

Dealing with Non-Authorised Persons Code

(Version 1.0 - effective from 1 January 2025)

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This Code must be read with the Code of Conduct. The Code of Conduct is the parent document of the CLC Handbook and Frameworks; it sits above all other Codes in our regulatory arrangements. The Code of Conduct prescribes six Ethical Principles of behaviour which are essential to delivering the specific Outcomes which sit beneath each of the Ethical Principles. All CLC regulated individuals and bodies are expected to comply with the Code of Conduct in the delivery of authorised reserved legal activities and permitted non-reserved legal activities.

The CLC also publishes several other topic specific Codes addressing important areas of practice, including this Dealing with Non-Authorised Persons (third parties) Code. Topic specific Codes underpin the Code of Conduct and support regulated individuals and bodies in delivering the Ethical Principles and Outcomes of behaviour defined in the Code of Conduct. Topic specific Codes apply to all regulated activities carried out by the individuals or bodies specified in that Code.

In this Code ‘you’ refers to individuals and bodies regulated by the CLC. In the context of this Code the NonAuthorised Person refers to the party on the other side of a transaction. You must ensure that you always comply with the Code of Conduct and topic specific Codes and must not permit anyone else to act or fail to act in such a way as to amount to a breach of this Code, the Code of Conduct, or the Ethical Principles.

Should circumstances arise in which there is an apparent conflict between a topic specific Code, the Code of Conduct, or any other regulatory requirement, you must ensure that you comply with the Code of Conduct. If in doubt, contact the CLC for advice.

You must ensure that:

1. You do not have dealings with any Non-Authorised Person carrying on reserved legal activities including conveyancing (unless there is clear evidence that person is an exempt person (see schedule 3, Legal Services Act 2007).
2. You report to the CLC (without submitting your transaction file) where a Non-Authorised Person is carrying on reserved legal activities, including conveyancing, which appears to be or to have been a breach of s.14-16 of the Legal Services Act 2007.

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3. You :-

1. avoid extending your duty of care to persons who are not Clients by seeking to ensure that, to your knowledge, you do not provide legal advice (in the circumstances provided by Hedley Byrne v Heller [1964] AC 465) on which they may seek to rely;
2. not accept any undertaking which a non-Authorised Third Person may offer in the course of a transaction;
3. incorporate special provisions into the draft contract to take account of the problems which arise because the other party has no Authorised Person(s)/Parties acting (see below);
4. ensure that any power of attorney is valid, properly granted and effective for all relevant purposes;
5. advise the client in writing that you are dealing with a Non-Authorised Person Party and explain all the steps which are being taken to protect the client’s position.

Acting for the Lender

4. You do not give the unqualified agent additional assistance in a way which might establish a Authorised Person/client relationship either with the Non-Authorised Person or with the borrower, or leave you open to a negligence claim either from your lender client or from the borrower.
5. You comply with s. 69 Law of Property Act 1925, by allowing mortgage advances to be paid only to those properly entitled to receive them.
6. You ensure that on completion, any payments are sent to a named bank or building society account held by you, an Authorised Person(s)/Parties, licensed body or their clients, and not to some intermediate party.

Should you require guidance on how to meet your responsibilities under this Code, please see the CLC's [Dealing with Non-Authorised Persons \(third parties\) Guidance](#).