



Universal Guidance for Applications Individual Licences & Other Authorisations Council for Licensed Conveyancers

Document Purpose

This guidance sets out the essential steps for individuals applying for a CLC Licence or Authorisation in key personnel roles. It details the Council for Licensed Conveyancers' regulatory requirements, application processes, and standards relating to eligibility, fitness to practise, and compliance. Applicants are expected to review this document in full prior to submitting an application.

Contents Include:

- General Information
- Application Process
- Licensing Decision

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Universal Guidance for Applications Individual Licences and Other Authorisations

Contents Page		
Section		Page Number
Section 1: General Information		
1	Introduction	3
2	Outcomes-Focused Licensing Decisions	3
3	Applying for a Licence or Authorisation	3
4	Item 1: Demonstrating Eligibility	4
5	Completing the CLC qualifying examination while living outside England and Wales	6
6	Completing the CLC practical training requirements while living outside England and Wales	6
7	Applying after a period of Disqualification or Suspension	6
8	Transferring to CLC Regulation: Guidance for Qualified Lawyers	7
9	Applying to be a CLC Registered Manager	8
10	Adverse information and fitness to practise	8
Section 2: The Application Process		
1	Verification of mandatory information	9
2	Application submission period	9
3	Application fees	9
4	Additional fees for applications with adverse findings	10
5	Screening checks	10
6	Mandatory Identification and Verification (ID&V) documentation	11
7	Application processing time	11
8	Your personal data	11
Section 3: Licensing Decision		
1	Fit and Proper Test	13
2	Licensing Decisions	13
3	Making an Appeal	14
4	Appointing Representation	14
5	How to submit an Appeal	14
6	Post-Approval Process	15
7	Revocation of Licences issued by Fraud or Error	15
8	Our Publication Policy	16
9	Your Right to Complain	16
Annex 1: Useful Links		17

Universal Guidance for Applications Individual Licences and Other Authorisations

Section 1: General Information

1 INTRODUCTION

Prospective applicants are advised to familiarise themselves with the Council for Licensed Conveyancers (CLC) [Licensing Framework](#) prior to submitting an application.

This Universal Guidance is relevant to individuals seeking to apply for:

- A CLC Conveyancing Licence
- A CLC Probate Licence
- A Dual CLC Conveyancing and Probate Licence
- A change to the scope of an existing CLC Licence (adding Conveyancing or Probate)
- A CLC Licence following expiry
- A CLC Licence following suspension
- Authorisation as:
 - Beneficial Owner, Officer or Manager (BOOM)
 - Registered Manager
 - Head of Legal Practice (HoLP)
 - Head of Finance and Administration (HoFA)
 - Money Laundering Reporting Officer (MLRO)

2 OUTCOMES-FOCUSED LICENSING DECISIONS

The Licensing Framework ensures that only individuals able and committed to delivering the Outcomes of the CLC Code of Conduct are licensed to practice. To meet this objective, the CLC requires that applicants are able and willing to uphold its Overriding Principles:

- Act with independence and integrity
- Maintain high standards of work
- Act in the best interests of clients
- Comply with duties to the court
- Deal with regulators and ombudsmen openly and cooperatively
- Promote equality of access and service

3 APPLYING FOR A LICENCE OR AUTHORISATION

CLC Licence Applications include:

- First Qualifying Licence
- Qualified Lawyers applying to become a Licensed Conveyancer and/or Licensed Probate Practitioner (Solicitors or CILEX Practitioners only)

CLC Authorisations include applications to become:

- Beneficial Owner, Officer or Manager (BOOM)
- Registered Manager
- Head of Legal Practice (HoLP)

Universal Guidance for Applications Individual Licences and Other Authorisations

- Head of Finance and Administration (HoFA)
- Money Laundering Reporting Officer (MLRO)

Refer to the [CLC Lawyer Licensing Framework](#) for further information on how the CLC applies its regulatory frameworks. Applicants seeking to apply for a CLC licence following a period of suspension, expiry, or disqualification are subject to separate requirements.

