

## **HIGHLAND LICENSING BOARD REQUIREMENTS FOR LAYOUT PLANS**

- (1) A layout plan for any building is to be drawn in a scale where 1 millimetre represents 100 millimetres or a larger scale with the licensed area of the premises clearly identified,
  - (1.1) A smaller scale up to 1:250 can be used for outdoor drinking areas only
  - (1.2) Seven copies are required .An electronic copy would assist but is **not** mandatory  
A legend describing the labelling conventions would also be helpful.  
  
The footprint of premises including any out door area should be clearly marked by delineating it in red
- (2) All premises:-
  - (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.
- (3) ON Sales the use or uses to which each part of the premises will be put. Tie this in with operating plan

- (4) OFF-Sales - Additional Requirements apply to all premises, **including on sales premises**, which sell alcohol for consumption off the premises-
- (a) The location of the area or areas 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).

Alcohol which is for sale only for consumption off the premises may be displayed only in one or both of the following-

- (i) a single area of the premises agreed between the Licensing Board and the holder of the licence; or
- (ii) A single area of the premises which is inaccessible to the public.

In an area agreed in terms of paragraph (i), a product other than alcohol may be displayed only if it is a non-alcoholic drink or packaged with, and may be purchased only along with, alcohol.

Applicants should also refer to any special requirements in the premise licence mandatory conditions and those of Police, Fire and Building Control

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**PLEASE NOTE THAT THE BOARD IS UNABLE TO ACCEPT LAYOUT PLANS WHICH DO NOT CONFORM TO THE REGULATIONS. IF YOUR PLANS DO NOT COMPLY WITH THE REGULATIONS IT IS LIKELY THAT YOUR APPLICATION WILL BE RETURNED TO YOU AND YOU MAY LOSE YOUR GRANDFATHER RIGHTS.**

### **Capacity**

**On sales.** This is calculated under the Scottish Buildings Regulations and is dependent on use, fixed furniture, floor area, fire exits and toilets. A competent architect or technician will be able to calculate the figure. If your premises has a number of different functions eg. dance floor, dining room, lounge bar and bedrooms list all of these capacities separately.

**Off sales.** This should be calculated by reference to the height and frontage area(s) in square metres of the alcohol display(s).