

South Staffordshire Council  
Environmental Health & Licensing  
Council Offices  
Wolverhampton Road  
Codsall  
South Staffordshire  
WV8 1PX

**Please ask for:** Karen Brookes  
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5<sup>th</sup> May 2023

Dear Sirs

**New Premises Licence – Kewford Eagles Football Club  
3 Swindon Road, Kingswinford, South Staffordshire, DY6 0AW**

The Council's Environmental Health Team (Food and Health & Safety Team), as a responsible authority wishes to make an objection to the grant of a new premises licence for Kewford Eagles Football Club, 3 Swindon Road, Kingswinford, South Staffordshire, DY6 0AW on the licensing objectives of the Prevention of Crime and Disorder, the prevention of Public Nuisance and public safety.

The applicant has stated within the application for an *Events Venue*, under the licensing objectives for c) Public Safety:

*'We have conducted a suitable Fire Risk Assessment at the premises and implemented necessary control measures.*

*Notices detailing the actions to be taken in the event of fire or other emergency are prominently displayed and maintained in good condition.*

*Access is provided for emergency vehicles and kept clear and free from obstruction at all times.*

*First aid provision on site.*

*First aiders are trained to deal with drug and alcohol related problems'.*

The applicant has not stated for any events proposed for the site, the provision of event specific Event Management Plans (EMP) and associated documents and information, nor the timescales for providing such information to enable the licensing authority and responsible parties to look at this information prior to an event taking place within the grounds.



With this in mind, the Food and Health & Safety Team of Environmental Health Team would like to see the following conditions attached to any new licence granted. If the applicant is willing to accept and understands the proposed conditions the objection will be withdrawn:

1. A suitable and sufficient, event and site-specific Event Management Plan (EMP) will be developed and shared with the Licensing Authority and SAG no later than 3 months prior to an event, with the final approved EMP 7 days prior to each event.
2. The EMP will include details on such topics as the following: - (but this list is not exhaustive and will depend on the type of event held):

Event Risk Assessments, Event Schedule, Site Plan, Fire Risk Assessment, Security & Marshalling Details and Plan, Crowd Management Plan, Drugs Policy, Liquids Policy, Search Policy, Alcohol Management Plan, Traffic Management Plan, Ingress/Egress Plan, Waste Management Plan, Medical Management Plan, Concessions and Retail Management Plan, Adverse Weather Plan, Crisis Communication Plan, Noise Management Plan, Egress Plan, Water Provisions, Sanitation Plan, Child Welfare/Vulnerable Persons Policy, Capacity Calculations, Barrier Plan, Emergency Evacuation Procedures, Emergency Services procedure, Command & Control Arrangements etc.

These documents will be living documents which will be reviewed and revised in the planning phases of the events.

3. Temporary Demountable Structures in use at the event shall be provided and erected by competent suppliers. A completion certificate will be issued by the supplier to the event organiser. Details of all structures in use at events will be provided to South Staffordshire council's Environmental Health & Licensing Team with the EMP a minimum of 28 days-prior to the event taking place.

Should the applicant require clarification on the above matters, please contact the Team.

Yours faithfully

Karen Brookes  
Public Health Officer  
Environmental Health & Licensing