4 ITEM 1: DEMONSTRATING ELIGIBILITY

In accordance with the CLC Lawyer Licensing Framework, individuals applying for a CLC licence who have not previously held a CLC licence must satisfy the CLC that they meet the following eligibility criteria:

Item 1(c) Fit and Proper Person Requirement

Applicants must demonstrate that they are a fit and proper person to practise as a CLC lawyer.

- Refer to item 8.22 of the *Licensed Body (ABS) Licensing Framework* for further guidance on the factors considered in assessing fitness and propriety.
- This assessment includes identity, financial, sanctions, criminality, regulatory and disciplinary checks, conducted by the CLC's screening agent, Giant.

Screening Process:

- Applicants will be invoiced for the fees associated with the checks conducted by Giant. Payment must be made within **10 working days**.
- Applicants must respond promptly to any information requests issued by Giant. Failure to respond within **10 working days** will invalidate the eligibility screening and may result in the application being treated as incomplete.

Adverse Findings:

- Where adverse information is identified in a Giant report, the CLC may request additional documentation, including but not limited to:
 - Disclosure and Barring Service (DBS) certificates
 - IVA, CVA or bankruptcy supervisor reports
 - Court judgments and findings
 - Employment tribunal records
- The CLC reserves the right to contact relevant bodies or agencies to verify the applicant's fitness and propriety.

Grounds for Refusal:

Unless exceptional circumstances apply, the CLC will not be satisfied that an applicant is a fit and proper person where they have:

1. Convictions for offences involving dishonesty, or where the applicant has deceived or attempted to deceive academic institutions, employers, regulatory bodies, or members of the public;

Universal Guidance for Applications Individual Licences and Other Authorisations

2. Repeated failures in their Duty to the Court, and have unresolved County Court Judgments (CCJs) or other court judgments;
3. Failed to disclose prior involvement in:
 - o Criminal, employment, or regulatory investigations, allegations, or findings; or
 - o Financial sanctions such as CCJs, IVAs, CVAs, or bankruptcy.

Item 1(d) Evidence of Qualifications and Practical Training

Applicants must also provide satisfactory evidence of one of the following:

(a) Successful completion of:

- The **CLC's Qualifying Examinations** (i.e., the SQA Level 4 and Level 6 Diplomas in Conveyancing and/or Probate Law and Practice); and
- The **CLC's Practical Training requirement**, evidenced through submission of a valid Statement of Practical Experience (SoPE) in Conveyancing and/or Probate.

The SoPE must confirm a minimum of 1,200 hours of qualifying work experience. This experience must be obtained under legal supervision by an Authorised Person, while employed on a full-time or part-time basis by a [qualifying employer](#).

Please Note: The Applicants Statement of Practical Experience (SoPE) must not be signed and verified by an employer before the date the SQA Level 6 Certificate is issued.

(b) Alternative qualifications and experience:

- Applicants may instead demonstrate that they possess, to the CLC's satisfaction and subject to any prescribed conditions, equivalent educational and professional qualifications and relevant experience in the reserved legal activity or activities to which the application relates.

Detailed information about the CLC's Practical Work Experience requirements and qualifying criteria can be found on the [CLC website](#).

Material Omissions

- Failure to disclose relevant information in relation to adverse findings constitutes to a material omission and will render the application incomplete.
- Absence of satisfactory evidence (point 1(c) and/or 1(d)) is a material omission to an application and the CLC will treat the application as incomplete.

Failure to provide satisfactory evidence under either Item 1(c) (Fitness and Propriety) or 1(d) (Qualifications and Experience) will be treated as a material omission. The application will be deemed incomplete. Applications deemed incomplete will not proceed to Application Acceptance and Determination.

