licensing Officer & Head of Licensing