

ADVICE SHEET – PLANS

Do the plans have to be in a set format?

Yes. The Regulations are very clear on how the plans should be drawn up and what they should include. Maidstone Borough Council has no choice but to insist that the requirements set out below are shown on the plan.

Can I use an existing plan?

Yes, but you must still include the requirements set out below and you will need extra copies for other responsible authorities. The Plan must also be of a scale 1:100 unless the plans for each floor will exceed A3 size paper when a different scale may be used and agreed by contacting the Licensing Office.

Can I get a copy of any old plans held by the Planning Dept or Fire Authority?

No. There may be difficulties with copyright held by these parties. Please do not contact these agencies.

Do I have to show external areas such as beer gardens?

No, providing you describe on your application where alcohol will be consumed. However, it may be to your advantage to include the beer garden/area of land if in the future you wish to sell alcohol or provide regulated entertainment in this area. Please ensure you have the necessary planning permission to use this land for this purpose.

The Plan **MUST** 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 paragraph (b), the location of escape routes from the premises;
- d) In a case where the premises is used for more than one existing licensable activity, the area within the premises which is or are used for each activity;
- e) In a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- f) 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;
- g) In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- h) In a case where the premises includes any steps, stairs, elevators, or lifts, the location of the steps, stairs, elevators or lifts;
- i) In a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- j) The location and type of any fire safety and any other safety equipment; and
- k) The location of a kitchen, if any, on the premises.

The Plan may include a legend through which the matters mentioned or referred to in the above paragraph are sufficiently illustrated by the use of symbols on the Plan.