Universal Guidance for Applications Individual Licences and Other Authorisations

5	COMPLETING THE CLC QUALIFYING EXAMINATION WHILE LIVING OUTSIDE ENGLAND AND WALES
<p>Trainees residing outside England and Wales may undertake their CLC Diplomas and assessments—including assignments and examinations—with the agreement of an SQA/CLC-approved training provider.</p> <p>Applicants must ensure that all study and assessment arrangements comply with the approved provider’s procedures and CLC requirements.</p> <p>Further details are available in our published Requirements.</p>	
6	COMPLETING THE CLC PRACTICAL TRAINING REQUIREMENTS WHILE LIVING OUTSIDE ENGLAND AND WALES
<p>CLC trainees living outside of England and Wales may complete their Practical Training requirements, provided they are employed by an organisation that meets all of the following criteria:</p> <ol style="list-style-type: none"> 1. licenced by a Regulator in England and Wales to provide conveyancing and or probate legal services in England and Wales; and 2. registered with a primary trading address in England or Wales; and 3. indemnified under a regulatory Professional Indemnity Insurance scheme approved by a regulator of legal services in England and Wales. <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Employer Verification: Applicants must provide a formal letter (on company letterhead or from an organisational email address) confirming the legal supervision arrangements in place. • Criminality Checks: Applicants residing outside England and Wales must complete jurisdiction-specific criminal records checks. These are conducted by the CLC’s third party screening agent, Giant Group, and may incur additional fees, which are payable by the applicant. Such checks may take longer than those conducted in the UK. • Employment Dependency: The validity of a CLC licence held while living overseas is contingent on the applicant’s continued employment with a qualifying body that satisfies the requirements in points 1, 2 and 3 above. • Ongoing Obligations: CLC lawyers are required under the Notifications Code to ensure that the CLC is provided with current and accurate employment contact details at all times. 	
7	APPLYING AFTER A PERIOD OF DISQUALIFICATION OR SUSPENSION
<p>The CLC will only consider applications from individuals who have been disqualified or suspended if it is satisfied that the applicant intends to practise in a supervised capacity, rather than in a managerial or supervisory role for the licence duration.</p>	

Universal Guidance for Applications Individual Licences and Other Authorisations

When an applicant has been subject to regulatory action and/or a disciplinary sanction they must provide:

- Evidence of steps taken to enhance their legal and regulatory knowledge; and
- An explanation of how they have mitigated any risks associated with their practise.

Specific guidance is available for:

- [Reapplying following an Expired Licence;](#)
- [Applying following a Suspension or Disqualification;](#)
- [Ongoing Competence](#) requirements, including access to the CLC Ongoing Competency Record.

8 TRANSFERRING TO CLC REGULATION: GUIDANCE FOR QUALIFIED LAWYERS

The Council for Licensed Conveyancers (CLC) welcomes applications from qualified lawyers with relevant specialist experience who are seeking to convert to CLC regulation. The CLC provides a streamlined transfer process for those who meet specified criteria, with no additional training or occupational requirements.

Eligible Qualified Lawyers

The following categories of qualified lawyers may apply to transfer to CLC regulation without further training or occupational requirements, provided they hold a valid practising certificate free from conditions and have completed appropriate conveyancing and probate electives:

a. FCILEx Practitioners:

This includes those who:

- Hold CILEx Practising Rights in Conveyancing and/or Probate;
- Are approved as a Head of Legal Practice (HoLP) or Compliance Officer for Legal Practice (COLP).

b. Solicitors:

Solicitors must:

- Hold a valid practising certificate free from conditions;
- Have completed relevant electives in conveyancing and/or probate;
- Provide an employer declaration confirming the completion of at least 1,200 hours of relevant practical experience within the preceding two years;
- Be approved, where applicable, as a HoLP or COLP.

Ongoing Competence/Continuing Professional Development (CPD)

Transferring lawyers must provide details of their CPD activities for the most recent year to demonstrate compliance with the CLC's annual CPD requirements. This ensures qualified lawyers:

- Evidence that their legal knowledge is current and comparable to that expected of CLC lawyers; and
- Provide a copy of their most recent training record, outlining the activities undertaken to maintain legal, occupational, and professional competence.

