



## Report form

This form is to help you make your report about the professional conduct or regulatory concerns about a person or practice regulated by the CLC. The information that you provide will assist us to regulate in the public interest and deal with your concerns quickly.

You can complete this form electronically or print it and fill it in manually.

Please return this form, with supporting documents, by email to [clc@clc-uk.org](mailto:clc@clc-uk.org) or post to:

Council for Licensed Conveyancers  
WeWork, 131 Finsbury Pavement  
London  
EC2A 1NT

**Please provide evidence to support your allegations.**

**Please do not send us original documents with your report.** We scan incoming reports onto our systems and the paper copies are destroyed.

In all cases please tick the relevant boxes.

Contact details
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other –      please specify
Your surname:
Your first name(s):
Your Practice (if applicable):
Your address and postcode:
Your contact phone number(s):
Your email address:
If you have a disability, and require any assistance or adjustment in making this report, please tell us here:

**Details of your report**

Name of the person you are reporting:

Name of the Practice:

Practices' address and postcode:

Practices' phone number:

**Has the person you are reporting acted for you in the past?**

It is important for us to know if you are complaining about someone who is or has acted for you as your property or probate lawyer. Please note that if you want to complain about the service that you received from your lawyer, you need to contact the Practice directly.

**a) Has the Practice or Lawyer acted for you in the past about this matter?**

Yes  No

If the answer is “**No**” please advise us what your relationship is to the matter you are reporting to us.

**b) Does the Practice or Lawyer you're reporting to us act for another person?**

Yes  No

If the answer to the above question is “**Yes**”, who is the Practice or Lawyer acting for?

**Please tell us your concerns as clearly as possible:**

- provide as much relevant information as possible as this is what we will use to assess your report.
- include dates where appropriate.
- If you are reporting more than one Practice/Lawyer, please make clear what you think each has done wrong.

- **If you have already contacted another organisation about this matter please tell us the outcome.**

**Please send in copies of any relevant documentation that supports your report together with a copy of this form. Please do not send us original documents. We scan incoming reports onto our systems and the paper copies are destroyed.**

Your signature:

Date:

We recommend that you keep a copy of this form before you send it to us.

## **Data protection notice**

*The information you have provided in this form may be shared with third parties.*

*We usually have to disclose a complainant's complaint and identity to the person complained about or to the practice in which that person is involved. If a person making a complaint does not want to be identified we will try to respect that. However, if we are unable to progress a complaint where we think there is an overriding need to protect the public we may decide to disclose a person's identity.*

*If you'd like to know more about how we collect and use your information please read our privacy notice, available on our website at:  
<https://www.clc-uk.org/privacy-policy/>*