Welcome to Your Training Guide for Property Law

We are pleased to once again present you with a high-quality offering of face-to-face training and webinars delivered by expert speakers.

All of our training is designed to ensure your firm has the expertise needed to stay ahead of the competition and that you have the skills to progress and develop your career as well as meeting the new SRA guidelines on continuing competence.

This Training Guide covers the period May – July 2017 but to explore our full range of courses, conferences and webinars please visit our website at www.clt.co.uk.

SRA Continuing Competence

With the new SRA regulations on continuing competence now in effect, all of our courses have been aligned with the SRA competence areas, ensuring that each CLT course will cover at least one of the following:

A Ethics, Professionalism and Judgement
B Technical Legal Practice
C Working With Other People
D Managing Yourself and Your Own Work

Just look for the relevant symbols below each course.

Are you a CLT member?

CLT membership is the ideal solution for organisations looking for a complete legal training package. CLT membership saves you 50% off your training costs and gives access to the Competence Gateway enabling you to manage and track your training, as well as a host of other member benefits.

To find out more about CLT membership, visit www.clt.co.uk/membership or call 0121 362 7705.

We look forward to working with you,

The CLT Team
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Your Gateway to Competence

The Competence Gateway is designed to help you manage your learning and development under the new continuing competence regime.

How it works:

1. Select your field of law and we will identify the relevant training for you.
2. Reflect on your training and rate your development in the four SRA competencies.
3. Collect your training record and track your development over the year.

Take a tour at: www.competencegateway.com
HOT TOPIC

Investment Property Sales and Purchases NEW

Speakers: Peta Dollar and Sarah Thompson-Copsey

Investors in property are focused on the rental stream, how secure it is and it’s potential for growth. This leads to the concept of the institutionally-acceptable lease.

The speakers share their extensive practical experience of the traps and pitfalls that make a difference to your client investor, whether you are acting for seller or buyer.

This half day course will cover:

- Buying an income stream, FRI and the institutionally-acceptable lease
- The concept of yields
- Workshop looking at lease issues from the point of view of the investor client, including AGAs, rent review provisions, tenant break options, alterations, user, guarantees, repair, insurance, service charges, forfeiture, 54 Act renewals
- Issues on contract, including landlord’s consent where the seller is itself a tenant
- VAT (TOGCs)
- Issues when buying or selling at auction.

This course is aimed at all commercial property practitioners with a good basic knowledge of property law whose clients deal in investment property and who want to add value.

London 30 May pm

Land Registry: 50 Traps 2017

Speaker: Ian Quayle

This course explores 50 problem areas in land registration and is suitable for both commercial and residential transactional property lawyers.

Some of the topics to be covered include:

- Problems and issues with the portal
- The Business Gateway
- Electronic Document Registration Service
- Bankruptcy and IVAs – Land Registry issues
- Administration and administrative receivership
- Prescriptive easements
- Prescribed clauses
- Avoiding property fraud
- Recent Land Registry case law

Knowledgeable, detailed, relevant.
Excellent

London 15 May pm
Newcastle 1 Jun pm

Intermediate B 3 hours
£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

Intermediate A B 3 hours
£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

To book visit www.clt.co.uk/property | quote: NMW6 when booking
HOT TOPIC
Sales and Purchases of Part: Freeholds and Leaseholds

Speakers: Peta Dollar and Sarah Thompson-Copsey

Whether you deal with commercial or residential property, whether it is part of a garden or involves several acres the sale and purchase of part is fraught with traps and difficulties.

What protection is the seller entitled to whilst at the same time making the “part” saleable? Is the seller able to pass on the benefit (and burden) of existing rights and easements and what indemnities should be taken?

You need to be able to understand what use your client intends for his property both now and in the future – whether seller or buyer and what he envisages the other party will be able to do once the title is split. What happens when the entire property is subject to one lease? Can part be sold and what are the implications for seller, buyer and tenant?

This full day course will deal with the above and also include:

- Existing rights, s62 and Wheeldon v Burrows
- Granting, excepting and reserving new rights
- Imposing new restrictive covenants
- Passing on (or retaining) benefit of existing restrictive covenants
- Splitting obligations under s106 planning obligations
- CIL (where there is a single planning permission for sold and retained land)

London 30 May am

HOT TOPIC
Mixed Use and Residential Tenants’ Rights

Speakers: Peta Dollar and Sarah Thompson-Copsey

This course is aimed at the commercial property practitioner who advises on the purchase, sale, management or development of mixed use buildings. It is also aimed at residential property practitioners who advise on residential multi-let buildings, and at those who advise tenants and landlords in mixed use and wholly residential buildings.

The course covers:

- Residential tenants’ rights of first refusal under the Landlord and Tenant Act 1987 (as amended)
- Enfranchisement of ‘houses’ under the Leasehold Reform Act 1967, when does this apply to mixed use buildings?
- Collective enfranchisement under the Leasehold Reform, Housing and Urban Development Act 1993
- Rights to manage under the Commonhold and Leasehold Reform Act 2002
- Residential tenants’ service charge rights
- Practical steps for landlords and tenants to avoid common traps and pitfalls, structuring to avoid the impact of the legislation
- Frequently asked questions and problems

This is a rare opportunity to get to grips with a current hot topic for clients and lawyers alike and ask questions of expert speakers.

London 20 Jun

Intermediate B 3 hours £105 + VAT Package price* £120 + VAT CLT Members/£240 + VAT Non-members

Intermediate B 6 hours £210 + VAT Package price* £240 + VAT CLT Members/£480 + VAT Non-members

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
**BEST SELLER**

**Highways Law for Property Lawyers: Avoiding the Pitfalls and Adding Value**

Speaker: Hannah Mackinlay

Highways and associated issues are a minefield for the unwary whether you work for a local authority or are advising clients in private practice. All clients are looking for their lawyers to add value in negotiations!

This course provides a comprehensive overview of the current law and practice in relation to highways and is aimed specifically at lawyers and others working in highways and transportation functions in local authorities.

The course will provide practical guidance on and an overview of:

- Definitions of highways, streets, and other rights
- Creation of highways: formal – section 38 and other powers under the Highways Act 1980, and informal – dedication and acceptance
- Fences – duties to fence and liability for failure to fence
- The Animals Act
- Culverts and drains
- Hedges, trees, and bridges
- Repairing duties
- Termination and relocation of footpaths and highways
- Obstructions to highways, protection of footpaths

A basic knowledge of general property law is assumed.

**London** 8 May pm  
**Nottingham** 15 Jun am

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**HOT TOPIC**

**Boundary Disputes: A Practical Approach**

Speaker: Hannah Mackinlay

Disputes over boundaries can arise on many transactions, whether a residential purchase or a commercial development. Often the lawyer is asked to advise on the extent of the property on the basis of poor or non-existent plans.

This course will identify the key factors determining the position of a boundary and some practical approaches to solving problems. Topics covered include:

- Introduction and context: neighbour disputes, commercial disputes, ransom issues
- Sources of information on boundaries
  - HMLR, Ordnance Survey, pre-registration deeds, aerial photos
- Types of dispute
  - Things going onto adjoining land: trees, roots, drains, structures
  - Things interfering with adjoining land: noise, limitations on light
- Breach of legal rights
- Remedies and limitations
  - Tort: nuisance, trespass, negligence
  - Contractual: enforcement of covenants and restrictions
  - Statutory powers: statutory undertakers powers, local authority powers, Access to Neighbouring Land Act, Party Walls, Land Registry powers
- Injunction or damages only

**London** 9 May  
**Southampton** 6 Jun

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Update **B** 3 hours  
Intermediate **B** 6 hours

£105 + VAT Package price*  
£120 + VAT CLT Members/£240 + VAT Non-members  
£210 + VAT Package price*  
£240 + VAT CLT Members/£480 + VAT Non-members

To book visit www.clt.co.uk/property | quote: NMW6 when booking
Charity Land Transactions
Speaker: Jane Lonergan

This course looks at the particular requirements which apply to land transactions of charities, whether on acquisition, mortgage or disposal. There is a range of statutory obligations and many other possible constraints. It is suitable for all who advise charities or the parties who deal with them.