Universal Guidance for Applications Individual Licences and Other Authorisations

9 APPLYING TO BE A CLC REGISTERED MANAGER

Individuals must apply to be listed as a CLC Registered Manager when they are appointed to a significant management role within a CLC-regulated practice. This includes:

- a. Directors of a limited company, as recorded at Companies House (including both shareholding and non-shareholding directors);
- b. Members of a Limited Liability Partnership (LLP), as registered at Companies House;
- c. Partners in a partnership, either equity or salaried, as publicly presented (e.g. on headed paper or the firm's website);
- d. Sole Proprietors, who are by default Sole Practitioners under CLC rules;
- e. Private or corporate investors who are beneficial owners or registered officers of a CLC-regulated practice or its parent company.

Please Note:

Appointees under categories **a** to **d** must be publicly listed on the CLC Register due to their significant management responsibilities. Individuals under category **e** will be authorised as BOOMs, but their details will be retained internally and not published on the public register.

10 ADVERSE INFORMATION AND FITNESS TO PRACTISE

In the absence of exceptional circumstances, the CLC will not consider an applicant to be a fit and proper person, and will refuse a licence application, in the following circumstances:

- a. Conviction for offences involving dishonesty;
- b. Deception or attempted deception of the CLC or any third party in relation to the application or professional conduct.

Additionally, applicants subject to ongoing adverse matters—such as unresolved criminal or regulatory investigations, allegations, or proceedings—will not be eligible to apply until the matter is concluded. This includes but is not limited to:

1. Legal and Financial Professionals

- Solicitors, FCILEx Practitioners, legal professionals, or FCA-regulated individuals who:
 - Have unspent suspensions or disqualifications; or
 - Have been removed from the Solicitors Roll, CILEx Register, or FCA Register due to disciplinary action.

2. Practice Owners and Managers

- Individuals serving as Owners, Directors, LLP Members, Partners, HoLPs, or Heads of Finance and Administration (HoFAs) in CLC-regulated entities that:
 - Have been formally notified of ongoing non-compliance; or
 - Are under investigation or subject to disciplinary proceedings.

Universal Guidance for Applications Individual Licences and Other Authorisations

3. HoLP and HoFA Applicants

Unless exceptional circumstances apply, the CLC will refuse applications from individuals who:

- Have been convicted of a criminal offence;
- Have failed to disclose, or have misrepresented, material information to a regulatory body;
- Have been sanctioned, disciplined, or disbarred by any regulatory authority;
- Have failed to comply with reasonable regulatory requests.

Applicants are advised to refer to the [CLC website](#) for full criteria and guidance on applying to be a Head of Legal Practice (HoLP), Head of Finance and Administration (HoFA), or Money Laundering Reporting Officer (MLRO).

Section 2: The Application Process

1 VERIFICATION OF MANDATORY INFORMATION

Applicants must ensure that **all certificate and transcript pages uploaded are fully certified** in accordance with the certification guidelines provided [here](#). Submissions that do not meet these requirements will be considered incomplete and may delay the processing of your application.

The CLC utilises the secure digital platform DocuSign to issue and process individual applications. To begin, applicants must request a digital application form via the CLC website. Once the request has been processed by the CLC Licensing Team, applicants will receive an email from dse@eumail.docusign.net containing a unique link to access the digital application form. This email will also include detailed guidance on how to complete and submit the form correctly.

2 APPLICATION SUBMISSION PERIOD

Applicants are given **28 calendar days** to complete and submit their digital application using a smartphone, tablet, or computer.

If support is required at any stage of the application process, applicants should contact the CLC Licensing Team at licensing@clc-uk.org for assistance.

Please Note: After the 28-day period, the unique link to the digital application will expire, and the application will be **automatically closed**. A new request must then be submitted to restart the process.

3 APPLICATION FEES

All licence applications are subject to a **non-refundable application and screening fee**. Invoices are issued payable by debit or credit card, which may be held in any name.

