

## **PERTH AND KINROSS LICENSING BOARD**

### **GUIDANCE ON THE PREPARATION OF THE LAYOUT PLAN FOR OFF SALES PREMISES**

#### **INTRODUCTION**

The Board has received several queries from Applicants about the Board's requirements as regards layout plans. The purpose of this note is to provide advice and guidance to address these questions.

#### **LEGAL BACKGROUND**

- Under the Licensing (Scotland) Act 2005, a person applying for a premises licence must submit a layout plan of the premises with their application.
- The Premises Licence (Scotland) Regulations 2007 set out the legal requirements for layout plans.
- These requirements are set out in this Guidance Note.

#### **PREPARATION OF PLANS**

The Board will not accept layout plans which do not comply with the Regulations.

However, the Board does not take the view that plans must be prepared by an architect or equivalent. As long as the plan complies with the Regulations, is sufficiently clear and is drawn to the appropriate scale, then the plan will be accepted by the Board.

#### **CONTENT OF PLANS**

Each plan must show the following:

1. The extent and dimensions of the boundary of the building and any external and internal walls.
2. The plan should also show the perimeter and dimensions of the premises to be licensed if this will differ from the area in paragraph 1. This may be where the premises are part of a larger building.
3. The location and names of any streets surrounding the premises from which members of the public have access to the premises. If Applicants wish, this can be provided by way of a separate location plan.

4. The location and width of each entrance and exit to/from the premises.
5. The location and width of any other escape routes.

(Please note that in relation to items 4 and 5 it is the “clear width” which is measured. This is the width clear of any obstructions such as door ironmongery.)

6. The location of fire and/or smoke detection and warning equipment. A description of any alarm and fire detection system installed in the premises should be included on the plan. Emergency lighting, smoke detectors, call points and sounders should be marked on the plan and included in the legend. Any equipment for fighting fires, e.g. fire extinguishers (including type) and/or sprinkler system should be marked on the plan and included in the legend.

7. The location of any steps, stairs or lifts.

8. The location of any toilets identified as male, female or disabled as appropriate. (The Board does not require cubicles to be marked out).

9. Any area set aside specifically for the use of children and young persons e.g. crèche or play area.

10. Any area to which children and young persons will have access. Please note that you must remember to include corridors, toilets and letting bedrooms where children will have access to these.

11. The location of the area or areas to be used for the display of alcohol

(Please note that a mandatory condition has now been added in respect of Off Sales premises. Alcohol for consumption off the premises only may be displayed only in one or both of (a) a single area of the premises agreed with the Licensing Board; or (b) a single area of the premises which is inaccessible to the public. In that area a product other than alcohol may be displayed only if it is (a) non-alcoholic drink; or (b) packaged with and may be purchased only along with, alcohol.)

12. The maximum width and height (in metres) of the frontage to be used for the display of alcohol in that/those areas

13. The maximum linear measurement (in metres) of any displays of alcohol outside the frontage referred to in item 12 above.

## **Legend**

Each plan should contain a legend describing how each of the different matters outlined above is illustrated on the plan. The Board does not expect

applicants to provide overlays on plans. If a legend is used this should be sufficient.

Applicants may provide 2 versions of the plan as an alternative, with one showing items 4 – 8 and the other showing items 9-11. This may be useful for premises where there are a large number of activities taking place, and to show them all on the one plan would compromise the clarity of the plan.

Applicants may use symbols as part of the legend and may also use delineated lines of different colours, block colours and hatching/cross-hatching where necessary.

### **Scale**

All plans must be to a scale of at least 1:100. If possible plans, should be as near to A3 size as they can be, to assist with clarity and storage. If an applicant is having difficulty confining the plan to A3 size when using a scale of 1:100, then the applicant should contact the Licensing Team to discuss whether another scale may be acceptable to the Board.

Applicants may wish to provide a separate location plan in relation to item 3 above. This should be to a scale of 1:1250.

### **NUMBER OF PLANS REQUIRED**

The Board will normally require six (6) copies of each plan. However, during transition to the new Act, existing licence holders under the 1976 Act applying for a premises licence will only require to supply 2 copies of plans, as long as they can also supply an electronic version of the plan as well.