

VENUE PROCEDURES

PUBLIC PROTECTION PROCEDURES

Brackenford Village Hall

Church Lane, Brackenford, KB4 7HQ

Evacuation	Invacuation	Lockdown	Communication
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TIER	HEADCOUNT	FIGURE
Standard tier (200 to 799 people)	300 people	
RESPONSIBLE PERSON	PREPARED	
Brackenford Village Hall CIO	3 October 2026, from answers given 1 October 2026	
REVIEW BY	REFERENCE	
October 2027	VP-SAMPLE-001	version 1.0

Written to the Home Office statutory guidance under section 27 of the Terrorism (Protection of Premises) Act 2025, published 15 April 2026, corrected 6 August 2026.

START HERE

How to use this pack

These are the procedures for Brackenford Village Hall for responding to an attack, written from the answers given on 1 October 2026. The law asks the responsible person to have them in place and to make sure the people who carry them out know their part. It does not ask you to buy equipment, make building changes or pay for training.

- 1 Read it through and correct anything that is wrong.** You know the building. If a door, room or name is not right, tell us within 14 days of delivery and we will correct it free, or change it yourself.
- 2 Adopt it.** Agree it at a committee meeting and record that on this page.
- 3 Brief your key holders and volunteers** using the one-page briefing, and note each one in the briefing register. Brief every hirer's lead at key handover.
- 4 Put the briefing up** on the wall behind the bar, give out the wallet cards, and put a printed copy in the grab bag.
- 5 Practise once a year**, for example alongside the fire drill, and review the pack after any change to the building, the people in charge or how the hall is used.
- 6 Notify the regulator** yourself once the notification service opens, using the notification sheet in this pack.

