

Licensing Act 2003 Guidance on Plans

- 1 An application for a premises licence under section 17 or a club premises certificate under section 71 shall be accompanied by a plan of the premises to which the application relates and shall comply with the following paragraphs.
- 2 The information contained in the plan must be clear and legible in all material respects.
- 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 sub-paragraph 3b), the location of escape routes from the premises;
 - d) in a case where the premises are 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 exits or escape routes without impediment;
 - f) in a case where the premises include 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 include any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
 - h) in a case where the premises include 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.
- 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.

* To maintain consistency, could applicants please use the following colour code when identifying licensable areas on their plan and include a legend to that effect.

Red Consumption of alcohol
Green Regulated entertainment (if different from above)
Blue Late night refreshment (if different from above)
Brown Cinema and Theatre