



Home Office

# **Terrorism (Protection of Premises) Bill - Standard Tier**

## **Government consultation**

This consultation begins on 5 February 2024

This consultation ends on 18 March 2024

## About this consultation

**To:**

This consultation is open to the public, and is targeted at organisations, businesses, local and public authorities, and/or individuals who own or operate publicly accessible premises or events that the proposed Terrorism (Protection of Premises) Bill would potentially affect. In particular, it seeks views from those responsible for the smaller premises which would fall within the Standard Tier.

The proposed Bill would impose requirements in relation to certain premises and events to increase their preparedness for, and protection from, a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place at their premises.

The proposed requirements would apply to those responsible for qualifying public premises and qualifying public events. They might be individuals but, in most cases, would likely be a business or other organisation. If premises or an event did not meet certain prescribed qualifying conditions, then the proposed requirements would not apply in relation to them. One of the conditions for premises would be that they be wholly or mainly used for a listed purpose, such as the provision of entertainment and leisure facilities to the public.

The proposals set out different requirements for i) Standard Tier premises, which would have a capacity of 100-799 individuals, and ii) Enhanced Tier premises and qualifying public events, both of which have a capacity of 800 individuals or more.

This consultation is **solely focussed on the requirements proposed in relation to standard duty premises, which is referred to as the “Standard Tier”**.

We welcome responses from anyone with an interest in or experience of the areas being consulted on within this consultation. The consultation relates to the United Kingdom only.

**Duration:**

From 05/02/24 to 18/03/24

**Enquiries (including requests for the paper in an alternative format) to:**

Email: [MartynsLaw@homeoffice.gov.uk](mailto:MartynsLaw@homeoffice.gov.uk)  
Or  
Terrorism (Protection of Premises) Bill Consultation  
Protect and Prepare 4th Floor Peel Building,  
Homeland Security Group  
Home Office  
2 Marsham Street,  
London, SW1P 4DF

**How to respond:**

The survey will take around 10 minutes to complete, depending on how much detail you give. If you wish to take part, you will be required to complete the survey in one sitting.

Please submit your response by 18 March 2024

To help us analyse the responses please use the online system wherever possible: [\[Online survey link\]](#)  
If for exceptional reasons, you are unable to use the online system, for example because you use specialist accessibility software that is not compatible with the system, you may request and complete a Word document version of the form by email.

**Response paper:**

A response to this consultation will be published online via GOV.UK, once the Bill is introduced to Parliament.



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# Foreword

The safety of our citizens is the Government's top priority. The current threat picture is complex, evolving, and enduring, and often hard to predict, with terrorists choosing to attack a broad range of locations. Martyn's Law will ensure premises in the UK are better prepared for and protected from, a terrorist attack. The Bill is one part of the Government's wider counter terrorism strategy – CONTEST.

We are aware through engagement with businesses that counter terrorism security efforts often fall behind other activities already required by law, such as Health and Safety. Our expert security partners assess that individuals are more likely to take action that can reduce harm and save lives, if they have considered what they would do, and how, prior to a terrorist attack occurring.

In 2017, 22 victims lost their lives to the terror attack at the Manchester Arena. Following the attack, the Martyn's Law Campaign Team led by Figen Murray, the mother of one of the victims, Martyn Hett, tirelessly campaigned to introduce Martyn's Law to Parliament. I would like to thank Figen and the team for their enduring efforts.

The Government has consulted extensively with expert security partners, businesses, local authorities, and the Martyn's Law Campaign Team on the proposals. Throughout the development of the legislation, the Government has been conscious of the need for proportionality, balancing the requirements with other pressures facing those who run premises and events in scope.

In 2021, we held an [18-week public consultation](#) which received a total of 2,755 responses, and we attended over 80 stakeholder engagement events to test proposals and encourage stakeholder feedback. Further to this consultation, we held numerous stakeholder group discussions in 2022 to discuss aspects of proposals, and in early 2023 we held five sectoral webinars with specific, impacted groups (Public Sector, Education, Charities, Places of Worship and Industry).

A [draft Bill](#) setting out the Government's proposed approach was published in May 2023. To reach as broad an audience as possible, seven in-person regional roadshows were held across the UK in May 2023. These events were attended by 700 in-person attendees and 1000 individuals online.

To ensure this novel piece of legislation can meaningfully enhance public safety whilst remaining proportionate, we requested the Home Affairs Select Committee (HASC) to conduct pre-legislative scrutiny of the published draft Bill. Evidence sessions were completed in June 2023 and a report was produced by HASC on 27 July 2023 scrutinising the proposed measures. Throughout the scrutiny period, and over the summer, we have continued to engage directly with stakeholders across a variety of sectors, presenting an overview of the proposed legislation, supporting understanding, and seeking feedback on our proposals.

The Government has carefully considered feedback provided as part of [HASC's pre-legislative scrutiny](#) process, as well as the considerable engagement from across the sectors within scope of the proposed Bill. Significant feedback was received on the

## Terrorism (Protection of Premises) Bill - Standard Tier Consultation

application of the proposals in relation to smaller premises (with capacity of 100 to 799 individuals). Further to this, we have reviewed our approach to the Standard Tier, proposing changes to ensure that requirements are proportionate and clear, whilst ensuring that these achieve their primary objective of this tier: to implement simple procedures which could reduce harm and save lives in the event of an attack. Those responsible for such premises will be required to undertake simple, yet effective, activities to improve protective security and preparedness.

We are launching this consultation to ensure the public can share their views on these proposals for the Standard Tier, which will support policy decisions prior to the legislation's introduction to Parliament.

A handwritten signature in black ink, appearing to read 'Tom Tugendhat', written in a cursive style.

Rt Hon Tom Tugendhat MP

Security Minister

# Executive summary

This consultation is open to the public, and is targeted at organisations, businesses, local and public authorities, and/or individuals who own or operate publicly accessible premises or events that the proposed Terrorism (Protection of Premises) Bill would potentially affect. In particular, it seeks views from those responsible for the smaller premises which would fall within the Standard Tier.

The proposed Bill would impose requirements in relation to certain premises and events to increase their preparedness for, and protection from, a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place at their premises.

The proposed requirements would apply to those responsible for qualifying public premises and qualifying public events. They might be individuals but, in most cases, would likely be a business or other organisation. If premises or an event did not meet certain prescribed qualifying conditions, then the proposed requirements would not apply in relation to them. One of the conditions for premises would be that they be wholly or mainly used for a listed purpose, such as the provision of entertainment and leisure facilities to the public.

The proposals set out different requirements for i) Standard Tier premises, which would have a capacity of 100-799 individuals, and ii) Enhanced Tier premises and qualifying public events, both of which have a capacity of 800 individuals or more.

This consultation is **solely focussed on the requirements proposed in relation to standard duty premises, which is referred to as the “Standard Tier”**.

We welcome responses from anyone with an interest in or experience of the areas being consulted on within this consultation. The consultation relates to the United Kingdom only.



# Introduction

This paper sets out consultation proposals for Standard Tier requirements within the Terrorism (Protection of Premises) Bill, also known as Martyn's Law. The consultation is aimed at organisations, businesses, local and public authorities, and/or individuals who own or operate publicly accessible premises or events in the UK that the proposed Terrorism (Protection of Premises) Bill would potentially affect. In particular, it seeks views from those responsible for the smaller premises which would fall within the Standard Tier.

An Impact Assessment is attached. This impact assessment estimated the cost of Martyn's Law as of May 2023. Any changes to these estimates since May 2023 have been calculated and the differences highlighted in Annex A.

# The proposals

## Threat picture

- 1) The UK's Counter Terrorism Strategy, CONTEST, outlines that the terrorist threat is enduring and evolving. We now face a domestic terrorist threat which is less predictable, harder to detect and investigate; a persistent and evolving threat from Islamist terrorist groups overseas; and an operating environment where technology continues to provide both opportunity and risk to our counter-terrorism efforts. We therefore judge that the risk from terrorism is once again rising.
- 2) There have been 14 domestic terror attacks since the start of 2017 in the UK (not including Northern Ireland-related terrorism). Since March 2017, MI5 and the police have disrupted 39 late-stage attacks. Ongoing investigations and disruptions are undertaken in both rural and urban areas.
- 3) The threat to the UK from terrorism is currently SUBSTANTIAL meaning an attack is likely. The nature of the threat means that there is significant potential for attacks which are motivated by a range of factors. Terrorist attackers have targeted a wide range of people and places in recent years. It is not possible to predict where in the UK an attack might happen, or the type of premises or event that could be impacted – either directly (as the target of an attack) or indirectly (by being located near to the target of an attack). To ensure better preparedness and raise the public safety bar, a broad range of premises and events need to be ready to act to reduce harm. Government considers that businesses and organisations which welcome the public have an important role to play by being prepared to act in order to reduce harm should a suspected terrorist attack occur.

## Purpose of Bill

- 4) The proposed legislation, also referred to as “Martyn’s Law”, will enhance public safety by ensuring there is better preparedness for, and protection from, terrorist attacks. Martyn’s Law will place requirements on those responsible for certain premises and events to fulfil necessary, but proportionate, steps. The proposal distinguishes between premises according to their capacity and applies different requirements to each of the two resulting “tiers”. These steps are designed to mitigate the impact of a terrorist attack and reduce harm. Through Martyn’s Law, premises will be better prepared and ready to respond in the event of a terrorist attack.
- 5) There will be a significant period prior to the implementation of the legislation following Royal Assent. We expect this period to be at least 18-24 months to ensure sufficient time for those responsible for premises and events in scope to understand their new obligations, and to plan and prepare.

## Scope

- 6) The main requirements of the proposed legislation would apply only in relation to certain premises that meet specified conditions.
- 7) The primary qualifying conditions for premises<sup>1</sup> are that:
- a. **Their capacity<sup>2</sup>** is 100 or more individuals, and
  - b. They are **wholly or mainly used for one or more specified uses**, falling into the following categories:
    - i. Retail, e.g. stores or shopping centres;
    - ii. Hospitality and nightlife, e.g. bars, pubs, restaurants, cafés, nightclubs and other public clubs;
    - iii. Entertainment, e.g. theatres, cinemas, and concert halls and arenas;
    - iv. Sports grounds;
    - v. Recreation and leisure, e.g. public sports/leisure centres, ice rinks and gyms;
    - vi. Public libraries, museums and galleries;
    - vii. Public conference centres, exhibition halls and other venues for hire;
    - viii. Visitor attractions;
    - ix. Hotels, holiday parks and similar holiday accommodation;
    - x. Places of worship;
    - xi. Healthcare;
    - xii. Education and childcare;
    - xiii. Public transport, including train stations, ports and airports; and
    - xiv. Public services and facilities.
- 8) The requirements will not apply to premises that meet the above conditions if either:
- a. They are subject to a specified transport security regime; or
  - b. They comprise a public park, public garden or recreation or sports ground, where no payment is taken for entry nor any check carried out.
- 9) **Premises that meet the above conditions fall into two tiers:**
- a. **The Standard Tier:** Standard Tier premises are those with a capacity of 100-799 individuals, e.g. many retail stores, village halls, bars, restaurants and theatres; and
  - b. **The Enhanced Tier:** Enhanced Tier premises are those with a capacity of 800 or more individuals, e.g. large shopping centres, concert halls and sports stadia. The Enhanced Tier also includes certain events with equivalent capacity.
- 10) It is proposed that places of worship will be Standard Tier premises, irrespective of their maximum capacity, unless they charge a fee for admission. Places of worship are significantly different to other premises within scope, and there are a range of procedures and measures in place, including those funded by Government, to work with and support places of worship to reduce their vulnerability to terrorism and hate crime. As such, it is considered that it is right for them to be generally within the Standard Tier.
- 11) Similarly, it is proposed that premises that are used for childcare or primary, secondary or further education (but not higher education) will also fall within the Standard Tier even if their capacity is 800 or over. Existing safety and safeguarding policies and procedures (which are independently overseen) mean there is a range of measures and procedures in

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<sup>1</sup> Premises may comprise (i) a building with accompanying land, including parts of buildings and groups of building or (ii) any other land with a readily identifiable boundary (whether permanent or not).

<sup>2</sup> Capacity calculations to be based on maximum capacity of the public parts of a premise (including employees where applicable)

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place at these establishments. These include, for example, lockdown and evacuation processes. The operating environments for these establishments are significantly different to the freely accessible nature of higher education premises, which are subject to the requirements of the Bill in accordance with their capacity.

- 12) The requirements for the Enhanced Tier are more significant than those for the Standard Tier, which is the focus of this consultation. This reflects the potentially greater impact of a successful attack at these higher-capacity premises. In short, those responsible for Enhanced Tier premises must have in place such security measures as would, insofar as is reasonably practicable, mitigate the risk of a terrorist attack occurring at the premises and/or the risk of physical harm to individuals at the premises (if an attack occurred there or in the vicinity). Unlike the Standard Tier, the measures are not limited to the response to a terrorist attack and may entail the installation of physical measures where doing so is reasonably practicable.
- 13) In total, it is estimated that 278,880 premises fall into the Standard Tier. These are mostly retail and hospitality (65% of premises), places of worship (16%) and schools (11%). In terms of the operation of these premises, 153,590 are operated by micro businesses/organisations (55.1%), 37,450 are operated by small businesses/organisations (13.4%), 28,600 are operated by medium businesses (10.3%), and 59,240 are operated by large businesses/organisations (21.2%).
- 14) The Standard Tier incorporates premises which have a variety of purposes, ranging from shops, community facilities or village halls to cinemas, nightclubs or theatres which may have capacity for up to 799 individuals. Those who operate these premises will have differing skills, experiences and knowledge as to how best to respond to emergencies. The Standard Tier procedures have been developed to recognise a diversity of premises and their occupants, delivering meaningful outcomes across this broad range of premises where lives could be saved in the event of an attack.

## Revised approach to Standard Tier

- 15) During pre-legislative scrutiny conducted by HASC, some concerns were raised as to the burden associated with the Standard Tier, with particular focus on voluntary and community-run premises within scope of the published draft Bill.
- 16) Since publication of the draft Bill in May 2023, the Government has revised its approach to the Standard Tier. The revised obligations are designed to be low-to-no financial cost and low burden to put in place, whilst continuing to deliver meaningful outcomes that could save lives. The Government is committed to ensuring that those responsible for complying with Standard Tier requirements premises are not over-burdened. HMG believes the proposed changes to the Standard Tier mean that the duty can apply to premises in a proportionate way, without incurring significant additional cost or time. We are seeking specific feedback in this consultation to ensure the proposed requirements strike the right balance.
- 17) The purpose of this consultation is to test Government's proposals for the Standard Tier. We wish to understand the views of organisations and the general public as to whether our revised approach:

- Sets out the Government's requirements for the Standard Tier in a clear, understandable way; and
- Is better suited to the wide variety of organisations within the Standard Tier, to ensure that any burden is appropriate.

