

Are we in scope?

Counting to 200 for Martyn's Law — a one-page worksheet for hall committees

Martyn's Law Workbook

Free to copy and share

The test. Your premises are in scope (standard tier) if it's **reasonable to expect** that, **from time to time, 200 or more people** may be there **at the same time**. At 800 or more it's the enhanced tier — except places of worship, childcare, schools and colleges, which stay in the standard tier.

- 1 Count your busiest time, not the average.** A hall that's quiet most weeks can still reach 200 for the annual show or a big wedding.
- 2 Count everyone who's there,** not just the public — committee, staff, volunteers, caterers, performers and contractors too.
- 3 Regular peaks count.** A genuine one-off you don't expect to repeat doesn't put you in scope on its own — but if it happens again, it may.
- 4 Who's responsible?** Usually whoever controls the hall — the committee or trustees — not the person hiring it.

Step 1 — List your busiest occasions over the last year or two, and any you expect

Occasion	How often	Public	Everyone else	Total at once
<i>e.g. Summer show</i>	<i>Once a year</i>	170	35	205

Step 2 — How did you work it out? tick all that apply

- ☐ Past attendance — headcounts, booking or hire records
- ☐ Tickets sold or numbers booked for an event
- ☐ Fire safety occupancy figure for the building
- ☐ Limits we set — e.g. a maximum in our hire conditions
- ☐ Fixed seating or standing places
- ☐ Other (say what):

Notes on how we got the numbers: _____

Step 3 — Your answer

The most people we can reasonably expect at one time: _____

☐ **Under 200**

Out of scope for now. Keep this sheet and look again if your use changes, or each year.

☐ **200 to 799**

Standard tier. Four written procedures — no mandatory training, equipment or building works.

☐ **800 or more**

Enhanced tier — unless you're a place of worship, childcare, school or college.

Step 4 — Sign it off

Completed by _____

Role _____

Date _____

Review by _____

General guidance, not legal advice. Always check the Home Office statutory guidance for the Terrorism (Protection of Premises) Act 2025 on gov.uk. The duties are expected to start no earlier than spring 2027.

In scope? The **Martyn's Law Workbook** takes you through your procedures, step by step.
www.martynslawworkbook.co.uk