The course covers the Charities Acts of 1993 and 2006 and the new consolidating legislation in the Charities Act 2011 and will look at:

- Charities – introduction for property lawyers
- Disposals by a charity and ss.117
- Mortgages by a charity and ss.55, 124 – 126 Charities Act 2011
- Acquisitions by a charity
- Commercial leases generally and specific issues for charities
- Official custodian for charities – s.122 certificates
- Some common issues, including title issues

Conveyancing Issues in Wales
Speaker: Richard Snape

Increasing areas of property related law are being delegated to the Welsh Government; in particular in April 2018 Land Transaction Tax will replace Stamp Duty Land Tax.

This course is of great importance for anyone dealing with conveyancing matters in Wales. In particular, conveyancers based in England need to appreciate the changes to avoid potential claims when working for clients who are purchasing in Wales. It will look at some of the areas of devolution and contrast them with the law in England.

London 16 May pm
Cardiff 28 Jun pm
London 18 Jul pm

Advanced 3 hours
Update 3 hours

£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members
Commercial Property: Introduction to Law and Practice; Day 1
Speaker: Hannah Mackinlay

This course is the first day of a two day series designed for fee earners with little or no knowledge of commercial property law. The days can be attended separately or as a series. This comprehensive programme aims to provide a firm grounding in the essential law and practice in this field.

Day one of the course will focus on:
- Explaining the jargon
- The big picture
- Explaining the 'players' involved in a commercial property matter
- Introduction to basic land law
- A brief overview of leasehold law
- An outline of basic conveyancing procedures
- Sale and purchase of commercial property
- Planning and other statutory requirements

Two very interesting, helpful days. Covered all necessary areas and presented extremely well by Hannah Mackinlay.

Manchester  10 May
Leeds       13 Jun

Commercial Property: Introduction to Law and Practice; Day 2
Speaker: Hannah Mackinlay

This course is the second day of a two day series designed for fee earners with little or no knowledge of commercial property law. The days can be attended separately or as a series. This comprehensive programme aims to provide a firm grounding in the essential law and practice in this field.

Day two of the course will focus on:
- The form and main contents of a typical business lease (by reference to a specimen lease)
- Negotiating a commercial lease – the main points to watch out for
- The Code of Practice for Commercial Leases
- Statutory protection for business tenants – Landlord & Tenant Act 1954
- Assignment of commercial leases
- ‘Running’ commercial leases
- Variations, rent reviews, underlettings, alterations, repairs etc
- SDLT

Another excellent day of training. Hannah speaks with authority and makes a very complicated subject extremely interesting

Manchester  11 May
Leeds       14 Jun

Foundation B 6 hours
£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

Foundation B 6 hours
£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

To book visit www.clt.co.uk/property | quote: NMW6 when booking
HOT TOPIC

Rent Review: Procedures and Practical Issues

Speaker: Mark Shelton

This course is aimed at all lawyers needing to strengthen their knowledge and skills in this key area, from both a contentious and non-contentious background. It is sometimes mistakenly thought that rent review has little relevance in a world of five-year lease terms, but of course longer terms remain prevalent in the leisure and industrial sectors, to name but two, and there are still plenty of longer leases around. Commercial rents are once more on the rise, and there can be few topics of more vital importance for both landlords and tenants than the amount of the rent.

The course will include:

- Drafting to arrive at the open market rental value
- Rentalisation of tenants’ works
- Notice and counternotice procedures
- Whether to provide for expert determination or arbitration
- What evidence typically features in rent reviews?
- What if the third party gets it wrong?
- Tactics in conducting a rent review

BEST SELLER

Rent Collection and Payment: The Hidden Issues

Speaker: Mark Shelton

Payment of rent is the very foundation of the landlord and tenant relationship, it’s the very foundation of it. But how well is the nature of rent understood? Anyone can send out a rent demand, anyone can make a rent payment, but not everyone is aware of the potential to lose valuable rights and remedies, or even to incur penalties, if actions are taken without the relevant knowledge. In this course, we consider rent collection and payment from the position of both landlord and tenant, dealing with the wider consequences for other lease rights and obligations, the management of the landlord and tenant relationship, and prevention of problems before they occur.

- Assessing different types of tenant and landlord
- When rent is due
- When to pay
- Risks of late payment
- Apportionment
- The rules of appropriation
- Waiver of the right to forfeit
- CRAR and other remedies
- Implications of payment by third parties
- Payment and acceptance in holding-over situations

London 3 May pm
Newcastle 12 May pm

Intermediate B 3 hours

£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

London 4 May pm

Intermediate B 3 hours

£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
BEST SELLER

Commercial Property Update 2017

Speaker: Peter Reekie

This key course has earned its well deserved reputation for being an absolute “must” for busy practitioners to keep up-to-date.

It covers a huge range of recent and pending commercial property law and practice changes. It provides an analysis of the legal developments and always considers these in the light of the practical implications for day to day practice.

[Please note this content is subject to change from time to time, in order to ensure that the most important recent developments are included.]

Topics will include:

Commercial property case law update including:

- Land registry – liability on applications
- Reasonable endeavours and good faith clauses
- Solicitor’s liability in property transactions
- Consequence of serving a notice to complete
- Assigning to tenant’s guarantor
- Break notices – service requirements
- Commercial lease repairing covenant and ownership of waste material
- The LTA 1954 – a new exception from protection
- New: protocol on licenses for alterations

BEST SELLER

Commercial Leases for Local Authorities: Differences and Pitfalls

Speaker: Ian Quayle

Management of local authority property portfolios creates unique problems and property lawyers are frequently facing specific problems given the nature of local authority work.

The course is aimed at all local authority lawyers or for those who act for authorities from time to time. It sets out a useful overview for the less experienced lawyers and is a useful update for more experienced practitioners.

It includes:

- Mixed use schemes: service charge issues and common parts problems
- Drafting issues relevant to local authorities
- Regulating occupation: avoiding statutory protection and estoppel
- Start Up Schemes and Tenant Friendly Leases
- Green Issues
- Management issues including regearing
- Recent case law and case studies

Presenter is very knowledgeable and gave lots of practical, clear examples

To book visit www.clt.co.uk/property | quote: NMW6 when booking
Advanced Leases: Avoiding the Elephant Traps NEW

Speakers: Peta Dollar and Sarah Thompson-Copsey

This half day course focuses on the more complex issues relating to commercial leases and will take delegates through a variety of topics, offering tips – and practical ways to avoid traps – for both landlords and tenants.

It is led by two very experienced trainers, one of whom brings the benefits of property litigation experience to the lease drafting experience of the other, will cover:

- Assumptions and disregards in open market rent review
- Expert/arbitrator determination
- Insurance
- Service charges
- Terminal dilapidations, including supersession arguments

There will be ample opportunity to ask questions.

This course is aimed at commercial property practitioners with a good basic knowledge of basic lease and landlord and tenant issues who are looking to expand on this expertise and thus their client base. It will serve as a refresher and update for those who regularly advise on more complicated leases.

Retail Leases: What You Need to Know NEW

Speakers: Peta Dollar and Sarah Thompson-Copsey

Retail leases can bring with them their own unique problems and challenges, whether granting or taking such a lease. How do you keep an anchor tenant in place and what happens to other retailers if it closes? What type of rent should the lease include; what happens with fitting out and re-instatement?

