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SEPTEMBER – DECEMBER 2019

Property Law

Your Training Guide



Central Law Training

Your Property Law Training Guide

We are pleased to introduce the **September – December 2019 Training Guide**. Are you ready to submit your SRA declaration by **31 October 2019**? Take this opportunity to reflect upon and address your learning and development needs with our extensive range of training courses and webinars, designed to support you in developing and maintaining your professional competence.

Central Law Training, the UK's leading provider of post-qualification training for legal professionals provides training **courses, conferences, webinars and e-learning**. These are delivered by expert speakers to help you develop your skills and knowledge.

With experience of working closely with firms of all sizes, corporates and public bodies, we are the perfect legal training partner to help you maximise your training budget and ensure you and your firm receive the training that you need.

View our full range of training at www.clt.co.uk to ensure you have addressed your learning and development needs by **31 October**.

A Key to Your Training Guide

To help you identify the right training for you, each course is tagged with the SRA competency area(s) that it covers, the training duration and level.

SRA Competences	Length of training and prices
A Ethics, professionalism and judgement	3 3 hour course £112.50 + VAT Package price £127.50 + VAT CLT Members / £255.00 + VAT Non-members
B Technical legal practice	5 5 hour course £187.50 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
C Working with other people	6 6 hour course £225.00 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
D Managing themselves and their own work	12 2 day course £450.00 + VAT Package price £510.00 + VAT CLT Members / £1020.00 + VAT Non-members
	5 5 hour Masterclass £187.50 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	6 6 hour Masterclass £225.00 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	Webinars are 1 hour £37.50 + VAT Package price £65.00 + VAT CLT Members / £130.00 + VAT Non-members

Contents

Property Law

Acting for Developers Buying Land	 	8
Certificate in Agricultural Law NEW		10
Charity Land Transactions		9
Effective Reporting on Title NEW		8
Investment Property Sales and Purchases		7
Property Development: Practical Problems		9
Sales and Purchases of Part – Freeholds and Leaseholds		7

Property Litigation

Certificate in Commercial Property Litigation		11
Dilapidations: Thinking Tactically and Practically		12

Commercial Property Law

10 Tricky Commercial Property Problems	B	16
Agreements for Lease: The Basics	B	18
Agreements for Lease: The Next Step	B	18
Certificate in Commercial Leases	A B	19
Commercial Leases: 2019 Masterclass	B	20
Commercial Leases and Notices: A Practical Workshop	A B	21
Commercial Leases for Local Authorities: Differences and Pitfalls	B	21
Commercial Property: Introduction for Paralegals	B D	14
Commercial Property: Introduction to Law and Practice; Day 1	B	13
Commercial Property: Introduction to Law and Practice; Day 2	B	13
Commercial Property Update 2019	B	14
Development Land: Overage and Clawback	B	17
Drafting Legal Documents for Lawyers NEW	B D	25
Insolvency for Property Lawyers NEW	B	25
Land Registration: Key Issues in Commercial Property NEW	B	16
Property Development Contracts: Advanced Issues	B C	17
Property Law: An Advanced Course for Local Authority Lawyers	B	15
Property Law: An Introduction for Local Authority Lawyers	B	15
Retail Leases: What You Need to Know	B	23
SDLT for Commercial Property Lawyers (including Commercial Leases)	B	23
Short Term and Undocumented Occupation: A Toolkit	B	22
Small Business Sales: What the Textbooks Don't Tell You	B C	24
Tackling Tricky Issues in Commercial Leases	B	22

Planning and Environment Law

An Overview of Planning Law		26
Certificate in Planning	B	27
Environmental Law and Brexit: Implications and Actions NEW	B	26

Construction Law

Certificate in Construction Law	B	28
Concurrent Delay and Construction Insurance	B	29
Construction Law Update 2019	B	29

Residential Property Law

Acting for a Buyer on a New Build: Pitfalls and Tips		D	39
An Introduction to Enfranchisement and Lease Extension	B		38
Buying and Selling Rural Property NEW	B		33
Conveyancing: An Intensive Workshop for Paralegals and Support Staff	B	D	31
Conveyancing Law Update – Wales NEW	B		30
Conveyancing Searches and Enquiries: Best Practice		D	33
Conveyancing: The Mechanics of Exchange and Completion	B	D	32
Conveyancing Update 2019	B		30
Covenants: Current Law and Practice	B		35
Cybercrime and Fraud in Conveyancing	A	B	41
Dealing With Residential Property Problems	B		36
Easements: Current Law and Practice	B		35
Equity Release – An Introduction for Conveyancers NEW	A	B	40
High Risk and Unusual Clients in Conveyancing	B		41
Land Registration: Key Issues in Residential Property NEW	B		34
Residential Leasehold: An Introduction NEW	B		37
Residential Leases: Issues on Sale and Purchase	B		38
Residential Mortgages: Tricky Issues in Law and Practice	B	D	37
Residential Property: An Intensive Introduction for Qualified Practitioners	B		31
SDLT Walkthrough and Workshop for Residential Property Lawyers	B		34
Shared Ownership and Help to Buy: Acting for the Purchaser	B		39
Standard Conditions of Sale: A Refresher	B		32
The Lenders' Handbook and Mortgage Instructions NEW	B		36

Residential Landlord and Tenant Law

Possession of Private Residential Premises		42
Residential Lettings: Law, Practice and Avoiding the Pitfalls NEW		42
Residential Tenants' Rights of First Refusal NEW		43

Social Housing Law

Certificate in Social Housing Law		45
Social Housing Law Update 2019		47

Webinars

A selection of our Property webinars, see individual webinars for the SRA competences covered		48
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Management and Skills Training

A selection of our Management & Personal Skills courses, see individual courses for the SRA competences covered		50
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HOT TOPIC

Sales and Purchases of Part – Freeholds and Leaseholds

3 B

Intermediate

Peta Dollar and Sarah Thompson-Copsey

Challenges and traps can arise in any transaction involving a sale or purchase of part, whether you are dealing with a domestic garden, hundreds of acres of land, or the splitting of commercial premises.

If you are acting for the seller, do you understand what protections you should incorporate into the sale documents? As the buyer's lawyer, do you appreciate the extent of your obligations to protect the buyer? Particular challenges you will face include knowing when and how the benefit and burden of existing rights and covenants are passed on, and the reservations of rights.

This course covers the fundamentals of sales and purchases of part, and the particular issues you will need to address, including:

- Split reversions and potential complications
- The status of existing rights, s62 Law of Property Act, and the rule in *Wheeldon v Burrows*
- Granting and reserving new rights and easements
- Passing on (or retaining) the benefit of existing restrictive covenants
- Imposing new restrictive covenants
- Splitting planning obligations under s106 agreements
- Issues involving the Community Infrastructure Levy where there is a single planning permission for sold and retained land

London

30 Oct am

Investment Property Sales and Purchases

3 B

Intermediate

Peta Dollar and Sarah Thompson-Copsey

Investors in property are focused on the rental stream, how secure it is and its 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.

London

28 Nov pm

Effective Reporting on Title **NEW**

6 B

Intermediate

Ian Quayle

This is an intermediate level course aimed at transactional residential and commercial property lawyers. The course uses case studies and case law and deals with the following issues:

The client

- Key questions to ask the client
- Effective reporting – structure, guides, clear and concise wording, and use of summaries
- The concept of informed consent

Due diligence

- The concept of a good and marketable title
- How to deal with defects in title – solutions or title indemnity
- Dealing with search results and seller's replies to enquiries
- Tricky issues – plans and boundaries, co-ownership, development issues, land contamination, roads and sewers, SDLT
- Problems with leasehold transactions

Manchester 1 Oct
London 29 Oct

BEST SELLER

Acting for Developers Buying Land

6 B C

Intermediate

Peta Dollar and Sarah Thompson-Copsey

If you are a commercial or residential property solicitor or other property practitioner, with clients who buy land to develop, this course is for you. A key skill is understanding planning and other implications when you are acting for a developer.

A 'developer' includes a buyer of hundreds of acres of land, as well as a purchaser of a small plot for the purpose of building a single property. Further, a 'developer' is any client buying with the benefit of unimplemented planning permission, or looking to apply for planning permission.

This course focusses on the key issues involved in acting for developers, including:

- Dealing with existing restrictive covenants, easements, and other third-party rights
- Boundary issues
- Ransom strips and sites not directly abutting the public highway
- Conditional contracts and options, especially planning issues
- Overage
- Section 106 and Community Infrastructure Levy issues
- Stopping up and diverting highways and footpaths
- Site surveys and contamination
- Issues with common land and town and village greens

London 29 Oct

BEST SELLER

Property Development: Practical Problems

6 **B**

Intermediate

Hannah Mackinlay

If you act for land and property developers, you will know that your work involves much more than the standard conveyancing procedures. This course is a practical workshop on the tips and traps of property development, enabling you to tackle your legal work more efficiently.

