You will need to demonstrate:

* technical processes have been completed competently; and
* you act in a professional, principled manner as per the CLC Code-of-Conduct requirements.
* that your practical experience meets requirements of CLC Student-Training-Framework

**ALL CLC licence applicants** must complete a **Statement of Practical Experience**. This is a statement which confirms you have been in full or part-time, paid or un-paid employment assisting in the provision of conveyancing services for at least 1200 chargeable hours; based on 25 supervised hours a week for 48 weeks, certified by an “Authorised Person” i.e. a licensed conveyancer, a solicitor or a FCILEX licensed to offer conveyancing services directly to the public.

**NOTE 1.** ALL CLC licence applicants must provide a **Statement of Practical Experience** for the service they intend to provide (conveyancing), certified by an Authorised Person in order to become eligible to apply for a CLC licence.

**NOTE 2.** Where appropriate conveyancing supervision **cannot** be provided by the [CLC] Lawyer’s employer other appropriate supervision arrangements must be secured from another appropriate business; and be agreed with the CLC **BEFORE** the period of practical experience begins and any conveyancing services are provided to the public. Email [traineelawyer@clc-uk.org](mailto:traineelawyer@clc-uk.org)

**NOTE 3.** Qualified Lawyers wishing to reinstate an expired licence are only required to complete 300 chargeable hours. This is less than the standard 1200 hours requirement in place for a first licence and recognises the applicant has previously held a valid licence. The 300 hours requirement ensures practise knowledge is up to date. Some education requirements may also apply. Please email [licensing@clc-uk.org](mailto:licensing@clc-uk.org)

**The CLC may as part of its standard application checks speak with Authorised Persons who have certified documentation.**

The form should be returned to the CLC as part of your application for a licence.

**Statements must be certified within a two year period prior to the date of submission of your CLC licence application.**

**TECHNICAL PROCESSES COMPLETED SATISFACTORILY**

# SALES / PURCHASES OF FREEHOLDS OR LEASES *Tick when completed*

|  |  |  |
| --- | --- | --- |
| Acting for the seller  DATE FROM: TO: | | |
| 1 | Taking instructions, dealing with terms of engagement and fee estimates |  |
| 2 | Client due diligence (CDD and EDD) checks |  |
| 3 | Preparation of draft contract |  |
| 4 | Dealing with property information forms or preliminary enquiries (including leasehold information from landlord and/or management company) |  |
| 5 | Dealing with licence to assign where necessary |  |
| 6 | Dealing with exchange of contracts by Law Society formulae A, B or C |  |
| 7 | Obtaining mortgage redemption statements |  |
| 8 | Deducing title to (a) unregistered land & (b) registered land |  |
| 9 | Answering requisitions |  |
| 10 | Approving buyer’s draft conveyance, transfer or assignment |  |
| 11 | Preparing completion statements |  |
| 12 | Making general pre-completion arrangements |  |
| 13 | Completing the transaction and dealing with mortgage redemption and release of collateral security |  |
| 14 | Reporting completion and accounting to client |  |
| 15 | I confirm as the certifying lawyer that the applicant is competent in the above technical processes.  *Please initial in the box* |  |

|  |  |  |
| --- | --- | --- |
| Acting for the buyer  DATE FROM: TO: | | |
| 1 | Taking instructions, considering financial arrangements of buyer, advising on survey, dealing with terms of engagement and written fee estimates. |  |
| 2 | Client due diligence (CDD and EDD) checks |  |
| 3 | Consideration of Anti-Money laundering issues including source of funds enquiries. |  |
| 4 | Considering draft contract |  |
| 5 | Making preliminary enquiries and further enquiries where necessary |  |
| 6 | Making local land charge searches and additional enquiries of local authority and such other searches as may be appropriate, eg drainage and water, of public Index map and environmental. |  |
| 7 | Obtaining references etc where Licence to assign required |  |
| 8 | Dealing with insurance & exchange contract of contract by Law Society forumulae A, B and C |  |
| 9 | Investigating title to (a) unregistered land and (b) registered land |  |
| 10 | Raising requisitions |  |
| 11 | Preparing draft conveyance, transfer or assignment |  |
| 12 | Preparation of any mortgage deed and certificate of title |  |
| 13 | Making appropriate searches before completion and dealing with entries revealed |  |
| 14 | Preparing completion statement and obtaining funds from clients |  |
| 15 | Completing the transaction including use of the Code for Completion. |  |
| 16 | Reporting completion to client(s) and mortgages where appropriate |  |
| 17 | SDLT – freehold and leasehold |  |
| 18 | Preparing and delivering notices to life company and/or share transfer to Landlord or Management Company |  |
| 19 | Registration of buyer (and charge) at Land Registry for all of dealing of whole, dealing of part and first registration of title |  |
| 20 | I confirm as the certifying lawyer that the applicant is competent in the above technical processes.  *Please initial in the box* |  |

