

## **Licensing Act 2003**

### **Plans of Premises Guidance Notes**

When submitting an application for the following:

1. Premises Licence
2. Club Premises Certificate
3. Full and minor variations (if applicable)

You must include with your application a plan of the premises. The plan has to be to a specific scale, for example 1:100, and include details that is specified by the Regulations to the Licensing Act.

The plan should detail:

- 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 (3)(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 of 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;

Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.

## **Licensing Act 2003**

### **Plans of Premises Guidance Notes**

- i) the locations 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.

The plan may include a key referencing all matters as mentioned above.