


APPLICATION FOR PREMISES LICENCE/PROVISIONAL PREMISES LICENCE*

*Delete as appropriate

<p>Clerk to the Licensing Board West Lothian Council West Lothian Civic Centre Howden South Road Livingston West Lothian EH54 6FF</p> <p>Telephone No: 01506 281632 e-mail: licensingboard@westlothian.gov.uk Legal Post: DX 552560 Livingston 7</p>	
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Licensing (Scotland) Act 2005, section 20

APPLICANT INFORMATION *Licensing (Scotland) Act 2005, section 20(1)*

Question 1

Name, address and postcode of premises to be licensed

Question 2

Particulars of applicant

2(a) Where applicant is an individual, provide full name, date and place of birth, and home address including postcode

2(b) Where applicant is a partnership, please provide full name, and postal address of partnership

2(c) Where applicant is a company, please provide name, registered office and company registration number

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons*

***Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005**

Question 3*Previous applications*

- 3 Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises? YES/NO*

* If YES - provide full details

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Question 4*Previous Convictions*

4 Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)	YES/NO*
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For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

Name & position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty

- (1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES *Licensing (Scotland) Act 2005, section 20(2)(a)*

Question 5

5 *Description of premises (where application is submitted by a members' club, please also complete question 6)*

Question 6

6 *To be completed by members' clubs only*

<i>Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?</i>	YES/NO*
<i>* Delete as appropriate</i>	

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this application are true to the best of my knowledge and belief.

Signature *(see note below)

Name in capital letters

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

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<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Operating plan</i>	
<i>Layout plan (3 copies A4 or A3 size)</i>	
<i>Planning certificate</i>	
<i>Building standards certificate</i>	
<i>Food hygiene certificate</i>	
<i>Disabled Access and Facilities Statement</i>	

*Data Protection Act 1998

The information on this form may be held on an electronic public register which may be available to members of the public on request.

West Lothian Licensing Board Privacy Statement – re data protection see page 13 at end of operating plan

<u>For use by the Licensing Board only</u> Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (<i>INITIALS</i>)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	
<u>For use by the Licensing Board only</u> If application is for a premises licence - Documents required	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	
<u>For use by the Licensing Board only</u> If application is for a provisional premises licence Documents required	
Provisional planning certificate	
Operating plan	
Layout plan	

OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the premises?	YES/NO*
1(b) Will alcohol be sold for consumption solely OFF the premises?	YES/NO*
1(c) Will alcohol be sold for consumption both ON and OFF the premises?	YES/NO*
*Delete as appropriate	

Question 2

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES

Day	ON Consumption	
	Opening time	Terminal hour
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Question 3

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **OFF** PREMISES

Day	OFF Consumption	
	Opening time	Terminal hour
<i>Monday</i>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

Question 4

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	YES/NO*
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**If YES – provide details*

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Accommodation</i>		N/A	N/A
<i>Conference facilities</i>			
<i>Restaurant facilities</i>			
<i>Bar meals</i>			
5(b) Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Receptions including</i> <i>Weddings, funerals,</i> <i>birthdays, retirements</i> <i>etc.</i>			
<i>Club or other group</i> <i>meetings etc.</i>			
5(c) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Recorded music – see</i> 5(g)			

<i>Live performances – see 5(g)</i>			
<i>Dance facilities</i>			
<i>Theatre</i>			
<i>Films</i>			
<i>Gaming</i>			
<i>Indoor/outdoor sports</i>			
<i>Televised sport</i>			
5(d) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Outdoor drinking facilities</i>			
5(e) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Adult entertainment</i>			

Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

5(f) any other activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

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5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?	YES/NO*
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When fully occupied, are there likely to be more customers standing than seated?	YES/NO*
*Delete as appropriate	

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	YES/NO*
	*Delete as appropriate	

6(b) Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry

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6(c) Provide statement regarding the **AGES** of children or young persons to be allowed entry

6(d) Provide statement regarding the **TIMES** during which children and young persons will be allowed entry

6(e) Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry

Question 7

CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) *Name*

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8(b) *Date of birth*

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8(c) *Contact address and Telephone No*

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8(d) *Email address*

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8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this application are true to the best of my knowledge and belief.

Signature *(see note below)

Name in capital letters

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

.....

