



What's in a Layout Plan?

A layout plan is to be drawn in a scale of 1 mm: 100 mm or such other scale as may be agreed between the person submitting the plan and the licensing board to which it is to be submitted.

A layout plan must show the following -

- (a) the 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);
- (b) the location and names of any streets surrounding the premises from which members of the public have access to the premises;
- (c) the location and width of each point of access to and egress from the premises;
- (d) the location and width of any other escape routes from the premises;
- (e) the location of any equipment used for the detection or warning of fire or smoke or for fighting fires;
- (f) the location of any steps, stairs, elevators or lifts on the premises;
- (g) the location of any toilets on the premises (identified as male, female or disabled as appropriate);
- (h) any area on the premises set aside specifically for the use of children and young persons; and
- (i) any area on the premises to which children and young persons will have access.

Where the layout plan relates to premises to be licensed for the sale of alcohol for consumption **on** the premises, it must also show the use or uses to which each part of the premises will be put (under reference to the activities identified in the operating plan).

Where the layout plan relates to premises to be licensed for the sale of alcohol for consumption **off** the premises, it must also show the following -

- (j) the location of the area or areas to be primarily used for the display of alcohol;
- (k) the maximum width and height (in metres) of the frontage to be used for the display of alcohol within that area or those areas; and
- (l) the maximum linear measurement (in metres) of any displays of alcohol outside the frontage referred to at above.

A layout plan may include a legend through which the matters narrated above may be sufficiently illustrated by the use of symbols on the plan.

(Details correct at time of print June 28, 2008, we recommend you confirm exact requirements from your Local Licensing Board as they may ask for more than the Act)

