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.

<table>
<thead>
<tr>
<th>PLAN REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The information contained in the plan must be clear and legible in all material respects.</td>
</tr>
<tr>
<td>The plan shall show:</td>
</tr>
<tr>
<td>(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.</td>
</tr>
<tr>
<td>(b) The location of points of access to and egress from the premises.</td>
</tr>
<tr>
<td>(c) If different from (b), the locations of escape routes from the premises.</td>
</tr>
<tr>
<td>(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.</td>
</tr>
<tr>
<td>(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).</td>
</tr>
<tr>
<td>(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.</td>
</tr>
<tr>
<td>(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.</td>
</tr>
<tr>
<td>(h) In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts.</td>
</tr>
<tr>
<td>(i) In a case where the premises include any room or rooms containing public conveniences, the location of the room or rooms.</td>
</tr>
<tr>
<td>(j) The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment.</td>
</tr>
<tr>
<td>(k) The location of a kitchen, if any, on the premises.</td>
</tr>
</tbody>
</table>

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.