

Drawing a Floor Plan

Floor plans help us to see the layout of the property to ensure that it meets the requirements for a license to be issued.

There are professionals who can draw floor plans such as architects, however there is a cost to this option.

If plans of the property are available from other purpose such as following an extension it is acceptable to use them provided they show all the information needed and are up to date.

The aim of the plans is to indicate:

- The layout of the house including size and proportions of rooms etc.
- If and where fire doors are fitted
- Where fire detection and alarm equipment is sited

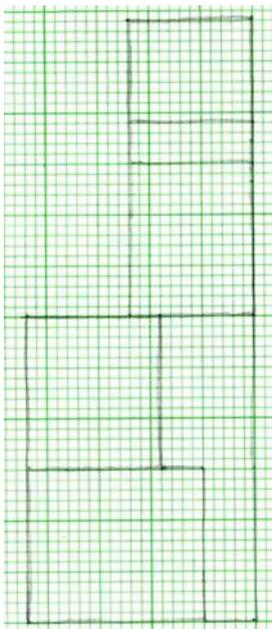
So long as the plans show these things clearly, they will be acceptable.

How to start

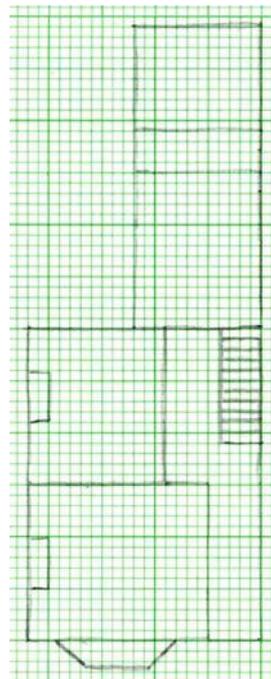
You can use ordinary plain unlined A4 paper but you may find it helpful to use graph or squared paper.

It's helpful to use a scale but not essential and you should choose one which will allow you to fit all of your drawing on to one page. Often a scale of 1 cm = 1 metre is about right but you should choose a scale to suit you.

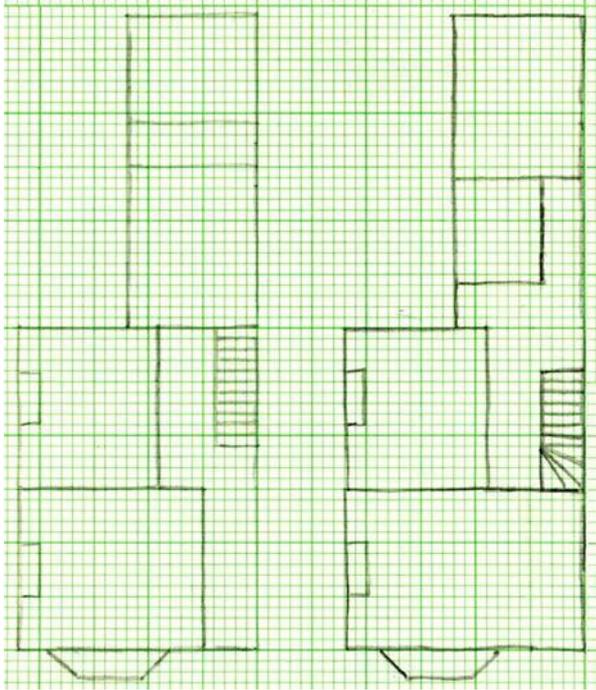
Walk around your property making a note of the layout and jot down the dimensions. Make sure that your chosen scale is one which will allow you to fit all of a floor on one sheet.



Start on the ground floor and using your chosen scale draw out the basic room shapes in pencil. Draw with light pencil strokes which can be rubbed out easily with an eraser. A single line is sufficient to represent a wall.



Then pencil in major structural things like chimney breasts, bay windows and stairs.

