



Licensing Act 2003: Guidelines for Submission of Plans

Plans help any person reviewing your application to clarify and understand the activities and areas you are proposing to licence, and a plan is required with most new or variation licence applications. Regulations specify the information you are required to include in your plan. requirements.

The information contained in the plan must be clear and legible in all material respects. The previous statutory provision relating to providing plans in a standard scale (normally 1:100) has now been removed by Regulation 6 of the Licensing Act 2003 (Premises Licence and Club Premises Certificates)(Amendment)(Electronic Applications etc) Regulations 2009.

However, in order to assist applicants and achieve a consistent and clear standard of drawing, the Authority has produced this guidance document **which incorporates specific statutory requirements within the regulations.**

1. The information contained in the plan must be clear and legible in all material respects.
2. Plans may be drawn electronically or else in ink on durable paper. The plan need not be professionally drawn. A scale of between 1:100 and 1:200 is normally a good benchmark to help produce a clear and legible plan of a building. In the case of public spaces a scale similar to 1:2500 may be more satisfactory. The plan should indicate each area of the premises which is required to be licensed. This includes all areas which may be accessed by the public during a licensed event. Remember if you are requesting **outdoor** areas for licensable activities then these must be shown on a plan. Applicants may wish to submit more than one plan and to different scales where it helps to clearly illustrate the proposals being made – for example a building to 1:150 scale within a wider siteplan, incorporating outdoor areas, of a larger scale of perhaps 1:1500.
3. To comply with the regulations, each plan should be schematic, indicating the positions of:
 - The boundary of the building or premises, and any external and internal walls and, if different, the perimeter of the premises;
 - The location of access and egress points to and from the premises;
 - The location of escape routes from the premises (if different from exits);
 - The location of each licensable activity for which the premises is to be used (the licensable activities and a sample legend are attached for information/use);
 - Where alcohol is to be served on the premises, you may identify the location(s) on the premises which are to be used for the consumption of alcohol (include any outside areas). This is often useful to promote the licensing objectives and helpful to the Authorities assessing your application;
 - Fixed structures (including furniture) or similar objects temporarily in a fixed location (for example, stage lighting towers, fencing, generators, porta-loos, dance platforms and poles) which may impede the use of exits or escape routes;
 - The location and height of any stage or raised area relative to the floor;
 - The location of any steps, stairs, elevators or lifts;
 - The location of any room or rooms containing public conveniences;
 - The location of any kitchen on the premises; and
 - The location and type of any fire safety and any other safety equipment (e.g. marine safety equipment), which may include, but is not limited to:
 - Fire exit doors
 - Manual fire alarm call point
 - Fire alarm sounders and automatic fire detection equipment if appropriate
 - 'Fire Exit' signs appropriate to premises layout
 - Emergency lighting units (including internally illuminated Fire Exit signs)
 - Portable fire fighting equipment (fire extinguishers/blankets appropriate to risk)
 - Panic bolts/push bar fastenings
 - Fire escape keep clear notice
 - Fire alarm control panel
 - Self closing device and fire door keep shut notice.
 - Fire resisting construction and fire doors

Continued ⇒

4. Further information which will assist Responsible Authorities in assessing your application, but which is not required under the regulations, is set out below:

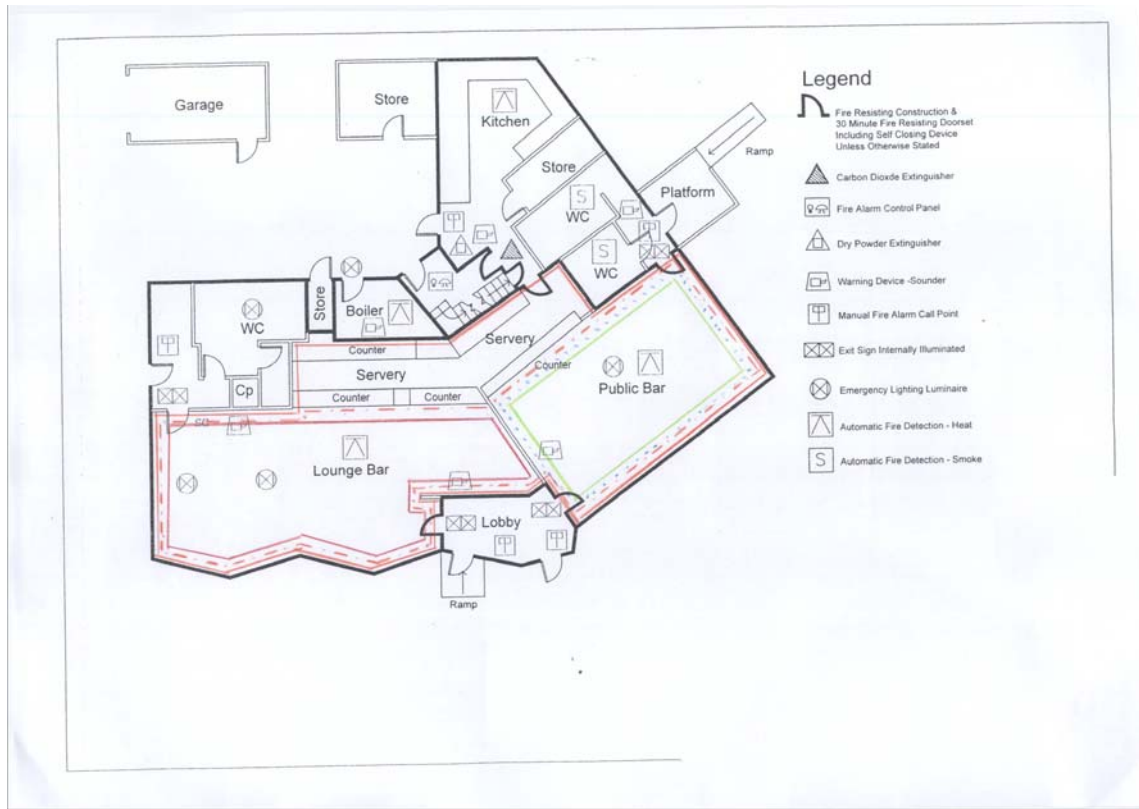
- Site maps - where applicants consider that it would be beneficial to produce one, they should apply a scale and distance that is appropriate to the application and the area concerned.
- In addition to the operating schedule within the application, the plan could be accompanied by a relevant risk assessment to supplement the details shown. This can be useful for large scale outdoor temporary events, but it is not mandatory to provide this.
- An indication of any fire resisting walls which form part of the internal structure of the building
- An indication of any temporary seating arrangements, indicating their position in relation to the fire exits and escape routes (you may wish to submit a number of alternative arrangements).

Licensable Activities

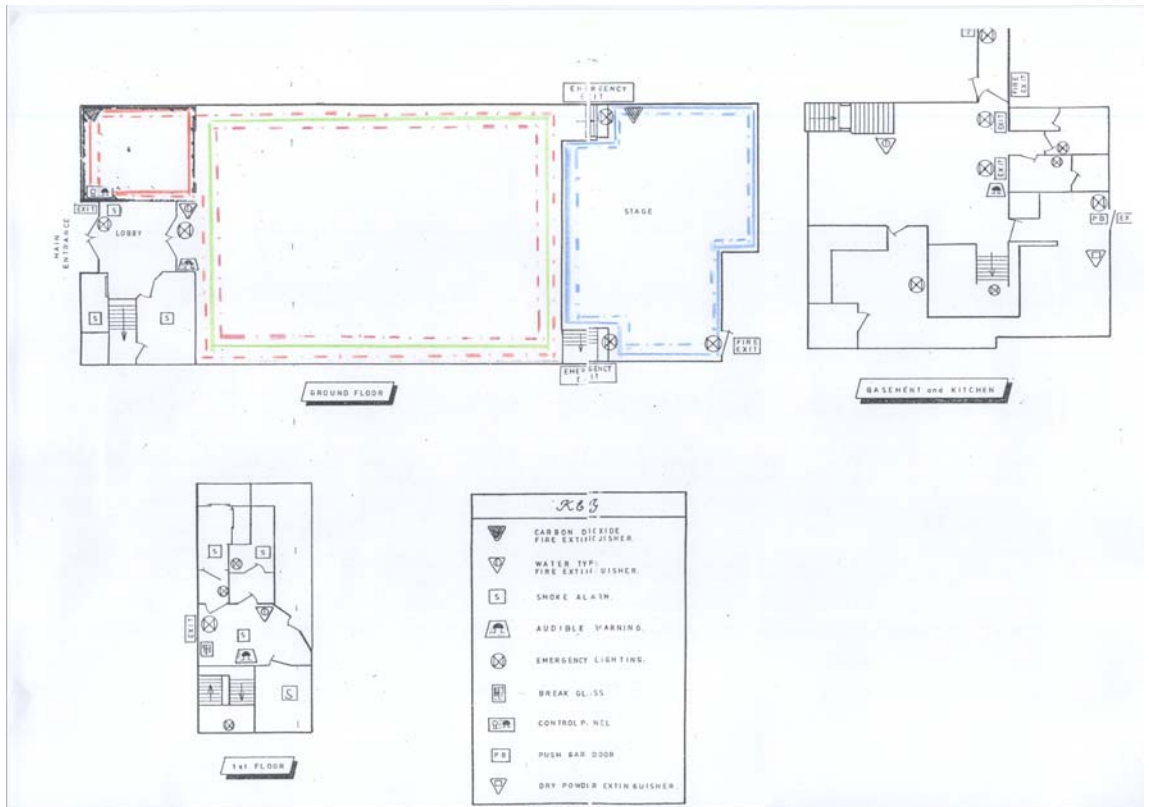
Any licence granted will **only** allow you to operate within the areas specified on the plans you submit. It is therefore important that you clearly define the areas and activities you require - whether indoors or outdoors.