The half day course, offering tips – and practical ways to avoid traps – for both landlords and retail tenants, is led by two very experienced trainers, one of whom brings the benefits of property litigation experience to the lease drafting and shopping centre development experience of the other, will cover:

- Competition – where are we following Martin Retail v Crawley?
- Keep open covenants: should you have them, what options for breach?
- Turnover rents: drafting for the internet age
- Offers to surrender – why they work
- Inducements, anchor tenants and tenant mix
- Minimising the impact of empty units: practical steps for landlords
- Fitting-out works, re-instatement: Riverside v NHS
- Pre-packs – a landlord’s nightmare? Re: SSRL; Game Group
- Landlord’s works, neighbours, quiet enjoyment, rent reductions: Timothy Taylor v Mayfair; Cocking v Eacott

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
**HOT TOPIC**

**SDLT for Commercial Property Lawyers (including Commercial Leases)**

Speaker: David Hannah

SDLT is a self-assessed tax on taxpayers not a duty on documents. Clients need to be asked important questions before you can complete a return. Completing a return based just on the information on the transfer could result in your underwriting any claim for extra tax from HMRC – and claims can be made up to 21 years later.

This course will use worked examples and flowcharts and will focus on commercial leases issues including Agreements for Lease, “substantial performance”, surrenders and regrants, rent deposits, holding over and periodic leases. Other topics to be covered include:

- Conditional contracts and options
- Sub sales – the new rules – when to worry about tax fraud
- Overage – Deferred and contingent or uncertain consideration

Delegates will be encouraged to interact and solve example problem situations involving some of the above issues. This course will overlap in some issues with SDLT Walkthrough and Workshop for Residential Property Lawyers (see page 19) but will look at the common issues in more detail as well as the topics outlined above.

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**HOT TOPIC**

**Commercial Leases and Notices: Drafting Workshop**

Speaker: Mark Shelton

Leases and agreements for lease provide for a variety of matters to be actioned by service of notices, and the surrounding statutory framework adds a number of other types of notice. It is a mistake to believe that they all raise identical issues.

While there are practical matters in common (identification of parties, timing, drafting and service), additional legal requirements apply to individual notices, whether break notices, rent review notices, or notices under statutory regimes.

This course will consider applicable caselaw in relation to a range of types of notice, and the impact of tenant insolvency, as well as formal requirements and best practice, in the context of a workshop-based format with drafting exercises.

The course will include:

- Whether time is of the essence
- Effect of tenant insolvency on notices
- Formalities of different kinds of notice
- Legal issues and factors in deciding whether to serve or not
- Tactics and timing

This course is suitable for commercial property solicitors, both transactional and contentious, whose workload includes general landlord and tenant matters and property management issues.

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**To book visit [www.clt.co.uk/property](http://www.clt.co.uk/property) | quote: NMW6 when booking**
Agreements for Lease: The Basics NEW

Speaker: Hannah Mackinlay

A highly practical session – as well as working through key provisions in established precedents. This will include a lease conditional upon consents, also where the landlord is to carry out works. We will consider suggested amendments and a check list of key points to be dealt with.

- When to use an agreement for lease
- Conditionality on completion of works by either party or consent by a third party
- Effect on term commencement & rent-free periods
- relevant standard commercial contract provisions and suggested amendments
- AGAs & latest developments in this area
- completion date
- Apportionments of rent service charge and insurance
- VAT & Capital Allowances
- Insurance and Risk issues
- Security of tenure exclusion where there is an agreement for lease
- User restrictions and Competition Act issues
- SDLT on Substantial Performance of Agreements for lease – what happens when you complete the lease? How do you do the calculations?
- Protection of Agreements for lease – and removal if contract does not complete
- Side letters
- Long stop dates

London 21 Jun am

Agreements for Lease: The Next Step NEW

Speaker: Hannah Mackinlay

This course considers more complex cases such as major building works (including new-builds) by landlord, with fitting out works by tenant’s contractor. We will work through some established precedents and identify the key problem areas, including:

- Battle of the definitions – JCT building contract definitions and the possibility of conflict between documentation
- ‘Practical completion’ and statements of completion under the JCT
- ‘The Architect’ vs the employers agent, their powers duties and responsibilities
- ‘Completion’ – which date?
- Extensions of time and longstops
- Effect on start of rent-free period, the term, rent review dates, etc.
- Right of the contractor to possession of the site under the JCT
- Partial possession and sectional completion
- Variations and omissions
- Dealing with conflicts
- Measurement of areas
- Tax & capital allowance aspects
- LAD & loss and expense claims by contractors
- Effect on SDLT of early possession and effect of completion of the lease
- Defects and repairs

London 21 Jun pm

£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
Small Business Sales: What the Textbooks Don’t Tell You

Speaker: Keith Lewington

This practical course looks at the wide range of issues which arise in small business sales from structuring the transaction and drafting the documents through to managing the client, tax and employment law.

It also looks at the mechanics of the transaction process, the potential pitfalls, the legal issues and offers some solutions for practitioners.

The course will include:
- Structuring the sale
- Drafting the documents
- Managing the client
- Warranties and disclosures
- VAT and stamp duty issues
- Employees and TUPE
- Dealing with leased assets
- Costing and deal management

Very interesting course, excellently presented by Keith Lewington who punctuated his seminar with insightful and interesting examples

Reports on Title in Commercial Property: Ten Traps for the Unwary

NEW

Speaker: Ian Quayle

A full day course examining the use of reports on title exploring the format of a report on title and dealing with associated due diligence issues.

Using a precedent report on title the course will explore the practicalities of the production of a report on title.

Reports on title have not as yet been standardised across the profession in the same way as have many common transactional documents. A report on title produced by one firm can differ significantly from a report produced by another. Indeed, reports can differ from client to client within the same firm, and from fee earner to fee earner. Some reports are delivered on a very informal basis, exposing the lawyer to potential liabilities.

This course will be based on a precedent report and will look at the process of compiling a report on title.

London 11 May

Intermediate

£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

Newcastle 23 May

Update

£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

To book visit www.clt.co.uk/property | quote: NMW6 when booking
Certificate in Commercial Property Litigation: Part One

Speaker: Mark Shelton

This course is aimed at lawyers from a contentious background who are looking to build a practice in commercial property litigation. It will not deal with residential property disputes save in the context of mixed use developments.

The course will provide a useful overview of the Landlord and Tenant Act 1954 from which much of the bread and butter work of the commercial property litigator flows, yet contains many traps for the unwary. It will also focus on some of the most common areas in which disputes arise.

The course will include:

- The basic concepts of 1954 Act
- Statutory notices under 1954 Act
- Overview of court procedure
- Service charges
- Enforcement of leasehold covenants
- Break options

Hugely useful in terms of practical steps in this area of litigation as well as covering the substantive law in-depth - Thoroughly recommended

Manchester 18 May

Certificate in Commercial Property Litigation: Part Two

Speaker: Mark Shelton

This course builds on Certificate in Commercial Property Litigation – Part One. The course will not deal with residential property disputes.

It considers procedures where the landlord opposes lease renewal on redevelopment grounds. Dilapidations claims, which are increasingly prevalent, are covered in some depth.

The course will include:

- Tactics and requirements for opposing lease renewal on redevelopment grounds
- The interpretation of repairing covenants
- The conduct and settlement of dilapidations claims
- Obtaining landlord’s consents
- How tenants can offload over-rented property
- Trespassers
- Avoiding inadvertent waiver of the right to forfeit and a guide through the variety of relief jurisdictions
- A contrast between distress for rent and Commercial Rent Arrears Recovery

Mark provided two full days of excellent material - presented in a user friendly way with excellent course documentation

Manchester 30 Jun

Foundation A B 6 hours

£210 + VAT Package price (minimum spend applies)
£240 + VAT CLT Members/£480 + VAT Non-members

Foundation A B 6 hours

£210 + VAT Package price (minimum spend applies)
£240 + VAT CLT Members/£480 + VAT Non-members

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
Forfeiture of Leases: The Ultimate Persuader?

