

A guide on the requirements for the premises plan

The plan is to be drawn to the 'standard scale' of one millimetre representing 100 millimetres unless a different acceptable scale is previously agreed in writing with us. The plan must be good quality and a different scale will only be agreed in very exceptional cases.

Regulations made under the Licensing Act 2003 state that the plan must show:

- a. the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
- b. the location of points of access to and egress from the premises
- c. if different from b) above, the location of escape routes from the premises
- d. in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity
- e. in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for the consumption of alcohol
- f. fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment
- g. in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- h. in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- i. in a case where the premises includes any room or rooms containing toilets or urinals, the location of the room or rooms
- j. the location and type of any fire safety and any other safety equipment
- k. the location of a kitchen, if any, on the premises

The plan may include a key through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan. Whilst not a requirement of the legislation we ask that for ease of handling, plans are provided no larger than A3.

The following information may be added to your plans. This requirement will assist your application by making it easier for us and the responsible authorities to understand your application and how the premises are to be operated.

- a. Plans to be dated and bear the name and location of the premises
- b. To be endorsed with a location plan showing the site of the premises
- c. The scale used to be endorsed on the plan
- d. The total extent of the proposed licensed area to be defined by a continuous red line

- e. Emergency exit routes not intended to be used for the consumption of alcohol to be uncoloured
- f. Where areas of the premises are to be used for specific purposes to which the licence will apply for example, children only allowed into one area, adult entertainment and showing of films, those areas should be outlined and defined in a key accompanying the plan

Fire precaution details:

- a. Where applicable – fire resistance doors and structures should be indicated
- b. Type of surface linings and finishes to walls and ceilings (in new constructions only)
- c. Emergency lighting
- d. Maintained exit signage
- e. Door furniture, for example panic bars
- f. Where applicable - fire alarm and smoke detection details
- g. Firefighting equipment
- h. Compliance with all relevant British Standards should be clearly stated (in new constructions only)
- i. Applicants may find it helpful to adopt the use of symbols.