## Overview of Revised Standard Tier requirements

18) In summary, those responsible for Standard Tier premises<sup>3</sup> must:

- **Notify the Regulator that they are, or have become, responsible for premises within scope of the Bill (and so subject to the relevant requirements).** This remains broadly in line with previous requirements.
- **Have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack.** These relate only to the procedures to be followed by people working at the premises in the event of an attack occurring or being suspected as about to occur. Details on the procedures required are set out at paragraph 22. As the procedural measures are about procedures for responding to an attack or suspected attack, it is not expected or required that physical alterations be undertaken or additional equipment purchased for Standard Tier premises.
- In contrast to the published draft Bill, there is **no requirement to complete a specified form (the 'Standard Terrorism Evaluation') for Standard Tier premises or ensure that people working at the premises are given any specific training.** However, as part of putting in place the procedural measures, workers will need to be sufficiently instructed or trained to carry them out effectively.

## Detailed Standard Tier requirements

19) This section sets out more detail on the key elements of the Standard Tier.

### Policy Intent - Procedural measures

20) The procedures at particular premises may vary in line with the activities they undertake, the operating environment, and the systems, equipment and resources available at the premises. At venues for hire, the person responsible for the venue might include procedures in their contracts for hire and ensure relevant information is displayed appropriately, including – for example - on posters. This is similar to how such organisations meet their

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<sup>3</sup> A person – whether an individual or an organisation (e.g. a company) – will be responsible for premises, and so for complying with the requirements proposed in relation to them, where they have control over the premises.

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obligations under Fire Safety. Comparatively, a medium sized theatre (e.g. 750 person capacity) may determine that existing security and front of house staff need increased awareness to ensure procedures are followed.

- 21) Whilst well-received as a concept, it became apparent through pre-legislative scrutiny that the previous approach, which focused on the completion of a specified form, the Standard Terrorism Evaluation, was too directive and inflexible for the broad range of sectors and premises in scope. In addition, when considering the requirement to provide relevant workers with prescribed terrorism protection training, it became clear that this also was too directive and inflexible, particularly when considering its application to smaller locations, and charitable and voluntary premises.
- 22) Having considered these issues, the Government's revised proposal is a requirement for those responsible for Standard Tier premises to have in place such procedures that may be expected, so far as reasonably practicable, to reduce harm to the public and staff at the premises in the event of a terrorist attack. This will include procedures for:
- Evacuation – how to get people out of the building,
  - Invacuation - how to bring people into the premises to keep them safe, or move them to safe parts of the building,
  - Lockdown - how to secure the premises against attackers, e.g. locking doors, closing shutters and using barriers to prevent access, and
  - Communication - how to alert staff and customers and move people away from danger.
- 23) This moves away from the focus being on the completion of a form, to concentrating efforts on outcomes and the development of effective plans and procedures. These plans and procedures should be tailored to the particular premises (how they operate, their resources and the types of acts of terrorism that could occur there).
- 24) Having these procedures in place also means ensuring that they are appropriately communicated to staff and maintaining their awareness of them, e.g. through training and in some cases practice runs, so that they can be effectively implemented in the event of an attack. Guidance will include information on procedures that can be adapted to specific premises.
- 25) Those responsible for Standard Tier premises need not do anything that is outside their control, or that would impose disproportionate burden on their finances or resources. This balancing exercise between the reduction of risk of harm to staff and visitors and the costs of implementation is familiar from other regulatory regimes such as Health and Safety, which require the taking of reasonably practicable steps.

## Guidance

- 26) Guidance will help those subject to the requirements develop effective procedures that are suitably tailored to their circumstances and resources. It will guide them in developing and implementing policies, procedures and plans that are reasonably practicable for their organisation; for example, reasonably practicable procedures might look different at a theatre compared to a community hall.

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- 27) Guidance will be available on ProtectUK and will support users in further understanding the types of terrorist attacks that could occur at their premises.
- 28) Guidance will also include optional templates, building upon the previously published Standard Terrorism Evaluation. The templates will guide organisations through a step-by-step process to consider CT procedures for their premises.

## Training

- 29) Under the published draft Bill, those responsible for all premises in scope were required to ensure certain individuals completed specific types of training at definitive milestones (e.g. prior to commencing work at the premises or as soon as possible after). Workers identified as those with relevant responsibilities were required to have training to understand the types of terrorist acts most likely to occur, the indicators that an attack might be taking place, and the procedures to follow (“terrorism protection training”).
- 30) Having listened to concerns from our stakeholders, we understand that a prescriptive requirement for all relevant workers to complete such a training product is not appropriate for the broad types of premises and sectors in scope.
- 31) As set out above at paragraph 18, the Government’s revised approach will require those responsible for Standard Tier premises to put in place procedures to be followed, should a terrorist attack occur or be suspected. As part of putting in place such procedures, those responsible must ensure that all procedures are sufficiently communicated to staff so that they know what to do in the event of an attack. What sort of training or instruction in those procedures is reasonably practicable will depend on the nature of the premises, its staffing and circumstances. For example, certain staff, such as duty managers or those working front-of-house at a theatre, should have a greater awareness whilst general staff may only be notified of protocols relevant to their area or responsibilities.
- 32) Accordingly, the published requirement for terrorism protection training is no longer part of the proposed legislation. The focus is on ensuring that those working at the premises are aware of the actions to take in the event of a suspected attack. The Government considers this revised approach ensures greater clarity by ensuring that training should support the delivery of effective procedures, and takes account of particular organisational capabilities and needs, e.g. staffing.

## Compliance for Standard Tier

- 33) The Government’s clear expectation is that the Regulator’s first obligation will be to support those responsible for premises in complying with their obligations. We will set clear parameters and expectations that the Regulator should provide such support through advice and guidance – with the Regulator acting as an educator in the first instance. The Regulator should, wherever possible, support those responsible for premises to put in place procedures to reduce harm to their staff and customers should an attack occur.



- 34) Reflecting the importance of proportionality, the proposed sanctions regime has been designed such that differing levels of sanctions apply to the Standard and Enhanced Tiers. It is assumed, based on learning from other regulatory regimes, that instances of non-compliance will be rare, and that compliance will be achieved following engagement with the Regulator and largely without the need for enforcement action.
- 35) However, such engagement can fail and non-compliance may persist. Where a person does not comply with the proposed requirements, the Regulator will be able to issue compliance notices and monetary penalties in relation to Standard Tier premises.<sup>4</sup> Prior to issuing a notice or monetary penalty, the Regulator will provide an opportunity to make representations and demonstrate compliance. There will be no criminal offence for failing to comply with a compliance notice in the Standard Tier.
- 36) It is expected that more often than not a monetary penalty will be issued only after a compliance notice has been issued and not complied with. The amount of the penalty must not exceed £10,000 for the original, fixed penalty. There is the possibility of further daily penalties of up to £500, if non-compliance continues. This maximum amount ensures an appropriate penalty can be issued for the range of premises within the Standard Tier, from premises that are small in size or run by smaller organisations (such as community halls) to larger premises and those run by larger organisations (chain supermarkets, chain restaurants, 799 seater theatres).
- 37) The amount of the penalty must be reasonable and proportionate to the non-compliance with which it is concerned. The Regulator must take into account the effects of the failure, any mitigating action taken to remedy it or its effects, and the recipient's ability to pay. This ensures that it will not be overly punitive or impactful on the organisation's ability to continue operating, which is of particular concern for smaller businesses and organisations within the VCSE sector.
- 38) Further detail on how the Regulator will operate is being developed in collaboration with other regulators and industry partners in readiness for the Regulator being established.
- 39) **In summary, the revised requirements for the Standard Tier are:**
- **To notify the Regulator that they are, or have become, responsible for premises within scope of proposed legislation and so subject to the relevant requirements therein.** This remains broadly in line with previous requirements, and
  - **To have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack.** These relate only to the procedures to be followed by people working at the premises in the event of an attack occurring or be suspected as about to occur.

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<sup>4</sup> Unlike the Enhanced Tier, the Regulator will not be able to issue restriction notices in relation to standard duty premises. A Restriction Notice can only be issued by the Regulator where it is necessary to restrict activity at premises or events in order to protect the public. Restrictions can range from limiting times at which they may operate or the number of individuals permitted (at any time) to enter the premises or event, and in particularly serious cases, to prevent an event from taking place or prohibit premises operating in a certain way.



- In contrast to the published draft Bill, there is **no requirement to ensure that people working at the premises are given any specific training**, but it forms part of putting in place the procedural measures that workers are sufficiently instructed or trained to carry them out effectively.

### How does this approach differ from the published Bill?

- 40) We have **removed the requirement for specific terrorism protection training**. This required certain individuals to complete training that was not limited to the carrying out of procedures in the event of an attack. Now, those responsible for Standard Tier premises must ensure that sufficient training is provided for their procedural measures to be put in place effectively. Information on appropriate training will be included in guidance.
- 41) We have **removed the requirement to complete the Standard Terrorism Evaluation**. Instead, the requirement is simpler and more meaningful in requiring that reasonably practicable procedures to follow in the event of an attack are in place at Standard Tier premises. A template will remain available as part of guidance on the proposed requirements, guiding users through their consideration of the appropriate procedures for their premises.

### Impact Assessment

- 42) The Government has published an Impact Assessment into Martyn's Law detailing the costs, benefits and effects of the policy. The Impact Assessment can be found online [here](#)<sup>5</sup>. This includes an assessment of the Net Present Social Value (NPSV) and the estimated yearly cost to business. Since the Impact Assessment has been published, revisions to the IA have been made to reflect policy changes since May 2023, improve accuracy and respond to comments from the RPC. The full list of changes is summarised in the Annex. A summary of the current assessment of the impact of the policy can be found below.
- 43) To apply proportionate duties whilst considering any impacts to business, the primary duty for Standard Tier premises has been amended from a requirement to complete a standardised template to having procedures in place, were an attack to occur and making sure staff are aware of these procedures. The Reasonably Practicable test allows for businesses to determine what is proportionate to their organisation, including what is financially feasible.
- 44) The Net Present Social Value of Martyn's Law is estimated to be between -£726 million<sup>6</sup> and -£5.52 billion with a central estimate of -£2.15 billion<sup>7</sup>. The majority of the cost is concentrated on the cost to business which is estimated to be between -£731 million and -£5.47 billion with a central estimate of -£2.12 billion (PV). The estimated yearly cost to business is between £85 million and £635 million with a central estimate of £246 million per year.

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<sup>5</sup> Terrorism (Protection of Premises) Bill: Impact assessment (publishing.service.gov.uk)

<sup>6</sup> All the values in the note are in 2022 prices and have a base year of 2024, with values being expressed in present value (PV) terms.

<sup>7</sup> Ranges between a high and low estimate with a central value have been used to show the uncertainty in the costs and benefits of the proposals (and are used alongside the central value).

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- 45) The Standard Tier has an estimated total cost of between £387 million and £1.63 billion with a central estimate of £860 million (PV) over the full appraisal period. This is an economic cost from working hours being taken up to complete CT planning, put in place procedural measures and communicate them to relevant workers, with no financial burden on sites. For an individual site, it is estimated to cost between £160 and £525 per year, with a central estimate of £310 per year.
- 46) A more detailed overview of the Impact Assessment can be found at Annex A below.

# Questionnaire

## About the questionnaire and how the data will be used

The survey will take around 10 minutes to complete, depending on how much detail you give.

Please submit your response by 18<sup>th</sup> March 2024.

To help us analyse the responses please use the online system wherever possible:

[\[Online survey link\]](#)

This research is being conducted by Verian, on behalf of the UK Home Office, to understand views towards the proposed Standard Tier requirements. Verian's privacy policy can be found here: <https://www.veriangroup.com/uk-surveys>

The data you submit in the survey will be confidential and used only for the research purpose of understanding views towards the proposed Standard Tier requirements. The survey does not ask for any personally identifiable information, and therefore only anonymous survey data will be shared with the Home Office. We ask that you do not provide any personal data in the survey. If you wish to contact the Home Office directly about this consultation, you can contact:

Email: [MartynsLaw@homeoffice.gov.uk](mailto:MartynsLaw@homeoffice.gov.uk)

Or

Terrorism (Protection of Premises) Bill Consultation  
Protect and Prepare 4th Floor NE, Peel Building,  
Homeland Security Group  
Home Office  
2 Marsham Street,  
London, SW1P 4DF

Participation in this survey is entirely voluntary. If at any point you wish to withdraw from the survey, you are free to do so without obligation.

Research conducted by Verian is in accordance with the MRS Code of Conduct.

## How do I fill out the questionnaire?

1. Please use the [online system](#) wherever possible. If you are unable to use the online system, please send this questionnaire by email to [MartynsLaw@homeoffice.gov.uk](mailto:MartynsLaw@homeoffice.gov.uk) or by post to: Terrorism (Protection of Premises) Bill Consultation, Protect and Prepare 4th Floor NE, Peel Building, Homeland Security Group, Home Office, 2 Marsham Street, London, SW1P 4DF
2. Most questions can be answered by putting a cross  in the box next to or **highlighting** the answer that applies to you
3. Some questions will ask you to: **cross or highlight one box only** and some will ask you to: **cross or highlight all boxes that apply**
4. Some questions include space for you to answer in your own words to provide more detail about a particular subject. You will be asked to either: **specify in the box below** ✍ or to: **write your answer below** ✍
5. Some questions may not apply to you, and you will be directed to the next one that does by following an arrow like this: **→ Go to QE**
6. Further information is provided in boxes indicated by **i** which includes additional information about the topic and in some cases instructions on who should answer the questions which follow. Please read these carefully.
7. Please try to answer every question that applies to you. If you cannot remember or do not know, please cross or highlight the relevant box where shown or leave the question blank.



- Throughout the questionnaire, there are references to paragraphs numbers. These relate to the paragraphs in 'The Proposals' which you can refer back to.

## Section 1: Information about you and your organisation

### QA. Which of the following best describes you or your organisation?

Please cross or highlight one box only  and then go to the specified question.

- 1  I own or operate premises → Go to QB
- 2  I own or operate an event → Go to QB
- 3  I am responsible for security at premises or events → Go to QB
- 4  I work at a premises or event in scope, but do not own or operate it → Go to QE
- 5  I am a security consultant → Go to QB
- 6  I am an interested member of the public → Go to QG
- 98  Other → Go to QG
- 99  Don't know → Go to QG
- 97  I prefer not to say → Go to QG

### QB. Do you own and/or operate any premises that would fall within the Standard Tier?



To be in scope for Standard Tier:

- Premises and events must be accessible to the public.
- Premises must be used for a purpose listed in the Bill (e.g. entertainment and leisure, retail, food and drink).
- Have a capacity of 100-799 individuals.

