

Licensing Act 2003

Plan specification

An application for a premises licence, a club premises certificate or a variation must be accompanied by a plan of the premises to which the application relates.

The plan must comply with The Licensing Act 2003 (premises licences and club premises certificates) Regulations 2005 and will do so if the plan complies with the following:

Unless the relevant licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale 1mm to 100mm.

The plan shall 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 bullet point above, the location of escape routes from the premises;
- 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;
- 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 a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- In a 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 show any of the features required by the bullet points above by the use of symbols and suitable key or legend.