# GENERAL EXPERIENCE IN THE FOLLOWING MATTERS

# DATE FROM: TO: Tick when completed

|  |  |  |
| --- | --- | --- |
| 1 | Sale of tenanted property |  |
| 2 | Advising co-purchasers |  |
| 3 | Sale of part |  |
| 4 | New properties |  |
| 5 | Planning matters |  |
| 6 | Sale by auction |  |
| 7 | Dealing with retentions |  |
| 8 | Undertakings |  |
| 9 | Capital Gains Tax and Value Added Tax implications |  |
| 10 | Powers of attorney |  |
| 11 | Personal contact with client |  |
| 12 | Costs and Accounting |  |
| 13 | Awareness of anti-money laundering provisions including the Proceeds of Crime Act 2002 (as amended), Money Laundering Regulations 2007 and CLC or SRA Guidance. |  |

# GRANTS OF LEASES Tick when completed

|  |  |  |
| --- | --- | --- |
| Acting for the landlord | | |
| 1 | Taking instructions |  |
| 2 | Drafting contract / tenancy agreement / lease |  |
| 3 | Deducing title in appropriate cases |  |
| 4 | Preparation of completion statement |  |
| 5 | Completing the transaction |  |

|  |  |  |
| --- | --- | --- |
| Acting for the tenant | | |
| 6 | Taking instructions |  |
| 7 | Considering draft contract / tenancy agreement / lease and making amendments |  |
| 8 | Investigating title, searches etc in appropriate cases |  |
| 9 | Preparation of any mortgage deed and report on title |  |
| 10 | Preparation of completion statement and obtaining funds |  |
| 11 | Completing and reporting transactions |  |
| 12 | SDLT and registration where appropriate |  |
| 13 | I confirm as the certifying lawyer that the applicant is competent in the above technical processes (General Knowledge, Grant of Leases and Acting for the landlord AND acting for the tenant).  *Please initial in the box* |  |

**DELIVERY OF POSITIVE OUTCOMES FOR CLIENTS**

# DEMONSTRATES PROFESSIONAL AND ETHICAL BEHAVIOUR

Tick when confident that the trainee acts in a principled manner consistent with the CLC Code of Conduct and delivers the relevant Outcomes

|  |  |  |
| --- | --- | --- |
| **1** | **Overriding Principle - Act with independence and integrity** |  |
| 1.1 | Outcome – Clients receive good quality independent information, representation and advice |  |
| 1.2 | Outcome – Clients receive an honest and lawful service |  |
| 1.3 | Outcome – Client money is kept separately and safely |  |
| **2** | **Overriding Principle - Maintain high standards of work** |  |
| 2.1 | Outcome – Clients are provided with a high standard of legal services |  |
| 2.2 | Outcome – Client matters are dealt with using care, skill and diligence |  |
| 2.3 | Outcome - Appropriate arrangements, resources, procedures, skills and commitment are in place to ensure Clients always receive a high standard of service |  |
| **3** | **Overriding Principle – Act in the best interests of Clients** |  |
| 3.1 | Outcome – Each Client’s best interests are served |  |
| 3.2 | Outcome – Clients receive advice appropriate to their circumstances |  |
| 3.3 | Outcome – Clients have the information they need to make informed decisions |  |
| 3.4 | Outcome – Clients are aware of any referral arrangements and that they are consistent with the firm’s responsibilities both to them and to the CLC |  |
| 3.5 | Outcome – Clients are aware of any limitation or any condition resulting from the firm’s relationship with another party |  |
| 3.6 | Outcome - Clients’ affairs are treated confidentially (except as required or permitted by law or with the Client’s consent) |  |
|  | **No requirement to complete assessment against Overriding Principles 4 and** |  |
|  | **5 of the Code of Conduct, these are provided for reference only** |  |
| **4** | **Overriding Principle – Comply with duty to the court** |  |
|  | This principle is applicable only to litigation and advocacy |  |
| **5** | **Overriding Principle - Deal with regulators and ombudsmen in an open and co-operative way** |  |
| 5.1 | Outcome – Acts in accordance with their regulatory responsibilities |  |
| **6** | **Promote equality of access and service** |  |
| 6.1 | Outcome – The service is accessible and responsive to the needs of individual Clients, including those who are vulnerable |  |
| 6.2 | Outcome – No-one dealt with is discriminated against (whether directly or indirectly), victimised or harassed |  |
| 6.3 | Outcome – accepts responsibility where the service provided is not of the expected standard and provide appropriate redress for the Client where necessary |  |
| 6.4 | Outcome – the handling of complaints takes proper account of Clients’ individual needs, including those who are vulnerable |  |
| 6.5 | Outcome – Complaints are dealt with impartially and comprehensively |  |

# 

**Declaration**

**I confirm that the details shown above are complete & correct**

|  |  |
| --- | --- |
| Applicant Name:  [IN CAPITALS] |  |
| Signed: Date: | |

**DECLARATION**

**I certify that the details shown above are complete and correct.**

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised Person Name  [IN CAPITALS] |  | | |
| Signed: Date: | | | |
| Licensed Conveyancer  Licensed Probate Practitioner  Solicitor  FCILEx | | | |
| Licence or Practicing Certificate number |  |  |  |
| In what capacity are you certifying the applicant? |  |  |  |
| Work Email: Work Phone: | | | |

**Please note. The CLC may as part of its standard application checks speak with Authorised Persons who have certified documentation.**