Please cross or highlight one box only  and then go to the specified question.

- 1  Yes → Read the following information box and then go to QC
- 2  No → Read the following information box and then go to QC
- 99  Don't know → Read the information box below and then go to QC
- 3  I don't own or operate any premises → Read the following information box and then go to QE



- If you own or operate multiple premises, please answer the questions in the rest of this survey by reference to one particular Standard Tier site.
- This survey is about Standard Tier premises, but we still welcome your views even if you do not own or operate Standard Tier premises.

**QC. IF YOU ANSWERED 'YES' AT QB: What is the estimated capacity of your Standard Tier premises based on capacity calculations you already have in place?**

**IF YOU ANSWERED 'NO' OR 'DON'T KNOW' AT QB: What is the estimated capacity of your premises based on capacity calculations you already have in place? If you own or operate multiple premises, please provide an answer based on your typical capacity size.**

Please cross or highlight one box only  and then go to QD.

- 1  Less than 100
- 2  100-199
- 3  200-299
- 4  300-399
- 5  400-499
- 6  500-599
- 7  600-699
- 8  700-799
- 9  800 or more (i.e. Enhanced Tier premises)
- 99  Don't know
- 11  Not calculated presently
- 12  I don't own or operate any premises

**QD. IF YOU ANSWERED 'YES' AT QB:** How many people work for you or your organisation (whether paid or not) at your chosen Standard Tier site (in relation to which you are answering this survey)?

**IF YOU ANSWERED 'NO' OR 'DON'T KNOW' AT QB:** How many people work for you or your organisation (whether paid or not)? If you own or operate multiple premises, please provide an answer based on your typical capacity size.

Please cross or highlight one box only  and then go to QE.

- 1  Zero
- 2  1-4
- 3  5-9
- 4  10-24
- 5  25-49
- 6  50-99
- 7  100-199
- 8  200-399
- 9  400-499
- 10  500 or more
- 11  I don't own or operate any premises
- 99  Don't know

**QE. Which of the following best describes the nature of your organisation?**

Please cross or highlight one box only  and then go to QF.

- 1  Company
- 2  Sole trader
- 3  Partnership
- 4  Not for profit
- 5  Local government
- 6  Unincorporated association
- 98  Other → Please specify in the box below ✍
- 99  Don't know
- 97  Prefer not to say



**QF. In which of the following sectors do you or your organisation primarily operate?**

Please cross or highlight one box only  and then go to QG.

- 1  Retail, e.g. stores or shopping centres
- 2  Hospitality and nightlife, e.g. bars, pubs, restaurants, cafés, nightclubs and other public clubs
- 3  Entertainment, e.g. theatres, cinemas, and concert halls and arenas
- 4  Sports grounds
- 5  Recreation and leisure, e.g. public sports/leisure centres, ice rinks and gyms
- 6  Public libraries, museums and galleries
- 7  Public conference centres, exhibition halls and other venues for hire
- 8  Visitor attractions
- 9  Hotels, holiday parks and similar holiday accommodation
- 10  Places of worship
- 11  Healthcare
- 12  Education and childcare
- 13  Public transport, including trains stations, ports and airports
- 14  Public services and facilities
- 15  Village hall/community centre
- 98  Other sector
- 99  Don't know
- 97  Not applicable

**QG. In which part of the UK are you based?**

Please cross or highlight one box only  and then go to Section 2.

- 1  North East
- 2  North West
- 3  Yorkshire and the Humber
- 4  East Midlands
- 5  West Midlands
- 6  East of England
- 7  South East exc. London
- 8  London
- 9  South West
- 10  Scotland
- 11  Wales
- 12  Northern Ireland
- 13  I'm not based in the UK

## Section 2: Your views on the proposed Standard Tier



- Thank you for your responses so far. The next section of this survey is about the proposed Standard Tier
- The current threat picture is complex, evolving, and enduring, with terrorists choosing to attack a broad range of locations. Martyn's Law will ensure premises in the UK are better prepared for and protected from terrorist attacks, therefore reducing their impact.
- The UK Government's view is that the Standard Tier will drive good preparedness outcomes. Those responsible for Standard Tier premises will be required to undertake simple yet effective activities designed to increase staff awareness of the right protocols and procedures to follow in the event of a suspected attack. The ultimate aim of this approach is to reduce harm to staff and the general public.

**Q1. To what extent do you agree or disagree that those responsible for premises within the Standard Tier should have a legal obligation to be prepared for a terrorist attack?**

Please cross or highlight one box only  and then go to the specified question.

- 1  Strongly agree → Go to the information above Q2
- 2  Agree → Go to the information above Q2
- 3  Neither agree nor disagree → Go to the information above Q2
- 4  Disagree → Go to Q1a
- 5  Strongly disagree → Go to Q1a
- 99  Don't know → Go to the information above Q2

**Q1a. Which of the following best describes why you disagree that those responsible for premises within the Standard Tier should have a legal obligation to be prepared for a terrorist attack?**

Please cross or highlight one box only  and then go to the information above Q2.

- 1  I believe it is only for the Government to be prepared to reduce the impact of terrorism
- 2  I don't believe the obligation should be legal
- 3  I believe only larger premises should have a legal obligation
- 4  I don't believe that premises of any size should have a legal obligation
- 5  I don't believe that there should be any responsibility for premises to be prepared for a terrorist attack
- 98  Other → Please specify in the box below ✍
- 99  Don't know



- As outlined in paragraph 18, we (the UK Home Office) have revised the requirements in the Standard Tier. Those responsible for Standard Tier premises will be required to have in place reasonably practicable procedures to follow in the event of an attack. We have also removed the requirement for specific terrorism protection training. Instead, training or instruction will be what is sufficient and appropriate to ensure procedures are effectively in place in light of their circumstances and that staff are aware of the actions to take and protocols to follow in the event of an attack. Guidance will assist those responsible for standard duty premises.

**Q2. To what extent do you agree or disagree that ‘the revised requirements for the Standard Tier are more appropriate for the broad spectrum of premises in scope, as outlined at paragraph 18 (e.g. village halls to a 799-seater theatre), than the previous requirements outlined in the Draft May 2023 Bill’ (key changes outlined at paragraphs 40 and 41)?**

Please cross or highlight one box only  and then go to the specified question.

- 1  Strongly agree → Go to Q2a
- 2  Agree → Go to Q2a
- 3  Neither agree nor disagree → Go to Q3
- 4  Disagree → Go to Q2b
- 5  Strongly disagree → Go to Q2b
- 99  Don't know → Go to Q3

**Q2a. Why do you agree that the revised requirements are more appropriate than the previous requirements?**

Please cross or highlight all boxes that apply  and then go to Q3.

- 1  I think the proposed changes make the Standard Tier clearer
- 2  I think the proposed changes remove unnecessary administrative burden for small premises
- 3  I think the proposed changes are more appropriate for the broad spectrum of organisations in scope
- 4  I think the proposed changes will be more proportionate for businesses
- 98  Other → Please specify in the box below ✍
- 99  Don't know

**Q2b. Why do you disagree that the revised requirements are more appropriate than the previous requirements?**

Please cross or highlight all boxes that apply  and then go to Q3.

- 1  I don't think the proposed changes make the Standard Tier clearer
- 2  I don't think the proposed changes go far enough to remove unnecessary burdens for small premises
- 3  I don't think the proposed changes are more appropriate for the broad spectrum of organisations in scope
- 4  I don't think the proposed changes will be more proportionate for businesses
- 98  Other → Please specify in the box below ✍
- 99  Don't know

**Q3. How successful, if at all, do you think the revised Standard Tier requirements will be at improving feelings of safety for staff and visitors at premises within the Standard Tier?**

Please cross or highlight one box only  and then go to the specified question.

- 1  Very successful → Go to Q4
- 2  Moderately successful → Go to Q4
- 3  Slightly successful → Go to Q3a
- 4  Not at all successful → Go to Q3a
- 99  Don't know → Go to Q4

**Q3a. Why do you think the Standard Tier requirements will not be or will only be slightly successful at improving feelings of safety for staff and visitors at premises within the Standard Tier?**

Please cross or highlight one box only  and then go to Q4.

- 1  Premises already do the things that the Standard Tier would now require
- 2  I don't think the revised requirements will have any positive impact
- 3  I think other things are required to improve feelings of safety for staff and visitors
- 98  Other → Please specify in the box below ✍
- 99  Don't know

**Q4. How easy or difficult do you think it will be for those responsible for Standard Tier premises to take forward the revised requirements (outlined in paragraph 18)?**

Please cross or highlight one box only  and then go to the specified question.

- 1  Very easy → Go to Q5
- 2  Easy → Go to Q5
- 3  Neither difficult nor easy → Go to Q5
- 4  Difficult → Go to Q4a
- 5  Very difficult → Go to Q4a
- 99  Don't know → Go to Q5



**Q4a. Why do you think the revised requirements will be difficult for those responsible for Standard Tier premises to take forward?**

Please cross or highlight all boxes that apply  and then go to Q5.

- 1  The requirements are too complicated to implement
- 2  The requirements are too burdensome (in terms of time/effort) to implement
- 3  The requirements are too costly to implement
- 98  Other → Please specify in the box below ✍
- 99  Don't know

**Q5. What unintended consequences, if any, do you think could result from taking forward the revised Standard Tier requirements?**

Please write your answer below ✍ OR cross or highlight one box only  and go to the next information box.

- 1  I don't think there will be any unintended consequences
- 99  Don't know



- Information in this box relates to Q6, Q6a and Q7.
- Q6 should only be answered by Standard Tier premises operators/owners excluding consultants – this applies if you answered with option 1, 2 or 3 at QA and option 1 at QB. Please read the following information and then answer Q6.
- All others should read the information in this box and then go to Q7.
- Following on from Impact Assessment detail in paragraphs 42-45, below is a summary of the costs of the Standard Tier of Martyn's Law:
- The Standard Tier has an estimated total cost of between £387 million and £1.63 billion with a central estimate of £860 million (PV/Present Value) over the full appraisal period of 10 years. This is an economic cost from working hours being taken up to complete counter-terrorism planning and training, with no financial burden on sites. For an individual site, it is estimated to cost between £160 and £525 per year, with a central estimate of £310 per year. This is likely an upper estimate, with the addition of a reasonably practicable test meaning that some sites will face reduced costs. For more information, you can read Annex A.

**Q6. How concerned, if at all, are you that the cost of meeting the Standard Tier requirements will affect your organisation's financial ability to continue operating?**

Please cross or highlight one box only  and then go to the specified question.

- 1  Not at all concerned → Go to Q7
- 2  Slightly concerned → Go to Q7
- 3  Somewhat concerned → Go to 6a
- 4  Very concerned → Go to Q6a
- 5  Extremely concerned → Go to Q6a
- 99  Don't know → Go to Q7

**Q6a. You indicated that you're concerned about your organisation's ability to meet the cost of Standard Tier requirements. Please help us understand your concerns by providing detail below.**

Please write your answer below ✍ and then go to Q7.

99  Don't know

**Q7. Given this cost assessment, how would you think any costs of the Standard Tier should be met?**

Please cross or highlight one box only ☒ and then go to the information above Q8.

- 1  **All** the cost should be met by the **customers** of the premises where possible
- 2  **Most** of the cost should be met by **customers** of the premises
- 3  The costs should be **shared** equally by the premises owner/operator and the customers of the premises
- 4  **Most** of the cost should be **absorbed** by the premises owner/operator and only a minimum passed on to the customers
- 5  **All** of the cost should be **absorbed** by the premises owner/operator and none should be met by the customers of the premises
- 99  Don't know



- As outlined in paragraphs 29-32, the training expected as a result of the proposals is now limited to that which forms part of ensuring that there are effective procedural measures to reduce the risk of harm in the event of a terrorist attack. Workers must have sufficient awareness of what they need to do in the event of an attack, i.e. the procedure to be followed, for such measures to be in place. Organisations should ensure training is right for their specific needs and relevant to the roles of specific staff.

**Q8. Do you think the new approach to training places more or less burden on Standard Tier organisations compared to the previous approach (as outlined in paragraphs 40 and 41)? By “burden”, we mean any burden including financial, time, effort or other.**

Please cross or highlight one box only  and then go to the specified question.

- 1  Much more burden with the new approach → Go to Q8a
- 2  More → Go to Q8a
- 3  About the same → Go to the information above Q9
- 4  Less → Go to the information above Q9
- 5  Much less burden with the new approach → Go to the information above Q9
- 99  Don't know → Go to the information above Q9

**Q8a. Why do you think there is more burden on Standard Tier organisations with the new approach compared to the previous approach? Please provide detail below.**

Please write your answer below ✍ OR cross or highlight one box only  and then go to the information above Q9.

99  Don't know



- Q9 should only be answered by Standard Tier premises operators/owners or those who are security consultants or are responsible for security at premises or events – this applies if you answered with option 3 or 5 at QA or option 1 at QB. Please read the following information box and then answer Q9.
- All others should go to Q10.



- Standard Tier requirements will focus on procedures to be enacted in the event of an attack as set out at paragraph 22. These surround evacuation, invacuation, securing the premises and communicating with individuals on the premises. Security partners advise that consideration of these activities, in the event of an attack, will lead to the most relevant and effective actions to save lives. These procedures focus on activities that will help to keep people away from danger.

**Q9. We'd like to hear about any other procedures that could be utilised in Standard Tier premises were a terrorist attack to occur further to the above (i.e. other than evacuation, invacuation, lockdown and communications procedures). Please type them in the space below.**

Please write your answer below  and then go to Q10.

99  Don't know

**Q10. Do you think the Standard Tier procedures in Martyn’s Law place more or less burden on Standard Tier premises compared to procedures for Health & Safety and Fire Safety? By “burden”, we mean any burden including financial, time, effort or other.**

Please cross or highlight one box only  and then go to the specified question.

- 1  Much more burden in Martyn’s Law than for Health & Safety and Fire Safety →  
Go to Q10a
- 2  More → Go to Q10a
- 3  About the same → Go to Q10b
- 4  Less → Go to Q10c
- 5  Much less burden in Martyn’s Law than for Health & Safety and Fire Safety →  
Go to Q10c
- 99  Don’t know → Go to the information above Q11

**Q10a. Why do you say that the Standard Tier procedures in Martyn’s Law will place more burden on Standard Tier premises compared to procedures for Health & Safety and Fire Safety? Please provide detail below.**

Please write your answer below ✍ OR cross or highlight one box only  and then go to the information above Q11.

- 99  Don’t know

**Q10b. Why do you say that the Standard Tier procedures in Martyn's Law will place about the same burden on Standard Tier premises compared to procedures for Health & Safety and Fire Safety? Please provide detail below.**

Please write your answer below  and then go to the information above Q11.

