**Falkirk Council Licensing Board**

**The Premises Licence (Scotland) Regulations 2007**

**Layout Plan Checklist**

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| **SCALE**: The layout plan is to be drawn in a scale where 1 millimetre represents 100 millimetres; or in such other scale as may be agreed between the person submitting the plan and the Licensing Board. (1mm to 50mm is also acceptable) |  |

**The following require to be shown on ALL PLANS:**

|  |  |
| --- | --- |
| * 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, chairs, elevators or lifts in 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 will have access |  |

**The following is also required to be shown on plans for ON-SALES premises:**

|  |  |
| --- | --- |
| * The use for each area/part of the premises must be described as to the activities identified in the operating plan |  |

**The following is also required to be shown on plans for OFF-SALES premises:**

|  |  |
| --- | --- |
| * 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\* |  |
| * The maximum linear measurement ( in metres) of any displays of alcohol outside the frontage referred to in heading (b) |  |

Note: the layout plan may include a key and use symbols on the plan to show the above.

**\*** Falkirk Council Licensing Board requires the alcohol display area to be in m³

For off-sales premises, it would assist us if your plan showed the accessible and non accessible alcohol display areas in 2 different colours.

For further information and assistance please phone 01324 501575 or email [licensing@falkirk.gov.uk](mailto:licensing@falkirk.gov.uk)