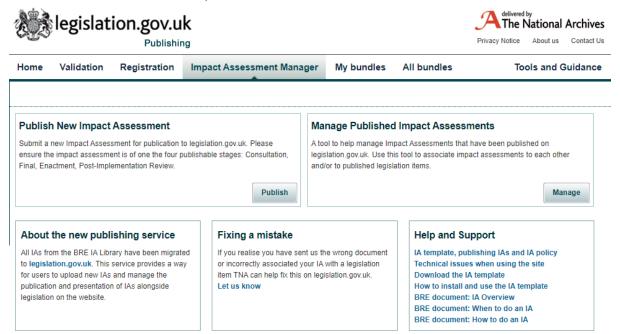
Post-Implementation Review submission guide

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.

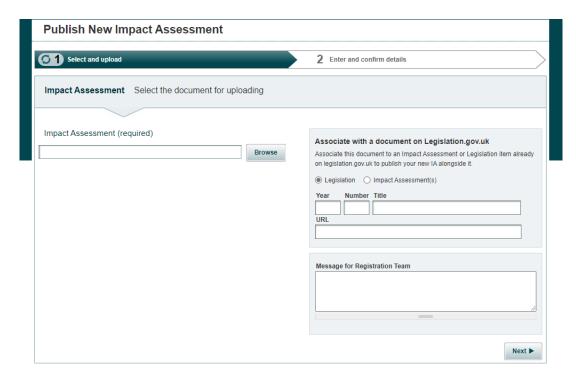
Please note that publishing a PIR under this process incurs the standard Impact Assessment publishing charge of £60.

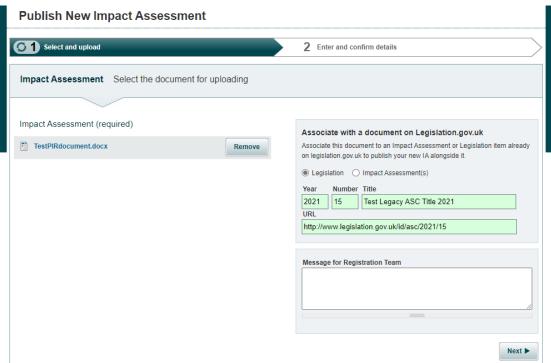
- 1. Visit https://publishing.legislation.gov.uk and log in with an account with Impact Assessment Manager privileges.
 - a. If you require a change to your account privileges, please contact the Legislation Publishing team at The National Archives at Publishing.Legislation@nationalarchives.gov.uk.
 - 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'.



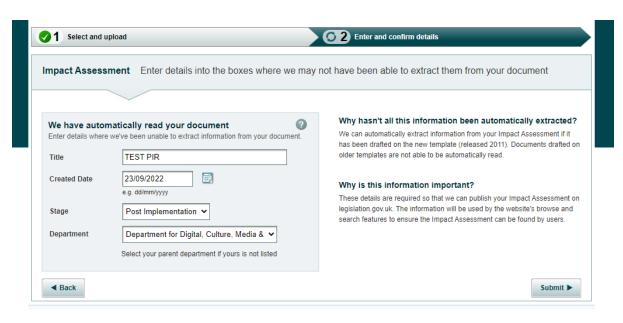
3. Select 'Browse' and select the PIR document for upload. Use the search boxes on the right to enter either the number or the title of the legislation item or impact assessment that the PIR should be associated with. Select the item from the results and choose "Next".

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





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



- 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

