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.
* that your practical experience meets requirements of CLC Student-Training-Framework

**ALL CLC licence applicants** must complete a **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 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 services directly to the public.

**NOTE 1.** ALL CLC licence applicants 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 [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 services are provided to the public. Email traineelawyer@clc-uk.org

**NOTE 3.** Qualified Lawyers wishing to reinstate an expired licence are only required to complete 300 chargeable hours. This is less than the standard 1200 hours requirement in place for a first licence and recognises the applicant has previously held a valid licence. The 300 hours requirement ensures practise knowledge is up to date. Some education requirements may also apply. Please email licensing@clc-uk.org

**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 for a licence.

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

**TECHNICAL PROCESSES COMPLETED SATISFACTORILY**

# SALES / PURCHASES OF FREEHOLDS OR LEASES *Tick when completed*

|  |
| --- |
| 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  |   |
| 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. *Please initial in the box* |   |

|  |
| --- |
| 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 forumulae A, B and C  |   |
| 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. *Please initial in the box* |   |

# 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  |   |
| 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 Tick when completed

|  |
| --- |
| 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  |   |
| 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). *Please initial in the box* |  |

**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   | Outcome – Clients receive good quality independent information, representation and advice  |   |
| 1.2  | Outcome – Clients receive an honest and lawful service  |   |
| 1.3  | Outcome – Client money is kept separately and safely |   |
| **2**  | **Overriding Principle - Maintain high standards of work**  |   |
| 2.1   | Outcome – Clients are provided with a high standard of legal services  |   |
| 2.2  | Outcome – Client matters are dealt with using care, skill and diligence  |   |
|  2.3  | Outcome - 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  | Outcome – Each Client’s best interests are served  |   |
| 3.2  | Outcome – Clients receive advice appropriate to their circumstances  |   |
| 3.3  | Outcome – Clients have the information they need to make informed decisions  |   |
|  3.4  | Outcome – 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  | Outcome – Clients are aware of any limitation or any condition resulting from the firm’s relationship with another party  |   |
| 3.6  | Outcome - 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  | Outcome – Acts in accordance with their regulatory responsibilities  |   |
| **6**  | **Promote equality of access and service**  |   |
| 6.1  | Outcome – The service is accessible and responsive to the needs of individual Clients, including those who are vulnerable  |   |
| 6.2   | Outcome – No-one dealt with is discriminated against (whether directly or indirectly), victimised or harassed  |   |
| 6.3   | Outcome – accepts responsibility where the service provided is not of the expected standard and provide appropriate redress for the Client where necessary |   |
|  6.4  | Outcome – the handling of complaints takes proper account of Clients’ individual needs, including those who are vulnerable  |   |
|  6.5  | Outcome – Complaints are dealt with impartially and comprehensively |   |

#

**Declaration**

 **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 [ ]  Licensed Probate Practitioner [ ]  Solicitor [ ]  FCILEx [ ]  |
| Licence or Practicing Certificate number |  |  |  |
| In what capacity are you certifying the applicant? |  |  |  |
| Work Email: Work Phone: |

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