Adopted by the responsible person

Meeting date

Name

Role

Signature

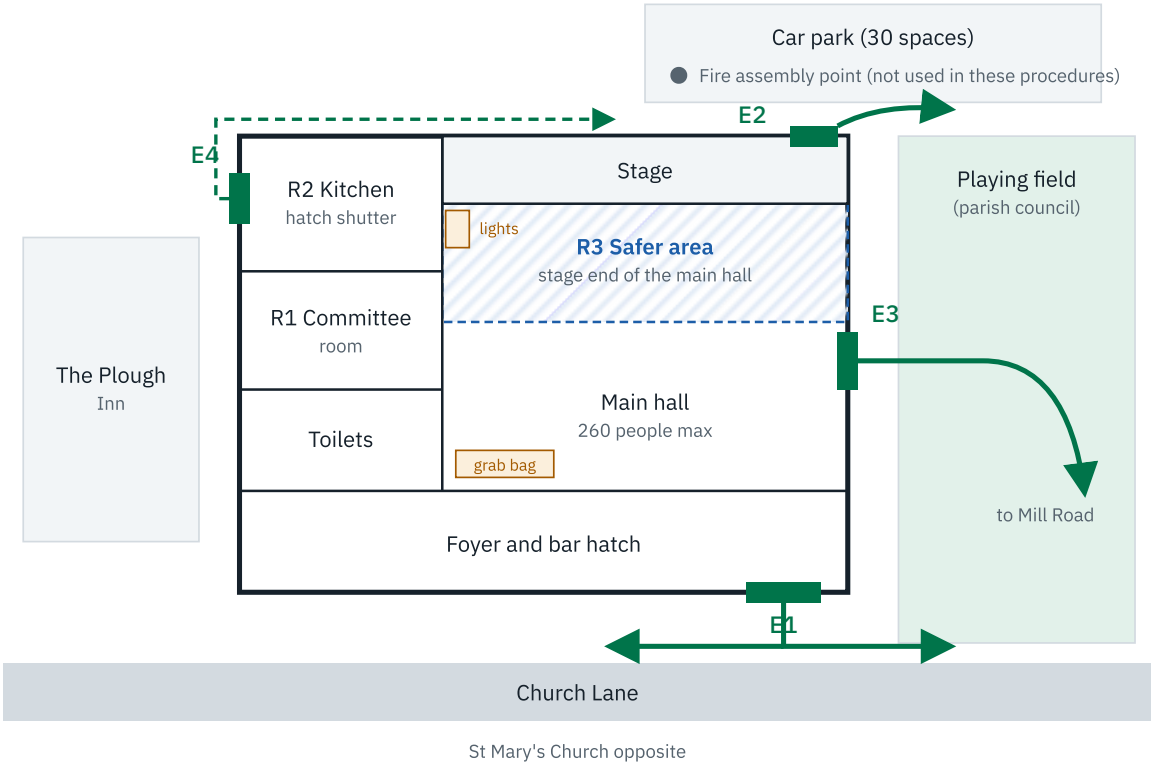
WHAT IS IN THIS PACK

- | | |
|---|---|
| 1. Floor plan, exits and safer areas | 8. Immediate vicinity, neighbours and co-ordination |
| 2. Scope record | 9. Volunteer briefing and wallet card |
| 3. Evacuation | 10. Briefing register |
| 4. Invacuation | 11. Hirer clause |
| 5. Lockdown | 12. Notification sheet |
| 6. Communication | 13. Grab bag, key holders and free resources |
| 7. Ruled-out record and optional improvements | |

Included: one free update to match the regulator's optional templates or its final guidance when they are published.

THE BUILDING

Floor plan, exits and safer areas



Schematic, not to scale. North at the top. Green arrows show the directions people are sent in an evacuation: away from the hall, not to the car park.

EXIT	WHERE	LEADS TO	HOW IT LOCKS
E1	Front doors Foyer, south side	Church Lane	Double doors. Night latch plus top and bottom bolts on the left leaf. Can be locked from inside without a key.
E2	Stage door Right of the stage, north-east corner	Car park	Fire exit with push bar. Opens outwards. Cannot be locked shut from inside while the hall is in use.
E3	Field door Middle of the east wall of the main hall	Playing field, then the footpath to Mill Road	Fire exit with push bar. Opens outwards. Cannot be locked shut from inside while the hall is in use.
E4	Kitchen door Back of the kitchen, west side	Bin store, then the side path to the car park	Thumb-turn lock on the inside. Locks in one turn.

SAFER AREA	HOLDS	WHY IT WAS CHOSEN	SECURING IT
R1	Committee room about 25 people	Off the back corridor, as far from the front doors as the building allows. One high window. Solid door.	Door closes but has no lock. A thumb-turn is on the optional list.
R2	Kitchen about 20 people	Brick walls, serving hatch with a roller shutter. Its own exit (E4) if people need to leave again.	Hatch shutter pulls down from inside. Door to the hall has no lock.
R3	Back half of the main hall everyone in the building	The stage end is the furthest point from Church Lane and the front doors. Windows on that side are high.	Not a closed room. Used with a front-door lockdown.

