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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. For those making a conversion application under the 'grandfather' provisions, the Licensing Act 2003 (Transitional provisions) Order 2005 contains the relevant information.

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 must show:

1. The extent of the boundary of the building, if relevant, and any external and internal walls and, if different, the perimeter of the premises
2. The location of access and egress points to and from the premises
3. The location of escape routes from the premises (if different from exits)
4. The location of each licensable activity for which the premises is to be used

5. 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)
6. Fixed structures (including furniture) or similar objects temporarily in a fixed location (for example, stage lighting towers, harris fencing, generators, portaloos, dance platforms and poles) which may impede the use of exits or escape routes
7. The location and height of any stage or raised area relative to the floor
8. The location of any steps, stairs, elevators or lifts
9. The location of any room or rooms containing public conveniences
10. The location of any kitchen on the premises
11. The location and type of any fire safety and any other 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 fire fighting 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

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

It would assist the assessment of applications if the following were also provided where they are used or proposed:

- Temporary seating arrangements
- Table and chair layouts

Applicants may wish to submit a number of alternative arrangements.