

ABERDEEN CITY LICENSING BOARD

The Premises Licence (Scotland) Regulations 2007 (SSI 452)

Guidance on the preparation of the Layout Plan for premises licensed for the consumption of alcohol on 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 must contain a location plan at a scale of 1:1250.
5. 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.
6. All plans must be to a scale of at least 1:100. If possible plans should be as near to A3 size as they can be, to assist the Clerk with storage.
7. 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.

B. Licensed premises

1. The licensed premises should be identified by a red line delineating the whole licensed area including any outside 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. 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.
5. A description of any alarm and fire detection system installed in the premises should be included on the plan. 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.
6. The location of steps or stairs including details of the geometry and provision of handrails should be marked on the plan as should the location of any lifts provided in terms of access for the disabled.
7. Details of the toilets should include the number of WC's, urinals and wash hand basins. Toilet facilities for the disabled should be indicated separately. Baby change facilities should also be marked.
8. Details of any areas specifically set aside for children e.g. crèche, play area and any areas to which children and young persons will have access, must be delineated on the plan and included in the legend.
9. The bar counter should be clearly marked on the plan.
10. Areas of loose seating which can be removed, should be clearly delineated by a dotted line as this will affect the occupancy capacity.
11. The legend which the Board would prefer you to use is given below.

C. Activities on the Premises

1. The plan should indicate the use or uses to which each part of the premises will be put in conjunction with Question 5 of the operating plan (activities to be provided on the premises).

This should include areas such as bar counters, vertical drinking only, fixed seated areas, loose seated areas, dance areas or other types of entertainment e.g. snooker / pool and areas where food will be prepared and served.

D. Occupancy Capacities

1. Dual use areas e.g. function areas that have loose seating and / or dance areas should be identified. The more onerous occupancy capacities will be used in these cases.
2. Generally, occupancy capacities will be calculated in accordance with Standard 2.9.2 of the Non-domestic Technical Handbook in relation to the Building (Scotland) Act 2003.

The following formulae will be used:

Vertical drinking: $\text{area m}^2 \div 0.5 = x \text{ people}$

Seated areas: $\text{area m}^2 \div 1 = x \text{ people}$

Dance areas: $\text{area m}^2 \div 0.7 = x \text{ people}$

It would assist the Board considerably if the occupancy capacity was marked on the plan.

E. Legend

1. 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)
- Children areas green line
- Activity areas (x hatch area with written indication of all the type(s) of activity eg pool table, dancing restaurant & times of activity if appropriate)

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