Whether you are a solicitor or other practitioner acting for developers, this course is designed for you. You will particularly consider the common but vital non-title issues you need to master to do your work successfully.

Our well known and respected property expert, Hannah Mackinlay, will take you through the key practical problems of acting for developers that you are likely to come across in practice. You will benefit from practical examples, exercises and puzzles to solve, enabling you to deal with these matters with much greater confidence.

- The big picture – communication and reporting issues
- Let's get physical – what's on the ground? Unexpected SDLT consequences
- Plans, site surveys and gaps
- Searches – reading between the lines
- Environmental issues
- SDLT planning points
- Planning, S.106, CIL, conditions, open spaces
- Highway access, vision splays, and related issues
- Rights of way/services, s.62 and easements points

Birmingham 28 Oct
London 29 Oct

Charity Land Transactions

3 **B**

Advanced

Jane Lonergan

This course guides you through the obligations and requirements applying on the acquisition, mortgage or disposal of land where charities are involved. If you are a commercial property solicitor or other practitioner advising charities (or the parties who deal with charities), this course is for you.

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

*Very knowledgeable presenter.
Very engaging seminar*

London 16 Oct pm

Certificate in Agricultural Law **NEW**

6 B

Foundation

Andrea Nicholls

This course covers all aspects of the law relating to tenancies of Agricultural Holdings (Farms) and Farm workers cottages.

It is will be of interest to 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 also serve as a refresher for the more experienced agricultural practitioner.

This course covers:

'Old Tenancies' created under the Agricultural Holdings Act 1986

- Termination of AHA tenancies
- Succession to AHA tenancies on the death or retirement of the tenant farmer
- End of tenancy compensation
- Disputes: Arbitration and Procedure in the First Tier Tribunal

Farm business tenancies (FBTs) under the Agricultural Tenancies Act 1995

- Formalities for creation of FBTs
- Useful clauses: particularly for longer term FBTs, including break clauses and clauses to deal with Brexit uncertainty
- Dispute resolution
- Termination

Farm workers' cottages

- Status of the occupier
- Which Act applies: assured agricultural occupier or Rent (Agriculture) Act tenant?
- Can you end the tenancy?

London

18 Oct

BEST SELLER

Certificate in Commercial Property Litigation

12 B

Foundation

Mark Shelton

Commercial landlord and tenant law and practice remains a complex area of law, presenting many legal and practical challenges. As a commercial property litigator, it is essential you maintain an effective, up-to-date understanding of legislation and procedure.

In this course, you will be taken through an in-depth review of the Landlord and Tenant Act 1954. This Act is fundamental to the management of commercial property, and from it a large proportion of your work is undoubtedly derived. However, as it is a highly technical piece of legislation, there are many traps for the unwary.

This course will give you a firm grounding in the core areas for commercial property litigators, starting with the 1954 Act and covering common areas of dispute, including:

- The basic concepts of the 1954 Act: the definition of a 'business lease'; and who is the 'competent landlord'
- Procedure, and renewal terms
- Tactics and requirements for opposing lease renewal
- Service charges: common causes of dispute, the Code and section 20 consultation in mixed use developments
- Enforcing leasehold covenants: the pre-1996 and post-1995 regimes
- Break options: drafting and serving notices, payment of rent and interest, and conditional clauses
- Interpreting repairing covenants, and conducting and settling dilapidations claims
- Obtaining landlords' consents: the formalities and pitfalls
- Trespassers: the efficient conduct of court procedures, and adding value with practical measures for eviction, and preventing recurrent occupations
- Avoiding inadvertent waiver of the right to forfeit; and a guide through the variety of relief jurisdictions

 London

 23 - 24 Sep

HOT TOPIC

Dilapidations: Thinking Tactically and Practically

5 B

Intermediate

Mark Shelton

The issue of dilapidations is a constant in property practice. In times of boom and bust, landlords need to maintain the value of their investments; and tenants need to restrict the impact of claims to ensure the landlord recovers no more than is properly due. Your role is to protect your clients' interests, whether you act for the landlord or the tenant, by thinking tactically and strategically.

If you are a commercial real estate litigation practitioner handling dilapidations disputes for landlord and/or tenants, this course is designed for you. You must be able to understand and apply the law and procedure relating to dilapidations so that you can achieve the best possible outcome for your clients.

This course covers the key topics in dilapidations disputes including:

- Enforcing obligations in mid-term of the lease
- The vital role of Schedules of Conditions
- Recovering and assessing the 'loss of rent' element in a claim
- The impact of Minimum Energy Efficiency Standards (MEES) on claims
- Section 18 valuations, and post-valuation events
- Position of sub-tenants and the implications
- Replacement of mechanical and electrical installations, equipment and plant

London

3 Oct

Central Law Training On-site courses provide:

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www.clt.co.uk/on-site

CLTA11829

Commercial Property: Introduction to Law and Practice; Day 1

6 B

Foundation

Hannah Mackinlay

Whether you are a paralegal just starting out in commercial property, a junior member of the commercial property department, or even a fee earner moving into a commercial property department for the first time – this course will prove invaluable to your work.

Our well known and respected property expert, Hannah Mackinlay, will take you through the key aspects of commercial property law and practice – along with invaluable handouts to help you understand the law practically. You'll go away with a comprehensive grounding in the essential law and practice in commercial property, including landlord and tenant.

This course covers the basics of commercial property conveyancing, and the key issues you will come across in practice, including:

- 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

London	2 Oct
Birmingham	14 Oct
Bristol	17 Oct

Commercial Property: Introduction to Law and Practice; Day 2

6 B

Foundation

Hannah Mackinlay

The particular focus of this course is commercial leases. If you participated in Day 1 of this course, you will undoubtedly benefit from Day 2 where you will consolidate what you have already learnt. Day 2 also serves as a standalone, separate one-day course if you want to enhance your existing knowledge and experience of commercial property leases.

This course is designed for junior members of commercial property departments with little or no knowledge or experience in commercial property law. It is also ideal if you are a fee earner moving into a commercial property department for the first time and want to get to grips with the basics of commercial leases.

Our well known and respected property expert, Hannah Mackinlay, will take you through the key steps of commercial leases. You will be given a firm grounding in the essential law and practice of business leases, equipping you to have a more valuable, hands on role in practice.

- A typical business lease
- Negotiating a commercial lease: key 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
- Stamp Duty Land Tax

London	3 Oct
Birmingham	15 Oct
Bristol	18 Oct

Commercial Property: Introduction for Paralegals

6 B D

Foundation

Hannah Mackinlay

If you have little or no knowledge of commercial property law, this course has been designed with you in mind. Whether you are a paralegal just starting out in commercial property or a junior member of the commercial property department seeking a basic grounding in commercial property, this course is for you.

Whatever your role, your knowledge will be increased so that you can be a more valuable member of the commercial property team. Importantly, it will also equip you to enhance your support to fee earners, which means they can then delegate more tasks and improve productivity.

What are the key stages in commercial conveyancing, and what are they for? What are searches and enquiries and which should I be undertaking? Why are the lease terms so important? This course will give you a comprehensive grounding in the essential law and practice of commercial property, including landlord and tenant – covering all these issues and more.

London	20 Nov
Birmingham	26 Nov

BEST SELLER

Commercial Property Update 2019

5 B

Update

Hannah Mackinlay

It is vital that you keep up-to-date with commercial property and related developments alongside running a busy practice. This is a key up-to-the-minute course enjoying a well-earned reputation for being an absolute 'must' for busy practitioners. It will ensure you are completely up to scratch with the latest law and practice, including commercial landlord and tenant.

Whether you are a commercial property solicitor or other practitioner, you will benefit from understanding the huge range of recent and imminent changes in commercial property law and practice.

Our highly experienced commercial property expert Hannah Mackinlay, will take you through a detailed analysis of the latest legal developments, considering them in light of the important practical implications affecting your day-to-day practice. To make sure the course is as up-to-date as possible when you participate, it is subject to change from time to time to reflect the very latest important developments in commercial property.

Leeds	18 Sep
Newcastle	19 Sep
Southampton	23 Sep
Birmingham	7 Oct
London	21 Oct

HOT TOPIC

Property Law: An Introduction for Local Authority Lawyers

3 B

Foundation

Ian Quayle

As a local authority lawyer, you will come across particular issues when involved in local authority work, both in residential and commercial property. At various stages, you will find that you'll be required to advise on matters beyond your usual sphere of experience and expertise.

If you are a local authority solicitor but not very experienced in this sector, you will find this course particularly beneficial – introducing you to the key issues you are likely to encounter when involved in property work. If you are returning to work as local authority lawyer after a career break, this will prove an invaluable refresher course on the key issues you may face today.