Speaker: Mark Shelton

The course is aimed at any lawyer advising on or involved in the management of leasehold property, and offers a thorough grounding in the remedy of forfeiture for the more junior practitioner, and a refresher and update for others.

Forfeiture has not been a popular remedy while the letting market has been depressed, but as confidence returns so landlords are more likely to consider it as a serious option. In some circumstances it is the only effective remedy for a breach of covenant. The course will consider the advantages and drawbacks of forfeiture, whether as a means of recovering possession or of exerting pressure to comply with tenants’ covenants.

The course will include:

• What is required to effect a forfeiture, and when it is too late to change your mind
• The do’s and don’ts of changing the locks, and the considerations applying to different types of property
• The waiver trap – nature and effect of waiver of the right to forfeit, and practical hints on avoiding it
• The various jurisdictions for claiming relief from forfeiture
• What happens after forfeiture? Re-letting issues, and documenting settlements

London
Newcastle

£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

For more information visit: www.clt.co.uk/in-house

To book visit www.clt.co.uk/property | quote: NMW6 when booking
HOT TOPIC

SDLT Walkthrough and Workshop for Residential Property Lawyers

Speaker: David Hannah

SDLT on Residential Property can now be very complex. It isn’t even always easy to decide if a property is classified as residential or commercial. What is worse the additional 3% rate for additional residential properties introduced in April 2016 may tempt clients to be economical with the truth.

Like all other taxes, SDLT has to be thought about carefully at the beginning rather than delegated to a junior person to do ‘the form’ at the end. The amount on which the tax is paid may well not the be figure on the transfer, and the taxpayer may not even be the transferee.

Failing to explain or investigate the situation will leave the conveyancer holding all the risk if HMRC raise an enquiry.

This course will deal with (inter alia):

- What is residential property main residence
- What questions should you ask?
- What is the ‘deal’ and when might transactions be linked.
- Are SDLT avoidance schemes dead?
- Company purchases of residential dwellings
- Multiple Dwelling relief
- The Global Reach of SDLT with the higher rate – how can you be certain it doesn’t apply?

BEST SELLER

Residential Property: An Intensive Introduction for Qualified Practitioners

Speaker: Lorraine Richardson

This intensive and practical course is aimed at those qualified practitioners looking to change practice areas (for example, due to Legal Aid cuts) or for those returning after a career break. No prior knowledge of conveyancing (residential or otherwise) is required!

The course will provide a practical overview of residential conveyancing and the pitfalls which may occur on a daily basis in today’s market including:

- An overview of the conveyancing transaction
- Identifying your client and the source of funds – why this is your responsibility
- Review of searches available in the market – online or paper based?
- Conveyancing Quality Scheme – what is it all about?
- The Protocol and the new forms
- Key risk areas – CML and your duty to the lenders
- What is SDLT? how does it differ from Stamp Duty?
- Standard Conditions of Sale (5th edition)
- Changes in Land Registry practice – where did office copies go?

The course is supported by clear flowcharts of the residential conveyancing process.

London 6 Jul am
Manchester 17 Jul
BEST SELLER

Conveyancing 2017 Update

Speaker: Peter Reekie

Every residential property lawyer must keep fully up-to-date with developments in law and practice. Carefully developed over the years to be ideal for this purpose, the conveyancing update course is specifically designed to meet the needs of the busy practitioner in an engaging and effective way. In each case the key legal development is set out and the points for practice and drafting are carefully considered. [Please note this content is subject to change from time to time, in order to ensure that the most important recent developments are included.]

Topics covered include:

• Enforcement of restrictive covenants – building scheme?
• Contract signed by one of joint buyers
• Unconscionable transaction binding on lender?
• Proprietary estoppel claim against property owner
• Modification of covenant in flat lease
• Residential investment properties – implied trusts
• Beneficial interest binding on lender
• Consumer protection regulations
• Help to buy: ISA scheme – implications for conveyancers
• SDLT – second homes and buy to let
• Time for payment of Capital Gains Tax [CGT]
• Housing and Planning Act 2016

To book visit www.clt.co.uk/property | quote: NMW6 when booking

BEST SELLER

Conveyancing: An Intensive Workshop for Paralegals and Support Staff

Speaker: Lorraine Richardson

This workshop course is designed for paralegal and secretarial staff who work in residential conveyancing. It is a highly practical course offering a greater understanding of the process and how to respond to common enquiries and search results. It will also assist a busy residential conveyancing team member looking to progress by acting as a useful introduction to conveyancing.

The focus of the day will be on small group work using case studies where you will consider:

• An overview of the conveyancing process and the implications of all key stages
• Where the delegate’s own work fits into the conveyancing process
• Investigate a registered title and draft the contract of sale
• Why different searches are carried out and how to respond to the most common search results

Great in-depth knowledge of the conveyancing process from start to finish
**HOT TOPIC**

**Selling Residential Property for Small Developments NEW**

Speaker: David Keighley

Residential property practioners may be asked to act on the sale of the whole or part of a residential property to a developer or land with development potential. Often the client will be inexperienced in transactions of this nature and will expect his lawyer to protect them and ensure the deal is structured in the best possible way.

This course is designed to help residential conveyancers with these transactions and the documentation involved.

Topics covered will include:
- Conditional contracts
- Option Agreements
- Pre-emption
- Overage
- Lock out agreements

**BEST SELLER**

**Acting for a Buyer on a New Build: Pitfalls and Tips**

Speaker: Lorraine Richardson

This course is aimed at the buyer’s solicitor who receives a ‘mountain’ of paperwork from the developer. This is especially true when the property is part of a multi-plot estate. The developer will invariably impose an exchange deadline, the client has paid a reservation deposit and the pressure is on.

Whether it is plot 1 of 2 or 49 of 400, there are points of similarity. This course will provide practical guidance and updates on the documents you are likely to receive and the statutory frameworks applicable to them as well as ways to improve your investigations and reporting given the need for fixed fees in this area.

This course will include:
- S.38, s.104 and s.106 agreements – how is my client affected?
- NHBC and similar schemes – what do I need to do?
- CML requirements – what do I need to report?
- Planning – what is CIL and will it affect my client?
- What do I tell the client?

**London** 17 May

**London** 15 May am

**Leeds** 12 Jun am

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**Very informative and enjoyable. A lot of content well covered in a half day course**

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**London**

**Recent**

**£175 + VAT Package price**

**£200 + VAT CLT Members/£400 + VAT Non-members**

**Intermediate**

**£105 + VAT Package price**

**£120 + VAT CLT Members/£240 + VAT Non-members**

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To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
Standard Conditions of Sale: A Review and Reminder! **NEW**

Speaker: Lorraine Richardson

The 5th Edition of the Standard Conditions of Sale is used on virtually every residential conveyancing transaction – but when did you last read them? What is the impact of the change to Standard Condition 5.1? What if the Buyer takes occupation between exchange and completion? What if completion does not take place on the agreed date? Most of us only look at the Standard Conditions if something goes wrong!

This half day course will act as a refresher on the Standard Conditions and will assist firms to manage risk and ensure that consistent use of and advice about the Standard Conditions is given in every case. The course will cover:

- What do the Standard Conditions of Sale contain?
- Why were the changes to the 5th Edition introduced?
- What are the implications of the CQS and the Protocol?
- Should we amend them?
- Recent cases

This course is run in conjunction with *Conveyancing: Exchange and Completion – The Mechanics* course.

