



SIA Notification Checklist

Terrorism (Protection of Premises) Act 2025

The Riverside Tavern (example)

Document	SIA Notification Checklist
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Responsible persons must notify the Security Industry Authority (SIA) once the duties come into force, expected in spring 2027. Under the notification regulations (SI 2026/793), existing premises have three months from commencement to notify, using the SIA's online portal, and anyone who becomes responsible later has 28 days. Neither the Act nor the notification regulations set a fee. Information that becomes inaccurate must be corrected within 28 days. Check the latest Home Office and SIA guidance before you notify, as the process may be refined.

This checklist gathers the information you are likely to need, so you are ready on day one.

Information to have ready

Responsible person	Alex Morgan (General Manager)
Premises name	The Riverside Tavern (example)
Address	1 Example Wharf, Anytown AB1 2CD
Type of premises	Pubs and bars
Likely tier	Standard (200 to 799)
Number reasonably expected at once	420

How the number was worked out Fire risk assessment occupancy figure

Before you notify

- ☐ Confirm who the responsible person is. If more than one person controls the premises, agree who notifies.
- ☐ Double check your capacity figure against your busiest realistic day.
- ☐ Have your public protection procedures in place and staff briefed.
- ☐ Keep contact details current, including a named contact who will answer SIA correspondence.
- ☐ Diary a review: tell the SIA about relevant changes, such as a change of responsible person or capacity, within 28 days.

After you notify

- ☐ Keep a copy or screenshot of your notification and any reference number.
- ☐ File it with these procedures and your test and review log.
- ☐ Set a reminder to review your notification when anything changes.

Notified on (date) and reference number