This course will cover a number of important issues, including:

- Imposing covenants on disposal of property
- Granting and reserving easements
- Property joint ventures
- Selling local authority assets
- Buying land and property: transactional issues
- Assets of community value
- Managing occupational leases
- Borrowing money and investing in property
- Exploring relevant case law including the latest rulings

This course is also available online as a web course.

London*17 Oct am*

Property Law: An Advanced Course for Local Authority Lawyers

3 B

Intermediate

Ian Quayle

As an experienced local authority property lawyer, it is vital to keep up-to-date with the very latest legal and practical developments affecting local authority property.

This advanced course provides you with a robust overview and update of the property issues affecting the management of local authority property.

Our experienced property expert, Ian Quayle, will take you through the key issues involved in local authority property and practice, including the latest case law.

This advanced course will guide you through the specific issues and challenges for experienced local authority property lawyers, including:

- Assets of community value: legal and procedural issues
- Property joint ventures: key issues for local authorities
- Green belt policies: dealing with green belt and planning issues
- Town and village greens and allotments
- Management issues for residential leases, commercial leases and mixed-use schemes
- The latest case law

London*17 Oct pm*

10 Tricky Commercial Property Problems

6 B

Intermediate

Hannah Mackinlay

Commercial property practitioners will see the same tricky issues crop up regularly. A key skill for commercial property lawyers is how to prevent some of these issues from arising in the first place, and how to approach problems when they do arise.

Topics covered include:

1. SDLT and leases
2. Dealing with CPSE enquiries
3. Break notices
4. Capital allowances
5. Landlord's consent to dealings
6. Energy performance
7. Rights to light
8. Statutory fire and asbestos duties
9. Title indemnity insurance
10. Planning

The course was very informative and interesting. Hannah always delivers the information in a very clear and helpful way

London 30 Oct

Land Registration: Key Issues in Commercial Property **NEW**

3 B

Intermediate

Ian Quayle

This is an intermediate level course aimed at transactional commercial property lawyers. The course deals with the following issues:

- Land registration and commercial leases – noting, registration, protection of easements and exempt information
- Adverse possession of registered and unregistered land
- Boundaries – physical boundaries, airspace and subsoil common problems and how to solve them
- Practice Guide 40 – what it means for lease plans and plans for development
- Registration of legal charges
- Rectification and indemnity
- The use of notices and restrictions and how they can be challenged
- Easements – protection of legal and prescriptive rights
- Upgrading title
- Local land charges
- The Business Gateway – what is available and what does the future hold?
- Recent case law relevant to commercial property transactions

Birmingham 15 Oct am
London 16 Oct am

Property Development Contracts: Advanced Issues

3 B C

Advanced

Hannah Mackinlay

To effectively advise and represent property developers, you need a robust grasp of specific contractual topics, including options, conditional contracts and site promotion agreements. This is an essential course if you're seeking to consolidate your legal and practical knowledge of property development contracts.

If you are an experienced solicitor or other practitioner dealing with property and land development, this course is designed with you in mind. Our well known and respected property expert, Hannah Mackinlay, will take you through the vital property development agreements and other documents, so that you can effectively advise your clients on the best route to take in any given transaction.

This course will cover the documentation you need to be familiar with, including:

- Exclusivity Agreements, Call Options, Put Options and Pre-emption Agreements
- Options
- Conditional contracts
- Land promotion agreements
- Liaison with other professionals

London

25 Sep pm

Development Land: Overage and Clawback

3 B

Advanced

Hannah Mackinlay

As a property practitioner, understanding the particular challenges of overage and clawback is an important skill given the volume of litigation in recent years. This is an advanced course providing a robust overview of overage and clawback provisions, and how to manage your clients' needs and expectations.

This course will take you through the key principles of overage and clawback and guide you through the specific challenges.

The topics covered will include:

- Types of overage situation
- Methods of securing payment
- Pros and cons of each method
- Trigger events
- Duration and disposals of part
- 'No disposal' situations
- Changes in control
- Getting the formula right on overage calculations
- Thinking the unthinkable and avoiding avoidance
- Lender issues – postponement of liens and priorities
- SDLT treatment of overage payments
- Learning from others' mistakes – the caselaw to date

London

25 Sep am

Agreements for Lease: The Basics

3 B

Foundation

Hannah Mackinlay

An agreement for lease is a key contractual leasehold document ahead of eventual completion of a new lease. It sets out the terms agreed by the parties, and great care must be taken to ensure your client's interests are protected.

Whether you are a solicitor or other practitioner acting for the landlord or tenant, it is vital to understand the issues and potential challenges.

This course includes:

- When you need an agreement for lease
- Where completion of works by either party, or consent by a third party, is a condition
- Effect on commencement of the lease term, and rent-free periods
- Current standard commercial contract provisions and suggested amendments
- Authorised guarantee agreements (AGAs) and latest developments in this area
- Completion date
- Apportionments of rent, service charge and insurance
- VAT and capital allowances
- Insurance and risk issues
- Exclusion of security of tenure where there is an agreement for lease
- User restrictions, and anti-competitive restrictions under the Competition Act 1998
- Stamp duty land tax (SDLT) on substantial performance of agreements for lease
- Protecting agreements for lease by registration
- Side letters and long stop dates

London

19 Nov am

Agreements for Lease: The Next Step

3 B

Intermediate

Hannah Mackinlay

This course covers specific issues in agreements for lease in more complicated cases, working through established precedents and identifying 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

19 Nov pm

Certificate in Commercial Leases

6 A B

Foundation

Peta Dollar and Sarah Thompson-Copsey

Effectively negotiating and drafting commercial leases, and advising your client on the final terms, are key skills for all commercial property lawyers.

You will gain a greater understanding of the basic terms in a commercial lease, as well as particular considerations when drafting a lease of part. Essential issues you will consider include the need for ancillary documents, such as licences for alterations and deeds of variation.

What rights and exceptions should you include to protect your client's interests? What are the pitfalls when considering alienation and landlord's consent? Our well known and respected commercial property experts, Peta Dollar and Sarah Thompson-Copsey, will guide you through the main clauses found in a lease, and their implications, using worked examples to help you understand the issues.

This course explains the basic, essential terms in commercial leases, and related topics including:

- Defining the demise, and why its definition is crucial
- Rights/exceptions: which do you want, and why?
- An introduction to open market rent review and turnover rents
- Guarantors and AGAs: getting them right
- Landlord's consent on alienation: avoiding the pitfalls
- Security of tenure and contracting-out: Landlord & Tenant Act 1954 framework
- Repair, alterations, what is meant by 'yielding up' and practical methods of resolving disputes
- User and quiet enjoyment

*This course is thorough, informative and very easy to grasp.
The manner in which it is delivered serves to make it
all the more enjoyable and helpful*

London

26 Nov

Commercial Leases: 2019 Masterclass



Masterclass

Peta Dollar and Sarah Thompson-Copsey

The commercial property market is undergoing continual change, and as a commercial property lawyer you will recognise the need to stay up-to-date. This is a perennially popular course – continually updated to reflect new case law, and legislative and regulatory change, ensuring you are fully competent in practice.

A vital skill is understanding how recent developments and topical issues such as Brexit affect the market and your commercial property practice. Whether you are a solicitor or other practitioner dealing with commercial property, this course takes you through all the major topical areas of commercial leases.

This course covers the very latest developments affecting commercial leases and the law, including:

- Review of the Landlord and Tenant Act 1954
- VAT and leases: an update
- Alienation
- Tenant break options
- Rent default: practical options for today's market
- Guarantee issues (Topland and AGAs and GAGAs)
- Green issues in leases

*£225.00+ VAT Package price
£315.00 + VAT CLT Members/£630.00 + VAT Non-members*

London

27 Nov

Commercial Leases and Notices: A Practical Workshop

3 A B

Intermediate

Mark Shelton

Anyone dealing with commercial leases will need to serve notices from time to time. Even prior to the grant of a lease it may be necessary to serve notice to contract the lease out of Part II of the Landlord and Tenant Act 1954, while further notices may be required as the lease runs on: whether to implement a rent review, seek landlord's consent to alterations or assignment, or recover rent from a former tenant or guarantor. On lease expiry, as well as notices to implement break options, or effect termination under the 1954 Act, notice may be required as a preliminary to forfeiture, or indeed to exercise an option for the grant of a new lease. All of them can raise recurring issues as to identification of parties, timing, drafting and service.

In this course we will consider, by reference to an extended case study, each of the various common kinds of notice in turn, looking at formal requirements and best practice, and requirements specific to each kind of notice. Practical exercises will allow you to apply the course's technical content to realistic scenarios.

London 15 Oct am

Commercial Leases for Local Authorities: Differences and Pitfalls

5 B

Update

Ian Quayle

Management of local authority property portfolios creates unique problems for lawyers. As a lawyer, you will undoubtedly face specific challenges in practice because of the nature of local authority work – but are you fully prepared?

