

An application for a Premises Licence or Club Premises Licence must be accompanied by a plan of the premises.

Plans in respect of an application for the grant of, or variation to a premise licence, club premises certificate or for a provisional statement, should be drawn to scale 1:100 on the metric scale. The Authority will only agree to accept plans on any other scale in exceptional circumstance and such agreement must be given before the application is lodged.

Applications filed with plans on any scale without the express agreement of the Authority will not comply with requirements of the legislation and will be invalid. The plan shall show:

- 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;
- The location of points of access to and egress from the premises;
- If different from the above point, the location of escape routes from the premises;
- In the case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
- 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;
- In the case where the premise includes a stage or raised area, the location and height of each stage or area relative to the floor;
- In the case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- In the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment;
- The location of a kitchen, if any on the premises;
- In addition to the requirements of the legislation plans shall also show the location of any CCTV cameras fitted to the licensed premises. The plan may include a legend through which the matters mentioned above are sufficiently illustrated by the use of symbols on the plan. Plans should be colour coded as follows:
 - The location of the extent of the boundary of the premises to be licensed is to be edged in red;
 - The locations on or from the premises which are to be used for licensable activities shall be shown edged brown and where there is more than one licensable activity taking part on the premises the applicant shall indicate on the plan (by way of shading/hatching or otherwise but to include a key) where each of those activities is to take place;
 - Areas to which alterations to premises currently licensed are to be carried out and for which approval is sought, are to be edged in green; and
 - Areas to which children are permitted are to be edged in blue.