

Post-Implementation Review submission guide

Last updated by TNA: 13/06/2023

The following instructions guide you through the process of submitting a Post Implementation Review for publication on legislation.gov.uk, as required by BRE guidance.

Please note that publishing a PIR under this process incurs the standard Impact Assessment publishing charge of £60.

1. Visit <https://publishing.legislation.gov.uk> and log in with an account with Impact Assessment Manager privileges.
 - a. If you require a change to your account privileges, please contact the Legislation Publishing team at The National Archives at Publishing.Legislation@nationalarchives.gov.uk.
 - b. If you do not have an account and need to request one, visit the following page and fill in your details:
<https://publishing.legislation.gov.uk/user/register>
2. Navigate to the Impact Assessment Manager tab and select the 'Publish' button under 'Publish New Impact Assessment'.



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Publish New Impact Assessment

Submit a new Impact Assessment for publication to legislation.gov.uk. Please ensure the impact assessment is of one the four publishable stages: Consultation, Final, Enactment, Post-Implementation Review.

[Publish](#)

Manage Published Impact Assessments

A tool to help manage Impact Assessments that have been published on legislation.gov.uk. Use this tool to associate impact assessments to each other and/or to published legislation items.

[Manage](#)

About the new publishing service

All IAs from the BRE IA Library have been migrated to legislation.gov.uk. This service provides a way for users to upload new IAs and manage the publication and presentation of IAs alongside legislation on the website.

Fixing a mistake

If you realise you have sent us the wrong document or incorrectly associated your IA with a legislation item TNA can help fix this on legislation.gov.uk.
[Let us know](#)

Help and Support

[IA template, publishing IAs and IA policy](#)
[Technical issues when using the site](#)
[Download the IA template](#)
[How to install and use the IA template](#)
[BRE document: IA Overview](#)
[BRE document: When to do an IA](#)
[BRE document: How to do an IA](#)

3. Select 'Browse' and select the PIR document for upload. Use the search boxes on the right to enter either the number or the title of the legislation item or impact assessment that the PIR should be associated with. Select the item from the results and choose "Next".

Use the box below to leave any notes for the Registration team.

Publish New Impact Assessment

1 Select and upload 2 Enter and confirm details

Impact Assessment Select the document for uploading

Impact Assessment (required)

Associate with a document on Legislation.gov.uk
Associate this document to an Impact Assessment or Legislation item already on legislation.gov.uk to publish your new IA alongside it.

Legislation Impact Assessment(s)

Year	Number	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

URL

Message for Registration Team

Publish New Impact Assessment

1 Select and upload 2 Enter and confirm details

Impact Assessment Select the document for uploading

Impact Assessment (required)

Associate with a document on Legislation.gov.uk
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Legislation Impact Assessment(s)

Year	Number	Title
2021	15	Test Legacy ASC Title 2021

URL

Message for Registration Team

4. Fill in any missing information about the PIR document.
In the 'Stage' box, select 'Post Implementation'.
Select 'Submit'.

1 Select and upload
2 Enter and confirm details

Impact Assessment Enter details into the boxes where we may not have been able to extract them from your document

We have automatically read your document ?

Enter details where we've been unable to extract information from your document.

Title

Created Date e.g. dd/mm/yyyy

Stage

Department

Select your parent department if yours is not listed

← Back
Submit →

Why hasn't all this information been automatically extracted?

We can automatically extract information from your Impact Assessment if it has been drafted on the new template (released 2011). Documents drafted on older templates are not able to be automatically read.

Why is this information important?

These details are required so that we can publish your Impact Assessment on legislation.gov.uk. The information will be used by the website's browse and search features to ensure the Impact Assessment can be found by users.

5. The PIR submission is now complete and will be reviewed by the SI Registration team. Approved PIRs will be published on legislation.gov.uk. PIRs containing issues may be returned to the submitter with instructions to check or amend specific points.
 - a. You can select 'Track your document' or visit the 'My bundles'/'All bundles' tabs at the top of the page to view the current publication status of the PIR.
 - b. You will receive an email notification when the document is either published or returned to you.
 - c. Once publication is complete, the PIR will be available to view under the 'More Resources' tab of the relevant legislation item on legislation.gov.uk, or by visiting <https://www.legislation.gov.uk/ukia>

Your submission has been completed.

TEST PIR has been successfully submitted for registration and publication to legislation.gov.uk.

If you need to contact us about your published document, email us at publishing.legislation@nationalarchives.gov.uk

If you require advice in regard to the IA template or IA policy matters please contact betterregulation@bis.gov.uk

Track your document

All documents are checked before publication on legislation.gov.uk. If there are any problems with your document you will be contacted.

Track your document