

Layout plan checklist

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Note: the layout plan may include a legend through which the matters mentioned or referred to are sufficiently illustrated by the use of symbols on the plan

Confirm done column

1	Plan's scale is	1 millimetre to 100 millimetres	1mm to 50mm is also acceptable	
The following require to be shown on the plans:				
2	Extent and dimensions of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter and dimensions of the premises to be licensed (including outside drinking areas)			
3	The location and names of any streets surrounding the premises from which members of the public have access to the premises			
4	The location and width of each point of access to and egress from the premises			
5	• The location and width of any other escape routes from the premises			
6	• The location of any equipment used for the detection or warning of fire or smoke or for fighting fires			
7	The location of any steps, stairs, elevators or lifts on the premises			
8	The location of any toilets on the premises (identified as male, female or disabled as appropriate)			
9	Any area on the premises set aside specifically for the use of children and young persons			
10	Any area on the premises to which children and young persons will have access			

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11	The use for each area/part of the premises must be described as to the activities identified in the operating plan: If the premises have a kitchen the kitchen area must be detailed. This is often done on a separate fly sheet	
NOTE THE LAW EXPLANATION BELOW		
	<p>“capacity”, in relation to licensed premises, means</p> <p>(a) in relation to licensed premises (or any part of such premises) on which alcohol is sold for consumption on the premises (or, as the case may be, that part), the maximum number of customers which can be accommodated in the premises (or, as the case may be, that part) at any one time, and</p> <p>(b) in relation to licensed premises (or any part of such premises) on which alcohol is sold for consumption off the premises (or, as the case may be, that part), the amount of space in the premises (or, as the case may be, that part) given over to the display of alcohol for sale</p>	
12	ON SALE	The capacity of the premises as per Building Standards Guidelines - please check with building standards locally to ensure correct formula applied for each floor

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Confirm done column

<p>13</p>	<p>OFF SALE a.</p>	<p>The location of the area or areas to be used for the display of alcohol</p> <p>Some Boards require you to show the gantry if eg a pub is selling off sales - you need to check with the local Licensing Standards officer</p>	
	<p>OFF SALE b.</p>	<p>The maximum width and height (in metres) of the frontage to be used for the display of alcohol within that area or those areas</p> <p>Some Boards require you to measure the gantry if eg a pub is selling off sales - you need to check with the local Licensing Standards officer</p>	
	<p>OFF SALE c.</p>	<p>The maximum linear measurement (in metres) of any displays of alcohol outside the frontage referred to in heading (b).</p> <p>Some Boards require you to show e.g. wine racks in dining areas - you have to check with the local Licensing Standards officer</p>	