

## **Plans – Licensing Act 2003**

(The scale and detail to be shown on plans are prescribed by Regulations 1, 3 and 8 of The Licensing Act 2003 (Transitional Provisions) Order 2005 and Regulations 1 and 23 of The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005)

**If you need information in another format  
or in a language other than English,  
please contact the Licensing Section  
by telephoning 01289 330044**

**Licensing Section  
Legal & Democratic Services Unit  
Berwick-upon-Tweed Borough Council  
Council Offices  
Wallace Green  
Berwick-upon-Tweed  
TD15 1ED**

Plans are usually to be drawn to a scale where 1 millimetre represents 100 millimetres.

However, this does not prevent a plan from being submitted in an alternative scale, so long as the Licensing Authority has agreed in writing to this, prior to the applicant making the application. An application supported by a plan in an alternative scale, which has not been previously agreed, will be rejected.

The aforementioned regulations require a plan to show:

- 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;
- the location of points of access to and egress from the premises and, if different, the location of escape routes from the premises;
- in a case where the premises is used for more than one licensable activity, the area in within the premises used for each activity;
- 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;
- in a case where the premises includes a stage or raised area, the location and height of each stage or other area relative to the floor;
- in a case where a premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- the location and type of any fire safety and any other safety equipment; and
- the location of a kitchen, if any, on the premises.

Additionally, in respect of an application for conversion of an existing licence or certificate authorising the sale and / or supply of alcohol:

- the location or locations on the premises which is or are used for the consumption of alcohol.

The plan may include a legend through which the matters listed above are sufficiently illustrated by use of symbols on the plan.

Guidance issued by Northumberland Fire and Rescue Service states it considers the term “fire safety equipment” to include “portable fire extinguishers; fixed fire-fighting equipment; fire resisting doors; fire detection and alarm systems; emergency lighting systems, including signs; and, where appropriate, any marine evacuation equipment”.

The term “other safety equipment” may be widely defined and interpreted, depending upon the type of premises; the nature of the licensable activities; and the type of event. This may consist of only a first aid kit, but may include equipment such as manually operable lifts for the emergency evacuation of people with disabilities; CCTV systems to enable areas of premises to be monitored for the promotion of public safety; and, where appropriate, any marine safety equipment.

Specific guidance may be obtained from the relevant Responsible Authorities.

## Further Information:

Information on the Licensing Act 2003 is available:

- on the website of the Department of Culture, Media and Sport at [www.culture.gov.uk](http://www.culture.gov.uk)

- from your local Licensing Authority: Licensing Section  
Legal & Democratic Services Unit  
Berwick-upon-Tweed Borough Council  
Council Offices  
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