

Guidance Notes to Applicants for information about Plans

Introduction

This guidance is for applicants for information about the information that you must put on plans submitted with an application.

These Guidance Notes are not comprehensive, or a substitute for reading the legislation. For more detailed, technical, or legal advice, you should consult professional advisors.

Plans form part of the application for a premises licence by law, and the East Herts Council Statement of Licensing Policy section 2.7 describes how the application, including the plan, will be considered.

The Statement of Licensing Policy for East Herts District Council is available on the Council's website;

www.eastherts.gov.uk,

or by contacting Community Safety and Licensing
Wallfields, Pegs Lane, Hertford SG13 8EQ,

or by telephone 01992 531467

or by email community.protection@eastherts.gov.uk

Regulations about Plans

The statutory requirements about plans are set out in:

The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, section 23. This is reproduced in full below:

Plans

23. - (1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.

(2) Unless the relevant licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale.

(3) The plan shall show -

(a) 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;

(b) the location of points of access to and egress from the premises;

(c) if different from sub-paragraph (3)(b), the location of escape routes from the premises;

(d) in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;

(e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;

(f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;

(g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;

(h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;

(i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and

(j) the location of a kitchen, if any, on the premises.

(4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.

In addition, Part 4 of the Statutory form for an application to Vary a premises licence, checklist, indicates that copies of plans should be sent to responsible authorities and others where applicable.

In the view of this licensing authority, it will always be 'applicable' if you are making a change to the layout or area of the premises, or adding new licensable activities, please see East Herts Statement of Licensing Policy 2008 section 12.1 for further details.

'Standard Scale' means 1:100 scale (1 centimetre to 1 metre). 1:96 scale (1 inch to 8 feet) may be acceptable if you already have a set of plans drawn to this scale, and this is clearly marked on the plan.

You must send the application and plan of the premises to us, and a copy of the application and plan to each of the Responsible Authorities listed at the end of this guidance, except, depending on the type of premises, the HSE.

Can I send the copies by email?

The application form has to be sent to us in original hard copy, because it must be signed, however the plan is acceptable by email, provided it prints out at standard scale on a sheet of paper no larger than A3, otherwise you must send it by post.

Some of the responsible authorities will accept copies of applications by email, and some do not require copies of the plan. This is a local arrangement that only applies to the East Herts area.

Each Responsible Authorities' requirements are listed on the last page, with their details.

Contact Details

Community Safety and Licensing
Wallfields, Pegs Lane
Hertford SG13 8 EQ

Tel No. – 01992 531467

Email – community.protection@eastherts.gov.uk

Responsible Authority	Is copy application acceptable by email ?	Are Plans required with copy ?
Broxbourne & East Herts Licensing CSU Hertford Police Station Hale Road Hertford SG13 8FL E-mail: licensingeasthertsarea@herts.pnn.police.uk	Usually no. May make exception by prior arrangement, and may require that additional persons are copied in to the email.	Yes.
PLANNING Head of Development Control East Herts Council Wallfields Pegs Lane Hertford Herts SG13 8EQ Tele: 01279 655261 E-mail: planning@eastherts.gov.uk	Usually no. May make exception by prior arrangement.	Yes.
FIRE AUTHORITY District Fire Safety Manager Community Fire Safety Department Longfields Hitchin Road Stevenage Herts SG1 4AE Tele: 01438 847352 E-mail: licensingactnorth.fire@hertscc.gov.uk	Yes	Yes in all cases. Acceptable by email if drawn to 1:100 and if can fit on single side of A4 at that scale. Otherwise plans are required by post.
ENVIRONMENTAL HEALTH Administration Team East Herts Council Environmental Health Section Wallfields Pegs Lane Hertford Herts SG13 8EQ Tele: 01279 655261 E-mail: environmental.health@eastherts.gov.uk	Yes	Yes. Acceptable by email if can fit on single side of A4 or A3. Do not need to be at 1:100 scale, but need to show layout of premises.
CHILDREN, SCHOOLS AND FAMILIES Janice Mossey Local Safeguarding Children's Board Room 173 County Hall Hertford SG13 8DF E-mail : admin.lscb@hertscc.gov.uk	Yes	No.
TRADING STANDARDS (WEIGHTS AND MEASURES) Chief Trading Standards Officer Hertfordshire Trading Standards 45 Grosvenor Road St Albans Herts AL1 3AW Tele: 01727 813849 E-Mail: hcc.tradstad@hertscc.gov.uk	Yes	No.

<p>HEALTH AND SAFETY Health and Safety Executive AW House 6-8 Stuart Street LUTON LU1 2SJ Email: Robert.Hampton@hse.gsi.gov.uk Note : HSE only need to be copied if they are the enforcing Authority for Health and Safety at your premises. See: 'Do I need to serve a copy on the HSE?' above.</p>	<p>Yes.</p>	<p>No.</p>
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