

INTRODUCTION

Applicants should read all ten sections of this guidance BEFORE completing an individual application form relevant to the type of licence/authorisation they intend to apply for. This guidance should be read by individuals intending to submit an application for one of the following:

- Conveyancing Employed Licence
- Conveyancing Manager Licence
- Probate Employed Licence
- Probate Manager Licence
- A CLC Approved Manager (Lawyer and non-Lawyer)
- HoLP/HoFA

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 be a CLC Approved Manager (Lawyer) in a CLC regulated Practice, should read the entire form and complete sections 1, 2, 3, 4, 7, 8 and 9 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 who are partners or directors in a practice; or individuals who are members of an LLP should apply for a manager licence.

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.

CLC LAWYERS SEEKING TO REINSTATE A SUSPENDED LICENCE:

The CLC's overriding principle when approving applications to reinstate a licence is that the applicant must intend to work in a supervised and not supervisory capacity for the licence duration.

[FAQs reinstating a lapsed Licence](#)

[FAQs reinstating a suspended licence](#)

DUAL AND CROSS QUALIFYING PROFESSIONALS

- Solicitors, FCILEx, F.NALP and F.P.NALP lawyers (with a valid practising certificate free from conditions) that have completed conveyancing and probate electives
- Candidates that have successfully completed CILEx/Paralegal/Solicitor Apprenticeships at Level 6 and 7 (with conveyancing or probate pathways)
- Step Practitioners that have achieved either: the STEP Diploma in Trusts and Estates - England & Wales or the STEP Diploma in Will Preparation - England & Wales

In order to apply for a first qualifying CLC licence there are no further educational requirements. However, ALL dual and cross qualifying professionals must provide evidence of their past passed electives (conveyancing or probate) and are required to complete and submit a Statement of Practical Experience, for 1200 hours, signed and verified by an Authorised Person, with their application.

If you are unable to fulfil either the educational or work experience requirements please contact the CLC Licensing team by email at licensing@clc-uk.org and include in the subject heading 'Dual/Cross qualifying applicant: CLC licence enquiry'.

GUIDANCE FOR APPLICANTS

1. BEFORE SUBMITTING AN APPLICATION

1.1 Proof of Identity: All applicants must **provide** three separate forms of proof of identity. **These documents will be uploaded onto the Experian system and must be sent as individual scanned or printed copies.**

- **One** copy proof of your personal identity must be a copy of your current and valid Passport (**mandatory requirement**) (***Please note if you are applying for a CLC licence the licence will be issued in your legal name as it appears in your Passport**)
- **Two** different types of proofs of your current address, such as a utility bill, bank statement, Mortgage statement, official letter (from HMRC) in your name; OR, a letter from a Landlord confirming your Tenancy agreement (**no more than three months old OR twelve months for Mortgage statement or council tax statement**); OR, your photo driving licence

Copy proofs of identity AND Educational certificates at Level 4 and Level 6 MUST each be certified by an independent regulated professional, such as a Licensed Conveyancer, Licensed Probate Practitioner, FCLIEx, Accountant, Barrister, Notary or Solicitor.

The correct way to certify each page of a document is demonstrated below.



I certify that this document is a true copy of the original.

OR (where documents contain photographs)

I certify that this is a true copy of the original and a good likeness.

PRINT NAME IN CAPITALS

SIGN

LICENCE OR PRACTISING CERTIFICATE NUMBER

DATE

CONTACT ADDRESS

DAYTIME TELEPHONE NUMBER

1.2 Education and Qualifications for Licence Applications: Applicants' professional qualifications must meet the CLC threshold education and training requirements at Level 4 and Level 6. Please refer to the CLC website [CLC Trainee Lawyer](#) and ensure copies of certificates are certified.

1.3 Statement of Practical Experience: All licence applicants must provide a certified Statement of Practical Experience relevant to the licence they are applying for i.e. conveyancing or probate.

This is a statement which confirms you have been in full or part-time, paid or voluntary employment assisting in the provision of conveyancing/probate 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 (**with the appropriate practising rights**) to offer conveyancing and/or probate services directly to the public.