This course covers the key issues and challenges you are likely to come across, including:

- Informal occupation: advising local authorities in the absence of formal documentation
- Mixed use schemes: service charge issues and common parts problems
- Drafting issues: agreements for lease, licences for alterations, rent and rent review, break clauses, and gaining possession at the end of the term
- Regulating occupation before commencement and after termination: avoiding protection and estoppel under the Landlord and Tenant Act 1954
- Start-up schemes and tenant-friendly leases
- Green issues: green buildings, green leases, and other environmental developments and considerations
- Management issues: rent review, repair, regearing and service charge problems, and advising estates departments on everyday management problems
- Recent case law and a series of case studies

London 8 Oct
Manchester 22 Oct

Short Term and Undocumented Occupation: A Toolkit

3 B

Intermediate

Mark Shelton

Informal and short-term lets can raise a number of issues. How should you document a short-term or informal let when a lengthy 70-page lease is hardly an attractive or economic option? Will letter licences protect your client? Will your client be able to enforce lease obligations against an occupier under a short term let?

This course takes you through the available options for landlords who want these types of lettings documented at minimal expense. You will look at the pros and cons of each option from both the landlord's and the tenant's point of view.

This course covers the major issues raised by short-term and informal lets, including:

- Letter licences and tenancies at will: when they work and when they don't
- Existing standard form leases in use
- Technical issues: the limits of a DIY approach
- The traps in the contracting-out process
- Myths about periodic tenancies and six-month lets
- The basis on which lease obligations, such as repair, may be enforced against an informal occupier
- Legal analyses of the basis of occupation
- Consideration of whether this is just a landlord problem, or whether it also raises issues for the tenant

London

15 Oct pm

Tackling Tricky Issues in Commercial Leases

3 B

Advanced

Peta Dollar and Sarah Thompson-Copsey

Commercial leases frequently raise many difficult issues for property lawyers. If you are a commercial property solicitor or other practitioner dealing with commercial leases, and you're looking to expand your expertise and client base, this course focuses on the more complex issues inherent in commercial leases.

This course assumes you already have a good fundamental knowledge of basic lease and landlord and tenant issues, and if you already regularly advise clients on complicated leases, the course will prove a useful refresher and update on the latest law and procedure.

Our well known and respected commercial property experts, Peta Dollar and Sarah Thompson-Copsey, will guide you through the important topics – offering best practice tips to help you avoid the various traps for landlords and tenants.

Key learning outcomes

- Understand the tricky issues raised by guarantees
- Open market rent review – understand the issues
- Understand the issues surrounding consent in leases

London

28 Nov am

SDLT for Commercial Property Lawyers (including Commercial Leases)

3 B

Advanced

David Hannah

Stamp Duty Land Tax (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

This course will overlap in some issues with [SDLT Walkthrough and Workshop for Residential Property Lawyers](#) (see page 34) but will look at the common issues in more detail as well as the topics outlined above.

London 12 Sep pm
Manchester 9 Oct pm

Retail Leases: What You Need to Know

3 B

Update

Peta Dollar and Sarah Thompson-Copsey

The nature of retail and the face of the high street are changing – in the age of increasing internet shopping and with the uncertainty of Brexit, retailers are looking for flexibility, limitations on outgoing and market-led advice; landlords are looking for certainty of rental stream, good tenant mix and assurances on guarantees.

This half-day course, offering practical tips – and 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 experience of the other, and will cover:

- Guarantors – future proofing post Brexit, can it be done? Lessons from *TCG v Girdlers*; *EMI v O&H*
- Keeping anchor tenants in place: the problem with keep-open covenants – do they ever work?
- Turnover rents – drafting for the internet age
- Inducements, anchor tenants and tenant mix – where are we following *Martin Retail v Crawley*?
- Fitting-out works, re-installment – *Riverside v NHS*
- Tenant insolvency and pre-packs – a landlord’s nightmare? Re: SSRL – Game Group
- Landlord’s works: practical tips for landlords and tenants: *Timothy Taylor v Mayfair* – *Cocking v Eacott*
- Terminal dilapidations – why chain stores may have the upper hand

London 30 Oct pm

Small Business Sales: What the Textbooks Don't Tell You

6 B C

Intermediate

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 issues and employment law. As well as formal legal updates, the course addresses competencies of finding information from the client, providing pragmatic and meaningful advice to the client, and dealing with other solicitors and professionals.

The topics covered include:

- Managing the small business client
- Drafting documents
- VAT – what is a going concern?
- SDLT – when is goodwill part of the property price?
- Workers' rights under TUPE
- Restrictive covenants
- Due diligence

Keith is a really interesting and engaging speaker, it was really useful. Practical examples were great.

London

31 Oct

Corporate Support for Property Lawyers Web Course

Part 1: An overview of the property aspects of a corporate transaction and how it all fits together

Part 2: The practical exercise of negotiating warranties and disclosures and undertaking due diligence

Part 3: The CLLS Certificate of Title – an overview and understanding of how to complete it

This convenient three-hour web course will help property lawyers understand how to support corporate transactions.

**For more information about
our web courses, visit:**
www.clt.co.uk/webcourses

CLTA12322

Drafting Legal Documents for Lawyers **NEW**

3 B D

Intermediate

Peta Dollar

This course will focus on the drafting of legal documents and how to make your drafting clearer and less likely to be challenged. This course is suitable for junior lawyers through to senior lawyers. Beginning with general issues, such as how the courts interpret legal documents, rules of interpretation, when to use (and when to avoid) the passive tense, avoiding ambiguous pronouns and avoiding legalese, the course will go on to look at more specific areas relevant to drafting, including:

- Punctuation
- Using mathematical formulae
- Will, shall and must
- May (or can)
- Torrential drafting
- Sub-dividing clauses
- Problems with cross-referencing
- Double negatives
- Enveloping definitions
- Dates – up to/including
- Circular definitions
- Elephant traps when drafting
- Notices clauses
- Obligation versus definition
- Meaning of endeavours obligations

London 19 Sep pm
Birmingham 4 Dec pm

Insolvency for Property Lawyers **NEW**

3 B

Foundation

Stephen Allinson

This course is tailored specifically for the commercial property sector. The emphasis will be on practical solutions and the course will bring you up to date with the latest case law and practice.

This course covers:

- Types of corporate insolvency and the differences: liquidation, receivership, administration and Company Voluntary Arrangements.
- Powers and duties of the liquidator/administrator/receiver – and why appoint at all? Where does the mortgagee in possession concept fit in?
- Acting for the liquidator/administrator/receiver on a property sale: what would you expect to see about their appointment, and what would you expect in a sale agreement?
- Buying from the liquidator/administrator/receiver on a property sale: what to do to mitigate the lack of information
- Company Voluntary Arrangements and landlords: the latest law and practice
- Insolvency in the context of landlord and tenant: tenant's rights if landlord insolvent and vice versa; forfeiture, disclaimer and surrender of leases in the context of insolvency

London 31 Oct pm

HOT TOPIC

An Overview of Planning Law

6

Foundation

David Brock

This one day course demystifies planning law and will explain the framework and basic principles of planning law to help you to understand what your planning lawyer is talking about. It will address the nitty-gritty legal problems in (for example) s.106 agreements and Community Infrastructure Levy, as well as the basic questions we don't often ask, such as why do we actually need planning permission!

This course provides an overview of:

- What is the statutory framework?
- Applying for planning permission and the criteria for the decision
- What is the Development Plan and how is it created? The role of public participation
- Differences between outline and full permission
- Permission in principle
- Conditions
- Rights of appeal
- Enforcement of planning control
- Environmental impact assessment
- Section 106 agreements
- Community Infrastructure Levy
- Enforcement and concealed breaches
- Listed building and conservation area controls
- National Planning Policy Framework
- The crown

This course is aimed at all property professionals (including non-lawyers) who need to have knowledge of some of the basics of planning law.

London

29 Oct

Environmental Law and Brexit: Implications and Actions **NEW**

3 B

Intermediate

Andrew Waite

This course outlines the new architecture for environmental law after Brexit, taking account of the uncertainties that lie ahead. Whatever happens the new legislation and policies lay down markers for the future which will profoundly affect not only UK environmental law but also act as a guide for other countries (including the EU) as they continue to evolve their environmental legal systems.

This course is intermediate level designed for lawyers and other professionals who have some knowledge of environmental law and need to understand its likely evolution over the coming months and years in order to advise their clients.

The course will include:

- Introduction: EU law and the effect of Brexit in the different scenarios
- Environmental principles: their role in EU and UK law pre-Brexit
- The role of environmental principles after Brexit
- The new approach: the status of EU environmental law after Brexit Day and in future
- Governance: replacing the EU regulators
- Specific regime changes, including REACH, EUETS and waste

See www.clt.co.uk for dates

BEST SELLER

Certificate in Planning

12 B

Foundation

David Brock

This two day course is an introduction to the essential aspects of planning law and focusses on those areas which are particularly pertinent to commercial property and planning lawyers. Learning is reinforced by case studies and discussion.

