

## **INTRODUCTION**

Applicants should read all seven sections of this guidance BEFORE completing the licensing application form. The CLC uses one application form and applicants are able to use this form to apply for licences issued by the CLC, including:

- Conveyancing Employed Licence
- Conveyancing Manager Licence
- Probate Employed Licence
- Probate Manager Licence
- AND
- A CLC Approved Manager (Lawyer and non-Lawyer).

Applicants seeking to apply:

- for a CLC licence, licensed by an Approved Regulator, other than the CLC, should complete and submit the entire application form
- for a further licence for either Probate or Conveyancing, and who already hold a CLC Licence, should complete and submit the entire application form.

**Individuals who are Authorised Persons and are planning to be a CLC Approved Manager (Lawyer) in a CLC regulated Practice, should read the entire form and complete sections 1, 2, 3, 6 and 7 ONLY.**

Individuals wishing to change the scope of a current CLC Licence should follow the instructions set out in Section 6 in this guidance, For example individuals wishing to change from a:

- Conveyancing Employed to a Conveyancing Managers Licence; or Conveyancing Managers to a Conveyancing Employed Licence.

## **EMPLOYED AND MANAGER LICENCES**

Most applicants applying for a first licence should apply for an employed licence. However, individuals who are partners or directors in a practice; or individuals who are members of an LLP should apply for a manager licence.

**You are required to satisfy the Council that you are a fit and proper person to be granted a licence in accordance with section 15(1) of the Administration of Justice Act 1985.**

## **GUIDANCE FOR APPLICANTS**

### **1. BEFORE SUBMITTING AN APPLICATION**

**1.1 Proof of Identity:** All applicants must **provide** three separate forms of proof of identity. **These documents will be uploaded onto the Experian system and must be sent as individual scanned or printed copies.**

- **One** copy proof of your personal identity, such as a copy of a current Passport or photo driving licence.
- **Two** proofs of your current address, such as utility bill, bank statement, Mortgage statement, or official letter (from HMRC) in your name; OR, a letter from a Landlord confirming your Tenancy agreement. **No more than three months old OR twelve months for Mortgage statement.**

#### **Copy proofs of identity AND Educational certificates at Level 4 and Level 6**

MUST each be certified by an independent regulated professional (not associated to the current business) such as a Licensed Conveyancer, Accountant, Barrister, Notary or Solicitor.

***The correct way to certify each page of a document is demonstrated below.***

*I certify that this document is a true copy of the original.*

*OR (where documents contain photographs)*

*I certify that this is a true copy of the original and a good likeness.*

*PRINT NAME IN CAPITALS*

*SIGN*

*LICENCE OR PRACTISING CERTIFICATE NUMBER*

*DATE*

*CONTACT ADDRESS*

*DAYTIME TELEPHONE NUMBER*

**1.2 Education and Qualifications for Licence Applications:** Applicants' professional qualifications must meet the CLC threshold education and training requirements at Level 4 and Level 6. Please refer to the CLC website. [CLC Trainee Lawyer](#) and ensure copies of certificates are certified.

**1.3 Statement of Practical Experience:** All applicants must provide a certified Statement of Practical Experience relevant to the licence they are applying for i.e. conveyancing or probate.

This is a statement which confirms you have been in full or part-time, paid or voluntary employment assisting in the provision of conveyancing/probate 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/probate services directly to the public.

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

**1.4** Applicants licenced by the CLC wishing to change the scope of their current CLC licence DO NOT need to provide a verified Statement of Practical Experience. See section 6.3.

**1.5** Where appropriate conveyancing or probate 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/probate services are provided to the public. Email [traineelawyer@clc-uk.org](mailto:traineelawyer@clc-uk.org)

## **2. SUBMITTING AN APPLICATION**

**2.1 Documentation check list:** Ensure all mandatory documentation is numbered, listed and submitted along with the main application form. These include:

- a) One certified proof of Identity
- b) Two certified proofs of current address
- c) Certified certificate(s) of Education and Training at Level 4 and Level 6
- d) Verified Statement of Practical Experience (verified within a two year period prior to the date of submission of your application)
- e) Any supporting documentation relating to conduct, financial and mental health disclosures.

