

Licensing Act 2003

Advice for applicants – Plans of Premises

The Act and the Regulations made under the Act require an application for premises licences or club premises certificates to be accompanied by a plan of the premises to which the application relates, and which must comply with the following requirements.

1. Unless Newcastle City Council has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, **the plan shall be drawn in “standard scale” ie 1:100.**
2. In the case of applications for Premises Licences or Club Premises Certificates, 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 (2)(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.
3. The plan may include a legend through which the matters mentioned or referred to in paragraph (2) are sufficiently illustrated by the use of symbols on the plan.