Day One

- Why do we have planning? Origins of the modern system and the Town and Country Planning Act 1947
- The current legal framework – the Town and Country Planning Act 1990, Planning Act 2008, Localism Act 2011, Growth and Infrastructure Act 2013
- Why do we need planning permission?
- Outline permission and full permission
- Permitted development rights, general, special and local development orders, enterprise zones and simplified planning zones
- Applying for planning permission and the criteria for the decision
- What is the development plan and how is it created?
- The role of the public
- What are ‘material considerations’ and what is the role of Government policy?
- Supporting documents and processes: design and access statements
- Environmental impact assessment
- Decision periods, rights of appeal and Judicial Review

Day Two

- Community Infrastructure Levy
- The duration of planning permission
- Enforcement of planning control
- Time limits for enforcement, and concealed breaches
- Listed building control
- Conservation area control
- Nationally significant infrastructure projects
- Granting planning permission by a Hybrid Bill – Crossrail, HS2 and CTRL
- The National Planning Policy Framework
- What next? A preview of possible reforms

London *15 - 16 Oct, 3 - 4 Dec*

Birmingham *22 - 23 Oct*

Certificate in Construction Law

12 B

Foundation

Darryl Royce

This two day course provides an introduction and overview of construction law and practice.

The course is aimed at lawyers who are looking to develop a practice in construction law and experienced construction professionals who wish to deepen their understanding of the law. It will explain the different types of construction contract that you will encounter in practice – procurement, traditional and design & build, as well as examining partnering and collaborative contracts and those regulated by Housing Grants, Construction & Regeneration Act 1996.

Day One

- Formation of contracts
- Contract documents
- The standard forms
- Implied terms
- Subcontracts & works contracts
- Collateral warranties and performance bonds
- Working with others
- Interim & final payments
- Changes & variations

Day Two

- When things don't go to plan
- Liquidated damages
- Practical/substantial completion
- Defects liability or rectification period
- Indemnity & insurance
- Termination
- Contractors' claims
- Notices
- Delay, disruption & acceleration
- Extensions of time
- Concurrent delay
- Issues arising from disruption via multiple causes
- Ownership of float
- Proof of causation – critical path method
- Expert evidence
- Direct & Indirect costs and interest
- Compromises
- Time bars & final certificates
- Smash & grab claims
- Dispute resolution – the options available
- Litigation tactics

Manchester *16 - 17 Oct*
London *20 - 21 Nov*

Concurrent Delay and Construction Insurance

3 B

Intermediate

Darryl Royce

This course will comprise a survey of the difficulties that can arise from contractors' claims where there is or may be an element of concurrent delay and insurance problems.

Concurrent delay:

- Extensions of time and loss and expense/ compensation generally: the JCT, ICC, NEC and FIDIC standard forms
- Gross and net extensions of time
- The authorities
- The origins and development of concept of concurrent delay: the dominant cause test
- Contiguous and non-contiguous extensions of time

Insurance:

- Proof of causation
- Effect of contractual provision for insurance
- Need for damage
- Accidental damage
- Categories of insurance: liability to third parties, material damage and consequential loss
- Excess and aggregation
- Notice of claims and conditions
- Comprehensive project insurance
- Insurance Act 2015

London

23 Oct am

HOT TOPIC

Construction Law Update 2019

3 B

Update

Darryl Royce

This half day course is presented by leading construction barrister Darryl Royce. It will explain the main developments in construction law over the past 12 months and review the most important cases.

It will focus in particular on:

- Tortious duties of care – when mates fall out
- Unfair contract terms – effect of negotiations
- Payment – notices
- Limitation – NHBC Scheme
- Extensions of time – contiguous or what?
- Global or total cost claims – any distinction?
- Performance Bonds – need for determination by engineer?
- Insolvency – genuine cross-claim?
- Third party costs orders – when can the discretion be exercised?
- Total failure of consideration – the correct approach?
- Statements of case – amendment after expiry of limitation period
- Adjudication
- Pre-action protocol – the amendments
- Expert witnesses – need for independence
- Contractors' design obligations – the Supreme Court speaks

London

23 Oct pm

BEST SELLER

Conveyancing Update 2019

5 B

Update

David Keighley or Lorraine Richardson

Taking a practical approach, this course considers the main legal development (together with any recent case law), then carefully considers points for practice and drafting.

This course will update you on the major topics in conveyancing, and will typically include:

- Mortgages
- Representations and misrepresentation
- Fraud
- Completion
- Law Society Conveyancing and SRA
- Adverse Possession
- Joint tenancies
- Restrictions and covenants
- Easements
- Land registry
- Practice Issues

Newcastle	18 Sep
Cumbria	19 Sep
Southampton	25 Sep
Chichester	26 Sep
Norwich	1 Oct
Birmingham	8 Oct
Manchester	9 Oct
London	11 Oct
Derby	15 Oct
York	28 Oct
Leicester	29 Oct

Conveyancing Law Update – Wales

3 B

Update

Richard Snape

Conveyancing continues to undergo major changes. This course will look at the most important changes and their effect on those carrying out conveyancing work in Wales. In particular, ground rents are a cause for major concern and the Court of Appeal's decision in *Mishcon de Reya* is of extreme importance.

Topics covered include:

- Court of Appeal decision in *Mishcon de Reya* and its consequences
- Law Society and Land Registry guidance on fraud and interim guidance in the light of *Mishcon de Reya*
- Ground rent issues
- Estate rentcharge issues in particular when reporting to lender
- Japanese knotweed case law and its implications
- Land Transaction Tax and additional dwellings including changes made by the Finance Act 2018
- Planning law in Wales
- Housing law in Wales

Chester 29 Oct pm

Residential Property: An Intensive Introduction for Qualified Practitioners

6 B

Foundation

Lorraine Richardson

This course is intensive but highly practical, with our enthusiastic and knowledgeable residential property expert, Lorraine Richardson, taking you through the fundamentals of conveyancing.

This course gives you a practical overview of residential conveyancing, and highlights the frequent pitfalls that you are likely to deal with, including:

- An overview of the conveyancing transaction
- Identifying your client and the source of funds; why it's your responsibility
- Review of searches available in the market
- Explanation of the Conveyancing Quality Scheme
- The Law Society's National Conveyancing Protocol and the new forms
- Key risk areas: UK Finance and your duty to lenders
- Overview of Stamp Duty Land Tax (SDLT) and how it differs from stamp duty
- Standard Conditions of Sale (5th edition)
- Changes in Land Registry practice – official copies of the land register replacing office copies

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

London 17 Sep

Conveyancing: An Intensive Workshop for Paralegals and Support Staff

6

Foundation

Lorraine Richardson

As a conveyancing paralegal or junior staff member, you may be looking to consolidate your practical knowledge of the conveyancing process so you can take on more responsibility. If you are a more senior member of the conveyancing team, you may be looking to safely delegate more of your conveyancing work to your support staff.

As a conveyancer, drafting the documents is a key skill. In this course, you will also be taken through how to draft the sale contract, as well as looking at a registered title. You will benefit from clear flowcharts of the residential conveyancing process with explanatory notes, together with a suite of the completed forms.

This course covers the essential elements of the residential conveyancing process, including:

- Where your work fits in with the conveyancing transaction
- The importance of taking client instructions, and understanding vital preliminary matters
- An overview of the entire conveyancing transaction
- The purpose of the main forms you will come across in a conveyancing transaction
- Consideration of a registered title
- Drafting a sale contract
- How to respond to search results on a purchase

Birmingham 7 Oct
London 11 Nov

Conveyancing: The Mechanics of Exchange and Completion

3 B D

Foundation

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. This course is run in conjunction with **Standard Conditions of Sale: A Refresher** (page 32). Free of charge lunch is provided if both are booked together.

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

London

9 Oct pm

Standard Conditions of Sale: A Refresher

3 B

Update

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: The Mechanics of Exchange and Completion** (page 32). Free of charge lunch is provided if both are booked together.

London

9 Oct am

Conveyancing Searches and Enquiries: Best Practice

3 D

Intermediate

Lorraine Richardson

As a residential conveyancer, you will know that there is an ever-growing list of suggested searches and enquiries to be carried out in a residential purchase transaction. Knowing how best to approach the huge range of pre-contractual searches and enquiries can be daunting, particularly as you seek to protect your clients' interests throughout the transaction.

What is today's best practice? How should you even begin to decide which enquiries are appropriate? This course is designed to enable you to identify which searches and enquiries to carry out, and common problems which can arise in the search results themselves.

Our well known and experienced residential property expert, Lorraine Richardson, will take you through this vital topic, highlighting frequent problem search results – and how far you can reasonably be expected to deal with them.

