

The Licensing Act 2003

Guidance on the format of plans to be used to support licence applications.

The plan shall show –

- The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- The location of points of access to and egress from the premise;
- If different from the paragraph (b), the location of escape routes from the premises;
- In a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- In case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which impact on the ability of individuals on the premises to use exists or escape routes without impediment;
- In case where the premises includes a stage or raised area, the location of the steps, stairs, elevators or lifts;
- In a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- The location and type of any fire safety and any other safety equipment;
- The location of kitchen, if any on the premises.

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

Key to plan symbols

1. Means of escape and equipment

All doors, walls, partitions, screens and glazing shown in :-

- Thick black line, or
- Thick black broken line, or
- Red

On plan to comply with the definition of FIRE RESISTING.



Fire Alarm Call Point with Fire Action Sign adjacent, the contents of which should be based on the Fire Safety and Evacuation Plan for the premises.

SL

Security lock (door, which may be provided with special fastening as described on plan).

FFF

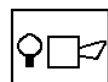
Doors which are to be free from all fastenings (other than a ball or roller fastening or a lever handled hatch). This is to ensure that the door is always available for escape from either side.



Control panel sounders.



Control panel illuminated signals



Control panel sounders and illuminated signals.

SCA

Self-closing door incorporating an automatic release e.g., Electro Magnetic Door Holder

PB

doors which are to be provided with a panic bolt. There should be a notice adjacent to the fastening indicating the method of opening (minimum 5mm lettering).

SF

Doors that have only a simple fastening which is easily and immediately openable by a person on his/her way out without use of key, e.g., barrel bolts, night latch, lever handle, etc.

TP

Fire Alarm Telephone point.

VP

A panel of clear glass in the door or adjacent partition shown on plan. It should be of an appropriate size and in a suitable position which gives the occupant of inner room early visual warning of fire. This glass should be fire resisting if the door or partition is shown as such.

S

Door assembly, which is able to resist the passage of smoke when, tested in accordance with British Standard in force at the date of manufacture.

2. Fire fighting equipment



Fire Extinguisher: e.g. 13A or 34B. Number indicates the extinguishing capability and the letter indicates the class of fire that the extinguisher is suitable for. For further information see our guidance note FSGN 8.

Aqueous Film Forming Foam Extinguisher



Water Fire Extinguisher



Fire blanket in container



Carbon Dioxide Fire Extinguisher



Dry Powder Extinguisher



Foam Fire Extinguisher



Hydraulic hose reel. A number following this symbol indicates the length of the tubing in metres.



Sand Bucket



Area covered by Fixed Fire Extinguisher installation (i.e. Co2)



Area covered by Automatic Sprinkler installation

All fire fighting equipment should be so placed as to be readily available for use. They should be mounted on brackets or suitable shelves in conspicuous position so that the carrying handles of the larger heavier extinguishers are approximately 1m from the floor, and the handles of the smaller fire extinguishers/base of fire blankets are approximately 1.5m from the floor.

3. Other codes



Area covered with a system of Escape Lighting that will illuminate the area upon failure of the normal lighting power supply, to a sufficient standard to enable persons to leave the area safely. The escape lighting system should conform to the British Standards current at the time of its installation and a certificate to this effect kept.



Area covered by automatic heat detectors



Area covered by automatic smoke detectors

PR Area covered by pressurisation system

MSE Area covered by mechanical smoke extraction

NSE Area covered by natural smoke

POC Pressurisation override control

4. Notices


S22 Boxes like this indicate signs. The following codes show the wording displayed on the notices. All notices should normally conform to the British Standard for signs which is current at date of installation and the minimum size of lettering is as indicated below unless otherwise shown adjacent to the code on plan.

Additional notes

S22 → Directional arrow

S22
S Notice suspended above head height at right angles to the escape route the graphic symbol on the approach side.

S22 As above but with the graphic symbol on both sides of the notice.

S22  Indicates that the notice is internally illuminated.

S22 Fire exit, exit or emergency exit notice graphic symbol

Minimum size of lettering

S23	Slide to open (with arrow indicating direction)	25mm
S20	Fire escape keep clear	25mm
S19	Gangway keep clear	25mm
S17	Secure door open when premises are occupied	25mm
S8	Highly flammable material – keep locked	25mm
S2	No smoking	25mm
S13	Fire door keep shut	5mm
S14	Fire door keep locked	5mm

Specimen Plan Scale 1:100 [link to this click here.](#)