**2.2** Individual applications, not associated to a practice application must be submitted by email ONLY to [licensing@clc-uk.org](mailto:licensing@clc-uk.org). Applicants must include a covering email listing ALL of the documentation submitted in support of the licensing application. **Incomplete applications will be returned unprocessed.**

Once your application has been checked as complete we will email you setting out the fees associated to the application. Application fees will be invoiced by email from the CLC Finance Team. Experian payments will be made payable to Experian direct from the applicant. **Payment can ONLY be made by credit or debit card.**

**2.3** A credit or debit card held in ANY name can be used to make payment; such as a company or employer bank account.

**2.4** Individual applications associated to a practice application (ABS or Recognised Body) **MUST** be included in the document bundle/email submission making up the practice application.

### **3. STANDARD CHECKS**

**3.1 Criminal Records Checks and Disclosure and Barring Service Checks:** The CLC will carry out:

- a) a Criminal Record Check (CRC) against employed licence applicants and individuals with a disclosed financial interest in an ABS application;
- b) a Disclosure and Barring Service (DBS) Standard Check against manager licence and individuals wishing to transfer from an employed to a manager licence.

CRC Certificates are issued directly to the individual by the authorising service. CRC certificates must be provided to the CLC in order to progress your application. DBS certificates are issued directly to the CLC by the authorising service.

**3.1 Credit Checks:** The CLC will carry out Credit Checks with an approved Credit Agency on individuals applying for:

- a Manager Licence (conveyancing and probate);
- a Employed Licence (conveyancing and probate);
- a change from a current CLC Employed Licence to a CLC Manager Licence
- HoLP;
- HoFA; and
- a CLC Approved Manger (Lawyer and non-Lawyer) .

The fee charged by credit agencies varies depending on the number and type of checks needed to process individual applications and may include the following:

- CRC (Employed Licence) and DBS (Manager Licence)
- Identity
- Sanctions Check
- Directors search
- Personal/company finance

Applicants will be required to provide a number of documents to enable the credit agency to carry out their investigation and to provide the report to the CLC.

Applicants should provide documentation and any authorisations within 5 working days to avoid delaying the licence application process. Applicants who have not responded within 10 working days will have their application returned unprocessed and will be charged any costs incurred.

Note: The Credit Agency will ask you to provide **a second set of certified documents** as part of their standard identify checks. Documents submitted to the CLC as proof of identify **cannot** be forwarded to the Credit Agency.

Typically, checks take three to four weeks and will only progress after you have provided certified copies of your ID to the Credit Agency. If you are not on the electoral roll the Credit Agency may request further documentation. Queries relating to the standard checks should be made directly to the Credit Agency.

#### **4. PROCESSING APPLICATIONS**

CLC will confirm receipt of applications by email. Incomplete applications will be returned by email unprocessed within 14 days. Applicants will receive an email informing them that their application is incomplete and asking them to resubmit another fully completed application form. The CLC does not accept documentation submitted independently from the main application form. Applicants should double check applications before submission to ensure that all documentation and information is provided and correct.

The time needed to process applications depends on the level of information submitted and whether any further investigation or verification of that information is required beyond the CLC's standard checks. The CLC endeavours to process non-complex applications within 42 days, or before. Applicants will only be contacted by the CLC during this time if the CLC believes that further investigation is needed to verify any supporting documentation or information provided by the applicant. Applicants not contacted during this time should presume their application is progressing satisfactorily.

CLC manager licence and CLC Approved Managers (Lawyer and non-Lawyer) applications submitted as part of a practice application (to be licensed as a CLC Recognised Body or as an ABS) will be considered and processed with the practice application and may take longer to process.

#### **5. NOTIFYING APPLICANTS ABOUT THE OUTCOME OF APPLICATIONS**

The CLC will notify applicants about the outcome of their applications by email. The email will notify you of your new licence number and provide details of the total licensing fee and instructions how it should be paid.