The sample legend on page 3 of this document may assist you with outlining the areas that you propose to use for each of the licensable activities. This will also assist Responsible Authorities in assessing your application.

| Sample Legend | | |
|-------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| RED (ALCOHOL) | Sale or supply of alcohol |  |
| | Consumption of alcohol (if applicable) |  |
| BLUE (ENTERTAINMENT) | Recorded music |  |
| | Live music |  |
| | Dance |  |
| | Films |  |
| | Plays |  |
| PINK (FACILITIES FOR ENTERTAINMENT) | Making music facilities (eg, piano, karaoke machine) |  |
| | Dancing facilities (eg, dancefloor) |  |
| ORANGE (SIMILAR ENTERTAINMENT & FACILITIES) | Entertainment similar to live or recorded music or dance |  |
| | Facilities for entertainment similar to making music or dancing |  |
| GREEN (SPORTS) | Indoor sporting events |  |
| | Boxing or Wrestling |  |
| PURPLE (LATE NIGHT REFRESHMENT) | Late Night Refreshment (Hot food or drink between 11pm and 5am) |  |



NOTE: These plan examples and fire symbols are provided for general illustrative purposes only.



Building Elements

All of our walls and doors were created for us using the Fireplan 4 package.



Door fire resisting times are covered by adding a general note to the plan.

Elements of construction indicated as fire resisting should qualify as having a minimum of thirty minutes fire resistance.

These are the symbols we use the most often. All of our symbols are from BS 1635: 1990.

| | | | | | |
|--|-----------------------------------------------------------|-----|-----------------------------------------------------|-------|--------------------------------------------------|
| | Fire Resisting Construction | | Automatic Fire Detection - Heat | | Warning Device - Sounder |
| | Exit Sign Internally Illuminated | | Automatic Fire Detection - Smoke | | Hose Reel |
| | Emergency Lighting Luminaire | | Fire Blanket | K | Key In Glass Fronted Box |
| | Manual Fire Alarm Call Point | | Carbon Dioxide Extinguisher | FRG | Fire Resisting Glazing |
| | Fire Drill Action Notice | | Foam Extinguisher | VP | Vision Panel |
| | Fire Alarm Control Panel | | Dry Powder Extinguisher | GRL | Guarding Handrail |
| | Directional Arrow Notice | | AFFF Extinguisher | VML | Vertical Metal Ladder |
| | Fire Escape Keep Clear Notice | | Water Extinguisher | RML | Raising Metal Ladder |
| | Exit Notice | | Warning Device - Loudspeaker | HRL | Handrail |
| | Slide To Open Notice | | Fire Alarm Sounder Bell | UO | Up & Over Door |
| | Automatic Fire Door Keep Clear Notice | | Beam Detector | SL | Security Lock |
| | Fire Door Keep Locked Shut | | Smoke Extraction Fan | SC | Self-Closing Device & Fire Door Keep Shut Notice |
| | Fire Door Keep Shut Notice | | Combined Sounder & Automatic Fire Detection - Smoke | CG | Clear Gangway |
| | Panic Bolt/Push Bar Fastening | | Combined Visual Warning & Sounder Device | RSS | Roller Steel Shutter |
| | Emergency Lighting Luminaire with Directional Spot Lights | | Visual Warning Device | RBH | Raising Butt Hinges |
| | Sand Bucket | | Visual Warning Device | SSV | Sprinkler Stop Valve |
| | | RS | Roller Shutter Door | FRG/H | Fire Resisting Glazing Half Height |
| | | SD | Security Device | NIU | Not in Use |
| | | SCA | Self-Closing Automatic Release Device | RCD | Residual Circuit Device |