

## ABERDEEN CITY LICENSING BOARD

### The Premises Licence (Scotland) Regulations 2007 (SSI 452) The Licensing (Mandatory Conditions No. 2) (Scotland) Regulations 2007 (SSI 546)

#### Guidance on the preparation of the Layout Plan for premises licensed for the consumption of alcohol off the premises

#### **A. General**

1. This guidance is drafted for the mutual benefit of applicants, agents and the Board. In some instances it may go beyond what is required by Regulation. In these circumstances this is because the Board will find the requested information helpful. The Regulations do, of course, take precedence.
2. The Board will not accept layout plans which do not conform to the Regulations.
3. Aberdeen City Licensing Board will require six (6) copies of each plan. A copy plan will be provided by the Board to the following: Grampian Fire & Rescue Service, Grampian Police, Aberdeen City Council Building Standards, Aberdeen City Council Environmental Health and the Board premises file. The remaining copy plan will be attached to the premises licence.
4. Each plan should contain a legend describing the labelling conventions. The Board does not expect applicants to provide expensive overlays on plans. If the legend is used (see below) this should be sufficient.
5. All plans must be to a scale of at least 1:100. If possible plans should be as near to or smaller than A3 size as they can be, to assist the Clerk with storage. All measurements should be metric.
6. All entrances and exits to the premise should be identified and their clear width marked on the plan. The "clear width" is measured clear of any obstructions such as door ironmongery e.g. push bars
7. All other escape routes should be identified. The clear width should be marked on the plan. Where a fire exit opens into an enclosed space eg a corridor, and there is a further escape door into the open air, the clear widths of both doors should be marked on the plan.
8. 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.

9. The location of steps or stairs should be marked on the plan as should the location of any lifts provided in terms of access for the disabled.
10. To assist applicants we will accept plans submitted for Section 50 certificates, as long as they comply with this guidance, thus avoiding the necessity for applicants to produce 2 plans.
11. We have categorised off sale premises into:-
  - Dedicated off sale premises: e.g. national chain stores
  - Corner shops/delicatessen type premises:
  - Supermarkets:
  - Other: eg novelty car hire, flowers & champagne, Xmas hampers, gift boxes

## **B. Licensed premises**

1. The licensed premises should be identified by a red line delineating the whole licensed area and referred to in the legend.
2. If the premises are part of a larger building communal areas should be delineated in blue, e.g. entrance ways, stairs
3. All entrances and exits to the premise should be identified and their clear width marked on the plan. The “clear width” is measured clear of any obstructions such as door ironmongery e.g. push bars

### **4. Dedicated off sale premises**

These premises are relatively easy to define. These stores do not sell products other than alcohol (apart from a small amount of savoury snacks or cigarettes) and usually have their walls lined floor to ceiling with shelves containing alcoholic products plus various freestanding island/dump bucket type displays within the store.

The floor area and behind the counter areas will constitute the 2 “display areas”, that behind the counter being the secure area.

“Frontage” is defined as the actual linear measurement of the shelving housing the alcohol.

“Height” should be the actual height of the shelving.

### **5. Corner Shop/Delicatessen type premises**

Usually sell a limited amount of alcohol. The alcoholic products may be behind the counter with no self service or there may be self service.

The behind the counter area would constitute a “secure area”.

“Frontage” is defined as the actual linear measurement of the shelving housing the alcohol and “display area” is also defined in this way.

“Height” should be the actual height of the shelving.

## 6. **Supermarkets**

This is more difficult and each supermarket will have to be treated individually. Some do have well defined areas for the sale of alcohol, while others have large island displays constituted by several rows of shelving with alcohol also on display at the ends of the rows.

The linear measurement of all shelves and all sides of an island display are required.

The “display area” will be the whole island unit or the area behind the frontage as appropriate. “Height” will be the actual height of the shelving.

## 7. **Other**

These premises do not usually have alcohol on “display” as such. Included in this category are novelty car hire e.g. stretch limos, whisky miniatures, hampers, gift boxes, internet sales. Sometimes a very limited amount of alcohol is stored e.g. in an office

“Frontage,” “height” and “display area” are constituted by the area in which the alcohol is stored.

## 8. **Legend**

Legends help identify the location of specific equipment or areas for specific uses. These can be identified by a symbol or coloured lines for delineation.

The Board will expect applicants to use this legend when submitting plans.

- Licensed area (red line)
- Communal areas (blue line)
- Emergency lighting (symbol)
- Smoke detectors (symbol)
- Alarm call points (symbol)
- Alarm sounders (symbol)
- Position and type of fire extinguishers (symbol)

9. **Information for applicants**

Alcohol can be displayed in off sale premises **only** in

- a. a single area agreed with the Board  
and/or
- b. a single area which is inaccessible to the public, e.g. behind the counter, an in-store kiosk.

Alcohol cannot be sold alongside any other product **except**

- a. soft drinks e.g. tonic, lemonade,  
and/or
- b. packaged with and sold along with, the alcohol, e.g. port & stilton,  
champagne and chocolates, champagne and flowers

but it can be sold in either of the two display areas.

Aberdeen City Licensing Board, June 2008