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Conveyancing: Exchange and Completion; The Mechanics **NEW**

Speaker: Lorraine Richardson

Exchange of contracts is the key point in the conveyancing transaction. Many members of support staff carry out exchange, but have received little or no training and do not understand the process and the implications if something goes wrong. A failure to complete properly can lead to a negligence claim from the client (and do not forget the duties to lenders!). These aspects of the conveyancing transaction represent a key risk for conveyancing firms.

This half day course will be of use to unqualified staff that need to know more about the process or qualified solicitors who are new to the conveyancing process. The course will act as a useful supplement to CLT’s popular courses delivered by the same speaker: *Conveyancing: An Intensive Workshop for Paralegals and Support Staff* and *Residential Property: An Intensive Introduction for Qualified Practitioners*.

This practical course will cover:

- Issues to check on a sale prior to exchange
- Issues to check on a purchase prior to exchange
- What is the Law Society’s Formulae for Exchange?
- The practical issues arising on exchange
- The Law Society’s Code for Completion by Post
- Common pitfalls

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**Leeds** 13 Jun am

**Leeds** 13 Jun pm

**Update** 3 hours

**Foundation** 3 hours

£105 + VAT Package price*

£120 + VAT CLT Members/£240 + VAT Non-members

£105 + VAT Package price*

£120 + VAT CLT Members/£240 + VAT Non-members

To book visit www.clt.co.uk/property | quote: NMW6 when booking
Conveyancing Searches and Enquiries: The What and the Why

Speaker: Lorraine Richardson

Conveyancers are increasingly faced with an ever growing list of suggested searches and enquiries on a residential freehold purchase transaction. What is best practice?

This practical half day course will assist conveyancers to identify which searches to carry out and will consider problems which frequently arise on search results and how far you can be expected to deal with them. The course will stand alone or will complement CLT’s popular course: ‘Residential Property – An Intensive Introduction for Qualified Practitioners’.

The course will cover:

• Which searches should you carry out – an overview
• Common tricky search results
• What further enquiries should you raise when you have received your search results?
• What is an acceptable response to your enquiries?

This course is essential viewing for all residential property lawyers.

Very clear. Open to all questions and provides practical answers

Dealing With Residential Property Problems NEW

Speaker: David Keighley

Problems routinely arise in property transactions. Some may be easily resolved but others will not be so straightforward. This course which can be structured as a workshop will both consider and offer practical guidance on some of the more complex issues which can arise on a residential sale or purchase. Issues covered may be influenced by the delegates and could include:

• Tricky covenants
• Risk areas including lenders requirements & fraud
• Boundary problems
• Defective leases
• Misrepresentation
• Defects in title
• Does Caveat Emptor still apply?
• Contract problems
• Deposit problems
• NHBC cover limitations
• SDLT on second properties
• Buy to let issues
• Undertakings
• Apportionments and subsequent liabilities
• Completion day problems
• Land Registration problems

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
BEST SELLER

An Introduction to Enfranchisement and Lease Extension

Speaker: Hannah Mackinlay

When you are asked to advise on enfranchisement or lease extensions do you take a deep breath and reach for the painkillers? Be sure you are not alone!

The law relating to these areas is complex and often misunderstood. The Leasehold Reform Housing and Urban Development Act 1993 (and associated legislation and regulations) is fraught with pitfalls for the unwary which if overlooked or ignored could cause substantial problems for your client as well as a potential negligence claim for your firm.

This course is aimed at those lawyers with little or no knowledge of the topic. It will provide you with the knowledge to take your clients through this legal minefield with confidence and includes:

- Collective and individual enfranchisement
- “Eligibility”
- How to take instructions and other essential preparation
- Notices – contents and procedure
- Dealing with counter-notices
- Lease extensions
- Post-completion
- Valuation

Residential Leases NEW

Speaker: David Keighley

Acting on the sale or purchase of a Residential Lease can give rise to multiple issues. Clients will often not understand or appreciate the complexities involved. This practical course is designed to give practitioners the confidence to deal with these transactions. Items covered include:

- Formalities of a lease
- Key & prescribed clauses
- How Shared Ownership leases differ
- Key conveyancing issues
- Good versus Absolute Title
- Assignment problems
- Management Companies and Service Charges
- Retentions and apportionments
- Land Registry issues
- Defective or problematic leases
- Forfeiture
- Avoiding negligence or other claims
- Topical Case law

To book visit www.clt.co.uk/property | quote: NMW6 when booking
Residential Mortgages: Issues to Consider **NEW**

Speaker: David Keighley

Residential property practitioners will deal with mortgages on almost a daily basis. Although they may be thought to be routine the law and practice relating to mortgages are in reality complex and intricate. Issues can arise in respect of undertakings, discharges, CML/BSA requirements; Buy to Let loans; SRA guidelines; lenders panels; land registration and general duties of care.

Items covered will include:

- Key mortgage terms
- Lenders panels & panel managers
- Buy to let loans: should you act for buyer and lender?
- Mortgage related undertakings
- CML/BSA issues
- Safeguarding against fraud
- File storage

**Birmingham**  7 Jun pm  
**London**    14 Jun pm

**HOT TOPIC**

Shared Ownership and Help to Buy: Acting for the Purchaser **NEW**

Speaker: David Keighley

The Buying & Selling of Shared Ownership Properties and funding the purchase of properties using Help to Buy funding are an increasingly important sector of the property market. There are vital differences between these transactions and “standard conveyancing” about which all practitioners should be aware. This course is designed to offer a practical guide for practitioners acting for individuals buying or selling a shared ownership property or funding a purchase with a Help to Buy loan.

The course will cover:

- Introduction to Shared Ownership
- The role of Housing Associations and other providers
- The different types of Shared Ownership Lease
- Shared Ownership Conveyancing issues
- Overview of the Shared Ownership Lease
- Implications of Section 106 Agreements
- SDLT including the making of and effect of a Market Value Election
- Staircasing; how is it exercised and documented
- Land Registry issues
- Help to Buy Loans including Help to Buy ISA

**London**  16 May  
**Manchester**   8 Jun

Intermediate  **B** 3 hours  
**£105 + VAT Package price**
**£120 + VAT CLT Members/£240 + VAT Non-members**

Intermediate  **B** 5 hours  
**£175 + VAT Package price**
**£200 + VAT CLT Members/£400 + VAT Non-members**

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
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For more information visit
www.clt.co.uk/membership
Agricultural Litigation: A Practical Guide

Speaker: Christopher McNall

Agricultural litigation – whether before the courts, an arbitrator, the Agricultural Lands Tribunal, or the Upper Tribunal – throws up a range of distinct problems.

This practical half day course, given by an experienced agricultural litigator, will provide guidance and an understanding of approaches to a range of commonly-encountered case-based scenarios.

It will deal with the following:

• From the first letter to the claim form – getting the early steps right
• Effective case-management – the right court
• ADR – when, where, and how
• Interlocutory applications
• Fighting through to trial (... and any appeals)
• Arbitration – practice and procedure
• The Agricultural Lands Tribunal
• The Upper Tribunal

This course is aimed at those practitioners who are new to agricultural litigation as well as providing an update and refresher for more experienced practitioners.

An Introduction to Agricultural Law and Tenancies: Being Prepared!

Speaker: Christopher McNall

This half day course provides delegates with an understanding of the basics of agricultural law and the basics of the Agricultural Holdings Act 1986 and the Agricultural Tenancies Act 1995. It also looks at some of the pitfalls which may occur in practice and how they may impact on drafting.

