

## Advice sheet for submitting Premises plan

This advice sheet is for Premises applying for a **NEW LICENCE** or Clubs applying for a **NEW CERTIFICATE**.

**No plans are required for variations unless amending structure, which increases or decreases, licensed area.**

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**When submitting plans, the following must be shown –**

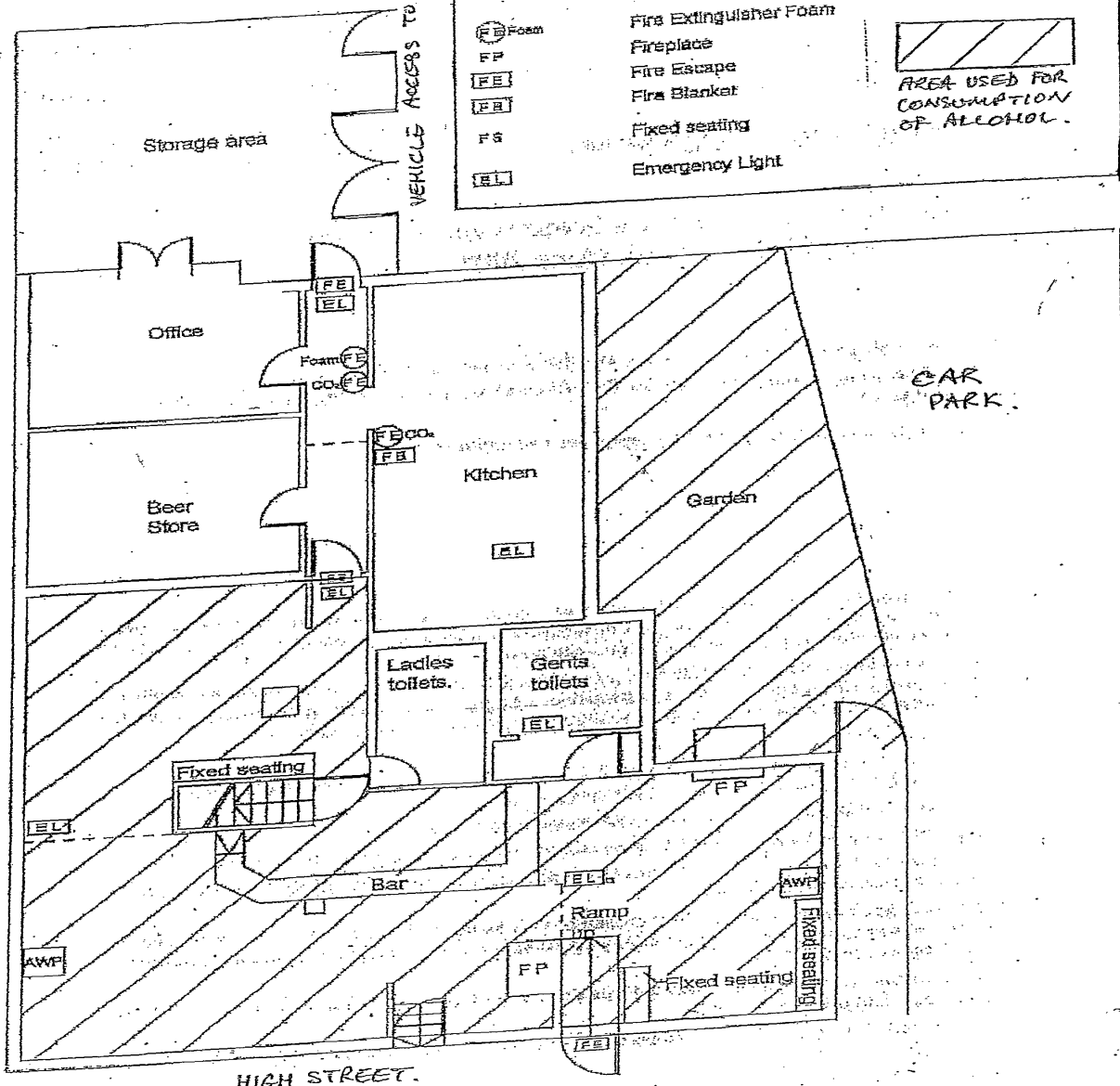
- ✓ **The plans must be on a scale of 1 to 100 unless other arrangements have been agreed between the applicant and Licensing Authority**
- ✓ **The boundary, external and internal walls of the building, also if different also the perimeter of the premises**
- ✓ **Entrance and exit points (including fire exits and escapes)**
- ✓ **Highlight on plans where each activity will take place**
- ✓ **Include all fixed structures (including seating and furniture)**
- ✓ **Highlight any objects which may obstruct exits or escape routes**
- ✓ **Location and height of any stage, raised area, steps and stairs. Also the location of lifts or elevators need to be included**
- ✓ **Location of toilets and washrooms**
- ✓ **Location of fire safety and any other safety equipment (e.g. fire extinguisher, fire blanket, marine safety equipment)**
- ✓ **Location of kitchen**
- ✓ **The plans should include a key (legend) and the perimeter of the premises should be highlighted in red.**

Please see overleaf for an example of acceptable plans.

VEHICLE ACCESS TO NOLLY STREET.

**KEY**

	Fire Extinguisher Carbon Dioxide		ARROWS INDICATE 'UP'
	Fire Extinguisher Wet Chemical		
	Fire Extinguisher Foam		AREA USED FOR CONSUMPTION OF ALCOHOL.
	Fireplace		
	Fire Escape		
	Fire Blanket		
	Fixed seating		
	Emergency Light		
	Emergency Light		



HIGH STREET.