



FOR YOUR INFORMATION

**REQUIREMENTS FOR PLANS ACCOMPANYING APPLICATIONS
FOR PREMISES LICENCES AND CLUB PREMISES
CERTIFICATES**

Any plans submitted should conform to the following requirements:-

- ❖ Plans will not be required to be submitted in any particular scale, but they must be in a format which is “clear and legible in all material respects”, i.e. they must be accessible and provides sufficient detail for the licensing authority to be able to determine the application, including the relative size of any features relevant to the application. There is no requirement for plans to be professionally drawn as long as they clearly show all the prescribed information.
- ❖ Show the extent of the boundary of the building, if relevant, and any external or internal walls of the building and, if different, the perimeter of the premises
- ❖ Show the location of points of access to and egress from the premises
- ❖ Show the location of any escape routes from the premises
- ❖ Show, where the premises is used for more than one existing licensable activity, the area within the premises used for each activity
- ❖ In a case where an existing licensable activity relates to the supply of alcohol, show the location or locations on the premises which is or are used for consumption of alcohol
- ❖ Show fixed structures (including furniture) or similar objects temporarily on 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
- ❖ In a case where the premises includes a stage or raised area, show the location and height of each stage or area relative to the floor
- ❖ In a case where the premises includes any steps, stairs, elevators or lifts, show the location of the steps, stairs, elevators or lifts
- ❖ In a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
- ❖ Show the location and type of any fire safety or other safety equipment - this includes fire extinguishers, fire doors, fire alarms and other similar equipment
- ❖ Show 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.