This course will also include:

• Sources of law and useful information
• Identifying the nature of the tenancy – 1986 Act protection, Farm Business Tenancy
• Notices to Quit and the payment of compensation
• Agricultural workers and the Rent (Agriculture Act) 1976
• An introduction to the Single Payment Scheme

It is intended for those who are new to agricultural law or who may deal with it only in connection with development or commercial use of agricultural land. It will be a refresher for the more experienced agricultural practitioner.

Presenter gave excellent, practical examples to back up the law. Very helpful introduction to the topic.
Certificate in Environmental Law NEW
Speaker: Andrew Waite

This course is designed for real estate and corporate lawyers who need a basic understanding of the subject in order to manage environmental issues in transactions and ensure that they do not unwittingly saddle their clients with unexpected liabilities. It will enable you to check the problem areas that may arise in practice and to know when you need to consult your specialist environmental lawyer or your firm’s money laundering officer when criminal offences are discovered through due diligence.

This one day course will cover the following topics:

- Sources of environmental law
- Common law liabilities
- Pollution controls
- Different permitting regimes
- Nature conservation
- Controls over harmful substances
- Waste
- Contaminated land
- Contractual provisions
- Considerations in property/asset and share sales
- Money laundering requirements

The course will also be valuable for junior environmental lawyers who need a good overview and for those who just need a refresher and update.

London 6 Jun

Environmental Warranties and Indemnities: Managing the Risks! NEW
Speaker: Andrew Waite

This course provides an intermediate level overview of environmental law issues which arise in real estate and corporate transactions and a detailed examination of the contractual and other tools available to manage the financial and liability risks which may affect clients. It is designed for real estate and corporate lawyers whose brief is to be your firms’ environmental experts and for those environmental lawyers who need a better understanding of how their knowledge can assist their real estate and corporate colleagues.

Topics will include:

- Differences between share sales and asset sales
- Due diligence questionnaire
- Environmental Permits/licences
- Contaminated land liabilities
- Work related illnesses
- Pollution incidents
- Money laundering issues
- Environmental reports – can they be relied on?
- Managing liabilities
- Insurance cover
- Environmental liabilities in leases
- Problems after completion

London 25 May

Foundation A B C 6 hours
£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

Intermediate A B C 6 hours
£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

To book visit www.clt.co.uk/property | quote: NMW6 when booking
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Contact our in-house team on 0121 362 7707 or email cltin-house@clt.co.uk

For more information visit: www.clt.co.uk/in-house
The Essential Planning Toolkit: A Workshop

Speaker: David Brock

This course is aimed at lawyers who are new to the planning group of their firm but it will also serve as a refresher for commercial property lawyers who advise on planning law but not on a daily basis. It will take the form of a workshop, comprising guidance by way of updates and worked examples.

It will take you from the basics through to “Fixing the Foundations” (the latest shake up of the planning system). Take the opportunity to ask questions of an acknowledged expert planning lawyer:

- Refresher of the basics including structure, why do we need permission?, deemed permissions, criteria for deciding applications
- What else is out there?
  - Listed buildings and conservation areas; NSIP
- Section 106 Agreements
  - A workshop with practical examples including what they can and cannot do; old problems still causing trouble; who is on the hook to perform s.106s?
- Environmental Assessment – An ever developing project – What’s gone wrong now?
- New process for deemed discharge of conditions
  - How to use it and does it work?
- Implications of “Fixing the Foundations”
  - Government’s latest shake up of the planning system

London 9 May

Intermediate 6 hours

£210 + VAT Package price*  
£240 + VAT CLT Members/£480 + VAT Non-members
Management Course Stage 1

Speaker: Charlotte Points or Damon Swindell

Management Course Stage 1 teaches the core skills required to successfully manage a legal practice. It is designed for solicitors in their first 3 years post-qualification but will also provide a useful introduction to many core management techniques for more senior lawyers who have not previously undertaken formal management training.

The course covers the basic principles in areas such as:

• Understanding the environment for legal practice
• Managing law firm finance
• Client care and managing people (organisation, motivation, delegation and dealing with underperformance)

It is delivered by CLT’s highly experienced trainers, who have extensive training and practical law firm management experience.

The course was helpful and gave greater insight into running a business and relevant issues which can arise

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<th>City</th>
<th>Date</th>
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<tr>
<td>London</td>
<td>11 May</td>
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<td>London</td>
<td>6 Jun</td>
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<td>Manchester</td>
<td>7 Jun</td>
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Understanding and Interpreting Company Accounts

Speaker: Mark Vickers

This full day course is aimed at practitioners who are involved in day-to-day Corporate Finance relating to disposals, acquisitions and mergers. It will also be of interest and benefit to Private Client lawyers with private family trading companies. It provides guidance in the use of accounting concepts and techniques, the components of a set of financial statements; and how to understand and interpret such statements and related information in decision making from both the lenders’ and investors’ perspective.

Topics covered on this course include:

• The accounting equation
• Financial regulation
• The balance sheet (statement of financial position)
• Fixed and current assets
• Long and short-term liabilities
• Statement of shareholders’ equity
• The profit and loss account (income statement)
• Gross profit and operating profit
• Goodwill, depreciation, stock valuation and bad debts
• The cash flow statement (profit vs cash)
• Ratio analysis – profitability, liquidity, asset turnover
• Investor ratios
• Group accounts and associated companies
• Break-even analysis
• Illustrative case studies

London | 12 Jun

Foundation

£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

Foundation

£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

To book call 0121 362 7705 | email registrar@clt.co.uk | quote: NMW6 when booking
SRA Accounts Rules: Achieving Compliance

Speaker: Andrew Harris

Don’t get caught out by the new requirements as the consequence of non-compliance can be severe. This interactive course will cover:

- The key principles behind the SRA Accounts Rules and the responsibility for compliance
- An overview of the SRA Accounts Rules and changes brought about by the 2011 Rules
- Common breaches of the Rules – our experience of common mistakes, how to spot them and how to avoid them
- The role of the COFA and guidance on reporting to the SRA
- A guide to key systems and controls, including bank reconciliations and client file reviews
- Dealing with profit costs, disbursements and VAT
- Common compliance failings
- Other hot topics, including how to spot fraud and prevention considerations

Andrew is very knowledgeable and answered all questions.
Relaxed atmosphere made it easy to learn

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Legal Aid Supervision: An Introduction

Speakers: Vicky Ling and Matthew Moore

This course has specifically been designed for those who are stepping into the role of legal aid supervisor or deputy for the first time.

The course has been written with the demands upon supervisors under the SQM/Lexcel and legal aid contracts in mind, and explains the role of the legal aid supervisor and the management skills needed to be effective.

- It meets the generic requirements for supervisor status on page 1 of the LAA Supervisor Form
- Meets the supervisor standards for new crime contracts
- Meets the supervisor standards for civil and family contracts to be re-tendered in 2017
- Covers supervision requirements in current legal aid contracts
- Covers SQM 2013 and Lexcel 6 requirements for supervision and file review
- Provides levels of competence as required by the SRA competence statement
- Practical supervision – day to day techniques for better file compliance
- Hints and tips for dealing with legal aid audits
- Building relationships and credibility
- Time management

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London  5 July

Intermediate  C

£175 + VAT Package price*
£230 + VAT CLT Members/£475 + VAT Non-members

Foundation  A  B  C

£210 + VAT Package price*
£240 + VAT CLT Members/£480 + VAT Non-members

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Southampton  11 May
Manchester  16 May
London  5 Jun
Supervision: Essential Skills for Lawyers

Speaker: Martin Richardson

At an increasingly early stage post-qualification, associate fee-earners are being asked to ‘manage’ a more junior colleague and his/her work, whether as part of a particular current matter or on a more structured organisational basis. This new responsibility requires the acquisition and use of a fresh set of non-technical skills so that the work of the junior can be supervised effectively and thus directly contribute to the efficiency and profitability of the fee-earning team.