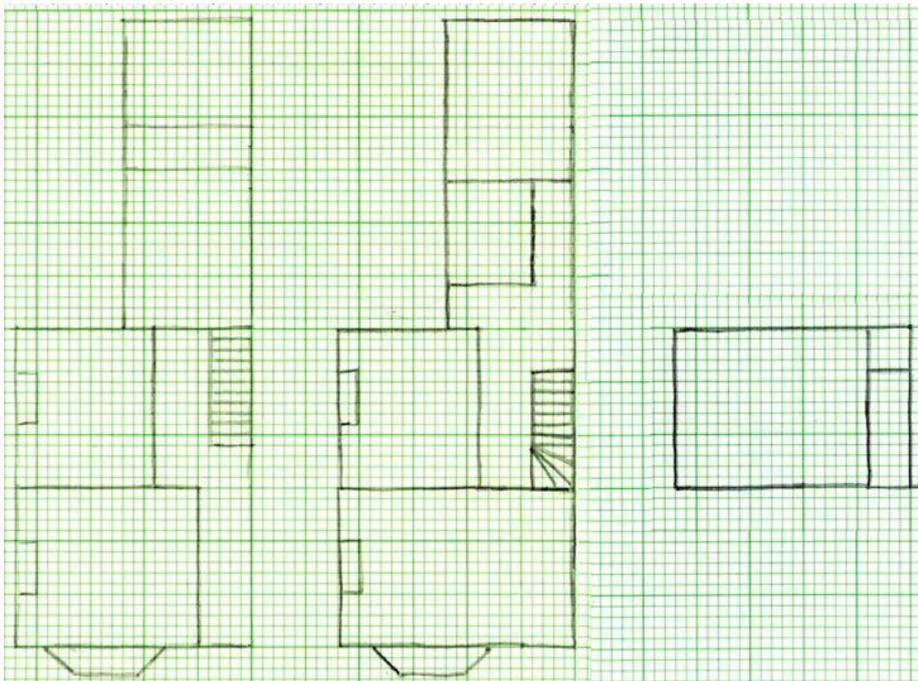


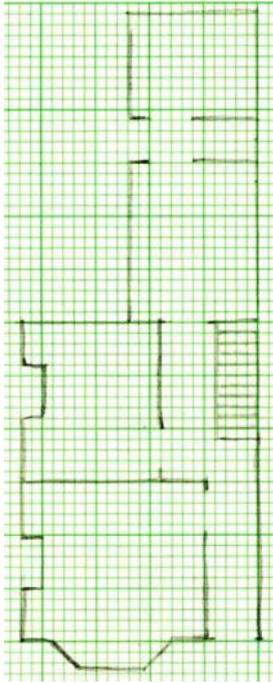
Presuming that there are other floors it is worth copying your basic plan at this stage as the layout of upper floors is often very similar to the ground floor.

Stairs between the ground and first floor should be shown on the ground floor plan.

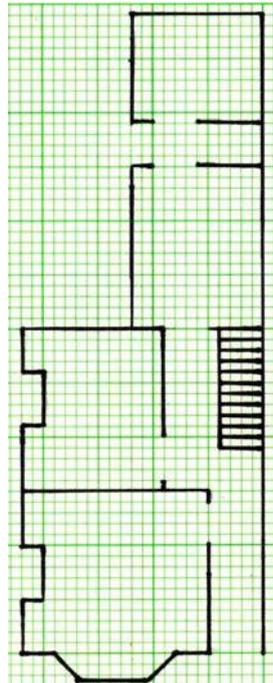
Stairs between the first and second floor should be shown on the first floor.

The next floor should be straight forward.