99  Don't know

**Q10c. Why do you say that the Standard Tier procedures in Martyn's Law will place less burden on Standard Tier premises compared to procedures for Health & Safety and Fire Safety? Please provide detail below.**

Please write your answer below  and then go to the information above Q11.

99  Don't know





- Q11 and Q12 should only be answered by Standard Tier premises operators/owners – this applies if you answered with option 1 at QB and any of options 2-8 at QC.
- All others should go to the information box after Q12a.

**Q11. If volunteers work at your premises, who is responsible for planning Health & Safety and Fire Safety policies and procedures?**

Please cross or highlight one box only  and then go to Q12.

- 1  Only paid employees are responsible
- 2  Volunteers are responsible in the same way as paid employees
- 3  Volunteers are responsible but not in the same way as paid employees
- 97  Not applicable – there are no volunteers working at my premises
- 99  Don't know

**Q12. If volunteers work at your premises, what arrangements do you make for training on Health & Safety and Fire Safety?**

Please cross or highlight one box only  and then go to the specified question.

- 1  Only paid employees complete mandatory training → Go to the information box after Q12a
- 2  Volunteers are trained in the same manner as paid employees → Go to the information box after Q12a
- 3  Volunteers undertake different training from paid employees → Go to Q12a
- 97  Not applicable – there are no volunteers working at my premises → Go to the information box after Q12a
- 99  Don't know → Go to the information box after Q12a

**Q12a. How does training on Health & Safety and Fire Safety for volunteers differ, if at all, from that for paid employees? Please provide detail below.**

Please write your answer below ✍️ OR cross or highlight one box only  and then go to the information box below.

99  Don't know



- Thank you for responding to the consultation survey. You have answered all questions.

# Contact details and how to respond

Please send your response by 18 March 2024 via the URL above.

## Complaints or comments

If you have any complaints or comments about the consultation process you should contact the Home Office at the below address.

## Extra copies

Alternative format versions of this publication can be requested from [MartynsLaw@homeoffice.gov.uk](mailto:MartynsLaw@homeoffice.gov.uk)

Or

Terrorism (Protection of Premises) Bill Consultation  
Protect and Prepare 4th Floor Peel Building,  
Homeland Security Group  
Home Office  
2 Marsham Street,  
London, SW1P 4DF.

## Publication of response

A paper summarising the responses to this consultation will be published once the Bill is introduced to Parliament. The response paper will be available online at GOV.UK .

## Representative groups

Representative groups are asked to give a summary of the people and organisations they represent when they respond.

## Confidentiality

This research is being conducted by Verian, on behalf of the UK Home Office, to understand views towards the proposed Standard Tier requirements. Completion of the survey should take around ten minutes but is dependent on the level of detail you wish to provide. Verian's privacy policy can be found here: <https://www.veriangroup.com/uk-surveys>

## Terrorism (Protection of Premises) Bill - Standard Tier Consultation

The data you submit in the survey will be confidential and used only for the research purpose of understanding views towards the proposed Standard Tier requirements. The survey does not ask for any personally identifiable information, and therefore only anonymous survey data will be shared with the Home Office. We ask that you do not provide any personal data in the survey. If you wish to contact the Home Office directly about this consultation, you can contact:

Email: [MartynsLaw@homeoffice.gov.uk](mailto:MartynsLaw@homeoffice.gov.uk)

Or

Terrorism (Protection of Premises) Bill Consultation  
Protect and Prepare 4th Floor, Peel Building,  
Homeland Security Group  
Home Office  
2 Marsham Street,  
London, SW1P 4DF

Participation in this survey is entirely voluntary. If at any point you wish to withdraw from the survey, you are free to do so without obligation.

Research conducted by Verian is in accordance with the MRS Code of Conduct.

# Annex A - Impact Assessment

## Changes to the Martyn's Law Impact Assessment Since Pre-Legislative Scrutiny

1. The Home Office previously published an impact assessment (IA) for Martyn's Law in May alongside a draft of the bill.
2. Since then, Martyn's Law has changed in certain areas and this annex summarises the changes and reasoning behind the changes.

### Headline Changes

3. Overall, the IA has become cheaper and slightly less burdensome on business due to changes in the contents of the bill as well as improvements to the evidence base on Martyn's Law. A summary of these changes can be found in the table below. All figures in this document are in 2022 Prices and 2024 Present Value.

Part of the IA	Estimate Value	Previous Estimate	Current Estimate	Change
Net Present Social Value (£ million)	<b>Central:</b>	<b>-£2,725.3</b>	<b>-£2147.3</b>	<b>-£578.0</b>
	High:	-£6,329.0	-£5522.6	-£806.4
	Low:	-£1,083.7	-£726.3	-£357.4
Estimated Yearly Cost to Business (£ million)	<b>Central:</b>	<b>£303.7</b>	<b>£246.2</b>	<b>-£57.5</b>
	High:	£715.5	£635.0	-£80.5
	Low:	£119.8	£85.0	-£34.8
Total Cost (£ million)	<b>Central:</b>	<b>£2,743.8</b>	<b>£2165.8</b>	<b>-£578.0</b>
	High:	£6,336.6	£5530.2	-£806.4
	Low:	£1,120.6	£763.2	-£357.4
Total Benefit (£ million)	<b>Central:</b>	<b>£18.4</b>	<b>£18.4</b>	<b>£0.0</b>
	High:	£36.9	£7.6	£0.0
	Low:	£7.6	£36.9	£0.0
Annual Cost to a Standard Tier Premise (£)	<b>Central:</b>	<b>£216</b>	<b>£309</b>	<b>+£93</b>
	High:	£354	£526	+£172
	Low:	£119	£161	+£42
Annual Cost to an Enhanced Tier Premise (£)	<b>Central:</b>	<b>£8,232</b>	<b>£5139</b>	<b>-£3093</b>
	High:	£16,219	£12286	-£3933
	Low:	£4,128	£1886	-£2242

### Individual Changes

## Standard Tier

4. In the Standard Tier, the cost has increased due to the addition of clauses relating to the Counter Terrorism Planning element of the tier and increased accuracy. In light of the requirement to make sure staff are aware of the procedural measures, the cost of an additional 15 minutes in the first year and 7.5 minutes for each subsequent year, for staff to make themselves aware of the procedures has been added. The addition of a reasonably practicable test means that this cost estimate will likely be an upper estimate as sites may decide some of the requirements are not reasonably practicable to implement, and therefore face lower costs.

5. This has raised the cost of the tier by roughly £250 million over the ten year appraisal period, with the central estimate for the cost of this tier increasing from £602.5 million to £860.4 million (central estimate).

## Enhanced tier

6. In the Enhanced Tier, the cost has decreased due to more evidence on the time taken to complete the risk assessment as well as changes to the training requirements.

7. The risk assessment time has changed due to greater evidence surrounding the possible time taken to complete a risk assessment. This means the estimated time per site has decreased from 367.5 hours to 30 hours. This is based on looking at literature about the burden which Health and Safety risk assessments place on firms and the average time taken to complete these documents.

8. The training requirement for staff in the enhanced tier has remained stable with 10% of staff being trained but staff are estimated to undertake training for three hours rather than the previous one hour.

9. Overall, the effect of both changes has led to the estimated cost of the enhanced tier decreasing from £1,997.8 million to £1,247.2 million (central estimate), a decrease of roughly £750 million.

## Regulator

10. The cost of the Regulator changed due to revisions around the possible costs of delivery. This has decreased the estimated cost from £130.4 million to £57.7 million (central estimate).

## Benefits

11. The monetised benefits remain the same, but the non-monetised benefits section now includes reference to newly published cost estimates. This includes the estimated cost of all the 2017 attacks, estimated to be £181.1 million. Additionally, the indirect cost of the 2017 attacks has been estimated by RAND Europe to cost an estimated £3.5 billion. Martyn's Law would apply to two of the five locations attacked in 2017, Manchester Arena (22 deaths) and London Bridge/Borough Market (8 deaths).

# Consultation principles

The principles that government departments and other public bodies should adopt for engaging stakeholders when developing policy and legislation are set out in the consultation principles.

<https://www.gov.uk/government/publications/consultation-principles-guidance>







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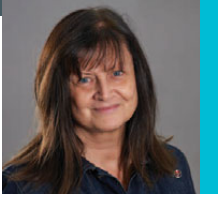
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This publication is available at <https://www.gov.uk/government/consultations/martyns-law-standard-tier-consultation>

Any enquiries regarding this publication should be sent to us at [MartynsLaw@homeoffice.gov.uk](mailto:MartynsLaw@homeoffice.gov.uk)

# MARTYN'S LAW – WHAT NEXT?



Shelley Parker FSLCC, SLCC External Affairs and Development Manager, gives an insight into the legislative journey of the Terrorism (Protection of Premises) draft Bill (Martyn's Law), and what this will mean for local councils.

In July's edition of *The Clerk*, Figen Murray, mother of Martyn Hett who tragically died with 21 others in the 2017 Manchester Arena terrorist attack, described the long campaign towards bringing a new protect duty, Martyn's Law, to the statute book.

This will improve the safety and security of public venues and help to keep the British public safe from terrorists. Since 2017, there have been 14 terror attacks in the UK at a broad range of locations and the current national threat level, set by the Joint Terrorism Analysis Centre and the Security Service, is at **substantial** indicating that an attack is likely.

At October's National Conference, we were privileged to hear Figen speak as a mother losing her son and the heartbreaking impact of this on her and her family as well as how she mustered the strength to make that arduous journey towards making legislative change so that others do not lose lives. The proposed new law won't stop terrorists, but it will deter them, making it more difficult to strike in our public places.



## The Parliamentary Journey

In the summer, the Home Affairs Select Committee held a pre-legislative scrutiny inquiry of the draft legislation, quizzing various stakeholders and issuing a report on its findings. Campaigners' fingers were crossed that reference would be made to Martyn's Law in the King's Speech to Parliament on 7 November which set out the legislative programme. It was.

Before the Bill is introduced to Parliament, the government will launch a consultation to ensure new measures reach the right balance between public protection and avoiding undue burdens on smaller premises such as village halls, churches and other community venues. The race is on to make sure that the Bill makes it through to Royal Assent ahead of a general election.

## What it means for local councils

The Bill will operate via a tiered system requiring certain venues to take proportionate steps to mitigate the impact of a terrorist attack. Those steps will depend on the size of the venue and type of event. Premises and events with a capacity of 800 or above will be in the **enhanced tier** and those with a capacity of 100 to 799 will be in the **standard tier**. Responsibility lies with those who have control of the premises and registration will be needed with a Regulator appointed to advise on the legislation, monitor compliance and issue sanctions.

So, this will affect all clerks and their councils right across the country. We own,

manage, hire or lease village halls, community centres, libraries, sports grounds, indoor markets, conference centres, even retail outlets and arrange ticketed festivals, concerts and other events in open spaces and parks. All within the scope of the new legislation.

Surprisingly, Remembrance Parades and Christmas lights switch-ons, often attracting thousands of visitors, are not included.

## What can clerks do now?

We can start to work towards creating a better local security culture. Already working to relevant legislation, clerks can build on what they already have in place - review risk assessments for buildings and event management plans to include mitigation for a terrorist attack, add to or develop an emergency plan, look at what resources are available, talk to the local emergency services, consider buildings for rest centres, look at freely available counter terrorism information and training for staff and volunteers.

## SLCC's Role

Led by Helen Ball, SLCC Board Director and Town Clerk at Shrewsbury Town Council, SLCC submitted written evidence to the Home Affairs Select Committee, supported by input from members. Sitting alongside the National Association of Local Councils (NALC), we meet with civil servants at the Home Office who are keen to engage with the sector and recognise that we bring practitioners' experience to the table.

With NALC, we have jointly hosted a well-attended awareness raising webinar and have set up a Task and Finish Group to act

on behalf of the sector. We are raising the issue of sector impact, capacity limits and proportionality, the appointment of the Regulator, government financial support on rollout and more. We'll be producing a joint communications plan and developing sector best practice guidance.

## Next...

The impact of the new legislation is likely to have the same effect as GDPR on our town and parish councils in that all clerks will, at the very least, need to consider if their councils fall within the scope of the new law. Whether or not the bill will affect your council, a review of security to make your public buildings and events safer and mitigate the terrorist threat is the right thing to do. Simple steps to save lives.

### Scope of the Bill:

- Premises and events must be accessible to the public
- Premises must be used for a purpose listed in the Bill (e.g. entertainment and leisure, retail, food and drink)
- Have a capacity of 100 or more individuals
- Premises may be a building or outdoor locations which have a readily identifiable physical boundary and access by express permission
- Provision is made in the Bill for temporary events such as festivals that have express permission to enter and a capacity of 800 or more individuals

### Existing responsibilities

- Health & Safety at Work Act 1974
- S17 Crime and Disorder Act 1998
- Occupiers Liability Act 1957
- S26 Counter Terrorism & Security Act 2015
- S4 Licensing Act 2003

### Further information:

Protect UK - [www.protectuk.police.uk/martyns-law](http://www.protectuk.police.uk/martyns-law)

Martyn's Law Fact Sheet - <https://homeofficemedia.blog.gov.uk/2022/12/19/martyns-law-factsheet/>

SLCC/NALC Webinar - [www.slcc.co.uk/martyns-law-where-are-we-now-webinar/](http://www.slcc.co.uk/martyns-law-where-are-we-now-webinar/)



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ADW/06/7/121





**Section 106 application form: guidance notes for applicants**

## **Outdoor sports facilities**

**and/or**

**Facilities for children and young people (equipped children's play/  
facilities for young people)**

This information can be made available in other languages, in large print, Braille or on audio tape. Please phone 01454 868004 if you need any of these or any other help to access Council services.

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# 1. Introduction

These notes provide advice and guidance for applicants wishing to apply for Section 106 (S106) funding to improve the provision of facilities for outdoor sports and children and young people. Background information is provided along with guidance on what types of projects can be funded, how to apply and how applications will be assessed. The guidance notes in Section 3 should be read and followed when completing an application for funding.

## 1.1. What is S106 planning obligation funding

The South Gloucestershire Core Strategy 2006 – 2027 (adopted December 2013, find the document at [www.southglos.gov.uk/health-and-social-care/strategies-plans-and-policies/council-strategies-plans/core-strategy-2006-2027](http://www.southglos.gov.uk/health-and-social-care/strategies-plans-and-policies/council-strategies-plans/core-strategy-2006-2027)) is the key planning policy document for South Gloucestershire, setting out the general location of development, its type and scale, as well as protecting what is valued about the area. Policy CS24 of the Core Strategy sets out the minimum standards for public open space provision within new development for the following categories of public open space:

- Outdoor sports facilities
- Provision for children and young people\*
- Informal recreational open space
- Natural/semi-natural open space
- Allotments

\* Please note that the provision for children and young people category includes all equipped children's play areas, including facilities for young people (skate parks, shelters etc).

