

Plans to Accompany Applications

Guidance Notes

SCALES

All plans shall be drawn in scale of 1 millimetre to 100 millimetres, unless following a request from an applicant, written permission is received from the licensing authority that an alternative scale is acceptable.

FIRE AND OTHER SAFETY EQUIPMENT

Includes fire extinguishers, fire doors, fire alarms and other similar equipment.

PLANS

Plans for applications for a new Premises Licence or Club Premises Certificate and variations to premises must include the following details:–

- (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), 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) 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;
- (f) 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;
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.