

The Premises Licence (Scotland) Regulations 2007 prescribes the scale and specification of the requisite layout plan as follows:-

- It must be in a scale where 1 millimetre represents 100 millimetres or a scale agreed with the Board (the Licensing Boards have agreed to adopt the statutory scale of 1 millimetre to 100 millimetres)
- It must show a whole range of matters including:-
 - 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)
 - the location and names of any streets surrounding the premises from which members of the public have access to the premises
 - the location and width of each point of access to and egress from the premises
 - the location and width of any other escape routes from the premises
 - the location of any equipment used for the detection or warning of fire or smoke or for fighting fires
 - the location of any steps, stairs, elevators or lifts
 - the location of toilets (identified as male, female or disabled)
 - any area set aside specifically for the use of children and young persons
 - any area to which children and young persons will have access
 - for on-sale premises – the use to which each part of the premises will be put
 - for off-sale premises – the location of the area to be used for display of alcohol: the maximum width and height of the frontage to be used for display of alcohol within that area; the maximum linear measurement (in metres) of any display of alcohol outside the frontage referred to.
 - For hotels and restricted hotels, bedrooms must be shown on the plan.
 - Please note that in terms of the Licensing (Mandatory Conditions No 2) (Scotland) Regulations 2007 the following conditions will apply in relation to alcohol which is for sale only for consumption off the premises *“Display of alcohol for consumption off the premises*
 - (1) Alcohol which is for sale only for consumption off the premises may be displayed only in one or both of the following:
 - (a) a single area of the premises agreed between the Licensing Board and the holder of the licence; or
 - (b) a single area of the premises which is inaccessible to the public
 - (2) In an area agreed in terms of sub-paragraph (1)(a) a product other than alcohol may be displayed only if it is:
 - (a) a non-alcoholic drink; or
 - (b) packaged with, and may be purchased only along with, alcohol”.
 - The plan may include a legend through which matters can be illustrated by use of symbols on the plan.

It may be useful to add an information box as shown below, to show where all activities are taking place

EXAMPLE

ACTIVITY	BAR	LOUNGE	OUTDOOR AREA	BEDROOMS		
ACCOMMODATION				✓		
CONFERENCE		✓				
RESTAURANT						
BAR MEALS	✓	✓	✓			
RECEPTIONS	✓	✓				
CLUB MEETINGS		✓				
RECORDED MUSIC	✓	✓				
LIVE PERFORMANCES	✓	✓				
DANCE FACILITIES		✓				
THEATRE/FILMS						
GAMING	✓	✓				
INDOOR/OUTDOOR SPORTS	✓	✓	✓			
TELEVISED SPORT	✓	✓		✓		
OUTDOOR DRINKING			✓			
ADULT ENTERTAINMENT						
CHILDREN/YOUNG PERSONS		✓	✓	✓		
ANY OTHER ACTIVITIES	✓	✓	✓			