**FIFE LICENSING BOARD**

**Layout Plans - On Sales - 5 paper copies of plan to be lodged with application or 1 copy if sending by email.**

1. A layout plan is to be drawn:

 (a) in a scale where I millimetre represents 100 millimetres; or

 (b) in such other scale as may be agreed between the person submitting the plan and the Licensing Board to which it is to be submitted. In some cases a scale of 1:50 will be acceptable to the Board.

2. A layout plan is to show:

 (a) the 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);

 (b) the location and names of any streets surrounding the premises from which members of the public have access to the premises;

 (c) the location and width of each point of access to and egress from the premises;

 (d) the location and width of any other escape routes from the premises;

 (e) the location of any equipment used for the detection or warning of fire or smoke or for fighting fires;

 (f) the location of any steps, stairs, elevators or lifts on the premises;

 (g) the location of any toilets on the premises (identified as male, female or disabled as appropriate);

 (h) any area on the premises set aside specifically for the use of children and young persons; and

 (i) any area on the premises to which children and young persons will have access. This area should be shaded on the plan.

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

 Any Children & Young Persons access on plans should match up with the wording on the operating plan i.e Access to all Public Areas, then the plan should be shaded to show all the Publics Areas including access to toilets, any walkways etc.

4. If the premises are also to be licensed for the sale of alcohol for consumption off the premises and there are separate or additional display areas for that alcohol, the layout plan is also to show:

 (a) the location of the area or areas, if any, to be used for the display of alcohol;

 (b) 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

 (c) the maximum linear measurement (in metres) of any displays of alcohol outside the frontage referred to in head (b).

 The capacity should be in m2 on the plan, if there are any Beer Stack areas, please see further details in Layout Plans – Offsales.

5. In addition to the above, the plan should also show the location of:

* bar counters;
* mini bars etc;
* gaming machines - it will be assumed that machines are category C machines unless otherwise indicated;
* fixed seating and fixed furniture;
* baby changing facilities if under 5s are admitted, accessible to each sex.

6. There should also be a location plan sufficient to show the perimeter of the site on which the premises are situated and the immediate facility thereto.

7. A layout plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the

**Layout Plans - Off Sales - 5 paper copies of plan to be lodged with application or 1 copy if sending by email.**

1. A layout plan is to be drawn:

 (a) in a scale where I millimetre represents 100 millimetres; or

 (b) in such other scale as may be agreed between the person submitting the plan and the Licensing Board to which it is to be submitted. In some cases a scale of 1: 50 will be acceptable to the Board.

2. A layout plan is to show:

 (a) the 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);

 (b) the location and names of any streets surrounding the premises from which members of the public have access to the premises;

 (c) the location and width of each point of access to and egress from the premises;

 (d) the location and width of any other escape to routes from the premises;

 (e) the location of any equipment used for the detection or warning of fire or smoke or for fighting fires;

 (f) the location of any steps, stairs, elevators or lifts on the premises;

 (g) the location of any toilets on the premises (identified as male, female or disabled as appropriate);

 (h) any area on the premises set aside specifically for the use of children and young persons;

 (i) any area on the premises to which children and young persons will have access;

 (j) the location of the area or areas to be used for the display of alcohol;

 (k) 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

 (l) the maximum linear measurement (in metres) of any displays of alcohol outside the frontage referred in head (k).

 The total capacity in m2 should be shown on any Layout Plan

 If there is more than 1 accessible area which isn’t together then these should be bubbled or linked by a line around them on the plan as you can only have one accessible area and one non-accessible display area.

 Should there be any beer stack areas within the Display Area, these should be detailed with the Width(Length), Height and Depth so its clear what the full measurements are ( the m2 is calculated by using the Width(Length) and Height as per the other shelving)

3. A layout plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

Contact Details for Liquor Licensing Team: 03451 55 11 77 or

Email liquor.admin@fife.gov.uk

Contact details for Licensing Standards Officers –

Email: Licensing.standards@fife.gov.uk

Telephone number: 01592 583127

Licensing Standards Officers are available 7 days per week (but frequently out of office)