Universal Guidance for Applications Individual Licences and Other Authorisations

A summary of applicable fees is provided in the [Fees Table](#).

4 ADDITIONAL FEES FOR APPLICATIONS WITH ADVERSE FINDINGS

The CLC reserves the right to apply additional fees where an application includes adverse findings. In such cases, further assessment time may be required. Additional fees may be charged at a rate of £80.00 per hour, up to a maximum of 14 hours (equivalent to 4 working days).

5 SCREENING CHECKS

All licence applications are subject to a comprehensive series of screening checks, which cover the following areas:

- Identity
- Regulatory history
- Employment history
- Sanctions
- Financial background
- Criminal record (including a Standard Criminal Records Check and Disclosure and Barring Service (DBS) check)

The CLC uses third party screening agent Giant Group to conduct these screening checks on its behalf. Giant Group will contact applicants directly to initiate the process.

As part of the screening, applicants must provide the following documentation:

- One certified proof of photo identification
- Two proofs of residency

Applicants will also be required to complete a consent form to activate the DBS check. Failure to complete this process will, at minimum, delay the application and may result in its invalidation.

The CLC screening includes checks for:

- Spent and unspent convictions
- Cautions, reprimands, and warnings recorded in England and Wales (as held on the Police National Computer)
- Identity verification
- Adverse financial history, including County Court Judgments (CCJs) and bankruptcy
- Sanctions
- Directorship status
- FCA (Financial Conduct Authority) records
- Standard DBS information

If adverse information is identified as a result of a DBS check, the CLC will request a copy of the official DBS certificate. The Disclosure and Barring Service will issue a paper certificate to the

Universal Guidance for Applications Individual Licences and Other Authorisations

applicant. Upon request, the applicant must upload a clear electronic copy of all pages of the certificate within three (3) working days.

Where an applicant is not listed on the electoral roll, Giant Group may request additional documentation to verify residency.

All queries regarding the documents required to complete the standard screening checks should be directed to Giant Group.

6 MANDATORY IDENTIFICATION AND VERIFICATION (ID&V) DOCUMENTATION

As part of the application process to become a CLC Lawyer, applicants must submit one certified copy of a current and valid passport.

This is a mandatory requirement, as the CLC will only issue a licence in the applicant's legal name, as stated on their passport. Applications that do not meet this requirement will be deemed incomplete and will not be processed.

7 APPLICATION PROCESSING TIME

The CLC aims to process the majority of applications within **42 calendar days**. This period is calculated from the date the application fee is received.

Please Note: The CLC does not issue routine progress updates. Applicants are kindly requested not to email the Licensing Team for status updates, as we will be unable to respond to such enquiries. If you have not been contacted, please assume that your application is progressing as expected.

Where an application is subject to adverse findings (see Sections 3.1 to 3.4), the CLC may apply an extension of up to 42 additional calendar days, resulting in a maximum processing time of 84 days. If this extension applies, the applicant will be notified by email.

Applications submitted as part of a practice application (e.g. to be licensed as a CLC Recognised Body or as an Alternative Business Structure (ABS)) will be reviewed alongside the practice application and may require a longer processing period.

8 YOUR PERSONAL DATA

The CLC is required by statute to maintain a public register of Licensed Conveyancers and Licensed Probate Practitioners in England and Wales. This register is available for public inspection, free of charge, during office hours.

Universal Guidance for Applications Individual Licences and Other Authorisations

In addition, the CLC maintains and shares a register of CLC Lawyers and CLC Registered Managers—including Heads of Legal Practice (HoLPs) and Heads of Finance and Administration (HoFAs)—for access by lending institutions, panel managers, and other regulatory stakeholders.

For key personnel of CLC-regulated practices (e.g. Registered Managers, HoLPs, and HoFAs), this register includes the primary email address provided during the application process for the purpose of creating and maintaining a CLC record.