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Licensing (Scotland) Act 2005. In terms of the 2005 Act we may be required to share this information with the following bodies and individuals:-

- Police Scotland
- Scottish Fire and Rescue Service
- NHS Lothian
- West Lothian Council
- Community Councils in West Lothian
- Neighbours within 4 metres of the premises

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

The information provided by you on this form will be held on an electronic register which will be available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team’s webpage <https://www.westlothian.gov.uk/licensing>. A hard copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632

“SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

Licensing (Scotland) Act 2005, section 20(2)(b)(iia)

Question 1

Disabled access and facilities

1(a)	Is there disabled access to the premises	YES / NO*
1(b)	Do you have facilities for those with a disability	YES / NO*
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES / NO*
<i>*Delete as appropriate</i>		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

Question 2

Disabled access to, from and within the premises

Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this application are true to the best of my knowledge and belief.

Signature *(see note below)

Name in Block Letters

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

.....

*Data Protection Act 1998

The information on this form may be held on an electronic public register which may be available to members of the public on request.

West Lothian Licensing Board Privacy Statement – re data protection see page 13 at end of operating plan

HOW TO APPLY FOR A PREMISES LICENCE

WHAT YOU NEED TO DO

The application should be completed and returned together with the operating plan, 3 copies of the layout plan and the appropriate fee. The layout plan must comply with the provisions in Paragraph 5 of the Premises Licence (Scotland) Regulations 2007 (SSI 2007/452). The relevant section is attached to these guidance notes.

WHAT WE WILL DO

We will write to you within 21 days of receipt of your application advising you of the date on which we will advertise the application on the Council's website and carry out neighbour notification and consult the Police and Fire authority.

NOTICE FOR DISPLAY AT PREMISES

We will send you a Notice of Application for Premises Licence. This notice will require to be displayed at or near your premises and at a height where it can be conveniently read by the public for a period of 21 days commencing on the date of the notice.

CONFIRMATION OF SITE NOTICE

We will also send you a 'Confirmation of Site Notice' form. After the 21 day period has expired this should be completed and returned as soon as possible. Once the completed form has been returned the application will be allocated to a Board meeting.

OBJECTIONS

We will let you have copies of any objections lodged as soon as possible following the closing date for objections.

CONSIDERATION OF YOUR APPLICATION

Your application will be considered within 119 days of the date specified in the notice as the last date for lodging objections and we will give you at least 7 days' notice of the date of the meeting at which your application is to be considered.

PERSONAL LICENCE (PREMISES MANAGER)

If at the time you apply for your premises licence you also apply for a personal licence and you are to be the premises manager ie the person named in the operating plan, we will determine your personal licence application no later than the date on which the premises licence application is determined.

FEES

Application fees depend on rateable value as follows:-

<u>Premises Licences</u>	<u>Rateable Value £</u>	<u>Fee</u>
Category 1	Premises not on the valuation roll or entered with a nil value	£ 200
Category 2	(1 - 11,500)	£ 800
Category 3	(11,500 - 35,000)	£1100
Category 4	(35,001 - 70,000)	£1300
Category 5	(70,001 - 140,000)	£1700
Category 6	(140,000 +)	£2000

In addition, each premises licence holder must pay an annual fee to the Board by 1 October based on the rateable value of the premises. New applicants are required to pay a partial annual fee to cover the period from the granting of the licence (or confirmation in the case of a provisional licence). We will contact you about that when it is due.

Lodging of Applications under the Licensing (Scotland) Act, 2005

Applications together with a cheque or postal order for can be submitted by post to:-

West Lothian Licensing Board
 West Lothian Civic Centre
 Howden South Road
 Livingston
 West Lothian
 EH54 6FF

Please do not send cash by post. There are no facilities to accept cash, cheques or postal orders at the Civic Centre. If you wish to make payment of your fee in person by cash, cheque or postal order, you should take your application to:-

West Lothian Connected
 Arrochar House
 Civic Square
 Almondvale Boulevard
 Livingston
 West Lothian

Information on fees and the supporting documents to be submitted with each application is available on the Board's webpages at www.westlothian.gov.uk and search for premises licences.

GUIDANCE NOTES

You should have regard to the information contained in the Board's premises licence webpage and the LSO webpage before completing your application. Please go to www.westlothian.gov.uk and search for 'Premises Licences' and 'Licensing Standards Officer'.

APPLICATION FORM – GENERAL

As this process is legally complex you should consider instructing a licensing solicitor to advise you regarding the making of this application. This is likely to speed up the process as incomplete applications will be returned to you for amendment and may lead to significant delays.

The application form may be scanned for computer purposes and should be completed in typescript or, in block capitals using BLACK ink.

All writing should be contained within the BOXES where these are provided.

Where YES/NO answers are required, the non-applicable answer should be crossed out in BLACK ink.

Please answer the questions in relation to the activities to take place within the premises. For on sales premises more information will be required. Fewer details may be required for an applicant who intends to sell alcohol for off consumption in a village store as opposed to other premises which may have many different uses.