Under Section 106 of the Town and Country Planning Act 1990 (as amended), contributions can be sought from developers towards the costs of providing community and social infrastructure, the need for which has arisen as a result of a new development taking place. These planning obligations are commonly referred to as S106 funding.

It is important to note that S106 funding contributions can only be spent on new facilities or improvements to facilities where the new development has, at least in part, contributed to the need for that facility or will have an impact on existing facilities. Contributions cannot be provided for maintaining existing facilities.

S106 funding will normally be invested in facilities based within the same locality or catchment area in which the contributing development is located. For S106 contributions relating to outdoor sport and play provision the catchment area is defined by the following:

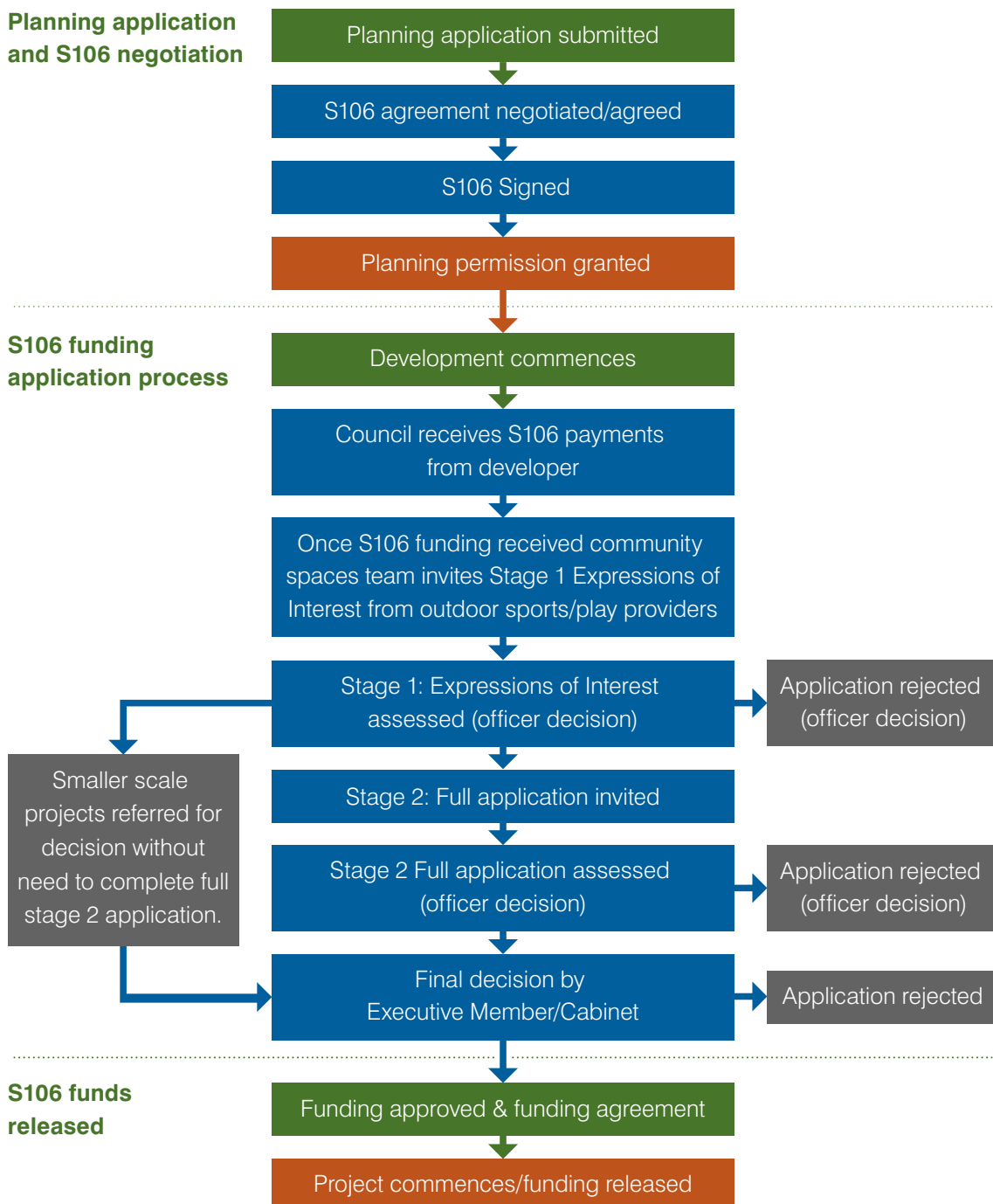
1. The Council's Green Infrastructure Sport and Recreation Standards as specified in Appendix 5 of the South Gloucestershire Council Core Strategy 2006-2027 (adopted December 2013). See Appendix 1.
2. The catchment area specifically defined within an individual S106 agreement, details of which will be made known to applicants/interested parties at the time funding becomes available. For example an agreement may state 'provision for outdoor sports within 2km of the development site'.

Council officers are required to consult with sports organisations, councillors and town and parish councils before planning applications are determined to identify opportunities for new provision, or enhance the capacity of existing provision. The proposals are then considered and included in the S106 agreement as part of the planning application process.

For a full description of S106 planning obligations please refer to the South Gloucestershire Council Community Infrastructure Levy (CIL) & Section 106 Planning Obligations Guide Supplementary Planning Document (Adopted March 2015). A copy can be viewed at [www.southglos.gov.uk/documents/CIL-S106-Guide-SPD-March-15.pdf](http://www.southglos.gov.uk/documents/CIL-S106-Guide-SPD-March-15.pdf).

A flow chart showing the planning application and S106 negotiation process and the process for applying for S106 funding is presented as figure 1 below.

Figure 1: S106 process flow chart





## 1.2. Understanding capital & revenue funding

As part of the application process you will usually have the opportunity to apply for both capital and revenue funding.

**Capital expenditure:** This is used to acquire, develop or improve an asset such as equipment, facilities or buildings. Examples could include the purchase of new equipment such as cricket nets or new play equipment, the acquisition of land for the provision of new sport/play facilities, improving the drainage of playing pitches, or improvements to a pavilion to enable more teams to play outdoor sports.

**Revenue expenditure:** This is used to fund repairs, running costs and maintenance of the improvements/new facilities provided by the capital expenditure. For example, revenue funding can be used to maintain new pieces of play equipment, but not existing equipment in the play area that was not funded by S106 capital expenditure. Revenue funding cannot be awarded to cover existing maintenance costs that are not related to the capital expenditure.

Please note the following:

- The Council cannot award S106 funding in advance of receiving the funds from the developer, however it can consult and request Expressions of Interest prior to receiving funding
- S106 funding cannot be allocated retrospectively for projects

## 1.3. How does the Council obtain S106 funding?

The level of funding contributions towards outdoor sport and children and young people is negotiated with developers during the planning application process. The terms for the payment of S106 funds to the Council is set out in the S106 agreement, and the terms can vary greatly between developments. Payments are often staged, with a certain percentage at commencement of the development, and further payments at agreed 'trigger points', for example the transfer and occupation of a certain number of houses. Following receipt of S106 contributions from developers, the Council will consult with sports providers, town and parish councils, local councillors, relevant organisations and community groups to invite applications for funding.

## 1.4. Who can apply for S106 funding?

To be eligible for S106 funding you must comply with the following:

- You must be a voluntary organisation or organisation that operates a community facility on a not-for-profit basis, or be a town or parish council, charity, or a school with community use
- Where facilities are provided these must be open to the general public
- Organisations with memberships can apply for funding, but only if the general public are allowed to become members without restriction. Facilities should be available to non-members on reasonable terms, and organisations should operate a satisfactory pricing policy and promote access for members and non-members
- Applicants should not have sufficient funds in reserve to undertake the project without S106 funding assistance and be able to demonstrate the need for financial support
- If your project relates to premises you must demonstrate security of tenure for at least 20 years
- You must demonstrate that the project will attract new participants/members or develop new audiences

- You must demonstrate that you are capable of managing the project/facilities and sustaining it in the long term
- Your organisation must have a constitution or a set of rules and a bank account
- You are required to consult with users and the local community to demonstrate support for your proposals and clearly identify the need/demand for your project
- For larger and more complex projects applicants will be required to provide a business case and project management plan
- You must have relevant policies in place such as a child protection, policies for vulnerable adults and children, and equal opportunities. If the local community has a parish or community plan in place reference should be made to this together with an indication of how the application fits with the priorities of this document

## 1.5. What types of projects can be funded?

Section 106 funding will only be awarded to applications that fall within the schedule of outdoor sport/play facilities set out in Appendix 2.

Examples of typical projects that can be funded include:

### Outdoor sports facilities

- New/improvements to buildings for sports changing rooms
- Floodlighting
- Improved surfaces/drainage of sports pitches
- Cricket nets/specialist sports equipment
- New/improvements to tennis courts and bowling greens
- Golf courses (including pitch & putt) which charge up to £10 per round (subject to inflation)

### Children & young people

- Development of new equipped play area
- New/improved play equipment in existing play areas to enhance capacity and play value
- New safety surfacing
- Multi use games area
- Play areas
- Development of new equipped play areas
- Teenage zones/skateboard facilities or similar

For outdoor sports/children and young people provision not identified in Appendix 2 please contact the Council's Community Spaces Team for more information (contact details in Section 4).

If your application includes proposals to build a new facility, extending or refurbishing an existing facility or the provision of disabled facilities, applicants are advised to consider best practice guidance provided by Sport England and the relevant national governing bodies. Sport England guidance can be found at [www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/](http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/).

## 1.6. Collaborative/partnership applications

Whilst developing proposals for your project you should consult with other providers/organisations to explore the opportunities for a collaborative/partnership approach to the provision of facilities to benefit the residents of the new development from which the S106 funding derives. For example, providers may be able to agree who is best placed to specialise in different types of outdoor sports provision to service the needs of the area, and avoid competing for the same resources. You will need to show that you have discussed options with other providers and applications based on collaborative/partnership working will be given a higher priority.

## 1.7. Funding conditions

S106 funding can cover 100% of your project costs, but often applicants will need to obtain additional funding from other sources

- Projects must be delivered and funding claimed within a specified time period with clearly defined beginning and end dates (this will be agreed with successful applicants and set out in a funding agreement)
- Facilities must be accessible to the community
- Applicants should demonstrate that funding from other sources is not paying for the same expenditure (double funding)
- Work on the project must not have commenced, nor expenditure committed before an offer letter is received and funding agreement signed. Invoices should not pre-date the letter or agreement
- Funding will normally be paid after the work has taken place or via staged payments against agreed milestones. Copies of all invoices must be provided to support funding claims

## 1.8. Demonstrating the need for your project

The need for your project should be clearly identified and you should tell us how it fits with the aims and objectives of any strategies that your organisation has.

Applications for improvements to outdoor sports facilities will need to make reference to the South Gloucestershire Playing Pitch Strategy (expected 2018). This strategy provides a review and identifies gaps in sports provision across South Gloucestershire.

Reference should also be made to the South Gloucestershire Indoor & Built Sports Facilities Strategy (expected 2018) where proposals involve built sports facilities.

You should make reference to regional and national policies and strategies to demonstrate the need for the project, for example:

- South Gloucestershire Council Plan 2020 - 2024 (Download at <https://beta.southglos.gov.uk/publications/council-plan-2020-2024/>)
- Sustainable Community Strategy 2036 (Download at [www.southglos.gov.uk/documents/Sustainable-Community-Strategy-2016.pdf](http://www.southglos.gov.uk/documents/Sustainable-Community-Strategy-2016.pdf))
- Sport England – Towards and Active Nation 2016 – 2021 (Download at [www.sportengland.org/media/10629/sport-england-towards-an-active-nation.pdf](http://www.sportengland.org/media/10629/sport-england-towards-an-active-nation.pdf))
- Play Strategy 2006 (Download at [www.southglos.gov.uk/documents/sgc%20play%20policy.pdf](http://www.southglos.gov.uk/documents/sgc%20play%20policy.pdf))

- South Gloucestershire Playing Pitch Strategy 2018 (Download at <https://beta.southglos.gov.uk/playing-pitch-and-sports-facilities-strategy>)
- South Gloucestershire Playing Indoor & Built Sports Facilities Strategy 2018 (Download at <https://beta.southglos.gov.uk/playing-pitch-and-sports-facilities-strategy>)

You will need to tell us about any issues and/or opportunities relating to how your outdoor sport or children and young person facility is managed now. These might include:

- Lack of play value/limited play equipment
- New sports equipment/improvements to playing surfaces required to increase capacity
- Evidence of need examples – for example poor drainage resulting in games being called off
- Features at risk or under threat e.g. derelict features and vandalism
- Demand to accommodate new teams/age groups

You will need to tell us why it is a priority to undertake your project now.

It's important to understand the audience for your project, what their needs are and any barriers that are currently preventing them from taking part in outdoor sport or play. Remember that to obtain S106 funding you will need to demonstrate how your project will benefit the residents from the new development from where the S106 funding derives. These residents are your primary audience so you will need to understand their needs.

You should tell us about the options that have been considered, why your project is a suitable response to the issues and opportunities identified, and how your project will increase capacity and the use of your facility by the new residents of the development.

This will mean finding out information about the individuals and groups who are interested in using your facility or already use it. You may wish to undertake a survey of users to answer such questions as how people access outdoor sport and play facilities, do users live locally, what additional facilities users would they like to see (e.g. improved changing facilities for outdoor sports), do specific groups have particular needs (e.g. accessibility for all), will the needs of residents from the new development be different or similar to the existing users, and how will those needs be accommodated.