This course covers the essentials of searches and enquiries, and how to deal with tricky areas, including:

- An overview of which searches you should carry out
- Common but tricky search results
- Further enquiries you should raise when you have received the search results
- Acceptable responses to your enquiries from the other side

Bristol 14 Oct pm

Buying and Selling Rural Property **NEW**

3 B

Intermediate

Ian Quayle

This course highlights common problems encountered in connection with the sale and purchase of rural residential properties.

This course focuses on the following issues:

- Dealing with plans and boundaries
- Common land and village greens
- Easements
- Restrictive covenants
- Drainage issues and septic tanks
- Sporting rights
- Agricultural issues – impacting on residential properties
- Taxation issues for second homes and holiday lettings

The course involves examining two case studies and an exploration of relevant case law.

Great course, flows well and very useful information... Overall very good and would recommend.

Bristol 23 Sep pm
 Birmingham 25 Sep pm
 London 13 Nov pm

HOT TOPIC**SDLT Walkthrough and Workshop for Residential Property Lawyers****3 B**

Foundation

David Hannah

As a conveyancer, you will know that Stamp Duty Land Tax (SDLT) on residential property can prove complex, presenting many traps for the unwary.

This course takes you through SDLT and the key problem areas, and issues to consider, including:

- What amounts to residential property for SDLT purposes, and the questions you should ask of clients
- What the 'deal' is, and when transactions might be linked
- The 'connected parties' conundrum
- What you should do if you suspect the client is being evasive
- Tax planning and better structuring of the deal
- Whether SDLT avoidance schemes are dead; other tax planning possibilities
- Company purchases of residential dwellings: the additional rate, the 15% higher threshold, and tax reliefs
- Multiple dwellings relief: when it applies; how to calculate it; and when it might be reclaimed
- The additional rate: single purchases, multiple purchases – and what amounts to a main residence
- The global reach of SDLT with the higher rate: how you can be certain it doesn't apply
- Remembering the annual tax on enveloped dwellings
- Common problems

London	12 Sep am
Birmingham	17 Sep am
Manchester	9 Oct am

Land Registration: Key Issues in Residential Property **NEW****3 B**

Intermediate

Ian Quayle

This is an intermediate level course aimed at transactional residential property lawyers. The course deals with the following issues:

- Land registration and residential leases
- Adverse possession of registered and unregistered land
- Boundaries
- Issues with addresses for service, and the use of addresses for service to avoid identity and property fraud.
- Notices to protect interests in land and the benefits of the use of agreed and unilateral notice
- Challenging unilateral notices using the First-tier Tribunal or County Court
- Section 77 Land Registration Act 2002
- The use of restrictions in modern conveyancing
- Withdrawal, challenging, disapplying and modifying restriction
- Restrictions and leases
- Registration of legal charges and digital mortgages
- Rectification and indemnity
- Easements
- Upgrading title
- Local land charges
- The Business Gateway
- An examination of some interesting case law

Birmingham	15 Oct pm
London	16 Oct pm

HOT TOPIC**Covenants: Current Law and Practice**

3 B

Update

Ian Quayle

As a residential or commercial property practitioner, you will know that the law on covenants has been a particularly dynamic area in recent times. There have been many legislative changes and court rulings relating to covenants, with practical implications for property practitioners.

Whether you are a solicitor or other conveyancing practitioner, you must ensure you have an up-to-date understanding of the rules on interpreting covenants, enforcement, and other factors that impact on the enforceability of covenants, so that you can effectively advise your clients.

This course offers practical guidance and an update on the law relating to covenants, including:

- A definition and explanation of what covenants are
- Enforcement, and the court's approach to it
- The role of the Upper Tribunal
- Whether you can protect coverage using restrictive covenants
- The effect of the covenantee's death
- Insurance
- Potential law reform and the law of Property Bill
- Recent case law

This course is also available online as a web course.

Bristol *21 Oct am*
London *23 Oct am*

HOT TOPIC**Easements: Current Law and Practice**

3 B

Update

Ian Quayle

As a residential conveyancing practitioner, you will know that the easements on a registered title can pose a headache at times. If you are dealing with a property development, the issue of easements can be particularly challenging.

Whether the development is small or largescale, you will probably find at least some of the issues relating to easements and rights of way complex – not least because the law on easements is mostly based on common law, and is constantly changing. A key competence is understanding the latest developments in the law, so that you are able to protect your clients' interests.

This course covers the key issues relating to easements today, including:

- The standard conditions
- Parking rights
- New case law on easements
- Land Registry law and practice
- Problems with prescriptive easements
- Injunctions
- Potential law reform and the Law of Property Bill

This course is also available online as a web course.

Bristol *21 Oct pm*
London *23 Oct pm*

Dealing With Residential Property Problems

6 B

Advanced

David Keighley

If you're an experienced residential conveyancer, or a lawyer seeking to increase your understanding of dealing with complex problems, this is an advanced course intended to consolidate your practical knowledge to help you resolve these issues swiftly.

Our highly regarded residential conveyancing expert, David Keighley, will guide you through the key problems that you're likely to come across in practice. You will benefit from practical guidance on the complex issues which can arise on a residential sale or purchase.

This course covers the key issues and tricky areas in residential conveyancing, including:

- 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

Bristol	15 Oct
London	22 Oct

The Lenders' Handbook and Mortgage Instructions **NEW**

3 B

Foundation

Lorraine Richardson

Conveyancers are increasingly faced with rapid changes being made to the UK Finance Mortgage Lenders' Handbook, whether it is ground rents or lease residue. All conveyancers confirm that they comply with the Lenders' Handbook every time they submit a Certificate of Title. But when did you last consider the Handbook and the Certificate of Title? Are you aware of the recent changes?

The requirements of the Handbook govern the majority of our conveyancing transactions and a failure to adhere to its contents could render a firm liable to the lender in the event of default by the buyer.

This half-day course is aimed at all residential conveyancers who have to use the Handbook whether or not they have had the chance to review its contents.

This course will cover:

- What is the Handbook for?
- The Certificate of Title
- Recent changes
- The key content of the Lenders' Handbook
- An outline of a typical mortgage offer
- What should your mortgage report contain?

London	30 Sep am
Leeds	16 Oct am
Birmingham	30 Oct am

Residential Mortgages: Tricky Issues in Law and Practice

3 B D

Intermediate

David Keighley

As a residential property practitioner, you will be dealing with mortgages probably on a daily basis. However, you will appreciate that mortgages can raise significant practical problems that you will have to resolve, even though mortgages are often considered routine in conveyancing practice.

Whether you are a solicitor or other practitioner dealing with residential property and mortgages, a key skill is knowing how to approach mortgage problems in practice. Our well known and sought after property expert, David Keighley, will give you the tools to identify and understand complex or risky issues in relation to residential mortgages.

This course covers the fundamentals of residential mortgages and the problem areas that you are likely to come across, including:

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

London 1 Oct am

Residential Leasehold: An Introduction **NEW**

3 B

Foundation

Sarah Dwight

This course is aimed at conveyancers/secretaries who may be nervous when dealing with leasehold properties and wish to develop their knowledge as to what they should be doing in practice when acting for either a seller or a buyer.

The course covers:

- Differences between freehold and leasehold
- History of leasehold
- Why have leasehold?
- Common terms/conditions in a lease
- Role of managing agents
- Role of freeholders
- LPE1 leasehold information pack – service charge accounts
- What happens on completion of the purchase of a leasehold property?
- The present position: Law Commission review; Government consultations; provision of up-front information
- Where next with leasehold? Impact of doubling ground rents, section 8 of the Housing Act
- Leasehold v commonhold
- What should clients be told throughout the transaction?

Birmingham 9 Oct pm
London 17 Oct pm

HOT TOPIC**Residential Leases: Issues on Sale and Purchase**

3 B

Intermediate

David Keighley

As a residential conveyancer, you will appreciate there can be significant work involved when dealing with leasehold title. Your clients need to know, for instance, the meaning and implications of the lease terms, their service charge obligations, their rights, and their responsibilities to the management companies.

This course will guide you through the topic of residential leases and the challenging areas you're likely to come across in practice. The course is intended to give you the confidence you need to deal efficiently with the sale and purchase of a residential lease, and to advise your clients effectively.

- The formalities of a lease
- Key clauses, and prescribed clauses
- How shared ownership leases differ from other leases
- Key conveyancing issues
- Good versus absolute title
- Problems relating to assignment of the lease
- Management companies and service charges
- Retentions and apportionments
- Land Registry issues
- Defective or problematic leases
- Forfeiture of the lease
- Topical case law

London *1 Oct pm*

BEST SELLER**An Introduction to Enfranchisement and Lease Extension**

6 B

Foundation

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 covers the key requirements and pitfalls of enfranchisement and lease extension, including:

- Collective and individual enfranchisement
- Checking the eligibility of the building, and the qualifying tenants
- How to take instructions, and other essential preparation
- Notices: contents and procedure
- Dealing with counter-notices
- Lease extensions
- Acquiring the freehold
- Post-completion
- Valuation

London *22 Oct*
Birmingham *3 Dec*

Shared Ownership and Help to Buy: Acting for the Purchaser

5 B

Intermediate

David Keighley

Shared ownership is increasingly popular for home buyers in a market where property prices have risen significantly in recent years. As a residential conveyancer, you will know there are key differences between shared ownership transactions and the usual conveyancing transaction.

