

Guidance for submitting Plans with applications for a Premise Licence and Club Premise Certificate

The plan is to be drawn to the 'standard scale' of **1:100** unless a different acceptable scale is previously agreed in writing with us. It must include the following:

- (1)
 - (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 sub-paragraph (1)(b), the location of escape routes from the premises;
 - (d) 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;
 - (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 exits or escape routes without impediment;
 - (f) 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;
 - (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 the 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 including, if applicable, marine safety equipment; and
 - (j) The location of a kitchen, if any, on the premises
- (2) The plan may include a legend through which the matters mentioned or referred to in paragraph (1) are sufficiently illustrated by the use of symbols on the plan