



***Re-applying for a CLC Licence after a period of suspension or disqualification**

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.

ALL applicants seeking to re-apply for a CLC Licence after a period of suspension or disqualification must complete **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 600 hours, 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 **applicants seeking to re-apply for a CLC Licence after a period of suspension or disqualification** 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 individual'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



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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 **to re-apply for a CLC Licence after a period of suspension or disqualification. Statements must be certified within a two year period prior to the date of submission of your CLC application.**

TECHNICAL PROCESSES COMPLETED SATISFACTORILY

SALES / PURCHASES OF FREEHOLDS OR LEASES	<i>Tick when completed</i>
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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	



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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. <i>Please initial in the box</i>	

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 formulae A, B and C	



STATEMENT OF PRACTICAL EXPERIENCE 600 HOURS

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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. <i>Please initial in the box</i>	

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	



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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
when completed

Tick

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	



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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). <i>Please initial in the box</i>	

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	<u>Outcome</u> – Clients receive good quality independent information, representation and advice	
1.2	<u>Outcome</u> – Clients receive an honest and lawful service	
1.3	<u>Outcome</u> – Client money is kept separately and safely	
2	Overriding Principle - Maintain high standards of work	
2.1	<u>Outcome</u> – Clients are provided with a high standard of legal services	
2.2	<u>Outcome</u> – Client matters are dealt with using care, skill and diligence	



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2.3	<u>Outcome</u> - 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	<u>Outcome</u> – Each Client’s best interests are served	
3.2	<u>Outcome</u> – Clients receive advice appropriate to their circumstances	
3.3	<u>Outcome</u> – Clients have the information they need to make informed decisions	
3.4	<u>Outcome</u> – 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	<u>Outcome</u> – Clients are aware of any limitation or any condition resulting from the firm’s relationship with another party	
3.6	<u>Outcome</u> - 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	<u>Outcome</u> – Acts in accordance with their regulatory responsibilities	
6	Promote equality of access and service	
6.1	<u>Outcome</u> – The service is accessible and responsive to the needs of individual Clients, including those who are vulnerable	
6.2	<u>Outcome</u> – No-one dealt with is discriminated against (whether directly or indirectly), victimised or harassed	



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6.3	<u>Outcome</u> – accepts responsibility where the service provided is not of the expected standard and provide appropriate redress for the Client where necessary	
6.4	<u>Outcome</u> – the handling of complaints takes proper account of Clients' individual needs, including those who are vulnerable	
6.5	<u>Outcome</u> – Complaints are dealt with impartially and comprehensively	

Declaration



STATEMENT OF PRACTICAL EXPERIENCE 600 HOURS

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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 <input type="checkbox"/> Licensed Probate Practitioner <input type="checkbox"/> Solicitor <input type="checkbox"/> FCILEx <input type="checkbox"/>	
Licence or Practising Certificate number	
In what capacity are you certifying the applicant?	
Work Email:	Work Phone:



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

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 or in writing to:

Council for Licensed Conveyancers
We Work,
120 Moorgate,
London EC2M 6UR
Main Line: 020 3859 0904