Licensing Act 2003

Application for a new premises licence and a new club premises certificate

Plans

A plan of the premises must accompany applications for new premises licences and new club premises certificates.

The scale of the plan must be 1:100 (e.g. 1mm equals 100mm), unless the authority has previously agreed, in writing, with the applicant, following a request made by the applicant, that an alternative scale plan is acceptable, in which case, the plan shall be drawn to that alternative scale.

The plan shall show:-

(a) the extent of the boundary of the building, if relevant, and any external 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) above, 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) 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 the exits or escape routes without impediment;

(f) in the case where a premises includes a stage or raised area, the location and height of each stage or area relative to the floor;

(g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;

(h) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;

(i) the location and type of any fire safety and any other safety equipment;

(j) the location of any 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.