

Licensing Act 2003

Guidance Notes for Plans

An application for a premises licence, a club premises certificate or a variation must be accompanied by a plan of the premises. There are strict rules as to the content of these plans. They need to comply with the following paragraphs.

Unless the relevant licensing authority has previously agreed in writing with the applicant the plan shall be drawn in standard scale 1mm to 100mm.

The plan needs to show:

- 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;
- The location of points of access to and egress from the premises;
- If different from the sub-paragraph above, the location of escape routes from the premises;
- 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;
- In case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- In case where the premises includes any steps, stairs, elevators or lifts, location of the steps, stairs, elevators or lifts;
- In the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment, and
- 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.

For more information please contact

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