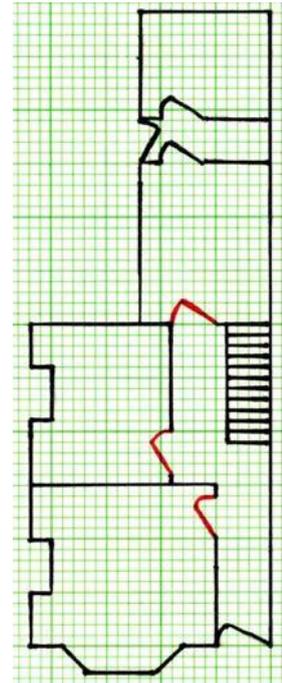




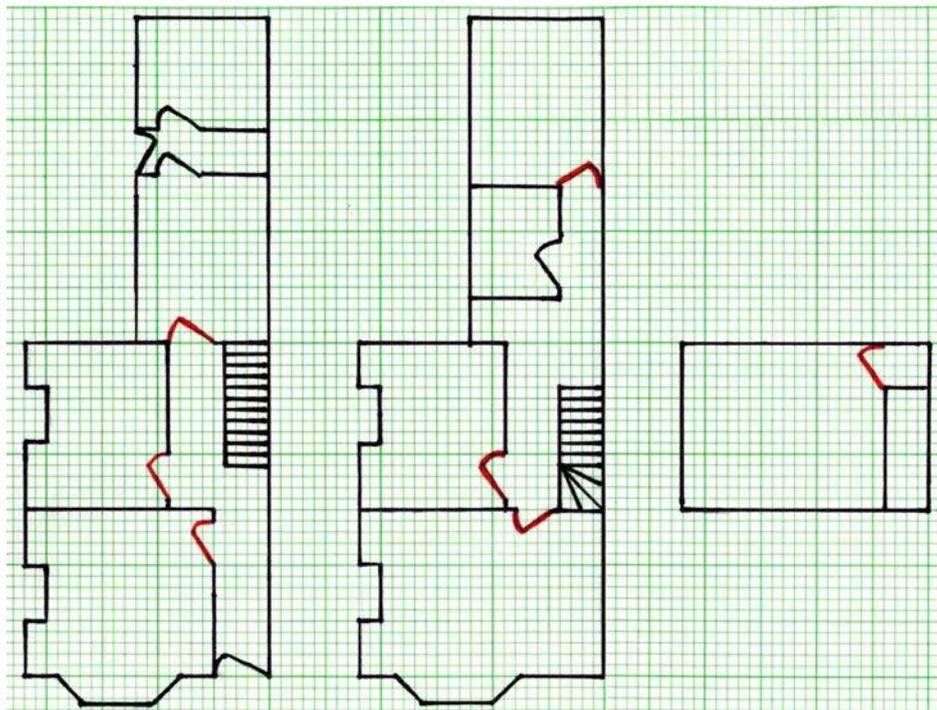
Erase all the bits of wall which are not really there such as across the bay and where the doorways are.



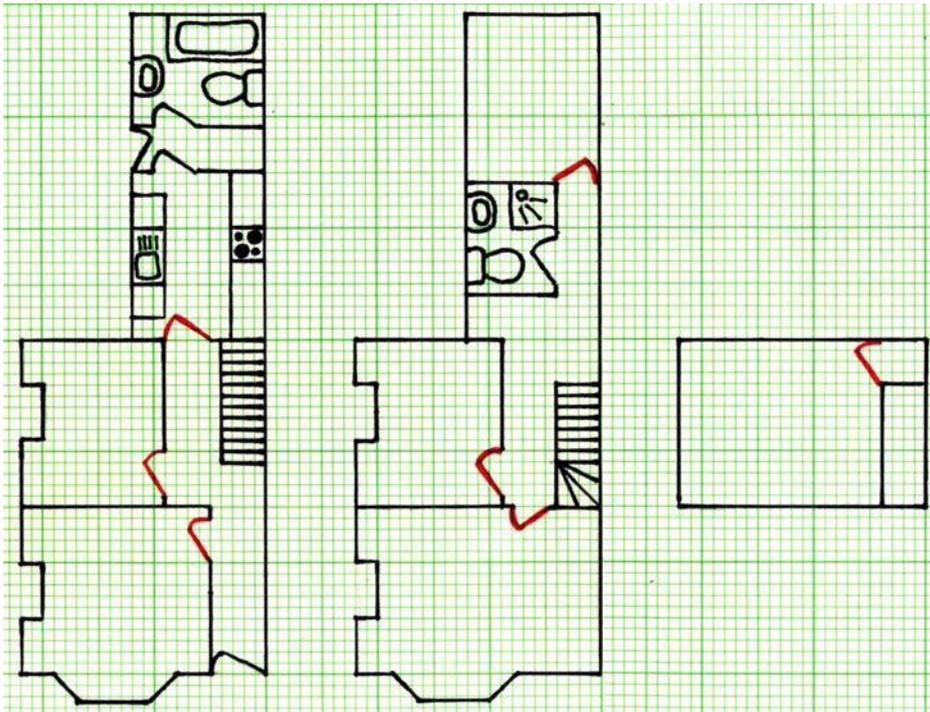
Using a black fine felt tip or similar pen and a ruler go over the lines you have sketched in pencil.



