

**WITH REFERENCE TO ANGUS LICENSING BOARD'S  
STATEMENT OF LICENSING POLICY, THE FOLLOWING MATTERS SHOULD  
BE ADDRESSED IN THE LAYOUT PLAN**

**7. LAYOUT PLANS**

- 7.1 The layout plan is intended to provide the Licensing Board and the statutory consultees with a clear indication of the proposed layout of the premises when considering the Licensing Objectives, particularly that of securing public safety. Inadequate plans may be rejected and in such circumstances the application form will not be regarded as complete.
- 7.2 The layout plan must be prepared in standard scale of not less than 1:100 and be printed on paper no larger than A3. Where the size of the premises would prevent this, the scale may be reduced to 1:200 provided that the clarity of the plan is not compromised. A separate layout plan should be included for each floor of the premises if applicable. The Clerk will be delegated authority by the Board, power to refuse to accept plans which are unclear or do not allow consultees to obtain the correct information from them.
- 7.3 Plans will only be accepted in paper form.
- 7.4 An application for a premises licence must be accompanied by six additional copies of the layout plan.
- 7.5 The layout plan for premises should conform in all other respects with the terms of the Act or any regulation made there under and show all necessary information in support of the application. Such information must include:-
- the full extent and dimensions of the boundary of the building, if relevant, and any external and internal walls of the building, and, if different, the perimeter and dimensions of the premises to be licensed (including outside drinking areas);
  - the location and names of any streets surrounding the premises from which members of the public have access to the premises;
  - the location and width of each point of access to and egress from the premises;
  - the location and width of any other escape routes from the premises;
  - the location of any equipment used for the detection or warning of fire or smoke or for fighting fires;
  - the location of any steps, stairs, elevators or lifts on the premises;
  - the location of any toilets on the premises (identified as male, female or disabled as appropriate);
  - any area on the premises set aside specifically for the use of children and young persons; and
  - any area on the premises to which children and young persons will have access.

In addition to the above information, where applicants intend to sell alcohol for consumption on the premises, the following information must also be included:-

- the use or uses to which each part of the premises will be put (under reference to the activities identified in the operating plan).

In addition to the above information, the Board requests that layout plans also include details of:-

- the number of patrons permitted into each area of the premises;
- fixed seating and table arrangements; and
- staff toilet accommodation.

Where the premises are to be used for the sale of alcohol for consumption off the premises, the following information must be included:-

- the location of the area or areas to be used for the display of alcohol;
- the maximum width and height (in metres) of the frontage to be used for the display of alcohol within that area or those areas; and
- the maximum linear measurement (in metres) or any displays of alcohol outside the frontage referred to in the above bullet point.

Where the amount of information to be included in the plan prejudices the clarity of the plan, a legend may be included in which matters referred to above are sufficiently illustrated by the use of symbols on the layout plan.

- 7.6 Plans must be of sufficient quality and clarity to ensure that they remain legible after scanning/photocopying.