

Plans

The plan shall be drawn to a scale and the information contained within must be clear and legible in all material respect.

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 from the premises;
- c) If different from paragraph (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 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 public conveniences, the location of the room or rooms
- j) The location and type of any fire safety and other safety equipment; and
- k) The location of a kitchen, if any, on the premises

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

The following information may be added to your plans. This is not a mandatory requirement but will assist your application by making it easier for the Licensing Authority 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 licensed premises to be defined by a continuous red line
- e) Areas to be used for the consumption of alcohol to be coloured pink
- f) Areas to be used for the storage of alcohol and bar serveries to be coloured brown
- g) Kitchen and staff only areas to be coloured yellow
- h) Toilet accommodation to be coloured blue
- i) Emergency exit routes not intended to be used for the consumption of alcohol to be uncoloured

- j) Where areas of the premises are to be used for specific purposes to which the licence will apply e.g. children only allowed into one area, adult entertainment, showing of films, etc those areas should be outlined and defined in a key accompanying the plan

Fire precaution details;

- a) The width of doors, stairways and other openings relevant to means of escape should be clearly indicated.
- b) Where applicable – fire resistance doors and structures should be indicated
- c) Type of surface linings and finishes to walls and ceilings
- d) Emergency Lighting
- e) Maintained exit signage
- f) Door furniture e.g. panic bars
- g) Where applicable: fire alarm details/ smoke detection details
- h) Fire fighting equipment
- i) Compliance with all relevant British Standards should be clearly stated