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

1.4 Where appropriate conveyancing or probate 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/probate services are provided to the public. Email traineelawyer@clc-uk.org

2. SUBMITTING AN APPLICATION

2.1 Documentation check list: Ensure all mandatory documentation is numbered, listed and submitted along with the main application form.

2.2 See here for [table of documents](#) required to upload with your application.

2.3 The CLC uses the online platform DocuSign to send and process individual applications. Individuals should request a digital application form through the CLC website. Once application requests have been processed by the CLC Licensing Team, DocuSign will email applicants from dse@eumail.docusign.net with a unique link to accessing the digital application form and helpful instructions about how to complete it.

Applicants will have 28 days to complete and submit the digital application on either a smartphone, tablet or computer. Applicants should contact licensing@clc-uk.org if any assistance is required when completing the digital form. After 28 days the link to the digital application will expire.

If the Licensing Team find that the application has been completed incorrectly or important information is missing, applicants will receive an email from DocuSign with instructions on what to do next.

Once applications have been checked as complete the Licensing Team will email applicants setting out the fees associated to the application. Application fees will be invoiced by email from the CLC Finance Team. Experian payments will be made payable to Experian direct from the applicant. **Payment can ONLY be made by credit or debit card. A credit or debit card held in ANY name can be used to make payment; such as a company or employer bank account.**

- 2.4** Individual applications associated to a practice application (ABS or Recognised Body) MUST be submitted at the same time as the practice application.

3. STANDARD CHECKS

- 3.1 Criminal Records Checks and Disclosure and Barring Service Checks:** The CLC will carry out a Disclosure and Barring Service **(DBS) Standard Check** against:

- a first qualifying licence, dual qualifying licences (adding probate or conveyancing to an existing licence, licence upgrades (to become a manager), reinstating a lapsed (when expired more than 2 years) or a suspended licenced.

[FAQs reinstating a lapsed Licence](#)

[FAQs reinstating a suspended licence](#)

- b CLC approved managers (lawyers (non CLC) and non-lawyers), including individuals and the representatives of Corporate investors with a disclosed financial interest in an a Practice Licence application, Recognised Body or ABS;
- c HoLPs and HoFAs (need to complete a specific HoLP or HoFA application form)
- d Beneficial Owners, and Officers and Managers of a corporate investor (BOOMs)



3.2 Standard DBS check

The CLC will carry out the below checks, including a Standard DBS check with the credit agency Experian. Applicants will be asked to pay the fee for the check directly to Experian and at this time, Experian will also ask applicants to complete a consent form in order to start the checks. DBS certificates are issued directly to the applicant by the authorising service. The below checks are carried out:

- Spent and unspent convictions
- Cautions, reprimands and warnings received in England and Wales that are held on the Police National Computer
- Identity
- Adverse Financial
- Sanctions
- Directors
- FCA
- Standard DBS



Your responsibility to respond to Experian

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.

Checks can take up to 8 weeks.

You must provide certified copies of your ID and residency documents. If you are applying to become a CLC Lawyer, one of your ID documents must be a current and valid passport (this is a mandatory requirement). If you are not on the electoral roll Experian may request further documentation. Queries relating to the standard checks should be made directly to Experian.

Important Note: Applicants will receive requests for information or payment directly from Experian. Applicants must respond to these requests otherwise the Experian case will close and the application will not progress. You will then be required to submit and pay for an entirely new application. You should add the below email addresses to your safe recipient list so you receive all important emails from Experian: applications@backgroundchecking.experian.com and applicationforms@backgroundchecking.experian.com

Applicants will be reminded in an email from the CLC at the beginning of the application process that Experian may make these types of important requests and the importance of responding in a timely manner. The CLC does not provide any prompts or follow ups to Experian requests.

3.3 Employment references. The CLC may seek to obtain references from past or most recent employers when applicants are seeking to hold a CLC Licence or the roles of HoLP and HoFA. Applicants must provide a current CV.