Any person, other than an individual under the age of 18, may apply to the appropriate Licensing Board for a premises licence in respect of any premises. (Licensing (Scotland) Act 2005, s.20(1))

You should have regard to the Board's Statement of Licensing Policy prior to making your application. It is available to view on the Board's webpages.

What information do I need to provide with my application? Please see the Board's webpages for Premises Licences regarding S.50 certificates.

QUESTIONS 1 & 2

PARTICULARS OF APPLICANT

The full name and address, including postcode, of the premises to be licensed should be provided. In instances where an applicant has not decided on a name for premises at the time of application, this should be indicated.

Information supplied in response to question 2 may be used by the Chief Constable to identify whether or not the applicant (or any connected person* in a case where the applicant is not an individual – (e.g.) it is a company or partnership) has been convicted of a relevant offence or foreign offence.

* "Connected person" is defined in section 147(3) of the Act. In that respect, it is important that Licensing Boards are provided with the relevant information in each case.

QUESTION 3**PREVIOUS APPLICATIONS**

Section 25(1), (2) and (3) of the Licensing (Scotland) Act 2005 makes certain provisions regarding refusals of earlier applications for premises licences under the Act. Where applicants or connected person have had an earlier application or applications refused under the terms of the Act, details should be provided including the date(s) of earlier refusal(s), the premises to which refusals applied, and the name of the Licensing Board which refused the applications

QUESTION 4**PREVIOUS CONVICTIONS**

Where the applicant (or connected persons) has been convicted of a relevant or foreign offence, details should be provided including the date of conviction, place of conviction, nature of offence and penalty. 'Relevant offences' are prescribed in The Licensing (Relevant Offences) (Scotland) Regulations 2007 (SSI 2007/513) (a copy of the Regulation is available to view on the Related Links section of the Board's Premises Licence webpages). For the purposes of the Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purposes of the Rehabilitation of Offenders Act 1974 and details of such a conviction need not be provided. A "foreign offence" is defined in section 129(2) of the Act.

A conviction for a relevant or foreign offence does not prevent a person from applying for or being granted a licence, but it is a matter to which Boards will have regard when determining a person's suitability to hold a licence.

QUESTION 5**DESCRIPTION OF PREMISES**

Applications should provide Boards with a clear indication of the type of operation that will be undertaken on the licensed premises (e.g. whether the premises will be run as a pub, offsales, nightclub, mixed use premises, hotel, or restaurant etc.) having regard to the activities listed in the operating plan and matters shown in the layout plan. It will also be helpful if applications contain a description of the overall setting in which the premises are located and this should include the general area, for example, rural, urban or city centre location; whether detached, terraced, part of shopping mall etc; building solely occupied or shared.

QUESTION 6

This question requires to be completed so Licensing Boards can identify those registered clubs that wish to benefit from the exemptions from the Licensing (Scotland) Act 2005 provided for in section 125 of that Act. In order to qualify for these exemptions a club must meet the criteria set down in The Licensing (Clubs) (Scotland) Regulations 2007 (SSI 2007/76) (a copy of the Regulation is available to view on the Related Links section of the Board's Premises Licence webpages).

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

The application form requires to be signed by the applicant for the premises licence or the applicant's agent. An agent must confirm that the form is being signed in that capacity.

OPERATING PLAN

GUIDANCE NOTES FOR APPLICANTS ON COMPLETION OF OPERATING PLANS

The operating plan must accompany an application for a premises licence under section 20 of the Licensing (Scotland) Act 2005.

Compliance with the operating plan is a condition of the premises licence (Licensing (Scotland) Act 2005, section 27(1) and schedule 3, paragraphs 2(1) and 3).

QUESTION 1

This question seeks to establish whether alcohol will be sold for consumption on the premises, off the premises, or both. This information is needed because the Act allows for different licensing hours for on-sales and off-sales where both are offered.

QUESTION 2

This question requires a statement of CORE times when alcohol is being sold for consumption ON the premises. The table should be completed to show for each day, the time the premises will OPEN for the purposes of selling alcohol and the time when the premises will CLOSE for the purposes of selling alcohol (the terminal hour).

QUESTION 3

This question requires a statement of CORE times when alcohol is being sold for consumption OFF the premises. The table should be completed to show for each day, the time the premises will OPEN for the purposes of selling alcohol and the time when the premises will CLOSE for the purposes of selling alcohol (the terminal hour).

Applicants should note that alcohol cannot be sold for consumption off the premises earlier than 10am or later than 10pm. (Licensing (Scotland) Act 2005, section 65(3)).

