



Name: *John Smith* Comments: *Main entrance is on Birchley gardens.*
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 Project: *Premises Licence*
 Address: *1 Birchley Gardens, Uxbridge, UB79 9UB*

PREMISES SELF SURVEY

5. Clearly complete all contact details on each sheet used.

6. Number all pages that you will be sending.

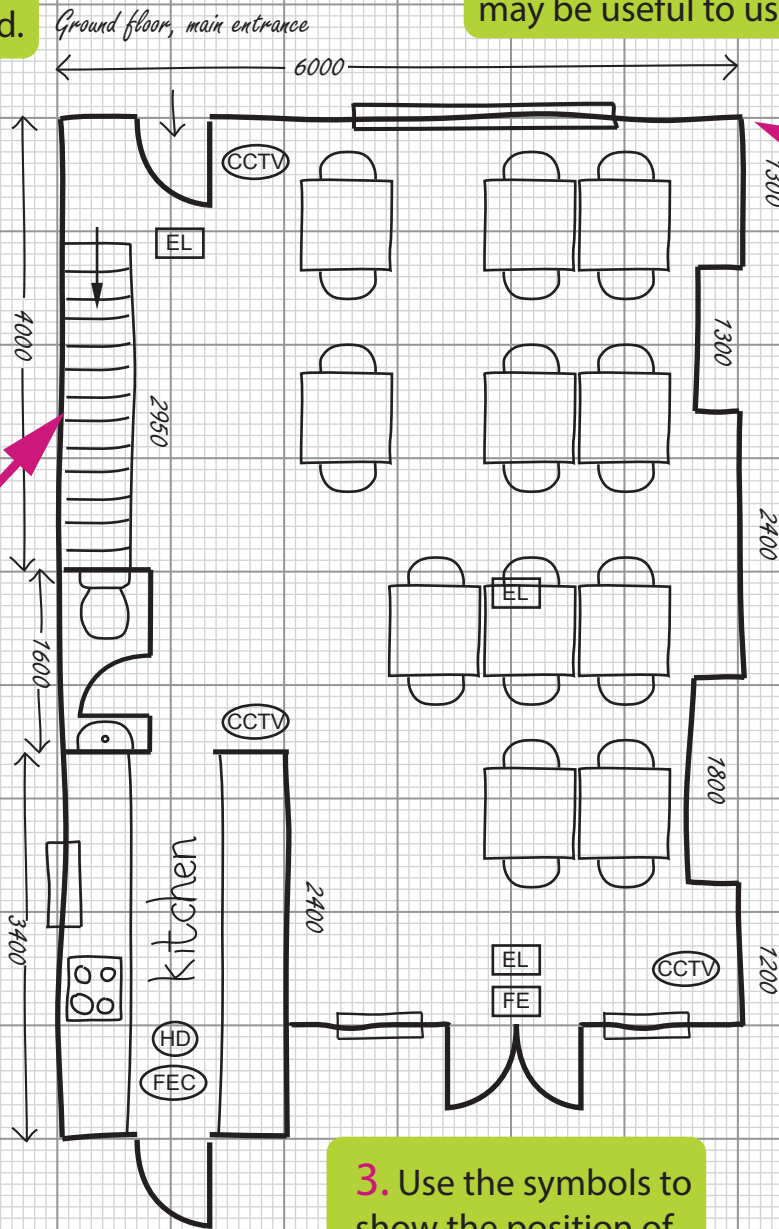
7. Here you can add a title to your sketch or simply write anything you think may be useful to us.

8. Send your sketches and photos of your property to us at info@premplan.co.uk

Note...

Dimensions can be shown either with arrows or written along each side that it relates to.

4. Indicate the staircase and show which direction is up by placing an arrow at the bottom of the stairs pointing up.



1. Find a place to start, normally the best place is one of the inside corners on an external wall. This will help to keep the drawings on the page. Simply walk around the floor and sketch the room layouts. No need to measure yet.

2. Once you have finished sketching you can now walk the same route measuring the room. Use either a tape or laser measure. Remember to measure doors, windows and chimney breast widths using millimetres (mm)

3. Use the symbols to show the position of fittings.

PLEASE CONTACT US IF YOU NEED HELP!!!

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Sketch the floor plans using the symbols below...

| | | | | | | | | | |
|----------------|--|---------------|--|--------|--|-----------|--|--------------------|--|
| Wall | | Sliding Door | | WC | | Hob | | Window | |
| Door | | Sink | | Shower | | Boiler | | North Point | |
| Double Door | | Basin | | Bath | | Column | | Stairs | |
| Smoke Detector | | Heat Detector | | CCTV | | Fire Exit | | Emergency Lighting | |

| | | |
|--------------------|--------------|-------------|
| Fire Extinguishers | CO2 (FEC) | Foam (FEF) |
| | Powder (FEP) | Water (FEW) |

Please send either a photo or scan of your drawings to...
info@premplan.co.uk
 Tel: 07974 035 035