



## Application for continued Accredited Costs Lawyer Status

Surname		Costs Lawyer number	
Forename			
Email address			
Organisation			
Home address			
<p>Please describe the CPD training that you have delivered in the last three years.</p> <p><i>(Continue on separate sheet if necessary)</i></p>			
<p>Please describe how you have acted upon feedback received from attendees to improve the training you provide.</p> <p><i>(Continue on separate sheet if necessary)</i></p>			
<p>Please include with your application a sample of training materials you have provided to attendees in relation to rule 7.6 of the Accredited Costs Lawyer Rules.</p> <p><i>(Check the box to confirm sample is included)</i></p>			

<p><b>Payment</b>  The application fee is £100. Accreditation is valid for three years.</p> <p>We are not able to issue invoices. Please use this form as a payment request if required.</p> <p>The fee should be paid by BACS to the Costs Lawyer Standards Board <b>using your CL number as the reference:</b>  Account number: 28223660  Sort code: 30 95 74  Please email us if you cannot pay by BACS at <a href="mailto:enquiries@clsb.info">enquiries@clsb.info</a>.</p>	
Please state the date payment was made by BACS	
<p><b>Declaration</b></p> <ul style="list-style-type: none"> <li>• I confirm that the information provided in this application is true and accurate to the best of my knowledge and belief.</li> <li>• I have complied with the Accredited Costs Lawyer Rules in delivering CPD training in the last three years (or, if not, I have provided an explanation for this on a separate sheet).</li> <li>• I agree to abide by the Accredited Costs Lawyer Rules on the CLSB website.</li> <li>• I understand that information provided in this application, and other information relating to my provision of training, may be subject to audit by the CLSB either before or after accreditation.</li> </ul>	
<b>Signed</b>	
<b>Date</b>	

**Please email your completed form to [enquiries@clsb.info](mailto:enquiries@clsb.info). We will get back to you as soon as possible after receiving your application and 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, other 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, and if appropriate your Accredited Costs Lawyer status.*

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