On receipt of payment the CLC will email your new licence to you. Your CLC licence should be displayed in your office. Please note: your licence will be issued in your legal name.

All licensing application queries must be made by email to [licensing@clc-uk.org](mailto:licensing@clc-uk.org). Please ensure your full name preceded by LICENSING APPLICATION QUERY in CAPITALS is included in the email subject area. The CLC will respond to applicant's enquiries using the preferred email address as stated on the original application form unless otherwise notified.

#### **6. CHANGE OF AN EXISTING CLC LICENCE**

**6.1 Manager Licence:** Individuals wishing to change from a current CLC Employed Licence to a CLC Manager Licence should complete a CLC Licence Change Request form (from employed to manager).

**6.2 Employed Licence:** Individuals wishing to change from a current CLC Manager Licence to a CLC Employed Licence should complete an Employed Licence Change form (from manager to employed).

**6.3 Evidence of Qualifying Employment:** Applicants licenced by the CLC wishing to change the scope of their current licence DO NOT need to provide a verified Statement of Practical Experience. Applicants must provide a current CV and if appropriate, confirmation from the firm/employer of the appointment to partner/director.

## 7. CHANGES AND HOW TO NOTIFY THE CLC

The CLC will always verify any requests it receives to amend the information it holds about licence applicants and licensees. This information might include change of name, address or employment. If you need to make any changes to the information we hold about you please call the licensing team on 020 3859 0904 - who will then email you to verify and record any changes to your account details.

You must notify the CLC immediately of any changes to the information provided the Licensing Application. **Failure to do so will result in delaying the processing of your application or result in a review of any decision made by the CLC.**

## 8. FEES

All licence applications are subject to a **non-refundable** administration fee, plus any costs for Credits Checks and is payable after the application has been submitted and verified as complete. Payment must be made by debit or credit card. **Note: A credit or debit card held in ANY name can be used to make payment.**

Request for a manager licence	<b>£150.00</b>
To change from a current CLC employed licence to a CLC manager licence	<b>£75.00</b>
Request for an employed licence	<b>£75.00</b>
Request to add conveyancing or probate to an existing licence	<b>£75.00</b>
To change from a current CLC manager licence to a CLC employed licence	<b>No Charge</b>
Notifying the CLC of any changes (outlined in section 7)	<b>No Charge</b>

Manager licence applications and licence change requests require credit checks. Please read **Section 3** (3.1 and 3.2 criminal and credit checks).

CLC calculates the first annual licence fee on a pro-rata basis (1<sup>st</sup> of the month at the date of issue to 1<sup>st</sup> November same year).

**CLC Licence fees are as follows:**

<b>CLC licence for</b> 1. conveyancing; OR 2. probate; OR	<b>£400.00</b>
3. conveyancing AND probate services	<b>£475.00</b>

Individual licensing fees can only be paid by credit or debit card.

## 9. Using your personal data

Your details will be held by the CLC in accordance with the General Data Protection Regulations (GDPR). For the purposes of GDPR, if you provide any information to us, we will be the data controller.

For further information about how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please see our privacy policy which is kept under regular review.

You can contact our Data Protection Officer via email at [privacy@clc-uk.org](mailto:privacy@clc-uk.org) or in writing to:

**Council for Licensed Conveyancers**

**Main Line: 020 3859 0904**

**We Work, 131 Finsbury Pavement, London EC2A 1NT**

## 10. DEFINITION OF A MANAGER

**10.1** A CLC 'manager' is defined as a person (Lawyer and non-Lawyer) who is:

1. if the body is a limited company, a director registered at Companies House; or
2. if the body is a Limited Liability Partnership, an LLP member registered at Companies House; or
3. if the body is a partnership, a person held out as a partner who may be an equity or salaried partner e.g. listed as a partner on the Practice's headed paper; or
4. Sole Practitioner; or
5. HoLP and HoFA; or
6. Private or Corporate Investors (Beneficial Owners)

**END**