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
- Practical tips and traps

David Keighley is a brilliant speaker. He is engaging and his course notes are comprehensive. A great overview with plenty of detailed notes to digest.

London 19 Nov

BEST SELLER

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

3 D

Intermediate

Lorraine Richardson

The construction industry is booming, with residential developments being built across the country to provide housing for an ever-growing population. As the legal adviser to a buyer of a new build, you will have many legal and practical issues to consider, including planning and community infrastructure levy (CIL) issues, adoption of roads and section 106 agreements, and important matters of title.

If you are a residential conveyancing solicitor or other practitioner dealing with new builds, whatever your level of experience or years of qualification, this course is designed for you.

This course covers the main issues involved in new builds, including:

- Section 38, section 104 and section 106 agreements, and how your client may be affected
- NHBC and similar schemes: what you need to do
- UK Finance requirements: reporting requirements
- Planning issues: the CIL and how it may affect your client
- Covenants and restrictions, and ensuring they benefit the property
- Reporting to your client effectively

London 16 Sep am
Bristol 14 Oct am

Equity Release – An Introduction for Conveyancers **NEW**

3 A B

Foundation

Lorraine Richardson

Equity release products have gone in and out of favour with clients – but in an increasingly volatile property market, many homeowners are considering equity release products, rather than the stress and cost of downsizing. This is an area where practitioners should exercise caution in relation to the advice that they give. Not only is there specific advice that conveyancers have to give but the client is often older and there may be capacity and undue influence concerns as well.

This half day course will be a useful introductory course for practitioners new to this area and may act as a useful refresher for more experienced conveyancers.

The course will cover:

- An explanation of equity release
- The types of equity release product
- The typical equity release mortgage offer
- The obligations on the conveyancer
- Consideration of capacity and undue influence
- Are there any products that should be avoided?
- Relevant cases

London	30 Sep pm
Leeds	16 Oct pm
Birmingham	30 Oct pm

Introduction to Residential Conveyancing

Conveyancing is a high-risk practice area.

Does everyone in your conveyancing team understand the entire transaction?

Are they aware of the risk areas which could be damaging to your firm?

Our new interactive e-learning course will ensure all your staff:

- ✓ Understand the conveyancing process from start to finish
- ✓ Understand the key stages of a residential freehold sale and purchase
- ✓ Know which forms to complete at each stage and where to find the information to do this
- ✓ Recognise the risks involved in a residential conveyancing transaction

An Introduction to Residential Conveyancing is:

- ✓ Intensely practical – full of interactive activities
- ✓ Completely flexible – can be accessed any time, any place
- ✓ A new approach to legal training offering an engaging and interactive modular course that legal professionals will really want to take

For further information and a free preview of the course content please email:

wendy.harbottle@clt.co.uk

CLTA11871

High Risk and Unusual Clients in Conveyancing

3 B

Intermediate

Lorraine Richardson

Residential conveyancing can be challenging at the best of times. Factor in a high risk or unusual client – and the mix can become toxic! Whether you are a solicitor or other practitioner dealing with residential property, a key skill is being able to identify high risk clients, and what steps you may need to take.

Whatever your level of experience in residential conveyancing, this course highlights the key risk areas when you have an unusual client, and what practical steps you should take.

Our well known and respected residential property expert, Lorraine Richardson, will take you through the more unusual, high risk clients, and the situations you may come across. She will guide you through some of the pitfalls, suggesting practical steps you can take to mitigate the risks.

This course considers the ‘unusual’, high risk client, and the issues raised, including:

- Source of funds
- Identification issues
- Trusts and co-ownership
- Delegated powers and undue influence
- Bankruptcy and insolvency
- Identifying and avoiding conflicts of interest

This course is also available online as a web course.

London

18 Nov am

Cybercrime and Fraud in Conveyancing

3 A B

Intermediate

Lorraine Richardson

Conveyancing is increasingly vulnerable to financial crime. In fact, according to the Solicitors Regulation Authority, fraud in conveyancing is the most common cybercrime in the legal sector. As a property lawyer, it is vital to be constantly on alert to the latest threats of cybercrime, fraud and money laundering.

Whatever your level of experience or seniority, this course is designed to remind and update you of the latest financial threats to your practice, reflecting the reality that the criminals continually strive to keep one step ahead of the game.

So as a residential conveyancing practitioner, how should you react when you have doubts about the source of a new client’s funds? How can you spot potential fraudulent mortgage applications? Our conveyancing expert, Lorraine Richardson, will guide you through the key threats you may face today and how to spot them – together with suggested practical steps to head off those threats.

This course covers the key threats to conveyancing practice, including:

- An outline of the key money laundering threats
- Threats of fraud in conveyancing
- Defining cybercrime
- What steps you can take to mitigate these risks
- Overview of the Law Society’s Practice Note, ‘Property and Registration Fraud’
- How to identify the ‘red flag’ files
- The latest key case law

London

18 Nov pm

Residential Lettings: Law, Practice and Avoiding the Pitfalls **NEW**

6 B

Foundation

Frances Burkinshaw

The residential lettings industry has grown to be an important contributor to the UK economy. There are however many pitfalls, and agents and landlords will often need legal advice when serious problems occur. With no requirement for professional qualifications for letting agents, some are simply unaware of the law, causing problems for landlords and tenants alike.

This course will provide those who advise residential letting agents or landlords with practical insight into the challenges these clients face and how to identify the relevant law.

This course will cover the following important subjects with a chance for questions and discussion:

- The evolving legislation, including Housing Act 1980, Housing Act 1988 (introducing ASTs), Housing Act 1996, Housing Act 2004 (including changes to deposit and HMO legislation), Landlord & Tenant Act 1985 and Landlord & Tenant Act 1987.
- The principles of quiet enjoyment
- Joint and several liability
- Section 13 notices
- Extensions, renewals and terminations
- Problem tenancies; the use of Section 8 notices
- Discrimination
- Deeds/three-year tenancies or longer

London

16 Oct

Possession of Private Residential Premises

6 B

Intermediate

David Smith

If you have little or no knowledge of possession proceedings of residential property, this course is designed with you in mind. The course will also prove a useful update for practitioners who deal with possessions on a regular basis and are looking to refresh their knowledge.

Our well known and experienced residential property expert, David Smith, will take you through the legal principles and procedural issues of possession of residential property under tenancies and mortgages.

You will also be guided through situations where the interest may not be clearly defined in law, for instance, in the case of squatters and licensees. You will also consider repossession by mortgagees where the courts expect the parties to have explored all options – with reference to the rules under the pre-action protocol – before the case reaches court.

Fantastic course addressing the common challenges met in practice.

London

11 Oct

Residential Tenants' Rights of First Refusal **NEW**

3 B

Intermediate

Peta Dollar

Many wholly residential and mixed-use buildings are subject to residential tenants' rights of first refusal under the Landlord and Tenant Act 1987 (as amended) and, as a result, are more difficult to buy, sell, lease or mortgage. The landlord commits a criminal offence if it makes a relevant disposal without complying with the legislation, and the purchaser/tenant can lose their purchase/lease to the tenants if the legislation is not complied with.

This is a tricky and much misunderstood area of property law that can have catastrophic consequences for your clients. Peta Dollar, co-author of two books on the subject and acknowledged expert in this area, will take attendees through the basic requirements of the legislation and then look in detail at the more complex areas, including:

- When does the 1987 Act apply?
- What must be done if the 1987 Act applies?
- How can the purchaser/tenant be protected?
- How to avoid needing to comply with the 1987 Act
- Tricky areas, including:
 - 'Building' in the context of bare land, housing estates, terraces and rooftop developments
 - 'Flat' and its relevance to the legislation
 - Granting leases of commercial premises in buildings subject to the legislation

Birmingham 4 Dec am

Inaccurate time recording could be losing your firm thousands of pounds

Time Recording: Making Every Minute Count is a new concise e-learning course which shows all fee earners, trainees and paralegals why good time recording matters.

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- ✓ Understand the importance and impact of effective and accurate time recording
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This highly interactive course is completely flexible and can be accessed any time, any place. Includes an activity that shows fee-earners the impact of lost billable hours each year.