Applicants are therefore strongly encouraged to provide a business email address or one used for professional purposes. By submitting your application and providing this information, you expressly consent to its use by the CLC for regulatory purposes.

The following information may appear on the CLC website:

- Your full name
 - CLC ID number
 - Practice address
 - Practice telephone number
 - Practice fax number (if applicable)
 - Practice email address
 - Practice website address
-

Use of Your Personal Data

Your personal information will be handled in accordance with the UK General Data Protection Regulation (GDPR). For the purposes of GDPR, the CLC acts as the data controller of the information you provide.

To learn more about how your data is used, how we protect it, and your rights regarding access and correction, please refer to our Privacy Policy, which is reviewed and updated regularly.

If you have any questions or concerns regarding your personal data, you may contact the CLC's Data Protection Officer at:

Email: privacy@clc-uk.org

Postal Address:

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

Section 3: Licensing Decision

1 FIT AND PROPER TEST

All applicants must demonstrate to the Council for Licensed Conveyancers (CLC) that they are a fit and proper person to practise as a CLC lawyer. For a detailed overview of the criteria applied, refer to item 8.22 of the *Licensed Body (ABS) Licensing Framework*.

Licensed individuals must demonstrate both the ability and willingness to act in a principled and ethical manner, consistently delivering the Outcomes of the CLC Code of Conduct by adhering to its Overriding Principles:

- Act with independence and integrity
- Maintain high standards of work
- Act in the best interests of clients
- Comply with duties to the court
- Deal with regulators and ombudsmen in an open and co-operative way
- Promote equality of access and service

2 LICENSING DECISIONS

Licensing decisions may result in one of the following outcomes:

1. Approval (i.e. licence granted)
2. Minded to approve
3. Minded to refuse
4. Refusal to grant a licence

For further detail, please consult the [CLC Lawyer Licensing Framework](#).

a. Minded to Refuse

Where the CLC is minded to refuse a licence, the applicant will be notified in writing of the grounds for this position. The applicant will be given one month from the date of notification to submit representations addressing the concerns raised or to resubmit revised documentation.

The CLC may also require applicants to undertake specific actions to protect the interests of consumers or to meet other regulatory objectives. These may include, but are not limited to:

- Completion of further educational or professional development
- Independent verification of work (e.g., external audits or file reviews)

These requirements must be met at the applicant's own time and expense. Failure to comply with any specified conditions will result in a refusal to grant the licence.

b. Refusal to Grant a Licence

Where an application is formally refused, the CLC will provide written notice of the reasons for the

Universal Guidance for Applications Individual Licences and Other Authorisations

decision, along with information regarding the applicant's right to request a review of the determination.

3 MAKING AN APPEAL

In accordance with Section 29(1)(a) of the *Administration of Justice Act 1985*, an applicant whose licence has been refused may appeal the decision to the Adjudication Panel within one month of receiving the written notice of refusal.

To initiate an appeal:

- Submit the appeal to the CLC within **28 days** of the date of the determination.
- Send your appeal via email to licensing@clc-uk.org, using the appropriate subject line indicating the applicant's name and type of application.

The Adjudication Panel, comprised of at least three members (none of whom are members of the CLC Council or employees of the CLC), will assess whether it is appropriate to impose sanctions, which may include:

- Disqualification of a Body or Manager
- Revocation of a licence
- Imposition of a regulatory penalty

Whenever possible, the Panel will issue its decision within **42 days** of receiving the appeal. In exceptional circumstances, this period may be extended to **90 days**.

The decision of the Adjudication Panel is final. There is no further right of appeal.

Refer to the [Adjudication Panel Procedure Rules 2015](#) and the [Adjudication Panel Rules 2015](#) for further information.

4 APPOINTING REPRESENTATION

In accordance with Rule 10(1) and (2) of the [Adjudication Panel Procedure Rules 2015](#):

(1) A party may appoint a representative (whether legally qualified or not) to represent that party in the proceedings.

(2) If a party appoints a representative, that party must send or deliver to the Adjudication Panel and to each other party written notice of the representative's name and address.