SECTION 1

Scope record

PREMISES	Brackenford Village Hall, Church Lane, Brackenford, KB4 7HQ. Single-storey brick hall built in 1962, extended in 2009. Main hall with a raised stage at the north end, a foyer with the bar hatch, a kitchen, a committee room and toilets. Car park for 30 cars at the north-east corner. The parish playing field runs along the east side.
RESPONSIBLE PERSON	Brackenford Village Hall, a charitable incorporated organisation, acting through its management committee. Registered charity number 1XXXXXX (sample). Contact: Anne Corbett, Chair. 07700 900141. chair@brackenfordhall.example. Address as the hall.
PRINCIPAL USE	Halls etc. (village hall) The hall has more than one Schedule 1 use, so its principal use has to be settled (Principal Use of Premises Regulations 2026, in force 15 October 2026). The first stage of the GOV.UK method is enough here: the building was put up as a village hall, is still run as one, is laid out as a hall and is licensed by the council as a village hall. That makes the principal use 'halls etc.', the same answer the government reaches in its own village hall example (Example 8). The playgroup's mornings do not change it. The special rule for places of worship and schools does not apply.
OTHER USES	• Childcare: Little Acorns playgroup hires the hall Monday to Friday, 9am to 12.30pm, about 30 people • Food and drink: licensed bar run by the committee at its own events • Entertainment: quiz nights, barn dances, live music and the pantomime
HEADCOUNT FIGURE	300 people , everyone working there included. Method: Fire risk assessment occupancy figure. The fire risk assessment (March 2026, reviewed by North Wexdale Fire Safety Ltd, sample) sets a maximum of 300 people in the building: 260 in the main hall and 40 in the foyer. This is the greatest number the committee can reasonably expect at its biggest events, so it is the figure used.
EVIDENCE	• Christmas Fair, 6 December 2025: 268 people at the busiest point by the door count, including 22 volunteers and stallholders • Harvest Barn Dance, 4 October 2025: 210 tickets sold, plus 14 volunteers and a 5-piece band • Monthly quiz night: 80 to 110 people • Playgroup mornings: about 30 people
BUSIEST TIMES	Christmas Fair (early December), Harvest Barn Dance (October), the January pantomime (three nights), the Summer Fete (July). Weekday mornings and most evenings are well under 200.
TIER	Standard tier (200 to 799 people). The hall can reasonably expect 200 or more people at the same time from time to time, and fewer than 800.
WHO CARRIES OUT THE PROCEDURES	Volunteers only, no paid staff. About 14 regular volunteers, plus hirers and their helpers. Duty lead: At committee events, the key holder on the rota. At hired events, the hirer's named lead on the hire form. The duty lead's name goes on the whiteboard in the foyer at the start of every event. Deputy: The second volunteer on the rota, or the hirer's second named person. If neither can be reached in seconds, the nearest volunteer acts.
EQUIPMENT ALREADY IN PLACE	• Portable PA with a wireless microphone, kept in the stage cupboard. Set up at most events • No fixed PA, no radios, no CCTV

- Main hall light switches on the panel to the left of the stage
- Curtains on the four Church Lane windows
- Roller shutter on the kitchen serving hatch
- Grab bag in the locked cupboard behind the bar (code known to key holders)

FIRE PLAN

Fire alarm with break-glass points at every exit. Fire assembly point: the noticeboard at the car park entrance. Fire evacuation is practised every September with the playgroup. These procedures are separate from the fire plan and do not use the fire assembly point.

RECORDED

3 October 2026. Review by October 2027, or sooner if the building, the people in charge or the way the hall is used changes.

PROCEDURE

EVACUATION**Get people out, away from danger inside****USE IT WHEN**

- The danger is inside the building: an attacker in one part of the hall, a suspicious item, a smell or smoke that looks deliberate
- Police or another emergency service tell you to get people out

WHO DECIDES

The duty lead. If the duty lead cannot be reached in seconds, the volunteer who sees the danger starts it.

STEPS

- 1** Pick the doors furthest from the danger. Normally that is the stage door (E2) and the field door (E3). If the danger is at the stage end, use the front doors (E1) and the kitchen door (E4).
- 2** Give the evacuation message, out loud and on the stage microphone if it is set up. Do not set off the fire alarm to start this.
- 3** Volunteers hold the chosen doors open and point people away from the hall: across the field towards Mill Road, or along Church Lane away from the danger.
- 4** Tell people not to stop in the car park or at the fire assembly point. Keep them moving and spread out.
- 5** The kitchen volunteer pulls the hatch shutter down and leaves by E4 with anyone in the kitchen.
- 6** The duty lead or deputy calls 999 as soon as they are clear of the building.
- 7** If it is safe, the last volunteer out shouts into the toilets and committee room on the way past. Do not go back in to search.
- 8** Once clear, volunteers text 'OUT' to Hall Duty and tell the police who may still be inside.

Fire alarm: If the fire alarm goes off on its own during an incident, it may be part of the attack. Look before sending people to the usual doors and the usual assembly point.

WORDS FOR THE PUBLIC

“Everyone, please listen. We need you to leave the building now, through the doors we are pointing to. Leave your things. Do not stop in the car park. Keep walking away from the hall.”

MESSAGE TO VOLUNTEERS

EVACUATE. Use E2 and E3 (or the doors I name). Not the car park.

CALLING 999

The duty lead. If the duty lead is busy giving instructions, the deputy. The script is on the communication page and the wallet card.

THEN

Nobody goes back in until the police say so. Start the after-incident steps in the communication procedure.