For further information and a free preview of the course content please email: wendy.harbottle@clt.co.uk

CLTA12325

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- Time Recording: Make every minute count
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- Introduction to Estate Administration
- Introduction to Personal Injury
- Introduction to Residential Conveyancing
- Cybercrime in Conveyancing
- Commercial Contracts

Visit www.clt.co.uk/training/online to find out more, or for a free course trial and further information please email wendy.harbottle@clt.co.uk

Certificate in Social Housing Law

6 B

Foundation

Emily Gasson

Social housing law can be a complex area. If you are new to this sector, with little or no knowledge of social housing landlord and tenant law, this course is designed for you. Whether you represent tenants or landlords, you will come away with a solid foundation in social housing law, ensuring you are better able to advise and represent your clients.

This course covers the portfolio of tenancies available and the practicalities involved. Our well known and respected housing expert, Emily Gasson, will take you through the different types of tenancies: secure, assured, non-secure, post-Housing and Planning Act secure, flexible, assured shorthold, fixed term, introductory, and demoted.

You will be given an outline of how these different tenancies are created and maintained, and how they work in practice when a tenant wants to exchange properties, assign their tenancy, or succeed to a tenancy.

How can tenants make a disrepair claim? How can the landlord defend a disrepair claim? On this course, Emily will also guide you through the means by which tenants can make disrepair claims; and how landlords can defend such claims. You will also be taken through the options available when tenants are in breach of the tenancy.

London

24 Sep

Web Courses from Central Law Training

Central Law Training has designed web courses which allow you complete flexibility in choosing where and when you access training. These pre-recorded courses cover the same content and learning outcomes as our face-to-face courses.

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- Easements: Current Law and Practice
- High Risk and Unusual Clients in Conveyancing
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Social Housing Law Update 2019

3 B

Update

Emily Gasson

Keeping up to date with the rapidly changing face of social landlord and tenant law can be very tough if you're a busy local authority or housing association practitioner. Yet it is vital to understand new developments as they arise, and how they will affect your practice.

If you have a good working knowledge of landlord and tenant law in the social housing sector, this course is designed with you in mind. Our well known and respected housing expert, Emily Gasson, will guide you through the latest developments, and highlight the potential pitfalls in legislation and challenges uncovered by recent cases which you need to know.

You will leave the course equipped with knowledge and understanding about the latest changes in legislation, and related rulings, and how they are playing out in practice – giving you greater confidence in your daily work.

This course covers the latest developments of note in social landlord and tenant law and practice.

London

11 Nov pm

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Webinar Highlights

One hour webinars are the perfect way of expanding expertise and supplementing face-to-face training. To see our full range of webinars visit www.clt.co.uk/webinars

B	Intermediate	B	Update
<h3>Service Charges and the new Code</h3>		<h3>Insolvency and Leases – Part One Webinar</h3>	

Natasha Dunn

This webinar will initially highlight the background to the Code before considering the key parts of a well-drafted service charge clause. What does the Code suggest and what are the most important issues to consider when drafting, negotiating or indeed reviewing service charge clauses?

Sarah Thompson-Copsey

The current economic uncertainty and the downturn in the retail high street means that tenant insolvency remains a very real concern for landlords in today's commercial property market. It may well have a very substantial impact on a landlord's ability to recover rents and rates, to bring the lease to an end and even to recover arrears from sureties or former tenants.

B	Update	B	Intermediate
<h3>Japanese Knotweed - a Real Nuisance?</h3>		<h3>Commercial Property Contracts: What Should the Contract Provide Part 1</h3>	

Tom Carter

This webinar explores cases involving Japanese Knotweed and how these fit into the law of nuisance. The position is clearer following the Court of Appeal's decision in Network Rail Infrastructure Ltd v Williams [2018] EWCA Civ 1514 but there are still many unanswered questions. The aim of the webinar is to give viewers a thorough overview of the issues that may arise and what evidence is needed to maximise a client's prospects of success. The webinar also considers other claims involving Japanese Knotweed such as claims against sellers for misrepresentation and professional negligence claims against surveyors.

Natasha Dunn

Any contract for the sale of land has to be fit for purpose. Every property and client is totally different so the contract should reflect this. As well as covering the recently updated Standard Commercial Property Conditions, this webinar will highlight the key questions to ask your clients when drafting and negotiating contracts.

B

Intermediate

SDLT and Shared Ownership

Ian Quayle

This webinar reviews the particular issues encountered when handling SDLT on shared ownership transactions, including:

- Advising clients on shared ownership acquisitions – calculating SDLT, advising on the market value election and ongoing SDLT liability
- Calculating SDLT on shared ownership transactions – using the formulae
- Paying SDLT on staircasing
- Dealing with Rent to Homebuy and Shared Equity Schemes
- Problems

B

Intermediate

Mines and Minerals - Issues for Transactional Property Lawyers

Ian Quayle

- What is included in the ownership of land?
- What are mine and mineral rights?
- Reservation of mine and mineral rights – what does this mean in practice?
- How are those rights protected? The impact of land registration
- Geological and mining searches, what they reveal and the impact on the seller or buyer
- Land Registration issues

B

Intermediate

Advising Clients on Buying Retirement Property

Lorraine Richardson

An increasing number of clients are deciding to purchase retirement property but this is not advice that conveyancers will necessarily be asked to give very often. For that reason, it represents a risk to conveyancers. This webinar will cover some of the key points to consider and will act as a useful introduction for practitioners new to this area and may act as a useful refresher for more experienced conveyancers.

A

Foundation

AML and Client ID for Conveyancing Support Staff

Ian Quayle

This webinar outlines the basics of client identification for support staff. It will look at:

- Taking instructions when acting for the seller and buyer
- Methods of verifying identity – electronic, visual and documentary checks
- Transactional issues – checking signatures, information provided by the clients, and warning signs

Management and Personal Skills Training

Management and Strategy

6 A C D Intermediate
Preparing for Partnership
 London 11 Nov

12 C D Advanced
Two Day Law Firm Management Masterclass
 London 3 - 4 Dec

6 C D Advanced
Management Course Stage 2: Developing the Manager
 London 8 Oct

People Management

6 A B C Foundation
Legal Aid Supervision: An Introduction
 London 17 Sep
 Birmingham 8 Oct

6 D Intermediate
Supervision: Essential Skills for Lawyers
 London 23 Oct

6 D Intermediate
Managing and Motivating People
 Birmingham 8 Oct
 London 15 Oct

6 D Intermediate
Performance Management in Legal Practice
 London 26 Sep

6 B Update
Performance Management and Capability Procedures: Making Them Work
 London 24 Sep

Financial Management

6 A Foundation
Understanding and Interpreting Company Accounts
 Manchester 17 Oct
 London 28 Oct

5 C Intermediate
SRA Accounts Rules: Achieving Compliance
 London 19 Sep

3 A C Update
Getting to Grips with the New SRA Accounts Rules
 Birmingham 17 Oct pm
 London 24 Oct pm

Compliance

3 A Update
SRA Handbook: Are you ready for the changes?
 Bristol 10 Sep pm
 Cambridge 2 Oct pm
 Carlisle 16 Oct pm
 London 16 Oct pm, 6 Nov pm
 Birmingham 31 Oct pm

3 A Update
Money Laundering Compliance in Private Practice
 Leeds 11 Sep pm
 Birmingham 18 Sep pm
 London 24 Sep pm

6 **A** Foundation
COLPs, COFAs and Managing Compliance 2019
Birmingham 2 Oct
Manchester 3 Oct
Leeds 15 Oct

6 **B** Foundation
An Introduction to Data Protection and GDPR
London 18 Sep, 4 Dec
Cambridge 3 Oct

6 **B C D** Intermediate
Duties of the Data Protection Officer
London 23 Oct

3 **A** Update
Data Protection and GDPR Update 2019
Manchester 12 Sep pm
London 9 Oct pm
Birmingham 30 Oct pm

3 **B D** Foundation
Data Protection: Conducting a Data Audit
London 16 Oct am

3 **B C** Foundation
Data Protection: Privacy Notices, SARs, Consent and More
London 16 Oct pm

3 **A D** Foundation
Data Protection and Cyber Security
Birmingham 23 Sep pm
London 24 Oct pm, 10 Dec pm

Personal Skills

6 **C D** Foundation
Case Analysis and Project Management for Junior Litigators
London 10 Oct

3 **C D** Foundation
Preparing For and Conducting Negotiations
London 18 Sep am
Manchester 15 Oct am

3 **B C** Foundation
Advocacy and Persuasive Communication
London 18 Sep pm
Manchester 15 Oct pm

3 **B D** Intermediate
Drafting Legal Documents for Lawyers
London 19 Sep pm
Birmingham 4 Dec pm

6 **B D** Intermediate
Project Management for Transactional Lawyers
London 17 Sep

5 **C** Intermediate
Getting the Very Most Out of Your Day
Birmingham 15 Oct
London 19 Nov

3 **A C D** Foundation
Effective Complaints Handling
London 12 Nov pm

For In-House Lawyers

12 **A B C D** Foundation
Essential Toolkit for In-house Counsel
London 7-8 Oct

6 **C D** Foundation
The Successful In-house Lawyer
London 16 Oct

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