The course is designed to cover the core elements of successful supervisory skills and will deal with the key issues which participants will face when managing a more junior colleague.

- Supervision – its importance and its place in the management spectrum
- The regulatory requirements governing supervision
- Change – dealing with the acquisition of new responsibilities
- Personalities and learning styles – understanding your juniors and what process works best for developing their competence
- The supervisor as leader – role, function, and behavioural approaches
- Coaching – what it involves and how to do it
- Motivation – understanding the key drivers that will get the best out of your junior

Manchester 22 May

Writing Clear Client Alerts, Briefings, Updates and Newsletters

Speaker: Helen Boardman

Clients are frequently not lawyers, and they have a very different way of looking at written materials. In today’s world where the Internet and social media have changed the rules on written communication, it is important to be able to design alerts, briefings, updates and newsletters that put the reader first. This new course shows you how to engage with clients immediately through what you write. The course will show you some new writing ideas that will help you to grab the reader’s attention, signpost the important part of the message for the client and sharpen up your language and message structure. What better result than to be able to design and write communications that clients actually read and understand. If you regularly write to clients in the form of alerts, briefings, updates and newsletters then this course is an essential start point.

What you will learn on this course:

- What clients want, and what they have time to read
- Working with the reader’s perspective
- Social media – writing for effect
- The ‘first and last rule’
- Repetition – why we should use it
- The ‘Magic of Three’
- Designing headlines which tell a story
- Designing subheads that will inform the reader
Improving Your Financial Performance on Client Work

Speaker: Simon Smith

Now more than ever it is vital that every practitioner understands the impact of their individual behaviour on a firm’s financial performance.

This interactive half day course provides some quick wins to improve the ‘outputs for inputs’ equation, and shows how personal effectiveness is a key measure of improved financial health. The course is suitable for all fee earners.

Topics covered include:

**Understanding your individual impact on the firm:**
- The effect of making minor changes
- The ‘cumulative impact’ rule
- The reinforcing nature of ‘habits’ – good and bad

**Time recording:**
- Management tool or billing system?
- Getting the language right – the problem with ‘chargeable’ time
- How to reduce time ‘leakage’ (without working harder)

**The ‘moments of truth’ in any engagement:**
- Recognising when they arise
- How to avoid things turning sour
- What does ‘excellence’ really mean?

London 5 May am

Foundation 3 hours

£105 + VAT Package price*
£120 + VAT CLT Members/£240 + VAT Non-members

Management and Personal Skills

Webinar Highlights

- Branding and the Law: A Practical Guide to Increase Fees
  Speaker: Marc Duke
- Brexit Means Brexit: But What Will it Mean for Law Firms?
  Speaker: Peter Scott
- Content Marketing for Lawyers
  Speaker: Marc Duke
- Lexcel Version 6
  Speaker: Damon Swindell
- Managing Difficult People
  Speaker: John Ranson
- Marketing Automation for Lawyers: A Silver Bullet or the Pie in the Sky?
  Speaker: Marc Duke
- Money Laundering: A Beginner’s Guide
  Speaker: Tracey Calvert
- PR Choices for Lawyers: How Should a Law Practice Approach PR if at All?
  Speaker: Marc Duke
- Quick Wins on the Client Experience
  Speaker: Simon Smith
- Time Management for Lawyers
  Speaker: Charlotte Points

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Webinar Highlights

CLT offers an extensive library of webinars covering the latest hot topics and industry developments. Lasting one hour and costing from just £35, they are a perfect way of learning in bite-sized chunks at a time and place convenient for you.

View our full range of webinars at www.clt.co.uk/webinars

Conveyancing: Are You Billing Effectively?
Conveyancing work is high pressure and high risk but firms continue to do this work because it is good for cash flow. However, many conveyancers do not bill this work as effectively as they can meaning that a lot of fees can be lost. This webinar will cover:

- What do your fee estimates say?
- What should your fee estimate contain?
- What should your client care letter contain?
- Tips on improving profitability
- Should you refuse work?
- Are your staff properly trained?
- What if the other side do not pull their weight?
- What about the extras?

Speaker: Lorraine Richardson

Declarations of Trust and Restrictions
Conveyancers are regularly faced with having to offer co-owners a declaration of trust when advising on a tenancy in common. But how often do you consider in detail the terms of the declaration? Do you advise on the available restrictions? What are the conduct issues? This webinar will cover:

- Co-ownership advice – a brief refresher
- What should the declaration of trust contain?
- HM Land Registry Practice Guide 19
- What restrictions are appropriate?

Speaker: Lorraine Richardson

Expiry And Turnaround
As lease expiry looms, both landlord and tenant need to be well-prepared for the issues which will arise. If disrepair has not yet been dealt with, this is likely to be a major concern for the landlord, along with reinstatement of alterations. There are deadlines for the landlord to observe if it is not to lose important remedies, and both sides need to be able to operate the Dilapidations Protocol. For tenants, lease termination can be fraught with difficulties, whether arising from operation of a break option, or just from identifying the correct procedural route to termination under the 1954 Act.

Speaker: Mark Shelton

Know Your Client & Theirs (Yet More Risk for Conveyancers-Purrunsing v A’Court)
A recent case has potentially heaped yet more obligations on hard pressed conveyancers. Not all commentators agree on the interpretation of the case but its implications cannot be ignored.

The Law Society summarised the case as follows: ‘Conveyancers on both sides of a transaction are liable for the actions of a rogue seller who committed a £470,000 property fraud’.

The webinar will cover:

- The case of Purrunsing v A’Court & Co & Anor 2016
- What are the implications of the case?
- What does some of the conflicting commentary say?
- Money Laundering - reminder of key steps
- Parallels with earlier cases
- Risk management

Speaker: Lorraine Richardson

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Mortgage Credit Directive: How it Affects Your Practice!
This webinar will consider the new EU Mortgage Credit Directive and how it will affect your conveyancing work. It will also consider some of the other key obligations that you owe to your lender. Essential viewing for all residential conveyancers.

Speaker: Lorraine Richardson

New Year - Old Moves! More Conveyancing Fraud Issues to Consider!
No sooner have we reported on Purrunsing than we have another case involving property lawyers and fraud. In that case, the lawyers avoided liability for fraud, but the decision is certainly no reason for complacency. This webinar will cover:

- P&P Property Ltd v (1) Owen White & Catlin (2) Crownvent Ltd t/a Winkworth [2016]
- What are the issues arising?
- How was the case distinguished from Purrunsing?
- What steps should conveyancers take to try to combat fraud on a sale and purchase?

Speaker: Lorraine Richardson

Property Fraud
This webinar provides an overview of recent cases and steps to be taken to avoid problems associated with property fraud in conveyancing transactions.

Speaker: Ian Quayle

Squatters - An Overview
This webinar is aimed at commercial and residential solicitors and examines the issues faced in both areas by squatters. It examines and considers the steps to take to rid the land of squatters, including practical tips and guidance.

Speaker: Kate Andrews

The Five Essentials for Workable Break Options
Commercial occupiers are often likely to value flexibility as regards rental commitments, and as a consequence may seek to include break options in new leases. That trend is only likely to be strengthened by the Brexit vote, and the greater uncertainty over the prospects for the UK economy to which it has led. Break options in leases are therefore a fact of life, and commercial practitioners, whether from a contentious or non-contentious background, need to understand the pitfalls and practicalities of what is a tricky and technical area of law.

