

## **GUIDANCE FOR CLC LICENCE APPLICANTS**

### **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

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 become a Manager of a CLC regulated Practice, should read the entire form and complete sections 2, 3 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 working at a senior management, partnership, or directorship level in a practice; or individuals for whom the licence application forms part of a CLC Licensed Practice application should apply for a manager licence.

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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:** Applicants must have two separate forms of proof of identity. At least one of these must be a certified copy of a Passport or Driving Licence photo card. The second must also provide proof of your current address, such as a utility bill in your name or Driving Licence.

**1.2 Education and Qualifications:** Applicants' professional qualifications must meet the CLC threshold education and training requirements. Applicants should compare their qualifications against the example routes in appendix 1 [\[link\]](#) of the guidance. If applicants are unable to find the professional qualifications they hold in the listed examples please contact the CLC Licensing Team on **0207 250 8465** before continuing with the application.

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

Statements must be verified by an Authorised Person (for example a Solicitor, a Licensed Conveyancer, a Licensed Probate Practitioner or a Fellow of the Chartered Institute of Legal Executives (CILEX)). The CLC may as part of its standard application checks speak with Authorised Persons who have verified documentation.

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.

#### 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:

1. Certified proof of Identity and proof of current address
2. Certificate(s) of Education and Training

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3. Statement of Practical Experience
4. Any supporting documentation relating to conduct, financial and mental health disclosures.

Applications 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 and applicants may still be charged the £75.00 administration fee.** The Fee structure is set out in section 8.

### 3. STANDARD CHECKS

**3.1 Criminal Records Checks and Disclosure and Barring Service Checks:** CLC Licences are subject to the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

Therefore, the CLC will carry out:

- a Criminal Record Check (CRC) against employed licence applicants and individuals with a disclosed financial interest in an ABS application;
- 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; and
- approval to be a Manager of a CLC Licensed Practice.

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)

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- Identity
- Sanctions Check
- Directors search
- Personal/company finance

The CLC will invoice applicants separately for all costs incurred.

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.**

### 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 applications submitted as part of an entity application (to be licensed as a CLC Recognised Body or as an ABS) will be considered and processed with the entity application and may take longer to process.

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### 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.

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 **0207 250 8465** - who will then email you to verify and record any changes to your account details.

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### 8. FEES

All licence applications are subject to a **non-refundable £75.00** administration fee payable when the application is submitted. Please make payment to:

Barclays Bank: Sort code: 20 19 95 Account no: 80055891

Quote ref: Your surname followed by your date of birth: DD/MM/YEAR.

For example: Smith14/05/1984

<b>Request for a manager licence OR for change</b> from a current CLC employed licence to a CLC manager licence	<b>£75.00</b>
<b>Request to be approved as a manager of a CLC regulated Practice</b>	<b>£75.00</b>
<b>Request for an employed licence OR for a change</b> from a current CLC manager licence to a CLC employed licence	<b>£75.00</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</b> for conveyancing or probate services	<b>£400.00</b>
<b>CLC licence</b> for an additional conveyancing or probate licence	<b>£75.00</b>

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



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### APPENDIX 1 Education and Qualifications Combinations

#### PROBATE

Examples of appropriate combinations of professional qualifications

##### Route 1

Current Qualifications	Further Study Required
CLC Licensed Conveyancer	CLC Foundation Course Law of Wills and Succession
	CLC Final Course: Probate Practice

##### Route 2

Current Qualifications		Further Study Required
CILEX Level 6 Diploma in Law and Practice	To include <ul style="list-style-type: none"><li>Unit 14 Law of Wills and Succession</li><li>Unit 20 Probate Practice</li></ul>	CLC Final Accounts (exemptions may apply)
Legal Practice Course (LPC)	To include elective: <ul style="list-style-type: none"><li>Wills and Administration of Estates</li></ul>	



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### Route 3

Current Qualifications	Further Study Required
STEP Diploma in Trusts and Estates (England and Wales)	None
STEP Diploma in Will Preparation (England and Wales)	

### Route 4

Current Qualifications	Further Study Required
STEP Certificate in Trust and Estates	CLC Courses <ul style="list-style-type: none"><li>• Law of Contract</li><li>• Land Law</li><li>• Landlord and Tenant</li><li>• Conveyancing Law and Practice</li><li>• Final Accounts</li></ul> and <ul style="list-style-type: none"><li>• Foundation Course: Law of Wills and Succession</li><li>• Final Course: Probate Practice</li></ul>





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### CONVEYANCING

#### Examples of appropriate combinations of professional qualifications

##### Route 5

Current Qualifications	Further Study Required
CLC Licensed Conveyancer Course Level 6 (Distance Learning)	None
CLC Licensed Conveyancer Apprenticeship Level 6	

##### Route 6

Current Qualifications	Further Study Required
CILEX Level 3 Certificate/Diploma in Law  CLC Conveyancing Technician Apprenticeship Level 4 (exemptions will apply)	CLC Courses: <ul style="list-style-type: none"><li>• Law of Contract</li><li>• Land Law</li><li>• Landlord and Tenant</li><li>• Conveyancing Law and Practice</li><li>• Final Accounts</li></ul> or <ul style="list-style-type: none"><li>• CLC Licensed Conveyancer Apprenticeship Level 6 (exemptions will apply)</li></ul>



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### Route 7

Current Qualifications		Further Study Required
CILEX Level 6 Diploma in law and Practice  LPC  FCILEX	To Include Units <ul style="list-style-type: none"><li>• Contract law</li><li>• Land Law</li><li>• Conveyancing</li><li>• Landlord and Tenant</li></ul>	CLC Courses: <ul style="list-style-type: none"><li>• Landlord and Tenant (exemption may apply)</li><li>• Final Accounts</li></ul> (Course assignments (pass mark 50%) to cross qualify, or alternatively, sit the CLC Final Accounts Examination)

### Route 8

Current Qualifications	Further Study Required
Post-Graduate Diploma in Law (GDL)/LLB  Common Professional Examination CPE	CLC Courses: <ul style="list-style-type: none"><li>• Landlord and Tenant</li><li>• Conveyancing Law and Practice</li><li>• Final Accounts</li></ul>



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### Route 9

Current Qualifications		Further Study Required
Notary Public (with current practising certificate)	To include: <ul style="list-style-type: none"><li>• LLB</li></ul> and <ul style="list-style-type: none"><li>• LPC</li></ul> and <ul style="list-style-type: none"><li>• current conveyancing experience</li></ul>	CLC Courses: <ul style="list-style-type: none"><li>• CLC Landlord and Tenant, (LPC exemptions may apply)</li></ul> and <ul style="list-style-type: none"><li>• CLC Final Accounts</li></ul>