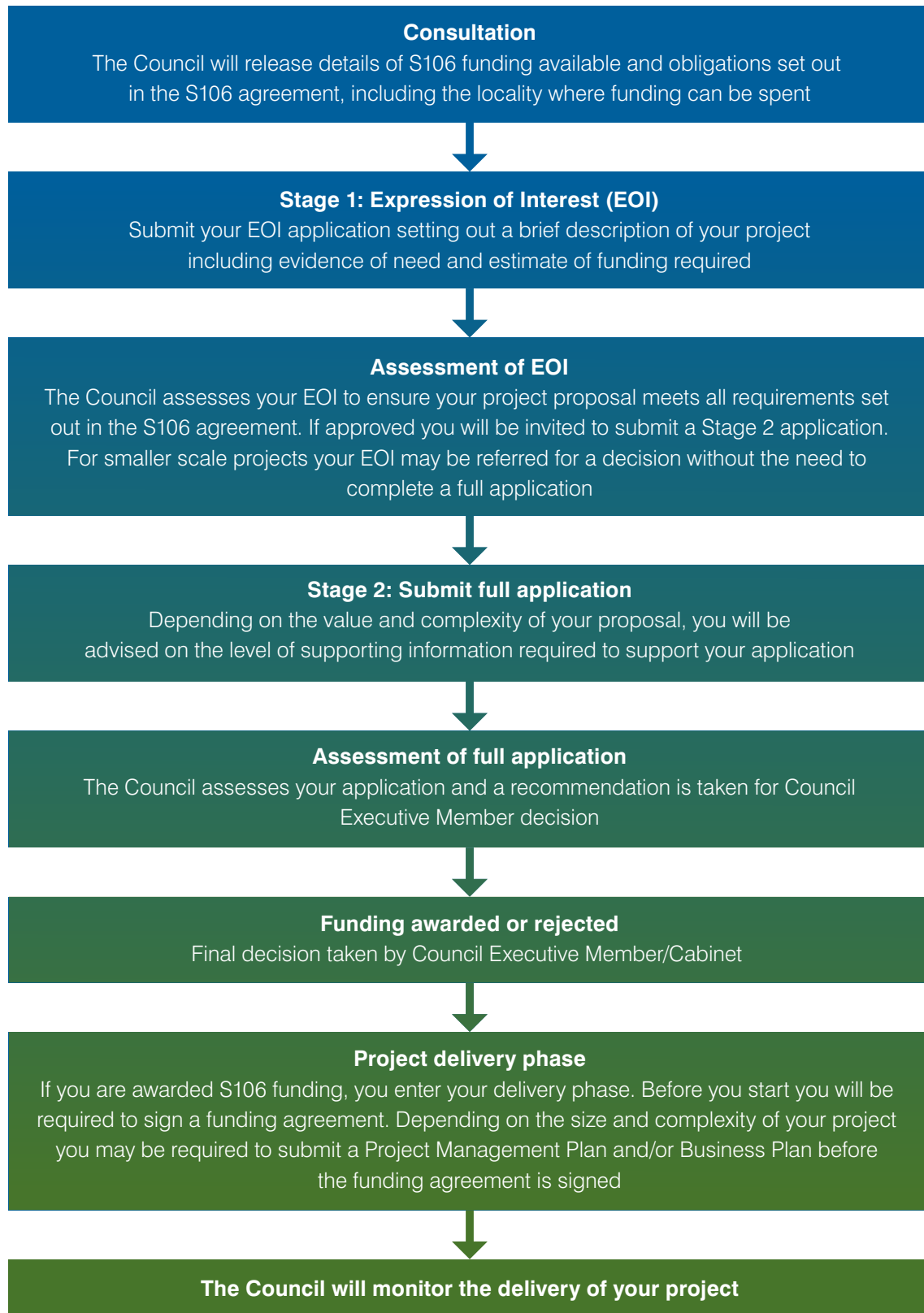
You should provide evidence of any relevant consultation with user groups and new residents/communities. For outdoor sports facilities this can include consultation with existing club members or potential teams wishing to use a facility. For play facilities this will include evidence that parents, children and young people have been consulted and support the proposals, or have participated in the design process.

Tell us about any people or organisations that have objected or may object to your project in the future.

You might want to capture the information that describes what your local area is like so you can demonstrate the contribution sport, physical activity and play can make locally to health and wellbeing.

## 2. Making an application

Figure 2  
The S106 Funding application process



## 2.1. Application process

Applications for S106 funding go through a two stage process.

**Stage 1:** Expression of Interest (EOI)

**Stage 2:** Full Application

For the Stage 1 EOI the Council will provide all applicants with a response within 1 month of receiving their application. This is so that you can apply at an early stage of planning your project and enable the Council to confirm whether your proposal meets the criteria set out in the S106 funding agreement. We will acknowledge receipt of your application by email.

If your proposal does not meet the published criteria set out in the relevant S106 agreement you will be notified. Successful applicants will be invited to submit a full application. At this point applicants will be notified of what supporting information will be required with their Stage 2 application. This will depend on the value and complexity of projects proposed. The more complex/higher value projects will be expected to provide a detailed business case and/or a full project management plan with their application.

It will on most occasions be possible to take a decision on the award of funding for smaller scale projects on the assessment of the Stage 1 EOI only. In such cases a Stage 2 Full Application will not be required and applicants informed accordingly.

Stage 2 applicants will be allowed sufficient time to prepare their submission, particularly for instances where large sums of funding and/or complex supporting information is required. Once submitted, we will acknowledge receipt of your application. We will endeavour to assess your application and inform you of a decision within three months of the submission date deadline. Larger, more complex applications may take longer to assess and the final decision date will depend upon the Cabinet Member decision making cycle. There may for example, be delays during purdah periods prior to local elections. We will keep you informed of when you can expect a final decision once your application has been received. The decision taken by the Council is final. There is no appeal process for applications that are turned down.

To help, for reference applicants can find completed examples of both Stage 1 EOI and Stage 2 full application forms and supporting documents (project management plan, business plan and quarterly monitoring reports) on the Council web site at **[www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)**.

## 2.2 Environmental assessment checklist

All applicants are required to consider the environmental impacts of their project (positive or negative) and describe how these will be addressed or enhanced. The aim is to ensure that South Gloucestershire Council is delivering on its environmental commitments and objectives as set out in the Council's Environmental Policy, the Council Plan and the South Gloucestershire Community Strategy. To help concentrate your thinking on this you are required to submit an Environmental Assessment Checklist with both your Stage 1 EOI or Stage 2 application forms, a copy of which can be found at **[www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)**. Please complete this as part of the process of developing your proposals so that you consider how to mitigate or enhance environmental impacts at an early stage in your planning.

A completed example of an Environmental Assessment Checklist for a simple play project can be viewed at **[www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)**.

## 2.3. How are applications for S106 funding assessed?

The Council will assess your application form against the following criteria:

- Policies and strategies – how far your proposal supports local/regional/national policy objectives and your own organisation's strategy
- Evidence of need – has your application demonstrated that there is a need for the project and does it provide evidence of community support for your proposal through, for example, consultation, surveys and questionnaires and, involvement of local groups in developing and designing facilities? Are you able to identify a specific need or opportunity that your project is responding to?
- Have you clearly set out the outcomes for your project and demonstrated how these will be achieved, and will continue to be achieved after the project ends?
- Have you shown how your project will benefit residents of the new development which has generated the planning obligation (S106) funding?
- Have you consulted with other outdoor sports/play providers in the area to explore collaborative/partnership approaches to the provision of facilities
- Is your project financially realistic and have you submitted a viable funding solution? Higher priority will be given to applications which:
  - Submit evidence of a complete funding package
  - Can provide evidence that they have attracted/secured funding from other sources
  - Have submitted a comprehensive business case (where stipulated/appropriate)
  - Have clearly demonstrated that provision has been made for the longer term funding needs/sustainability/maintenance of the capital improvements
- Value for money - does your project offer value for money and is it financially realistic? How have you estimated your project costs and can you provide supporting evidence?
- Governance – You will need to demonstrate that your organisation is formally constituted and has an equal opportunities policy, safeguarding and health and safety policies
- Is your project well planned? Have you demonstrated how your project will be managed? We will need to be confident about the skills and experience of your project team, including the person who will take overall responsibility
- Have you supplied letter(s) of support from the local parish/town council and user groups/ other organisations?
- Have you confirmed that you have all necessary insurance policies are in place, such as buildings and contents, public liability, employers liability, professional indemnity or others?
- Have you confirmed that all external permissions are in place, for example planning permission?

## 2.4. Evidence of value for money

It is important that your project provides value for money and you will be required to demonstrate this in the way you have derived your project costs.

### **Capital expenditure**

For Stage 1 EOI applications please base your estimated costs on industry guidelines. If these do not exist for your project you should obtain one quote or estimate from suppliers/relevant companies/qualified quantity surveyors as appropriate for each element of your project.

For Stage 2 applications three quotes will be required to demonstrate value for money. You should clearly identify all expenditure items within your project and their associated cost. You should specify the total cost of your project and the amount of S106 funding that you are requesting.

Applications should not include VAT costs for organisations who are able to reclaim it. Even if you are VAT registered, you should contact the HMRC to confirm your organisations ability to claim VAT for your project. This should be made clear in your application.

### **Revenue expenditure**

If you are requesting S106 revenue funding to support the maintenance of your capital improvement please provide evidence of what you expect your maintenance costs to be. You may be able to obtain these from industry guidelines, professional estimates or evidence of maintenance costs from similar facilities elsewhere. Revenue funding cannot be awarded to cover existing maintenance costs that are not related to the capital improvement expenditure.

When assessing your application we may contact you to clarify details or request additional supporting information.

## **2.5. Acknowledging the award of S106 funding/publicity and promotion**

All applicants will be notified in writing of the outcome of their funding application. The decision will also be published on the Council web site at <https://council.southglos.gov.uk/mgDelegatedDecisions.aspx>. Following this confirmation the Council will publish a press release to acknowledge the award of S106 funding.

Recipients of S106 funding are encouraged to acknowledge and celebrate the completion of their projects and should consult with the Council prior to making public any announcement or other publicity regarding their S106 project. Any publicity by the recipient should acknowledge the involvement of the Council in securing and awarding the funding from the relative development.

## **2.6. Payment of funding & funding agreements**

To ensure financial accountability, successful applicants will be required to enter into a funding agreement with the Council and this will set out an agreed schedule for payment of capital and revenue funding, along with terms and conditions. The Council will draft your funding agreement using the details provided in your application or project management plan including the payment of funding against agreed milestones.

You cannot start your project until the funding agreement is completed and signed.

## **2.7. Monitoring of funding awards**

Tell us about how you plan to evaluate your project and who will take overall responsibility for this. The Council will monitor funding awards to check that the money has been spent in the way it was intended. Evidence must be forwarded to the Council upon completion or at agreed milestones during your project lifecycle. Successful applications will receive an offer letter outlining the conditions for this.



As part of your evaluation you will need to:

- Show how you have achieved your outcomes
- Identify which groups of people and how many have benefited from your project
- Show how residents from the new development (which has generated the planning obligation S106 funding) have benefited
- Share lessons learnt
- It is important that you keep in regular contact with the Council to ensure that we are aware of your project's progress. To this end, the Council will monitor the delivery of your project by requiring you to submit quarterly progress reports. Each project will be subject to one or more monitoring visits

On completion of the project you will provide a written report describing what your project has achieved including an evaluation of how well your outcomes have been realised. The report will include confirmation that all the works which are the subject of the funding award have been completed and will include details of all income and expenditure with copies of invoices and photographs of the project during the works and at completion.

## 2.8. Financial reporting

If your organisation runs into financial difficulty that would affect the viability of your project you are required to notify the Council immediately.

Please be aware there is no additional funding available from the Council over and above the S106 funds awarded to applicants.

If you spend less on your project than set out in your funding agreement you will be required to return surplus funding for re-allocation.

# 3. Application forms and help notes for applicants

There are two application forms:

## **Stage 1: Expression of Interest**

This will provide the Council with outline information to assess whether your proposal meets the criteria of the S106 funding agreement and merits further development into a full application.

## **Stage 2: Full Application**

Please submit a full application if you have been invited to do so, along with agreed supporting information.

Electronic copies of the application forms together and completed examples of both Stage 1 and 2 application forms and supporting documents can be downloaded from the Council web site at **[www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)**.

Before submitting an application you should contact the Council's Community Spaces Team to discuss your proposed project and to confirm the availability of funding.

The application form help notes below provide information to help you answer each of the questions on both the stage 1 and 2 application forms. Ensure you read and complete all questions.

## Stage 1: Expression of Interest Form (help notes for applicants)

### **Section 1: Details of applicant/your organisation**

#### **1.1.** Organisation name

*Provide us with your organisations name and contact details.*

#### **1.2.** Details of your main contact person

*Tell us the name of the person who will act as the primary contact for your project. This person must have permission from your organisation/partnership to be the main contact. The Council will send all correspondence about your application to this person, at the given email correspondence address.*

#### **1.3.** Your Organisation

*Tell us about the day-to-day business of your organisation including it's legal status.*

#### **1.4.** Does your organisation have a constitution?

*Tick as appropriate.*

#### **1.5.** How many people currently use your facilities?

*Tell us how many people currently use your facilities. This can be an estimate if you do not have detailed records available.*

**1.6.** Are there any restrictions on the use of your organisations facilities?

*Tell us if there any restrictions on the use of your organisations facilities. This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.*

**1.7.** Does your organisation have an equalities policy which is implemented in its actions?

*Tick as appropriate*

**1.8.** Does your organisation work with vulnerable groups? Please provide copies of your organisations safeguarding policies and protocols as appropriate.

*Tick as appropriate. The Council will expect groups/organisations that work with vulnerable groups to have the appropriate safeguarding policies and protocols in place. Provide copies of your organisations safeguarding policies and protocols as supporting information.*

*For support on developing group constitutions, equality and safeguarding policies etc. please contact CVS South Gloucestershire at [www.cvs-sg.org.uk](http://www.cvs-sg.org.uk)*

**1.9.** Will your project require any of the following insurance policies? Tick all that apply to confirm that you have these in place.

*Tick as appropriate. Tell us which insurance policies your project will require and confirm that you have these in place. If there are any special insurances that you will need give details and indicate whether you have this in place.*

## **Section 2: Details of proposed project**

**2.1.** Project name

*Please provide a title for your project proposal. For example: Cricket Pitch Improvements at XXX or New Play Equipment at XXX Play Area. The Council will use this project title in all correspondence.*

**2.2.** Location of your proposed project (provide a post code or OS grid reference if possible)

*Please provide us with a post code for the location of your project. If identifying the postcode is difficult, provide the address and postcode of the nearest building. You can also provide an OS grid reference.*

**2.3.** Who is the owner of the proposed project site?

*Tell us if your organisation/you own your project site? Tell us if you own the freehold or have a lease of your site and for how long? If your project relates to premises you must demonstrate security of tenure for at least 20 years.*

**2.4.** Provide a brief description of your project and what you require S106 funding for

*Provide a brief description of your project including what it will do, what you expect your outcomes to be and what you require the funding for.*

**2.5.** Explain and provide evidence of the need for your project and opportunities it will address

*Provide evidence that you have for the need and demand for your project. For example: unmet demand from existing users because of inadequate or insufficient sports facilities, regular cancellations of matches because of poor quality pitches, or enquiries from new potential users that could not be satisfied.*

**2.6.** Will your project be delivered by a partnership?

*Tick as appropriate. Tell us if you are collaborating or working in partnership with other organisations? This could be another sports club or provider, or could be your local town or parish council. Provide contact details for each organisation including a named contact. If you are applying for funding as a partnership highlight who will be the lead partner. The lead partner should complete this application form on behalf of your partnership.*

**2.7.** Is anybody likely to object to your project?

*Tell us about any people or organisations that have objected or may object to your project in the future.*

**Section 3: Project costs**

**3.1.** What is the estimated total cost of your project?

*Provide an estimate of your anticipated project costs? Highlight the costs associated with each element of your project and distinguish between capital costs and revenue costs (see section 1.2 of these guidance notes). If relevant also list your management costs to deliver the project which may include the cost of employing a qualified project manager or using existing staff time to manage the project? You can include revenue costs arising as a direct result of capital improvements but not for maintaining existing facilities.*

*At this stage we do not expect you to have detailed and accurate costs for your project. It may, however, be possible for you to base your estimated costs on industry guidelines. If these do not exist for your project you should obtain one quote or estimate from suppliers/relevant companies/qualified quantity surveyors as appropriate for each element of your project. For outdoor sports industry guidelines refer to Sport England web site [www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/outdoor-surfaces](http://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/outdoor-surfaces).*

**3.2.** How much funding are you/your organisation requesting?

*How much S106 funding do you require? Please distinguish between the amount of capital and revenue funding that you are requesting.*

**3.3.** Is your organisation VAT registered and able to recover VAT?

*Please tick as appropriate/tell us your VAT number*

**Section 4: Sources of Funding**

**4.1.** Has your organisation received, or applied to, any other funding bodies/organisations for funding towards your project?

