

**Licensing Act 2003**  
**Plans of Premises, Regulation 23 SI 2005 No. 42**

When you make an application for a new premises licence or club certificate or a variation to the existing plan, you are required to provide a plan of the premises (This authority will accept plans in electronic format).

Regulation 23 states: -

- 1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application related and which shall comply with the following paragraphs of this regulation.
- 2) The information contained in the plan must be clear and legible in all material respects.
- 3) The plan shall show: -
  - a. 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;
  - b. The location of points of access to and egress from the premises;
  - c. if different from sub- paragraph 3 b, the location of escape routes from the premises;
  - d. In a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
  - e. 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;
  - f. In a case where the premises includes a stage or raised area, the location and height of each stage or are relative to the floor;
  - g. In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;



- h. In the case where the premises includes any rooms or rooms containing public conveniences, the location of the room or rooms;
  - i. The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
  - j. The location of a kitchen, if any, on the premises.
- 4) The plan may include a legend through which the matters mentioned or referred to in paragraph 3 are sufficiently illustrated by the use of symbols on the plan.

Should you require clarification or advice regarding the above please feel free to contact a member of the Licensing Team on 01454 868001 or [licensing@southglos.gov.uk](mailto:licensing@southglos.gov.uk)