

Licensing Act 2003

Regulation 23 Plans

Applications for premises licences (section 17 of the Act) and club premises certificates (section 71 of the Act) must be accompanied by a plan of the premises to which the application relates.

Unless the licensing authority has previously agreed in writing with the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale of 1:100.

The plan shall 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
- the location of escape routes from the premises
- 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
- fixed structures (including furniture) or similar object 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 include a stage or raised area, the location and height of each stage or area relative to the floor
- in a case where the 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 including, if applicable, marine safety equipment
- the location of a kitchen, if any on the premises.

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

These details are important to make clear which premises or parts of premises have been licensed if the application is granted and to enable the responsible authorities to better consider the adequacy of the operating schedule.

Regulation 25 Advertisement of applications

In the case of an application for a premises licence under section 17, the person making the application shall advertise the application containing the appropriate information set out in regulation below

(a) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice, which is—

- of a size equal or larger than A4,
- of a pale blue colour, (The act merely specifies a pale blue paper which is open to interpretation of course but anything light and certainly not navy blue will be fine).
- printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;

In all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than 50 metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

By publishing a notice— in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;

On at least one occasion during the period of 10 working days starting on the day after the day on which the application was given to the relevant licensing authority.

In the case of an application for a premises licence or a club premises certificate, the notices referred to in regulation 25 shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on or from the premises.