PROCEDURE

INVACUATION**Bring people in, away from danger outside****USE IT WHEN**

- The danger is outside and close: an attacker or vehicle on Church Lane or in the car park, an explosion nearby, a smell or substance outside
- People are outside the hall at the time: on the smoking bench, in the queue, in the car park or on the field

WHO DECIDES

The duty lead, or the volunteer on the front door if the danger is in front of them.

STEPS

- 1** Call everyone outside to come in at once: the bench and the queue through the front doors (E1), the field through the field door (E3).
- 2** When nobody else can reach the doors safely, close them. Then follow the lockdown procedure for the front doors.
- 3** Move everyone to the stage end of the main hall (R3), away from the front doors and the Church Lane windows.
- 4** On quieter nights with fewer than about 45 people, the committee room (R1) and kitchen (R2) can be used instead.
- 5** Close the curtains on the Church Lane windows if you can do it without standing in front of them.
- 6** The duty lead or deputy calls 999.

WORDS FOR THE PUBLIC

“Please come inside now, quickly. Go to the stage end of the hall, away from the windows.”

MESSAGE TO VOLUNTEERS

COME INSIDE. Bench, queue and field. Then lock E1.

CALLING 999

The duty lead. If the duty lead is busy giving instructions, the deputy. The script is on the communication page and the wallet card.

THEN

Stay inside until the police say it is safe to move. Be ready to change to evacuation through E2 or E3 if the danger moves to the front of the building or gets inside.

PROCEDURE

LOCKDOWN**Stop anyone getting in****USE IT WHEN**

- Someone is trying to get into the hall to cause harm
- The danger is right outside the front doors or the kitchen door
- After an invacuation, once everyone who can get in is in

WHO DECIDES

The duty lead. Any volunteer who sees an attacker approaching the doors locks the nearest door first and tells the duty lead after.

STEPS

- 1** Front doors (E1): close both leaves, drop the night latch, push the top and bottom bolts home on the left leaf.
- 2** Kitchen door (E4): close it and turn the thumb-turn. Pull the hatch shutter down.
- 3** Stage door (E2) and field door (E3): close them. They cannot be locked, and must stay usable as an escape route. Keep people away from them unless they are being used to get out.
- 4** Move everyone to the stage end of the hall (R3), away from doors and windows. Ask people to sit on the floor, stay quiet and put phones on silent.
- 5** If the danger is outside and it is dark, switch off the main hall lights at the panel by the stage.
- 6** The duty lead or deputy calls 999.

Partial lockdown: if the danger is at one door only, lock that door and keep the doors on the far side free so people can leave away from it.

WORDS FOR THE PUBLIC

“Everyone, please listen. Stay inside. Move to the stage end of the hall, away from the doors and windows. Sit down, keep quiet and put your phones on silent. We will tell you when it is safe.”

MESSAGE TO VOLUNTEERS

LOCKDOWN. Lock E1 and E4 now. Everyone to the stage end.

CALLING 999

The duty lead. If the duty lead is busy giving instructions, the deputy. The script is on the communication page and the wallet card.

THEN

Do not unlock or open the doors for anyone until the police say so. If the danger gets inside, change to evacuation through the doors furthest from it.

PROCEDURE

COMMUNICATION**Tell people what to do****WHO GIVES THE MESSAGE**

The duty lead gives every message. If the duty lead is not there, the deputy or the first volunteer to see the danger gives it.

HOW

- A loud, clear voice. Every volunteer can do this.
- The stage microphone, if the PA is set up.
- The Hall Duty WhatsApp group, for volunteers elsewhere in the building or outside.
- A phone call to the duty lead if they are not in the room.

THE WORDS

PROCEDURE	TO THE PUBLIC	TO VOLUNTEERS
● Evacuation	"Everyone, please listen. We need you to leave the building now, through the doors we are pointing to. Leave your things. Do not stop in the car park. Keep walking away from the hall."	EVACUATE. Use E2 and E3 (or the doors I name). Not the car park.
● Invacuation	"Please come inside now, quickly. Go to the stage end of the hall, away from the windows."	COME INSIDE. Bench, queue and field. Then lock E1.
● Lockdown	"Everyone, please listen. Stay inside. Move to the stage end of the hall, away from the doors and windows. Sit down, keep quiet and put your phones on silent. We will tell you when it is safe."	LOCKDOWN. Lock E1 and E4 now. Everyone to the stage end.
All clear		ALL CLEAR, police have confirmed. Only the duty lead sends this.

