

## UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

**Before completing this form please read the Guidance Notes for CLC Licence Applicants and this form.**

Licensed Conveyancers wishing to add probate or conveyancing to an existing licence should complete the entire form and include evidence of their educational certificates and a verified Statement of Practical Experience relevant to the licence they are applying for.

**Lawyers, such as Solicitors or a Fellow of the Chartered Institute of Legal Executives, intending to be a CLC Approved Manager (Lawyer) in a practice regulated by the CLC are not required to complete sections 4 and 5.**

**Enter your SRA/CILEx Practising Certificate number** [Click here to enter text.](#)

**Enter the name of the CLC Practice** [Click here to enter text.](#)

### 1. TYPE OF LICENCE OR AUTHORISATION

I am applying for a/to be	Please Tick	
	Yes	No
(i) Conveyancing Licence		
(ii) Probate Licence		
<b>(iii) CLC Approved Manager (Lawyer)</b>		
Will this be a first CLC Licence?		
If No, do you hold any of the following?		
• A CLC Conveyancing Employed Licence		
• A CLC Probate Employed Licence		
• A CLC Conveyancing Manager Licence (ONLY Partners, Directors and Members of an LLB)		
• A CLC Probate Manager Licence (ONLY Partners, Directors and Members of an LLB)		
Please tell us your Licence Number :-		
• A Practising Certificate, issued by the SRA or Chartered Institute of Legal Executives Regulation (CILEx Regulation)		
Please tell us your Practising Certificate Number:-		
• Other (please state below)		
<a href="#">Click here to enter text.</a>		



# UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

--

## 2. PERSONAL INFORMATION

Date of Birth: <a href="#">Click here to enter text.</a>	
Mr/Mrs/Miss/Ms (circle as appropriate)	
Surname: <a href="#">Click here to enter text.</a> Previous surname (if applicable): <a href="#">Click here to enter text.</a>	Tel No (Home)  <a href="#">Click here to enter text.</a>
Forenames: <a href="#">Click here to enter text.</a>	
Permanent residential address:  <a href="#">Click here to enter text.</a>	Tel No (Mobile) <a href="#">Click here to enter text.</a>
Post Code: <a href="#">Click here to enter text.</a>	
Employers Name: <a href="#">Click here to enter text.</a>	
Employers Address: <a href="#">Click here to enter text.</a>	DX: <a href="#">Click here to enter text.</a>
Work Email: <a href="#">Click here to enter text.</a>	Tel Work: <a href="#">Click here to enter text.</a>

## 3. PROFESSIONAL AND PERSONAL BEHAVIOUR.

### YOU ARE REQUIRED TO ANSWER THE FOLLOWING:

If any you answer 'yes' to any of the following apply to you must provide a brief explanation of the circumstances on a separate sheet of paper and include this and any supporting documentation with this application. The CLC may approach other appropriate bodies and your signature on the declaration at the end of this form will act as your permission.

You are required to number and list all documents submitted otherwise your application will be incomplete.

A	DISCIPLINARY ACTION	Yes	No
(i)	Have you or has any company of which you were at the material time an owner, director, partner, or member <b>been the subject</b> of any:		

## UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

	<ul style="list-style-type: none"> <li>• regulatory allegations, investigation, or</li> <li>• disciplinary order by the Council for Licensed Conveyancers, The Solicitors Regulation Authority, The Law Society, the Bar Standards Board, CILEx Regulation or any other professional body or regulator?</li> </ul>		
(ii)	<p>Have you or has any company of which you were at the material time an owner, director, partner, or member <b>received notice</b> or are aware that any:</p> <ul style="list-style-type: none"> <li>• regulatory allegations, investigation, or</li> <li>• disciplinary proceedings are to be instituted by the bodies listed in (i) or any other professional body or regulator?</li> </ul>		
(iii)	<p>Are you or is any Company of which you were at the material time a owner, director, partner, member, aware of any circumstance which might give rise to <b>disciplinary proceedings</b> being instituted against you by the bodies listed in (i) or by any other professional body or regulator?</p>		
(iv)	<p>Have you ever been dismissed from employment (excluding redundancy and non-completion of a probation period) in the UK, or anywhere else?</p>		
<b>B</b>	<b>SECTION 43 OF THE SOLICITORS ACT 1974</b>	<b>Yes</b>	<b>No</b>
	<p>Have you ever been the subject of an order made under Section 43 of the Solicitors Act 1974?</p>		
<b>C</b>	<b>CONVICTIONS</b>	<b>Yes</b>	<b>No</b>
	<p>Have you ever been convicted of an offence in a Court in the UK or elsewhere?</p>		
	<p>(The CLC will carry out a basic Criminal Record Check (CRC) or standard disclosure check from the <a href="#">Disclosure and Barring Service (DBS)</a>. Once the check is complete a copy of your CRC or DBS Certificate will be issued and sent to you by the authorising service. The certificate must be provided to the CLC in order to progress your application.)</p>		
<b>D</b>	<b>COMPANY DETAILS</b>	<b>Yes</b>	<b>No</b>
	<p>Have you been the subject of an order disqualifying you for any period from being a director or an officer of any company?</p>		

## UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

<b>E</b>	<b>INSOLVENCY</b>	<b>Yes</b>	<b>No</b>
	Are you or have you been a director of a company which has:		
(i)	been the subject of a receiving order;		
(ii)	gone into voluntary or compulsory liquidation on the grounds of insolvency; or		
(iii)	entered into a Company Voluntary Arrangement (CVA) or other arrangement with creditors?		
<b>F</b>	<b>OUTSTANDING JUDGMENTS</b>	<b>Yes</b>	<b>No</b>
	Have you or has any company of which you are or were a director or an officer at the time, been the subject of any County Court Judgment (CCJ) which has not been discharged in full?		
<b>G</b>	<b>BANKRUPTCY</b>	<b>Yes</b>	<b>No</b>
	Have you ever been made bankrupt?		
<b>H</b>	<b>UNDISCHARGED FINANCIAL LIABILITIES (excluding mortgages)</b>	<b>Yes</b>	<b>No</b>
(i)	Do you have any undischarged financial liabilities to the CLC or		
(ii)	any other professional body or regulator?		
	State the amount outstanding and why this is undischarged: -	£	
(iii)	Have you entered into an Individual Voluntary Arrangement (IVA) or any form of debt management arrangement?		
	The CLC will carry out Credit Checks on applicants with an approved Credit Agency. The fee charged by these agencies varies. The CLC will ask applicants to pay the total fee it is charged by the credit agency.		
<b>I</b>	<b>MENTAL HEALTH</b>	<b>Yes</b>	<b>No</b>
	Have <b>Court of Protection</b> powers been exercised in relation to you?		

# UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

## 4. EDUCATION AND QUALIFICATIONS FOR CLC LICENCE APPLICANTS

To apply for a licence you must be suitably qualified.

I have successfully provided **certified** certificates for **Level 4** and **Level 6** for successfully achieved legal qualifications as explained in the CLC/SQA guidance <https://www.clc-uk.org/trainees/>

Qualification Title [Click here to enter text.](#)

Date completed [Click here to enter text.](#)

Please contact us to discuss any non-listed qualifications before submitting your application.

## 5. STATEMENT OF PRACTICAL EXPERIENCE FOR CLC LICENCE APPLICANTS

Applicants must submit a certified Statement of Practical Experience.

I have submitted a **verified** Statement of Practical Experience for Conveyancing.

I have submitted a **verified** Statement of Practical Experience for Probate

## 6. DOCUMENTATION TO BE SENT TO EXPERIAN

Please TICK and ATTACH **as separately scanned copies**:

**certified** proof of Photo ID (passport or driving licence);

**certified** utility bill (no more than 3 months old);

**certified** bank or building society statement OR Mortgage statement (no more than 3 months old OR 12 months for mortgage statement).

# UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

## Copy proofs of identity AND Educational certificates at Level 4 and Level 6

MUST each be certified by an independent regulated professional (not associated to the current business) such as a Licensed Conveyancer, 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*

## 7. DOCUMENTATION TO SUPPORT YOUR CLC APPLICATION

Please TICK and ATTACH:

- Current Practising Certificate/Licence/Professional Registration;
- Independent verification of recent occupational competence; and
- Any supporting documentation relating to conduct, financial and mental health disclosures.  N/A

## 8 DATA PROTECTION

The CLC is required by statute to keep a register of Licensed Conveyancers and Licenced Probate Practitioners in England and Wales which is open for public viewing, free of charge during office hours.

The CLC makes available a register of Licensed Conveyancers for lending institutions and panel managers. Your name, practice address, practice telephone number, and where appropriate,



# UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

practice fax number, practice email address and practice web site address appear on the CLC web site for Licensed Conveyancers and Licensed Probate Practitioners who are Managers.

For Licensed Conveyancers and Licensed Probate Practitioners other than Managers, only the name and address of the entity by which you are engaged appears on the website.

## 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](mailto:privacy@clc-uk.org) or in writing to:

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

Main Line: 020 3859 0904

## 9. DECLARATION AND UNDERTAKING

I have paid the application fee.

I give authority to the CLC to ask such persons as it considers appropriate to verify the information I have given in this form and in the accompanying documents.

I declare that:

- A. I will comply with the CLC Code of Conduct and other Regulatory Arrangements.
- B. To the best of my knowledge and belief the information I have given in this application is correct and complete, and none of the answers I have given on this form are false or misleading.
- C. If before the date the CLC makes its determination, I become aware that any information provided in this application is no longer correct or complete or has become false or misleading, I shall inform CLC immediately.

I understand that:

- D. If it is satisfied that a licence was issued to me as a result of any error, or as a result of fraud on my part, the Adjudication Panel may, if it thinks fit, by order, revoke the licence.

## UNIVERSAL APPLICATION FORM INDIVIDUAL LICENCES and CLC APPROVED MANAGERS (Lawyers)

E. I understand that a licence issued by the CLC remains the property of the CLC and is returnable on demand.

I agree that:

F. Any grant made out of the CLC Compensation Fund in satisfaction of a claim is recoverable by the CLC from me or from my estate where I contributed intentionally, recklessly or negligently to the loss suffered by the Claimant.

In addition to the declaration set out above:

G. I agree that, if applicable, the CLC shall be entitled to request and receive from my practice's professional indemnity insurers or their brokers, details of the gross fee income for my practice and such other information as the CLC may reasonably require for the purpose of carrying out its function as a regulator.

H. I declare that I will notify the Insurers and the CLC of any claim or circumstance which may give rise to a claim *[CLC regulated practices only]*.

**Please tick ONE box before agreeing to the declaration by signing in the box below.**

**Approved Person, other than Licensed Conveyancer (planning to be a CLC Approved Manager (Lawyer) in a CLC Licensed Practice):** I agree to the declaration set out above and understand that sections A, B, C, F, G, and H apply to me.

**Licence Declaration:** I agree to the declaration set out above and understand that sections A, B, C, D, and E apply to me.

**Declaration by a Licensed Conveyancer (planning to be a CLC Approved Manager (Lawyer) in a CLC Licensed Practice)** I agree to the declaration set out above and understand that A, B, C, D, E, F, G, and H apply to me.

**Declaration by a Licensed Conveyancer (Planning to be a CLC Approved Manager (Lawyer) of a Practice licenced and regulated by Approved Regulator or Licensing Authority, other than the CLC)** I agree to the above declaration and understand that A, B, C, D, and E apply to me.

**FULL NAME** [Click here to enter text.](#)

Signature:

Date: