

**LICENSING ACT 2003
INFORMATION SHEET
Guidance for Submission of Plans**

Applicants are required to submit plans of the premises with their application. Plans enable the Licensing Authority, Responsible Authorities and the public to understand clearly the proposals being made.

The scale of the plan and the information required to be shown on it are set out in the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005.

In order to meet the requirements of the Licensing Act 2003:

Plans must be drawn to a scale of 1:100 (ie 1 mm equals 100 mm) unless an alternative scale has previously been agreed in writing by the Licensing Authority.

Plans should indicate each area of the premises which is required to be licensed, including all areas which may be accessed by the public during a licensed event.

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;
- (c) if different from sub-paragraph (3)(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) where alcohol is currently served on the premises, the location(s) on the premises which are used for the consumption of alcohol (include any outside areas)
- (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 the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;

- (j) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment. This may include, but is not limited to:
- Fire exit doors
 - Manual fire alarm call point
 - Fire alarm sounders and automatic fire detection equipment, if appropriate
 - Fire Exit signs appropriate to premises layout
 - Emergency lighting units (including internally illuminated Fire Exit signs)
 - Portable firefighting equipment (fire extinguishers/blankets appropriate to risk)
 - Panic bolts/push bar fastenings
 - Fire escape keep clear notice
 - Fire alarm control panel
 - Self closing device and fire door keep shut notice
 - Fire resisting construction and fire doors;
- (k) the location of a kitchen, if any, on the premises.

Applicants may use symbols on the plan with a key or legend to explain them.