CALLING 999

1. Police, please.
2. There is an attack at Brackenford Village Hall, Church Lane, Brackenford, KB4 7HQ.
3. What I saw: (a weapon, a vehicle, a suspicious item, a smell).
4. Where it is: (inside, at which door, or outside on which side).
5. Which way they went, if you know.
6. About how many people are in the hall.
7. What we are doing: (locked in at the stage end / leaving by the field door).
8. My name is ... and this phone number is ...

If you cannot speak, dial 999 on a mobile, then press 55 when asked. The operator will know it is a real call.

WARNING THE NEIGHBOURS

Once your own people are safe and 999 has been called, the deputy phones or texts The Plough Inn and the St Mary's churchwarden to warn them. Numbers are on the contact sheet and in the grab bag.

AFTERWARDS

- Stay where the police tell you. Do not post on social media until the police agree.
- The duty lead lists who was in the hall, as far as they can, for the police.
- The chair tells the committee and the hirer, if it was a hired event.
- Review this pack after any real incident or drill.

SECTION 3

Ruled-out record

What the committee considered and decided not to do, with the reason. The law asks for procedures that are appropriate and reasonably practicable for the hall, weighed against cost, time and difficulty. Recording the reasons shows that weighing was done.

CONSIDERED	WHY IT WAS RULED OUT
Locking the stage door (E2) and field door (E3) during a lockdown	They are fire exits with push bars and must open from inside at all times. A lockdown closes them and keeps people back from them. A lock that defeats the push bar would break the fire safety rules the hall already follows.
Moving everyone into closed safer rooms	The committee room and kitchen hold about 45 people between them. At big events (up to 300) the stage end of the main hall is the safer area instead.
A fixed PA or radio system	Not reasonably practicable for a volunteer-run hall that is hired out most days. The portable PA, a loud voice and the WhatsApp group reach everyone in a building this size.
Bag searches or door staff at committee events	Not required for standard tier premises and not in proportion to the hall's events. Volunteers are asked to report anything that worries them instead.
Paid counter-terrorism training	Not required by the Act (guidance 7.51 and 7.55). Volunteers are briefed from this pack by a key holder and pointed to the free ACT Awareness e-learning.

OPTIONAL IMPROVEMENTS

Not needed for the procedures above, which work with what the hall has today. Cheap changes the committee could make if wanted.

IMPROVEMENT	ROUGH COST
A thumb-turn lock on the inside of the committee room door	about £40 fitted
A battery megaphone kept in the grab bag, for when the PA is not set up	about £30
Blinds or film on the four Church Lane windows, so the hall cannot be seen into at night	about £150
A spare front door key in a key safe by the kitchen door, for volunteers who are not key holders	about £35

SECTION 4

Immediate vicinity and neighbours

The areas just outside the hall where people gather because of it. The committee does not control most of them, but the procedures take account of the people in them.

AREA	WHAT HAPPENS THERE IN AN INCIDENT
Pavement and queue on Church Lane	Brought in through the front doors under invacuation. At ticketed events a volunteer stays with the queue and watches the road.
Smoking bench and picnic tables	The front-door volunteer calls people in first. They are told about this at the start of every event that uses them.
Car park	Not a gathering point for any procedure in this pack. If the danger is in the car park, the stage door (E2) is not used.
Playing field	At the Summer Fete, stallholders and visitors on the field are brought in through the field door (E3) or told to leave by the Mill Road footpath, whichever is further from the danger. The field belongs to the parish council, so the committee plans for its own visitors only.

NEIGHBOURS

NEIGHBOUR	WHERE	CONTACT
St Mary's Church	Opposite, across Church Lane	Churchwarden, 07700 900318
The Plough Inn	Next door to the west	Landlord, 01632 960551
Brackenford Parish Council	Owens the playing field to the east	Clerk, 01632 960270

CO-ORDINATION

The duty to co-ordinate (section 8 of the Act) applies when premises sit inside other qualifying premises, or when more than one person is responsible for them. Neither applies here: the hall is a building on its own and the committee is the only responsible person, including when it is hired out. Good practice still applies, so the hall's neighbours are warned in an incident (see the communication procedure) and the chair has sent a copy of the warning arrangements to The Plough Inn and St Mary's.

