Venue readiness checklist

Use the checklist to organise your preparation. Mark each item Not started, In progress, Needs confirmation or Reviewed, and record the evidence behind your answer. A completed checklist is not certification.

Establish the facts

Confirm the site boundary, building(s), land and principal Schedule 1 use.

Check exclusions, mixed uses, shared control and event-specific conditions.

Record attendance evidence and the reasoning behind the reasonable expected peak.

Identify the responsible person or organisation and relevant cooperation arrangements.

Prepare arrangements

Consider appropriate evacuation, invacuation, lockdown and communication procedures.

Check how decisions and instructions will reach staff, contractors and visitors.

Consider people who need assistance, shift changes, temporary staff, hirers and language or communication needs.

For enhanced-tier premises / qualifying events, separately assess the additional measures and documentation duties with appropriate advice.

Make preparation usable

Assign owners and target dates for gaps; do not treat unconfirmed details as facts.

Brief relevant people and decide how understanding will be checked.

Decide how changes and learning from exercises will update the arrangements.

Check the latest official guidance and the SIA notification process when available.

Your record

Venue / site and date

Planning aid only. Venue review required. Not certification.

Item reviewed and current status

Evidence or source checked

Outstanding question or action

Owner and target date

Next review trigger

Use with current official guidance

Independent planning aid. Not legal advice, an official SIA template, certification or a guarantee of compliance. Review and adapt to the real premises. Keep completed security information restricted.

Home Office statutory guidance

https://www.gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025/terrorism-protection-of-premises-act-2025-statutory-guidance

SIA explanation and notification updates

https://www.gov.uk/guidance/understanding-martyns-law-and-the-sias-role-as-regulator

GOV.UK collection

https://www.gov.uk/government/collections/terrorism-protection-of-premises-act-2025

ProtectUK

https://www.protectuk.police.uk/

Planning aid only. Venue review required. Not certification.