

ARGYLL AND BUTE LICENSING BOARD - LAYOUT PLAN PREPARATION AND CONTENT

[The Premises Licence \(Scotland\) Regulations 2007](#) regulate the style and content of layout plans as follows:

(1) A layout plan is to be drawn

- (a) in a scale where 1 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.

(2) A layout plan

- (a) Is to show the matters specified in paragraph (3);
- (b) Is to show the matters specified in paragraph (4) in the case of premises to be licensed for the sale of alcohol for consumption **on** the premises;
- (c) Is to show the matters specified in paragraph (5) in the case of premises to be licensed for the sale of alcohol for consumption **off** the premises; and
- (d) Include a legend through which the matters mentioned or referred to in those paragraphs are sufficiently illustrated by the use of symbols on the plan.

(3) The matters specified in this paragraph are

- (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 accessible as appropriate);
- (h) Any area on the premises set aside specifically for the use of children and young persons.

Layout Plan and Off Sales Premises

In addition to the above statutory regulations, the Licensing Board expects applicants for premises licences for off sales premises to provide the percentage of retail floor space, in square metres, given over to the display of available alcohol for sale calculated as follows:

1. Find the total retail sales area in square metres (e.g. the total area of the rectangle below in blue);
2. Take the square metres of the overall area given over to the storage of available alcohol for sale. (e.g. the total area of the rectangle in red) Divide 2 by 1 and multiply by 100 = percentage.

In general terms, for those off sales premises where alcohol is not the main product on sale (e.g. convenience stores and supermarkets), the Licensing Board expects less than 10% of the total retail area to be given over to the display of alcohol.



END