

## Notification Guidance

(Version 1.0 - effective from 1 January 2025)

1. Provision of adverse information under the Notification Code does not necessarily mean we will withdraw our approval of the relevant individual. Where adverse information is provided it will be discussed with the body to determine the risk posed to the Code of Conduct's Outcomes; resource implications for the CLC; and the individual/body's willingness or capacity to address the issue.
2. Examples of what is meant by 'any other information that could reasonably be expected to have a bearing on their being fit and proper' under requirement 14 include:
  - by a reason of character, conduct or association and in particular has been in breach of statutory requirements regarding payment of tax or for a licence;
  - lacks capacity within the meaning of the Mental Capacity Act 2005 and powers under sections 15 to 20 or section 48 have been exercised.
3. An example of what is meant by 'structural arrangements' under requirement 7 is a body no longer registered as a Limited Liability Partnership or a Company under the relevant Acts.
4. Persons disqualified by Licensing Authorities are identified on the Legal Services Board Website.