SECTION 5

Volunteer briefing

Read this before your first event. Put a copy on the wall behind the bar. If something happens, the duty lead decides; if you see danger and cannot reach them in seconds, act and tell them after.

Danger inside: Evacuate

Get people out through the doors furthest from it, normally **E2 stage door** and **E3 field door**. Do not use the fire alarm. Send people away from the hall, **not to the car park**.

Danger outside: Come inside

Call in the bench, queue and field through **E1** and **E3**. Then lock up and move everyone to the **stage end**, away from the Church Lane windows.

Someone trying to get in: Lockdown

E1: latch and both bolts. **E4:** thumb-turn and hatch shutter. Close E2 and E3 but never lock them. Everyone to the stage end, sitting, quiet, phones on silent.

YOUR PART

- **Everyone:** know where E1 to E4 and the stage end are. Report anything that worries you to the duty lead straight away: an unattended bag, someone acting oddly, a strange smell.
- **Duty lead:** decides which procedure, gives the message, calls 999, sends the all clear only when the police confirm it.
- **Front-door volunteer:** calls people in from outside and locks E1.
- **Kitchen volunteer:** pulls the hatch shutter down; locks E4 in a lockdown, leaves by E4 in an evacuation.
- **Hirer's lead:** is the duty lead for their booking.

Messages go out by voice, the stage microphone and the WhatsApp group 'Hall Duty'. The free ACT Awareness e-learning on ProtectUK is worth doing; it is not required.

WALLET CARD

Cut out, fold in half and keep with your keys.

BRACKENFORD VILLAGE HALL

- **Danger inside:** out by E2/E3. Not the car park. Keep walking.
 - **Danger outside:** bring in via E1/E3, then lock.
 - **Lockdown:** E1 latch + bolts, E4 thumb-turn. Stage end, quiet.
- Never lock E2 or E3. Never use the fire alarm to start it.

CALL 999: POLICE

Brackenford Village Hall, Church Lane, Brackenford, KB4 7HQ. Say what, where, which way they went, how many are here, what we are doing, your name and number.

Can't speak? On a mobile, dial 999 then press 55.

Duty lead: name on the foyer whiteboard. Hall Duty WhatsApp.

Briefing register

Who has been briefed on these procedures, by whom and when. Brief new volunteers at induction, every hirer's lead at key handover, and everyone again once a year.

[illegible]

Annual refresh due: October 2027, alongside the review of this pack.

SECTION 7

Hirer clause

When the hall is hired out, the committee stays responsible for these procedures and has to pass its expectations on to the hirer, and be able to show it did (guidance 6.13 to 6.15). Add this wording to the hire agreement and one question to the hire form.

ADD TO THE HIRE FORM

Name of the person in charge of your event, present the whole time, and a mobile number:

ADD TO THE HIRE AGREEMENT

Emergency procedures

1. The hirer must name a lead person on the hire form who is in the hall for the whole booking and can be reached on the mobile number given.
2. At key handover, the key holder gives the hirer's lead the one-page briefing in this pack and shows them the four exits (E1 to E4), the stage end of the hall and the light panel. The hirer's lead signs the briefing register.
3. During the booking, the hirer's lead is the duty lead under the hall's procedures and follows the briefing if an incident happens. The hirer's lead tells their own helpers where the exits are at the start of the event.
4. The hirer must not block, lock or prop open the stage door or field door, and must keep the front door bolts free to use.
5. The hirer must tell the bookings secretary in advance if they expect more than 200 people at once, so the committee can make sure a key holder is present.
6. The committee may refuse or end a booking if the hirer will not follow these terms.

SECTION 8

Notification sheet

Everything the regulator asks for, filled in from your answers. Every item below is set by the Notification Requirements Regulations 2026 (SI 2026/793), Schedule, Parts 1 and 2. You submit it yourself on the regulator's online service when it opens; we do not submit it for you.

