

Application for a first Costs Lawyer Practising Certificate

<i>Please complete this form in full.</i>			
PART 1: APPLICATION			
SECTION 1: ABOUT YOU			
<i>Information in fields marked with * will appear on the public domain Register of Costs Lawyers. You may choose not to have your organisation address and/or telephone number published by ticking the relevant box below.</i>			
Surname*		Costs Lawyer number*	
Forename*		Date qualified	
Name for practising certificate (if different)			
Email address			
Alternate email address (Essential if your primary email is your work email address.)			
Home address			
Organisation*			
Organisation address*			
Organisation telephone number*			
Tick the box(es) if you wish information to be omitted from the public domain Register	Organisation address		
	Organisation telephone number		
SECTION 2: DOCUMENTATION			
<i>Please indicate which documents you have provided with your application.</i>			
	Enclosed is evidence of my / my organisation's professional indemnity insurance. (Not required if you work exclusively for a firm regulated by the SRA or in-house.)		
	Enclosed is evidence of my / my organisation's complaints handling procedure. (Not required if you work exclusively for a firm regulated by the SRA or in-house.)		
	<i>Note: Your procedure should comply with the CLSB Guidance Note on our website and is subject to audit.</i>		

SECTION 3: INTENDED PRACTICE	
Do you intend to work full-time or part-time as a Costs Lawyer?	
If part-time, please state the number of days per week	
Please state your intended practising arrangements as a Costs Lawyer (total 100%)	
Sole practitioner working independently under your own name or under a company name with no employees	%
Working for a firm or company regulated by the Solicitors Regulation Authority (SRA)	%
Working for an unregulated costs law firm or company	%
Working in-house (for example, in a bank, corporate or government department)	%
Other (please specify)	%
SECTION 4: DISCLOSURES	
<i>Please note that a disclosure does not necessarily mean that a practising certificate will not be issued. The CLSB may undertake further checks and may request you obtain a certificate from the Disclosure and Barring Service (DBS).</i>	
Have you ever: <i>(tick any that apply)</i>	
<input type="checkbox"/>	Been subject to any criminal charge, conviction or caution, subject to the Rehabilitation of Offenders Act 1974
<input type="checkbox"/>	Been subject to an adjudication of bankruptcy
<input type="checkbox"/>	Been granted a debt relief order
<input type="checkbox"/>	Entered into an individual voluntary arrangement or a partnership voluntary arrangement
<input type="checkbox"/>	Been a director of any company or partner in an LLP or partnership that has been the subject of a winding up order, an administrative order or an administrative receivership, or has otherwise been wound up or put into administration in circumstances of insolvency
<input type="checkbox"/>	Been disqualified from being a company director or the trustee of a charity
<input type="checkbox"/>	Been the subject of disciplinary proceedings by any regulatory or professional body
<input type="checkbox"/>	Been the subject of an adverse order or finding of a civil court or employment tribunal
<input type="checkbox"/>	Become aware of any other matter that might reasonably be expected to be disclosed in affecting your fitness to remain a Costs Lawyer (please give details below)
PART 2. PAYMENT AND SUBMISSION INFORMATION	
If you are applying in the middle of a practising year (January-December) a pro-rata fee is payable. Please contact enquiries@clsb.info to clarify the fee due, and then enter it in the box below.	
We are not able to issue invoices. Please use this form as a payment request if required.	

The fee should be paid by BACS to the Costs Lawyer Standards Board using your CL number as the reference: Account number: 28223660 Sort code: 30 95 74 Please email us if you cannot pay by BACS at enquiries@clsb.info .	
Fee due	£
Date paid by BACS	
PART 4. DECLARATION	
I confirm that the information provided in this application form is true and accurate to the best of my knowledge and belief.	
Signed	
Date	

Please email your completed form to enquiries@clsb.info. We will process your application as soon as possible after receiving it and the payment.

How information about you will be used

We collect information about you that enables us to fulfil our statutory obligations under the Legal Services Act 2007. For that purpose, we may share that information with the Legal Services Board, approved regulators, and the professional body the Association of Costs Lawyers. We will use the email address you provide to keep you informed of regulatory matters, including the renewal of your practising certificate annually. For more information please see our privacy policy on our website or available on request.

Costs Lawyer Standards Board Limited
Centurion House
129 Deansgate
Manchester
M3 3WR
Tel: 0161 956 8959
Email: enquiries@clsb.info
www.clsb.info

Version: August 2020