

Public Protection Factsheet

Licensing Act 2003 - PLANS

The plan of the premises is not 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 provide 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 as detailed below.

The plan is to 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 (b), the location of escape routes from the premises.
- (d) In a case where the premises is used for more than one existing qualifying club activity, the area within the premises used for each activity.
- (e) In a case where the existing licensable activity or qualifying club activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol. (Conversion Applications)
- (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 exit 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 any other safety equipment.
- (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 above are sufficiently illustrated by the use of symbols on the plan.