



Details required on the plan for an application for a premises licence or club premises certificate

The standard scale for plans to accompany applications shall be 1 to 100. The Licensing Authority requests that plans shall be no bigger A3 size if this means reducing the scale to 1 to 200 this is acceptable to the Licensing Authority. Additionally if the premises are on more than one level it is acceptable to submit more than one sheet of A3 size paper.

The plan shall 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;
- (b) if different from sub-paragraph (1)(b), the location of escape routes from the premises;
- (d) in a case where the premises is to be used for more than one 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 the 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 including, if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

This guidance note is intended as general guidance only and is not a substitute for detailed advice on specific circumstances. For the avoidance of any doubt you should seek your own independent advice on any matter on which you are unclear.