*Tell us about any other sources of funding that you have considered for your project. If you have already received or are applying for further funding from other sources, give details including whether you have secured funding by ticking the appropriate box.*

**4.2.** Has your organisation previously received any funding from South Gloucestershire Council for other projects?

*Tell us if your organisation has previously received any grant or S106 funding from South Gloucestershire Council for other projects?*

**4.3.** Has your organisation carried out any fundraising or self-funding towards the project, which can be used as match funding?

*This could include sponsorship, fundraising, community events, collections etc. Please provide details of how much has been raised to date.*

**NOTE:** To help applicants can refer to the completed example of the Stage 1 EOI application form and supporting documents on the Council web site at [www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)

Please remember to include your Environmental Checklist Assessment sheet with your submission.

## **Section 5: Declaration and return of form**

*Please complete and sign the declaration. The person signing the declaration should have permission from their organisation or partnership to do so.*

*Please return your form by email or post using the contact details provided. Copies returned by email must be a scanned copy of a signed application.*

## Stage 2: Full Application Form (help notes for applicants)

### **Section 1: Details of Applicant/Your Organisation**

*Follow the guidance notes for the Stage 1 Expression of Interest application form when completing Section 1. However, for question 1.5 see notes below:*

#### **1.5.** How many people currently use your facilities?

*Tell us the amount of people and groups that are currently using your facilities. Provide this information as a yearly figure. List any groups/teams that use the site. Please describe the methods that you have used to calculate or estimate this and how confident you are with the accuracy of your figure.*

### **Section 2: Details of Proposed Project**

#### **2.1.** Project name

*Please use the same project name as in your Stage 1 EOI application*

#### **2.2.** Location of your proposed project (please provide a post code or OS grid reference if possible)

*Please provide us with a post code for the location of your project. If identifying the postcode is difficult, provide the address and postcode of the nearest building. Please also provide an OS Grid Reference.*

#### **2.3.** Who is the owner of the proposed project site?

*Tell us if you/your organisation own your project site? Tell us if you own the freehold or have a lease of your site and for how long? We may ask for a copy of your lease agreement or freehold title to be supplied as supporting information. If your project relates to premises you must demonstrate security of tenure for at least 20 years.*

**2.4.** Provide a detailed description of your project and what you require S106 funding for

*Provide a full description of your project including what it will do, its outputs, and what you require the funding for. Tell us when you expect your project to start and finish?*

*Tell us what capital improvements/enhancements your project consists of – be as detailed as possible on what you will do and how you will do it. Please provide any plans, designs or drawings to describe your project where possible.*

*If you have been asked to provide a separate business case please provide a brief summary of its findings here.*

**2.5.** Is planning permission required for your project?

*It is important that you contact the council's planning team to ascertain whether planning permission is needed for your project. For more information, please visit [www.southglos.gov.uk/environment-and-planning/](http://www.southglos.gov.uk/environment-and-planning/).*

*If you have submitted a planning application please give the reference number and date it was submitted. If you have not submitted your application yet please make this clear and give a target date to submit your application.*

*If you have received planning permission please give the date it was obtained and the application number.*

**2.6.** Will your project be delivered by a partnership?

*Tell us if you are collaborating or working in partnership with other organisations? This could be another sports club or provider, or could be your local town or parish council. Please list the members of your partnership and briefly describe what their current interests and roles are and provide contact details for each organisation. If you are applying for funding as a partnership please highlight who will be the lead partner. The lead partner should complete this application form on behalf of your partnership.*

*Please provide a copy of your partnership agreement, signed by everyone involved, setting out how the project and funding will be managed.*

**2.7.** Is anybody likely to object to your project?

*Tell us about any people or organisations that have objected or may object to your project in the future*

### **Section 3: Demonstrating the Need for Your Project**

**3.1.** Explain and provide evidence of the need for your project and opportunities it will address

*Explain what the need is for your project and the problems or opportunities that it will address. Are you able to identify a specific need or opportunity and provide evidence for this?*

*Tell us how you have consulted/engaged with the local community to identify the need for your project i.e. meetings, questionnaires and surveys with users. Tell us who has been consulted i.e. current users, prospective users, staff, local ward members, parish/town council, governing bodies etc.*

*Tell us what evidence you have that there is community support for your project.*

*For outdoor sports applications, tell us how you have consulted with other providers in the area and whether you explored a collaborative/partnership approach. If this was not appropriate or feasible, tell us why?*

*Tell us about how your project meets the wider aims of strategic policies/policies of clubs/sports and play bodies.*

**3.2.** Tell us why is it essential for the project to go ahead now?

*When looking at projects in competition with each other, we will need to know how urgent a project is.*

*Tell us how urgent your project is? Are there circumstances which mean that this is a particularly good opportunity for you to do your project, for example will you be able to use the S106 contribution as match funding for grants being offered by another funder, such as a national sporting body. Tell us if there is match funding available to you now that won't be in the future. Tell us if there are circumstances that mean this is a good opportunity to compliment planned improvements to other facilities in the area.*

**3.3.** Why do you need S106 funding?

*You should tell us about the options that have been considered and why your project is a suitable response to the issues and opportunities identified.*

*Tell us why you need S106 funding for your project, about any other sources of funding that you have considered for this project, and what will happen if you do not secure S106 funding for your project? Please note you should not have sufficient funds in reserve to undertake the project without S106 funding assistance and be able to demonstrate the need for financial support.*

## **Section 4: Project Outcomes**

**4.1.** What are the main outcomes of your project?

*Outcomes are changes, impacts, benefits, or any effects that happen as a result of your project. Examples of an outcome could include:*

*"The number of young people aged 9 – 15 playing football will increase from 200 to 400 per year."*

*Or*

*"... more and a wider range of people will visit the play area."*

*List the outcomes that your project will achieve. These should be measurable so that your project can be evaluated to demonstrate whether it has been a success.*

**4.2.** Who will benefit from your project?

*Who are the audience for your project? Are there any specific groups of people that will benefit? Will your project attract new participants and/or a wider range of people, or increase participation from different age groups? Who will use the new facility/enhancements e.g. children & young people, women & girls, disabled people? If you are a sports club will your project lead to an increase in membership?*

**4.3.** How many people do you estimate will benefit per year, following the completion of your project?

*Give an estimate of the number of people who will benefit from your project. This may be the same or greater than the figure you gave in question 1.5. Will your project increase the number of people that will use your facility? Describe the methods that you have used to calculate this and how confident you are with the accuracy of your figures.*



#### 4.4. How will they benefit?

*Tell us how people will benefit from your project i.e. improved physical fitness and mental wellbeing, enhanced play experience, development of sporting skills. Are there any new activities that you will deliver with the new/enhanced facilities? Are there any barriers that prevent people being more active or taking part in outdoor sport or play that your project will help to overcome?*

*Clearly demonstrate how your project will benefit the residents of the new development which has generated the planning obligation (S106) funding. Show how opportunities to take part in outdoor sport and/or play will be created by your project and benefit the new residents.*

*How will your outcomes continue to be achieved after the project ends?*

#### 4.5. Where do the beneficiaries of your project live?

*Tell us whether the beneficiaries of your project live in the community close to your facility. This will need to include residents of the new development that has generated the planning obligation (S106) funding. Do users of your facility include people who travel to your facility from further afield?*

### **Section 5: Project Management**

*If you have been asked to submit a project management plan you can refer us to the relevant sections in this in your answers to questions 5.1 to 5.4, rather than duplicating information.*

#### 5.1. Who will manage your project?

*If your project funding proposal is successful, would your organisation manage the project itself, employ an appropriately qualified project manager, or request that South Gloucestershire Council manage the project on your behalf? Please tick the appropriate box and provide further details in your answer to question 5.2.*

*As the Local Planning Authority, South Gloucestershire Council is responsible for the implementation of the Section 106 Agreement and will need to be confident of the successful delivery of any funded project. Please carefully consider the management of your project. If you do not have the expertise or capacity to undertake the project management role, you will need to consider the cost of paying for an appropriately skilled project manager.*

*Alternatively, you can request that South Gloucestershire Council undertakes the management of the project on your behalf (a cost would be levied for this against the s106 funding available). The Community Spaces Team offers a Landscape Consultancy service consisting of a team of fully qualified landscape architects with a wealth of experience in project design and management, landscape and street design, environmental restoration and enhancement, landscape and countryside management, playground design, community consultation, master planning, preparing applications for planning and other consents, production of contract documentation for external works, contract and project management, appointing and managing public artists, ecologists and other specialists and consultants. For more information please consult the Council's Community Spaces team using the contact details in Section 4 below if you wish to consider this option when preparing your application.*

#### 5.2. How will your project be managed?

*Who will make the key decisions and monitor your project delivery? Who will act as project manager and take responsibility for day to day delivery? Will the project manager report to a project board or steering group and if so, who will sit on your project board or steering group?*



*Will you have a project team? What experience and skills do the project manager, project team and project board/steering group have? If you are intending to employ a suitably qualified project manager please provide full details. Set out your project management structure and list the names, roles and experience and skills of all involved. Provide examples of any similar projects or schemes that people listed in your project management structure have delivered.*

**5.3.** How will you fund the management of your project?

*Will the management of the project be self-funded or will you require S106 funding to cover the cost of project management? Management costs should be reflected in your project costs breakdown in question 6.11.*

**5.4.** What will be the key project milestones in the delivery of the project?

*A milestone is a reference point that marks a major event in a project and is used to monitor the project's progress. The milestones for your project should present a clear sequence of events that will incrementally build up to the completion of the approved project. If you wish to draw down funding against your milestones please make this clear and include the amounts you plan to draw down in question 7.1 below.*

## **Section 6: Project Costs**

**6.1.** What is the total cost of your project?

*Provide the total cost of your project including all capital, revenue and management costs. Your total cost should include contingency and allowances for inflation. If you are able to reclaim VAT (see question 6.3) your costings should be exclusive of VAT.*

*Please provide evidence of how you have calculated your capital and revenue costs as supporting information and include copies of quotes, tenders and professional estimates. Please note that copies of three quotes will be required to demonstrate value for money.*

**6.2.** How much S106 funding are you requesting?

*Provide a figure for the total amount of S106 funding you are requesting.*

**6.3.** Is your organisation VAT registered?

*Indicate if your organisation is VAT registered. Even if you are VAT registered, you should contact the HMRC to confirm your organisations ability to claim VAT on your project. Please confirm whether you have done this and add your VAT number if you are able to reclaim. Please note that S106 funding will not cover the VAT costs for organisations who are able to reclaim it.*

**6.4.** Provide a breakdown of all your projects capital expenditure

*List all items of capital expenditure and their cost. Include all items in your project regardless of funding source. See Section 1.2 for a clear definition for capital expenditure.*

*List your management costs to deliver the project here as a capital cost. This may include the cost of employing a qualified project manager, the potential cost of using South Gloucestershire Council to manage your project on your behalf, or using existing staff time to manage the project.*

*Include VAT if your organisation is unable to claim this.*

**Do not** include VAT if your organisation is able to reclaim this.

**6.5.** How much Section 106 capital funding is being requested?

*State the total S106 contribution you are requesting for your project for capital expenditure. VAT should not be included in these costs if you have confirmed it is recoverable.*

**6.6.** Provide details of any other capital funding you have secured for your project including contributions from your own budgets

*List the sources and amounts of capital funding that you have secured from any other funding bodies/organisations. If you are awaiting the outcome of other grant applications as match funding towards your project please provide details of the funder, when a decision is due and the amount you have asked for. Tell us if you/your organisation has carried out any fundraising or self-funding towards your project which can be used as match funding for capital works - this could include sponsorship, fundraising, community events, collections etc. Please provide details of how much has been raised to date.*

**6.7.** Provide a breakdown of your revenue funding requirements

*List revenue (maintenance) expenditure that will arise as a direct result of the capital improvements that your project will make. Please note that you cannot include the maintenance costs of your existing facilities. See Section 1.2 for a clear definition of revenue expenditure.*

**6.8.** How much Section 106 revenue funding is being requested?

*Please state the total S106 revenue contribution you are requesting for your project.*

**6.9.** Please provide details of any other revenue funding you have secured for this project including contributions from your own budgets

*List the sources and amounts of revenue funding that you have secured/is in place from your own budgets. If you are awaiting the outcome of other grant applications as match funding towards revenue costs for your project please provide details of the funder, when a decision is due and the amount you have asked for. Tell us if you/your organisation has carried out any fundraising or self-funding towards your project which can be used as match funding for revenue funding - this could include sponsorship, fundraising, community events, collections etc. Please provide details of how much has been raised to date.*

**6.10.** Is there is a shortfall in the total amount of revenue funding you require?

*If there is a shortfall in the total amount of revenue funding that you require state how much this is. Describe how you will continue to maintain your facility once the S106 revenue has run out? You will need to demonstrate that you can sustain the management and maintenance of the new/enhanced facility in the long term. If you need to secure additional funding to cover the maintenance requirements of your capital improvements how will you do this?*

**6.11.** Contingency

*Provide details of any contingency for **capital expenditure items** only. Ensure that you only include contingency here and not in the costs under question 6.4. Not all capital cost items will need a contingency. Your calculation for contingency should reflect the degree of certainty with which you have arrived at your cost estimates; the stage of design work proposed; the project timetable; and the risk in relation to the type of project you are carrying out.*

*We will only agree to you using the contingency if you can show an unexpected need within your project.*

## 6.12. Inflation

*You should include an allowance for inflation for any **capital items** that may increase in cost over the period of your project. Your calculation must be as realistic as possible and relate to your project timetable.*

## 6.13. How will you ensure your project is financially sustainable?

*Tell us how the project will be funded in the future? Will you set aside a sinking fund to contribute to replacement and on-going maintenance costs? If you/your organisation has been asked to produce a business plan as part of your submission please refer to its findings here.*

## Section 7: Payment of S106 Funding

### 7.1. Payment at project completion or by milestones? (capital and management costs only)

*The Council's preferred option is to pay funding at project completion. We realise, however, that some organisations will require phased payments against agreed milestones to smooth cash flow. If you require phased payments tick the appropriate box and provide a justification of why this is necessary.*

### 7.2. Provide a breakdown of deliverable phases or milestones

*If you are requesting phased payments set out your project milestones, sums and anticipated payment dates. You should only include capital and management costs. If your application for S106 funding is successful these milestones will be used to trigger phased payments.*

## Section 8: Marketing and Promotion

### 8.1. How will you market and promote your project to your target audience?

*Tell us how you will market and promote your project to your targeted users and the wider community? This should include the residents of the new development from which the S106 funding derives. How will they find out about the improved facilities and be encouraged to use them?*

## Section 9: Monitoring and Evaluation

### 9.1 How will you evaluate the success of your project and monitor its progress during and after completion? How will you know whether your outcomes have been achieved?