This webinar considers the practical and legal issues, and the implications for those drafting and negotiating break clauses, in five key areas: deadlines for service of notice, practicalities of effecting service, apportionment of rent, conditions upon exercise of the break, and the requirements as regards the form and content of the notice. Get these five right, and many of the problems associated with exercising break options fall away.

Speaker: Mark Shelton

Turner v Bromets Jackson: A Close Call for Conveyancers
In a recent case, a firm was held not negligent in giving conveyancing advice to a couple who were dividing their share in a property. However many commentators feel that it was a ‘close call’ and conveyancers should always be vigilant when giving co-ownership advice and they should always consider potential conflicts of interest. The webinar will cover:

- Turner v Bromets Jackson Heath & Ors 2016
- What is the conflict of interest?
- Looking out for a conflict
- Have you limited your retainer?
- Other safeguards

Speaker: Lorraine Richardson

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Our Speakers

CLT works with highly experienced legal experts and management training professionals to ensure we offer engaging, high-quality training that deliver the knowledge and skills our clients need to grow and succeed.

Helen Boardman
Helen is a business skills and personal development specialist with over 20 years of experience working with top professional services firms, clients and businesses. She has hands-on experience of working with large and small groups, designing and facilitating personal development courses which get results, and ensuring that participants put learning into action.

David Brock
David is an author, lecturer, and retired planning solicitor. He worked for over 30 years in planning law on major projects. He is a former partner of both Herbert Smith (now Herbert Smith Freehills) and Mills & Reeve. David is the immediate Past Chair of the Law Society’s Planning and Environmental Law Committee and has written extensively on the need to reform and simplify planning. He now heads Brock Consulting, where he writes, speaks and chairs conferences on a range of subjects from modern art to law.

Peta Dollar
Peta has more than 25 years’ experience in all areas of commercial property transactional work (especially development and project finance), the last 17 years as a Real Estate partner at City of London law firm Dentons. She currently works as a freelance lecturer, trainer and writer, providing public and in-house courses, speaking at conferences and publishing articles in the Estates Gazette and Landlord and Tenant Review on a wide range of property topics.

David Hannah
David is a well-known expert on SDLT and related wealth management issues. He regularly comments for features such as London Property Magazine, The Resident, The Telegraph and The Economist. David established the Cornerstone Group over ten years ago as a property tax practice and is an experienced Chartered Accountant and Chartered Tax Adviser with expertise in high level property tax matters, advising you on arranging property transactions in the most tax efficient manner.

Andrew Harris
Andrew Harris is a director in Hazlewoods’ legal team and works exclusively with solicitor clients. Andrew is very experienced in all aspects of advising legal practices and has a particular expertise in offering advice on management reporting and performance issues, and also practice structures.
David Keighley
David has enormous experience having practiced as a solicitor in Residential Property since 1982. David was until September 2016 a partner and head of residential property at Herrington Carmichael, a large Surrey & Berkshire based firm. Having lectured for CLT part time for many years he is now a full time lecturer and consultant. David is renowned for his expertise in shared ownership conveyancing, has written for Law Society Property in Practice magazine and co-wrote a Law Society CQS compulsory training module. He will offer practical guidance and the feedback received from delegates attending his courses is exceptional.

Keith Lewington
Keith spent 25 years as a partner in a national law firm. He now practises as part of an innovative virtual law firm, Excello Law Ltd.

Vicky Ling
Vicky is a specialist legal aid consultant, member of the Low Commission and formerly managed a CAB, a law centre and a housing advice centre, as well as implementing the then Legal Aid Board’s quality assurance standard.

Jane Lonergan
Jane is a partner at Wilsons Solicitors LLP – one of the best known charity firms in the country acting for most national household name charities.

Hannah Mackinlay
Hannah is a director of Mackinlay Projects Ltd, a solicitor and formerly a partner at Shoosmiths and Putsman wlc and an associate at Pinsents specialising in property development, development finance and environmental law.

Christopher McNall
Christopher is a barrister and CEDR-accredited mediator at 18 St John Street Chambers, Manchester, where he advises and acts in agricultural matters and disputes of all kinds. He is a Fellow of the Agricultural Law Association, and winner of its 2009 Chairman’s Trophy.

Matthew Moore
Matthew, LLB, MCIPD, C.DipAF is the director in charge of Consultancy Services with Infolegal Ltd and also a consultant solicitor with Jayne Willetts & Co. Matt has over 25 years’ experience of consultancy and training work with the profession and is the co-author of “the Solicitors Office Procedures Manual” and “Money Laundering Compliance for Solicitors”, both published by Professional Compliance Publishing.

Charlotte Points
Charlotte, an independent HR and training consultant, has worked with the legal profession over many years both in-house, as Head of Training and Personnel, and in a consultancy role.

Ian Quayle
Ian qualified as a solicitor and worked in private practice for 12 years specialising in property law matters. Since 1998 he has worked as a consultant in all aspects of property, landlord and tenant law.

Peter Reekie
Peter is a Property Training Consultant with Penningtons Manches LLP and also Visiting Professor at the University of Law.

Lorraine Richardson
Lorraine specialises in residential conveyancing in a practice in Suffolk. Lorraine has a wealth of experience, and is also a co-editor of the popular and practical Law Society publication “Conveyancing Forms and Procedures”.

Martin Richardson
Martin is a lawyer who began his career as a legal academic before moving to the City and the former Berwin Leighton to set up and run the firm’s first professional development programme.

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Mark Shelton
Mark is a freelance legal trainer, having practised in major commercial law firms for thirty years. He qualified with Linklaters and has always specialised in property litigation. Mark was a Partner at Lawrence Graham, and has acted for major property investors, financial institutions and leading retailers. He was a Professional Support Lawyer for a number of years, most recently at Eversheds LLP, working with the UK’s largest specialist real estate litigation team. He is a contributor to Estates Gazette and Property Law Journal.

Simon Smith
Simon is a Consultant and trainer to UK law firms. Formerly, he was an equity partner for 30 years and as a Managing Partner, successfully led the growth and development of a multi site regional practice over a 10 year period. Simon is a creative leader with a strong commitment to strategy.

Richard Snape
Richard has been the Head of Professional Support at Davitt Jones Bould since 2002. He was formerly a senior lecturer in law and Head of Land Law at the University of West of England, Bristol. He speaks at numerous courses for law societies all over the country, various public courses, in-house seminars within solicitors firms and has also talked extensively to local authorities and central government bodies. His areas of specialism include both commercial and residential property, in particular in relation to local government law, conveyancing issues, development land, commercial property and incumbrances in relation to land.

Sarah Thompson-Copsey
Sarah is a former property litigation partner in the firm now known as Dentons, with a wealth of experience in all aspects of resolving (and avoiding) commercial property disputes. She currently works as a freelance legal trainer & author, and speaks frequently on a wide range of topical, property issues to members of the legal, surveying & property professions throughout the country. She also provides independent legal auditing services to law firms.

Damon Swindell
Damon has worked with hundreds of private practice firms for many years advising and assisting on a range of management issues. Previously head of a national solicitors network, he is now concentrating on risk management. Damon is also a Law Society approved Adviser for the Lexcel Standard.

Mark Vickers
Mark trained and qualified as a chartered accountant with Deloitte Haskins & Sells. He then went on to lecture at Caer Rhun Hall, North Wales, specialising in financial accounting, taxation, executorship and trust accounting and he has co-founded and been the finance director of three public companies.

Andrew Waite
Andrew is a Consultant in environmental law at Ashurst. Chambers describes him as ‘one of the father figures of environmental law’. Andrew is widely experienced in Environmental Law and is a particular expert on waste, contaminated land environmental liabilities and climate change having advised the Government on waste and contaminated land legislation and the UK Government and the European Commission on the Environmental Liability Directive.
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