

Licensing Authority Guidance Plans



- 1) The plan of the premises which, in accordance with paragraphs 2(5)(a) and (6)(b) of Schedule 8 of the Licensing Act 2003, must accompany the application and shall comply with the remaining paragraphs of this article.
- 2) Unless the relevant licensing authority has previously agreed in writing with the applicant following request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale of 1millimetre x 100 millimetres.
- 3) 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 egress from the premises;
 - c) if different from paragraph (3)(b), 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 any other safety equipment; and
 - k) the location of a kitchen, if any, on the premises.
- 4) The plan may include a legend through which the matters mentioned or referred to in paragraph 3) are sufficiently illustrated by the use of symbols on the plan.