Draw in the doors. A straight line to represent the door and a small curved line to show the path the edge of the door takes as it closes. Fire doors should be coloured red and other doors should be drawn in black.



This is what your drawing will look like.

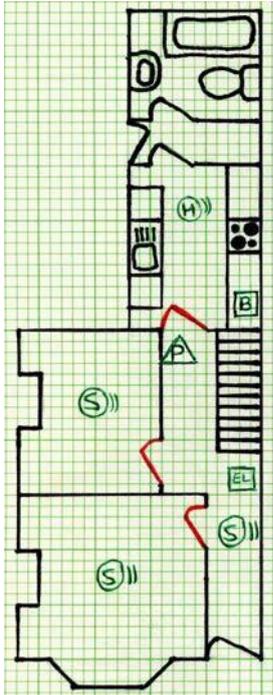


You need to add small drawings to show where baths, showers, washbasins, sinks, cookers and work surfaces are.

Now you need to indicate on the plan where various items of fire precaution equipment are.

We suggest that the following simple symbols are used:

	Smoke Detector		Fire Blanket
	Combined Smoke Detector & Sounder		Emergency Lighting Unit
	Heat Detector		Dry Powder Fire Extinguisher
	Combined Heat Detector & Sounder		Water Type Fire Extinguisher
			Other Type of Fire Extinguisher

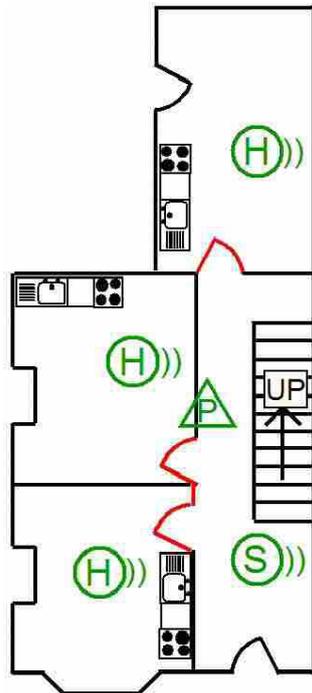


Don't worry too much about getting them exactly right. As long as we can tell what and where they are.

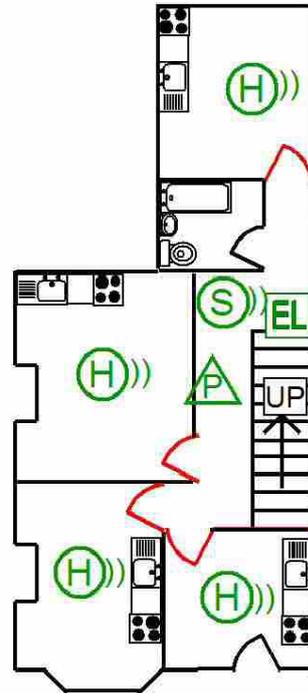
- 1) Write on the plan the address of the property and the date the plan was drawn.
- 2) Write down the scale you have used (if you used one)
e.g. 1 cm = 1 metre
- 3) Add text to make it clear which floor is which. i.e. Ground, First, Second Floors etc.
- 4) State whether the detectors are interlinked; that is, if a fire is detected by one detector, all the sounders in the house are triggered.
- 5) Make a note on the plan, with a symbol of your own to illustrate any features you consider to be important.
- 6) Add dimensions to the room.
- 7) The council is not asking you to draw in all the windows on the plan on the assumption that they are satisfactory so far as glazed area and ventilation are concerned. You therefore need to add a statement such as "There are openable windows in all habitable rooms which have clear glazing". If this is not the case you must give details.

Finally, if you are useful with computer software graphics packages. The one illustrated below was produced using Microsoft Power Point. There are many other software packages you can use

including ones specifically designed to design and illustrate buildings and room layouts.



Ground Floor



First Floor