4. PROCESSING APPLICATIONS

4.1 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. The 42 days starts when:

- The application has been checked as complete;
- The CLC Finance Team has confirmed receipt of the application fee payment; and
- The Experian fee has been paid and the consent form has been completed to carry out the credit and criminality checks.

Applicants will receive an email from the Licensing Team to say they have filtered in to the standard review process.

4.2 Applicants will only be contacted by the CLC during this time (42 days) if the CLC believes that further investigation is needed to verify any supporting documentation or information provided by the applicant. If we haven't received a response for information, or payments that should have been provided to the CLC in the timeline we would expect, you should expect to receive a helpful text reminder. Applicants not contacted during this time should presume their application is progressing satisfactorily.

4.3 CLC manager licence and CLC Approved Managers (Lawyer and non-Lawyer) applications submitted as part of a practice application (to be licensed as a CLC Recognised Body or as an ABS) will be considered and processed with the practice application and may take longer to process.

5. NOTIFYING APPLICANTS ABOUT THE OUTCOME OF APPLICATIONS

The CLC does not provide ad hoc updates on progression of applications. You will only be contacted during the process if we require further information. You should expect to hear from the Licensing Team as soon as a licensing decision has been made. If your CLC licence application is approved, we will email you with details of the total licensing fee and instructions how it should be paid.

Your licence will not be issued to you until the Finance Team confirm receipt of payment.

Please note if you are applying to become a CLC Lawyer (Licensed Conveyancer, Licensed Probate Practitioner) the licence will be issued in your legal name as it appears in your Passport. This also applies to applications to change an existing CLC Licence.

6. CHANGES TO 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 Occupational Experience:** All applications with the exception of first qualifying licence applications, must provide a current and valid CV and confirmation from employer of any new appointment.

7. CHANGES TO YOUR PERSONAL INFORMATION

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 020 3859 0904 - who will then email you to verify and record any changes to your account details.

You must notify the CLC immediately of any changes to the information provided the Licensing Application. **Failure to do so will result in delaying the processing of your application or result in a review of any decision made by the CLC.**

8. FEES

All licence applications are subject to a **non-refundable** administration fee, plus any costs for Credits Checks and is payable after the application has been submitted and verified as complete. Payment must be made by debit or credit card. **Note: A credit or debit card held in ANY name can be used to make payment.**

Head of Legal Practice (HoLP) and Head of Finance and Administration (HoFA)	£240.00
First qualifying Manager Licence	£150.00
Manager Authorisation (Lawyer & Non-Lawyer)	£150.00
To change from a current CLC employed licence to a CLC manager licence	£75.00
First qualifying Employed Licence	£75.00
Reinstatement of lapsed Licence	£75.00

Reinstatement of suspended Licence	£150.00
Request to add conveyancing or probate to an existing licence	£75.00
To change from a current CLC manager licence to a CLC employed licence	No Charge

CLC calculates the first annual licence fee on a pro-rata basis (1st of the month at the date of issue to 1st November same year).

CLC Licence fees are as follows:

CLC licence for 1. conveyancing; OR 2. probate; OR	£400.00
3. conveyancing AND probate services	£475.00

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

9. 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:



**GUIDANCE
INDIVIDUAL LICENCE
AND CLC APPROVED MANAGERS (LAWYERS)
2020/21**

Council for Licensed Conveyancers

Main Line: 020 3859 0904

We Work, 131 Finsbury Pavement, London EC2A 1NT

10. DEFINITION OF A MANAGER

10.1 A CLC 'manager' is defined as a person (Lawyer and non-Lawyer) who is:

- a) 1.if the body is a limited company, a director registered at Companies House; or
- b) if the body is a Limited Liability Partnership, an LLP member registered at Companies House; or
- c) if the body is a partnership, a person held out as a partner who may be an equity or salaried partner e.g. listed as a partner on the Practice's headed paper; or d. Sole Practitioner; or
- e. HoLP and HoFA; or
- f. Private or Corporate Investors (Beneficial Owners)

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