QUESTION 4

This question seeks to establish if the applicant intends to operate the premises continuously throughout the year or on a seasonal basis. Where the applicant intends to operate on a seasonal basis, details of when the premises will be open for business should be provided. This seeks to identify any occasions when occasional extensions to licensed hours may be required.

QUESTION 5

This question deals with other activities or services which may be provided in addition to the sale of alcohol during core hours and outwith those core hours. Applicants should indicate what activities or services they intend to provide by confirming YES or NO in each of the categories given.

When completing this section applicants should have regard to the contents of the Licensing (Scotland) Act 2005, section 23(5)(d) which establishes the grounds for refusal for a premises licence with regard to the nature of activities proposed to be carried on in the subject premises. Whilst section 20(4)(d) of the Act requires that the plan contains a statement of the times at which any other activities in addition to the sale of alcohol are to be carried on in the premises, the operating plans need not show the exact start and finish times of all activities listed in the plans.

The plans allow for a general statement to be made that the activities listed in the plan will take place during and/or outwith licensed hours. In the case of off-sales premises or mixed use premises which make sales of products other than alcohol, for example, newspapers, groceries etc. there is no requirement for these activities to be included within the operating plan, since any licence issued under the Act relates to licensing of alcohol.

QUESTION 6

CHILDREN AND YOUNG PERSONS

For the purpose of this Act a “child” means a person under the age of 16 years and a “young person” means a person aged 16 or 17 years.

QUESTION 7

CAPACITY OF PREMISES

Applicants are asked to confirm the proposed capacity of the premises they wish to be licensed. Any figure provided may be verified, for the purposes of overprovision by or on behalf of the Licensing Board.

The recommendation of the National Licensing Forum which was agreed by Ministers is that, for the purposes of the overprovision assessment, determination of capacity of licensed premises should be undertaken by local authority building standards officers. It must be stressed that any capacity figure that is determined will only be used for the purposes of overprovision under the Licensing (Scotland) Act 2005 and for no other purposes. The definition of capacity for on-sales and off-sales is set out in section 147 of the Act.

Boards will be required to refuse applications for premises licences on the grounds of overprovision under section 23(5)(e) where they have determined there is overprovision in any locality or localities within their areas.

Following commencement of section 7(1) of the Act on 1 September 2009, Boards will be under a duty to provide in their revised policy statement (due to be published in November 2010) a statement as to the extent to which a Board considers there to be overprovision of: -

1. Licensed premises; or
2. Licensed premises of a particular description, in any locality within the Board's area.

QUESTION 8

PREMISES MANAGER

Where the application is for the grant of a provisional premises licence there is no requirement to complete this question – (see Licensing (Scotland) Act 2005, section 45 (10) (b)).

An individual may not be the premises manager of more than one licensed premises at the same time. Accordingly, if an individual who is the premises manager of licensed premises is subsequently specified in the premises licence of another licensed premises as the manager of those other premises, the subsequent specification is of no effect (Licensing (Scotland) Act 2005, s.19 (2)).

NOTES

- 1 In terms of Section 147(3) of the Licence (Scotland) Act 2005 a person is in relation to a partnership, a company, a club or other body (whether incorporated or unincorporated) a connected person if the person -
 - a) In the case of a Partnership is a partner
 - b) In the case of a company -
 - (i) is a director, or
 - (ii) has control of the company
 - c) In the case of a club, is an office bearer of the club, and
 - d) In any other case, is connected in the management and control of the body.

- 2 Details of Relevant of Foreign Offences are contained in the Licensing (Relevant Offences)(Scotland) Regulations 2007 (SSI No 513) which is available in the 'Related Links' section on the Board's personal licence webpage. Got to www.westlothian.gov.uk and search for 'Personal Licences'

- 3 Further information regarding the Licensing (Scotland) Act 2005 is available from the Scottish Government website by choosing 'law order and public safety' then searching for 'alcohol licensing'.

LAYOUT PLAN REQUIREMENTS

PARAGRAPH 5 OF THE PREMISES LICENCE (SCOTLAND) REGULATIONS 2007

- (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 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 the premise to be licensed for the sale of alcohol 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) may 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 disabled as appropriate);
 - h) any area on the premises set aside specifically for the use of children and young persons; and
 - i) any area on the premises to which children and young persons will have access.
- (4) The matters specified in this paragraph are the use or uses to which each part of the premises will be put (under reference to the activities identified in the operating plan).
- (5) The matters specified in this paragraph are –
- (a) the location of the area or areas to be used for the display of alcohol;
 - (b) the maximum width and height (in metres) of the frontage to be used for the display of alcohol within that area or those areas; and
 - (c) the maximum linear measurement (in metres) of any displays of alcohol outside the frontage referred to in head (b).