

## **Licensing Act 2003: Requirements of the Plan**

Scale 1:100 unless an alternative agreed with licensing authority.

Plan to show:

- a. Extent of the boundary of the building and any internal external walls.
- b. Points of access & egress/escape routes.
- c. If used for a number of activities, where each takes place.
- d. Where application relates to the supply of alcohol, areas used for its consumption.
- e. Fixed structures (including furniture) which may impact on the use of exits and escape routes.
- f. Location and height of any stages.
- g. Any steps, stairs, and lifts, etc.
- h. Public conveniences.
- i. Fire safety equipment.
- k. Location of any kitchen.

These can be shown by use of a legend.

## **Advertising/displaying application for, or to vary, a Premises Licence**

When an application is made for, or to vary, a **premises licence**, the applicant must advertise the application in the following ways:

- (a) By Display of a notice** for a period of no less than 28 consecutive days starting on the day after the application was given to the licensing authority, which is –
  - (i) of a size equal or larger than A4,
  - (ii) on a pale blue colour,
  - (iii) printed legibly in black ink or typed in black in a font size equal to/larger than 16.

The notice must be displayed 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 fifty 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; (see sample notice), and

- (b) By publishing a notice –**

- (i) in a local newspaper;
  - (ii) on at least one occasion during the period of 10 working days starting on the day after the application was given to the licensing authority.

### **What information does the notice have to contain?**

The regulations prescribe that in respect of an application for, or to vary, a premises licence, the notice shall contain the following information –

- (a) a brief description of the proposed variation;
- (b) the name of the applicant;
- (c) the postal address of the premises, if any, or if there is no postal address for the premises, a description of those premises sufficient to enable the location and extent of the premises to be identified;
- (d) the postal address and, where applicable, the web site address where the register of the licensing authority is kept and where and when the application may be inspected;
- (e) the date by which an interested party or responsible authority may make representations to the licensing authority;
- (f) that representations shall be made in writing; and
- (g) that it is an offence knowingly or recklessly to make a false statement in connection with an application, and a person guilty of an offence is liable on summary conviction to a fine not exceeding level 5 on the standard scale (currently £5,000).