

# **ROYAL BOROUGH OF KENSINGTON AND CHELSEA**

## **SUBMISSION OF PLANS**

Where plans are required to be submitted as part of an application for the Conversion of a Premises Licence or Club Premises Certificate or as part of an application for a new Premises Licence or new Club Premises Certificate, they **must** be submitted in accordance with the requirements of the respective Regulation Orders. These requirements are specified in the table shown below.

**Please Note:** Failure to comply with the requirements as specified, will render the application incomplete and will result in the whole application being rejected and returned to you.

<b><u>PLAN REQUIREMENTS</u></b>
The information contained in the plan must be clear and legible in all material respects.
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 (b), the locations of escape routes from the premises.
(d) In a case where the premises are to be used for more than one licensable activity, the area within the premises used for each activity.
(e) In a 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 (Conversion Applications)
(f) 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.
(g) In a case where a premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
(h) In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts.
(i) In a case where the premises include any room or rooms containing public conveniences, the location of the room or rooms.
(j) The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment.
(k) The location of a kitchen, if any, on the premises.

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