5 HOW TO SUBMIT AN APPEAL

To submit an appeal:

- Complete the *Notice of Appeal* form
- Email the completed form to licensing@clc-uk.org
- Include the applicant's full name and the application type in the subject line

Universal Guidance for Applications Individual Licences and Other Authorisations

Download the [Notice of Appeal](#).

6 POST-APPROVAL PROCESS

Once a licence is approved (i.e. granted), it will not be issued until the Licensing Team receives confirmation from the Finance Team that the relevant annual licence fee has been paid.

[View Annual Fees Table](#)

Important Information:

- Licences will be issued in the applicant's legal name, as stated in their passport. This applies to all new and amended licences.
- Requests to defer the issue of a licence must be submitted with the initial application, as this affects the calculation of the licence fee.
- Annual licence fees are calculated from the first calendar day of the month in which approval is granted. The fee is invoiced on a pro-rata basis and is **non-refundable** once invoiced.
- The full annual fee must be paid no later than **31 October** in the current licensing year.
- The licence will incept from the date it is generated and issued.

7 REVOCATION OF LICENCES ISSUED BY FRAUD OR ERROR

In accordance with Section 28 of the [Administration of Justice Act 1985](#) and Rule 18 of the [Adjudication Panel Rules 2015](#), where the CLC believes a licence has been issued due to fraud or error, the matter will be referred to the Adjudication Panel.

18(1) Where:

- A licence is considered to have been obtained through fraud or error; and
- The CLC believes the matter warrants the Panel's attention under Section 28(1), the CLC must refer the matter to the Adjudication Panel.

18(2) The same applies in relation to the recognition of a Recognised Body.

18(3) A reference under this rule must:

- Be made in writing
- Clearly state that it is made under Rule 18
- Include the allegation and a summary of supporting facts

18(4) A copy of the reference must be served on the respondent, along with a copy of the relevant Rules.

Universal Guidance for Applications Individual Licences and Other Authorisations

18(5) The Adjudication Panel must conduct a hearing to determine the matter. Where a licence is revoked under Section 28 due to fraud or error, there is no right of appeal to the First-Tier Tribunal.

8 OUR PUBLICATION POLICY

Please refer to the [CLC's Publication Policy](#) for further information.

9 YOUR RIGHT TO COMPLAIN

The CLC is committed to high standards in handling personal data. If you have any concerns regarding how your information is processed, please contact privacy@clc-uk.org.

If you remain dissatisfied, you may raise a complaint with the [Information Commissioner's Office \(ICO\)](#).

Universal Guidance for Applications Individual Licences and Other Authorisations

Annex 1 – Useful Links

1	Request an Application Form	https://www.clc-uk.org/request_an_application/
2	Training Providers	https://www.clc-uk.org/trainees/how-to-enrol/
3	Licensing Application Fees	https://www.clc-uk.org/regulation/application-fees/
4	Diplomas	https://www.clc-uk.org/diplomas/
5	Exemptions Guidance	https://www.clc-uk.org/trainees/am-i-eligible-for-exemptions/
6	Certification Guidelines	https://www.clc-uk.org/trainees/correctly-certifying-your-documents/
7	Practical Experience	https://www.clc-uk.org/trainees/correctly-certifying-your-documents/
8	Ongoing Competence	https://www.clc-uk.org/lawyers/cpd-training/
9	CLC Licensing Framework	https://www.clc-uk.org/handbook/frameworks/#Licensing Framework
10	Reapply following an Expired Licence	https://www.clc-uk.org/reapply-following-an-expired-licence/
11	Reapply after a period of Suspension or Disqualification	https://www.clc-uk.org/faqs-for-clc-lawyers-looking-to-reinstate-a-suspended-licence/
12	HoLP, HoFA and MLRO Applicant Criteria	https://www.clc-uk.org/hojp-and-hofa-criteria-for-key-personnel/
END OF DOCUMENT		