	ITEM ASKED FOR	YOUR ANSWER
Part 1	1 Responsible person: name and contact details	Brackenford Village Hall CIO. Anne Corbett, Chair. 07700 900141. chair@brackenfordhall.example. Address as the hall.
	1 Others who must co-ordinate with you	None
	2 Registered and trading names	Brackenford Village Hall CIO. Trades as Brackenford Village Hall.
	3 Company or charity number	Registered charity number 1XXXXXX (sample)
	4 Anyone else with control of the premises	None. Hirers use the hall under the committee's hire agreement and the committee stays responsible (guidance 6.13).
	5 Person submitting, if not the responsible person	Not needed if the chair submits on behalf of the committee. If another trustee submits, give their name, role, contact details and confirm the committee authorised them.
	6 Postal address and postcode	Church Lane, Brackenford, KB4 7HQ
	7 Responsible for other premises or events in scope	No. The committee is not responsible for any other premises or events in scope.
	8 Greatest number reasonably expected at the same time	300
	9 How that number was worked out	Fire risk assessment occupancy figure. The fire risk assessment (March 2026, reviewed by North Wexdale Fire Safety Ltd, sample) sets a maximum of 300 people in the building: 260 in the main hall and 40 in the foyer. This is the greatest number the committee can reasonably expect at its biggest events, so it is the figure used.
	10 Websites and social media used to advertise the hall	brackenfordhall.example; Facebook: Brackenford Village Hall; Instagram: @brackenfordhall
Part 2	11 Licences, certificates and permissions	Premises licence: sale of alcohol and regulated entertainment. In force since 12 March 2018, no end date. Issued by North Wexdale District Council (sample).
	12 Confirm the premises are qualifying premises	Yes: a building, mainly used for a Schedule 1 use, 300 people reasonably expected, not excluded.
	13 Schedule 1 use	Halls etc. (village hall)
	14 A group of buildings?	No. One building.
	15 Address of each building, if more than one	Not applicable.
	16 Part of larger premises?	No.
	17 Seating in any area next to the premises	Yes. Four picnic tables beside the front doors, put out in summer, plus one fixed bench.

WHEN

Within three months of the day the notification duty starts, which has not been announced yet. If the committee becomes responsible later than that, within 28 days of becoming responsible. If any answer above changes, tell the regulator within 28 days.

WHEN YOU SUBMIT

You will be asked to confirm that you are the responsible person or are authorised by it, and that you know giving false or misleading information on purpose or recklessly is an offence. Check every answer is still right on the day.

SECTION 9

Grab bag and free resources

GRAB BAG

Kept: Locked cupboard behind the bar. All key holders know the code.

- ☐ A printed copy of this pack
- ☐ The floor plan from this pack, with the exits marked
- ☐ Key holder and volunteer contact list
- ☐ This week's bookings, with each hirer's lead and mobile number
- ☐ Neighbour numbers: The Plough Inn, St Mary's churchwarden, parish clerk
- ☐ Spare front door key
- ☐ Torch and spare batteries
- ☐ Two hi-vis vests
- ☐ First aid kit
- ☐ Notepad and pens

Check the contents and update the contact lists at every committee meeting.

KEY HOLDERS

Anne Corbett	07700 900141
Chair and key holder	

Ravi Desai	07700 900227
Bookings secretary and key holder	

Tom Fairlie	07700 900385
Bar manager and key holder	

Sue Penrose	07700 900463
Caretaker and key holder	

FREE RESOURCES

- ACT Awareness e-learning, free on ProtectUK: protectuk.police.uk
- Run Hide Tell, the public advice for an attack: protectuk.police.uk/advice-and-guidance/response/run-hide-tell
- The Home Office guidance this pack is written to: gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025
- The regulator's Martyn's Law pages, where its optional templates will appear: gov.uk/government/collections/martyns-law-and-the-sias-role-as-regulator

ABOUT THIS DOCUMENT

Prepared by Venue Procedures from the answers given on 1 October 2026 and checked by a person against the Home Office statutory guidance before delivery. The responsible person stays responsible for the procedures, for keeping them up to date and for the notification. This pack is a starting point the committee adopts and owns; it does not replace the committee's own judgement about the building.

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