*Tell us about how you plan to evaluate your project and who will take overall responsibility for this. What methods and processes will be used to monitor your outcomes and analyse and report on your projects progress and success? E.g. regular meetings, questionnaires, surveys, feedback forms, data collection.*

*Tell us how you will know whether you have achieved your outcomes and how you will measure and provide evidence for this. As part of your evaluation you will need to highlight which groups of people have benefited from your project including whether the residents of the new development from which the S106 funding derives have benefited.*

*Identify who will be responsible for submitting quarterly progress reports to the Council and writing your end of project evaluation report.*

## **Section 10: Supporting Information**

### **10.1** Supporting Information

*Tick the categories of supporting information that you are submitting with your application and describe any other types of supporting information that you are providing.*

**NOTE:** To help applicants please refer to the completed examples of Stage 2 EOI application forms and supporting documents on the Council web site at **[www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)**

Please also remember to include your Environmental Checklist Assessment sheet with your submission.

## **Section 11: Declaration and Return of Form**

*Complete and sign the declaration. The person signing the declaration should have permission from their organisation or partnership to do so.*

*Please return your form by email or post using the contact details provided. Copies returned by email must be a scanned copy of a signed application.*

## 4. Contact details

Please return your completed and signed application form by email to **communityspaces@southglos.gov.uk** or by post to:

South Gloucestershire Council  
Department for Environment and Community Services  
PO Box 1954  
Community Spaces Team (Streetcare)  
Bristol  
BS37 ODD

To discuss your project idea and for any queries about the application process please contact the Community Spaces team

### **Outdoor sports enquiries**

Call the S106 Implementation Officer on **01454 865895**

### **Play enquiries**

Call the Play Officer on **01454 865869**

### **General enquiries**

Call the S106 Implementation Officer on **01454 865895**  
or Community Spaces Improvements Team Manager on **01454 863725**

# Appendix 1

The Council's Green Infrastructure Sport and Recreation Standards as specified in appendix 5 of the South Gloucestershire Council Core Strategy 2006-2027 (adopted December 2013)

Category of Open Space	Definition	Quantity standard: minimum figures	Accessibility standard	Quality standards
Informal recreational open space	Parks/public gardens, amenity green space and green corridors – these provide for informal recreation and access.	1.4 ha/1000 population	12.5 minutes walk or 600 metres	Quality standards have been established in the Open Space Audit. These will be incorporated into the Green Infrastructure Supplementary Planning Document
Natural and Semi-natural green space	Areas of green space where the primary purpose is one of wildlife and biodiversity conservation and value.	1.5ha/1000 population	15 minutes walk or 720metres	
Outdoor sports facilities	All outdoor sports facilities whether naturally or artificially surfaced, e.g. playing pitches, bowling greens and tennis courts. Including full sized Multi Use Games Areas (MUGAs).	1.6ha/1000 population	20 minutes walk or 1000 metres: Playing Pitches  22 minutes drive time: Synthetic Pitches, Athletics Tracks and Golf Courses	
Provision for Children and Young People	All equipped children's play areas, including provision for young people (skate parks, shelters etc.)	0.25ha/1000 population equipped playspace	10 minutes walk or 480 metres: Children's play space.  15 minutes walk or 720 metres: Young peoples provision	
Allotments	An area of allotment plots used for the purpose of producing, fruit, vegetable or flowers for personal use.	0.2ha/1000 population	15 minutes walk/720 metres	
Cemeteries and churchyards		N/A	N/A	
Total		4.7ha/1000 population total. On the basis that provision for children and young people can be located within informal recreational open space.	15 minutes walk or 720 metres	

# Appendix 2: Schedule of outdoor sport/play facilities eligible for S106 funding

## Suitable sports for Section 106 category 1 funding (outdoor sports facilities)

Please see the table below for a list of sports which are suitable for Section 106 category 1 funding. The list is not exhaustive and you may be looking for funding for a sport that is not included. If this is the case, please contact the Council and your suggested sport will be assessed for its suitability for Section 106 category 1 funding.

<b>Sport Type</b>	<b>Sport</b>
Aqua Sports	Canoeing, Rowing, Angling
Athletics	Track and Field, Jogging/Running, Orienteering
Court	Basketball, Boccia, Korfbal, Netball, Petanque/Bocce/Boule, Tennis, Volleyball
Cycling	BMX, Mountain Biking, Track, Cyclo-Cross
Green/Rink	Bowls
Pitch	American Football, Australian Rules Football, Baseball/Rounders/Softball, Cricket, Football, Hockey, Lacrosse, Rugby League/Union
Range Sports	Archery, Shooting
Roller Sports	Roller Hockey, Roller Derby
Table	Chess/Draughts, Table Tennis
Golf	Golf courses (including pitch & putt) which charge up to £10 per round (subject to inflation)

## Suitable play equipment types for Section 106 category 2 funding. Facilities for children and young people (equipped children's play/ facilities for young people)

Please see the table below for a list of play equipment types which are suitable for Section 106 category 2 funding. The list is not exhaustive and you may be looking for funding for play equipment that is not included. If this is the case, please contact the Council and your suggested play equipment will be assessed for its suitability for Section 106 category 2 funding.

<b>Play Type</b>	<b>Equipment example</b>
Agility	Adventure trail, Activity trail
Cables	Aerial runway
Ball play	Ball court, Basketball hoop
Climbing	Rope pyramid
Multi-Play	Multi-use climbing frame with slides, swings and social play
Outdoor fitness	Outdoor gym equipment – weights or cardio
Rocker	Seesaw, Springer
Social play	Talk tubes, Play panels, Themed play houses
Slides	Free standing slide, Embankment slide
Swing	Flat Swing, Cradle Swing, Basket Swing
Teen Shelter	Covered seating, Graffiti panels
Wheel play	Skate/BMX parks



## UPDATE ON S106 FUNDS

### 1. Definition of outdoor sports facilities

Category of Open Space	Definition	Quantity standard: minimum figures	Accessibility standard	Quality standards
Outdoor sports facilities	All outdoor sports facilities whether naturally or artificially surfaced, e.g. playing pitches, bowling greens and tennis courts. Including full sized Multi Use Games Areas (MUGAs).	1.6ha/1000 population	20 minutes walk or 1000 metres: Playing Pitches  22 minutes drive time: Synthetic Pitches, Athletics Tracks and Golf Courses	

### 2. What money for sports facilities can be spent on:

#### Outdoor sports facilities

- New/improvements to buildings for sports changing rooms
- Floodlighting
- Improved surfaces/drainage of sports pitches
- Cricket nets/specialist sports equipment
- New/improvements to tennis courts and bowling greens
- Golf courses (including pitch & putt) which charge up to £10 per round (subject to inflation)

#### SGC advice on Outdoor sport

- changing room improvements providing they will increase the capacity of the rec ground are fine – what sort of improvements are you thinking?
- A boule court would be ok as any new facility would increase sporting capacity.

The exercise equipment is a tricky one – it doesn't come under outdoor sport unless it is part of a larger running route – for example, we funded the construction of a running path in Charfield that also had exercise equipment. I would need to get confirmation that we could fund exercise equipment dotted around Pucklechurch as part of a running route.

### 3. what is considered natural and semi-natural green spaces

Category of Open Space	Definition	Quantity standard: minimum figures	Accessibility standard	Quality standards
Natural and Semi-natural green space	Areas of green space where the primary purpose is one of wildlife and biodiversity conservation and value.	1.5ha/1000 population	15 minutes walk or 720metres	Supplementary Planning Document

SGC advice on Natural and Semi Natural – examples of NSN projects we have funded are:

- Biodiversity enhancements to improve habitat for wildlife

- Access improvements to NSN open space to improve access and increase the number of people who can access – this has included paths, gates and benches.
- Tree planting – This has included fruit trees to create community orchards

A sensory garden or raised beds that encouraged wildlife and bio diversity enhancements would be fine but raised planters for growing fruit and veg might be considered allotments – I will look for some guidance on this from the planners.

#### 4. Funds remaining

Total	Contributions towards off-site provision and/or enhancement	Maintenance contribution	SGC take back a maintenance charge 8-10% Will confirm exact amounts	Remaining
Natural and Semi-natural Open Space	£24,003.88	£39,820.02	£22798.89 + 37821.06	£60,619.95
Outdoor Sports Facilities	£91,886.41	£27,811.03	£87273.71+£26414.92	£113,688.63
Provision for Children and Young People	£39,646.69	£41,688.81	£37656.67 and £39596.42	£17,253.10
Allotments	£2,106.27	£2,685.64	£2000.55 and £2550.85	£1,550.85

Name of Applicant	Purpose of grant	Grant applied for	Amount agreed	Notes	
Citizens Advice	Support for Pucklechurch residents	£1,000			
Great Western Air Ambulance	Cost of flight	£2,000.00			
Green Transport	Improved lighting in the yard.	£169.96			
Pucklechurch cricket club	Training nets	£900.00			
Allotments Association	Secure area for composting toilet	£600.00			
Tower playgroup	Pre school insurance	£500.00			
1st Pucklechurch Rainbows	Craft materials	£260.00			
Revel	Contribution to costs	£1,312.50		Total project - marquee - £3137.40, toilets £900, food/dring £5000, entertainment £2000, security £1000, waste £450 & admin £2000 = £14500	
Pucklechurch playgroup	multicultural & environmental resources	£400.00			
St Thomas a Becket	external lighting	£700.00			
<b>Total</b>		<b>£7,842.46</b>			<b>£0.00</b>



Pucklechurch Parish Council  
25 Parkfield Rank  
Parkfield Road  
Pucklechurch  
South Gloucestershire  
BS16 9NR

Please ask for: Customer Service Centre  
Tel: 01454 868004  
Our ref: P24/00088/HH  
(Please quote at all times)  
Your ref:  
Date: 14th February 2024  
Email: [planningapps@southglos.gov.uk](mailto:planningapps@southglos.gov.uk)

### **TOWN AND COUNTRY PLANNING ACTS**

Dear Sir/Madam

**LOCATION:** 7 Main Road Mangotsfield South Gloucestershire BS16 9NH  
**DESCRIPTION:** Erection of single storey front/side extension to provide additional living accommodation.  
**REFERENCE NO:** P24/00088/HH

With reference to your correspondence this is to inform you that this application has now been considered and the Councils decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

**Technical Support Team Leader**

<b>Balance per bank statements as at 01/01/24</b>	<b>£</b>
NatWest reserve account	£30,280.38
Unity Bank	£72,304.41
NatWest current account	£63,328.95
<b>Current A/C activity for January 2024</b>	
<b>NatWest current account</b>	
Less: payments for January 2024	£248.60
Plus: income for January 2024	£0.00
Balance per Natwest current A/C bank statements as at 31/01/24	£63,080.35
<b>Unity Bank</b>	
Less: payments for January 2024	£6,163.79
Plus:Unity income for January 2024	£0.00
31/01/2024	£66,140.62
<b>NatWest Reserve account</b>	
Plus annual interest	
Balance per Natwest reserve A/C bank statements as at 31/01/24	£30,280.38
<b>Total bank accounts as at 31/12/23</b>	
	£159,501.35
Less: any un-presented cheques as at 31/01/24	£0.00
Add: any un-banked cash as at 31/01/24	£0.00
<b>Net NatWest Current A/C balance as at 31/01/24</b>	<b>£63,080.35</b>
<b>Net Unity balance as at 31/01/24</b>	<b>£66,140.62</b>
<b>Net NatWest reserve A/C balance as at 31/01/24</b>	<b>£30,280.38</b>
<b>Total balances all bank accounts as at 31/01/24</b>	<b>£159,501.35</b>

**Printscreen of January 2024 accounts**

Balance c/fwd	63,080.35	30,280.38	66,140.62			
	A	B	C			
Combined balance	D	159,501.35		Bank rec at 31/01/24		
				NW Current A/c	63,080.35	Enter bank statement bal
				NW Bus Reserve A/c	30280.38	Enter bank statement bal
Balance as at 1st April 2023		134,902.56		Unity Bank	66,140.62	
Plus: receipts in year to date		111,709.34			159,501.35	
Less Payments in year to date		87,110.55		Less: uncleared chqs		Total value of uncleared ch
Balance as at 31st January 2024	E	159,501.35		F should equal D & E	159,501.35	Diff 0.00

Print screen of January 2024 Natwest bank account

## Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 JAN 2024	BROUGHT FORWARD			63,248.15
17 JAN	Direct Debit 707 LIMITED C-PUC001		52.51	63,195.64
19 JAN	Direct Debit NEST IT000000793489		115.29	63,080.35
01 FEB	Direct Debit EDF ENERGY 671063327375		23.00	63,057.35

Print screen January 2024 Unity bank account

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
22/01/2024	Faster Payment Debit	B/P to: Daphne Dunning	£1,830.38	£0.00	£69,255.69
22/01/2024	Faster Payment Debit	B/P to: Dodington PC	£48.00	£0.00	£69,207.69
22/01/2024	Faster Payment Debit	B/P to: Primrose Gardening	£1,541.67	£0.00	£67,666.02
22/01/2024	Faster Payment Debit	B/P to: Greenfields	£1,400.40	£0.00	£66,265.62
22/01/2024	Faster Payment Debit	B/P to: Primrose Gardening	£125.00	£0.00	£66,140.62