CHECKLIST · GUIDE

# SRA Authorisation Pack

Everything you need to prepare a complete, decision-ready application to the Solicitors Regulation Authority.

## Which type of authorisation?

- Recognised sole practice — you practise on your own account as a sole principal.
- Recognised body — a firm (partnership, LLP or company) wholly owned and managed by lawyers.
- Licensed body (ABS) — a firm with some non-lawyer ownership or management.

Your structure determines the application route, the approvals needed and some of the fees.

## Before you apply — readiness checklist

### People & roles

- [ ] Nominate a Compliance Officer for Legal Practice (COLP)
- [ ] Nominate a Compliance Officer for Finance and Administration (COFA)
- [ ] Identify all managers and owners who need SRA approval

### Insurance & finances

- [ ] Qualifying professional indemnity insurance arranged (MTC-compliant)
- [ ] Minimum cover confirmed: £2m per claim (sole practice/partnership) or £3m (LLP/company)
- [ ] Business bank account, and client account if you will hold client money
- [ ] Familiar with the SRA Accounts Rules

### Plans & policies

- [ ] Business plan and financial forecasts
- [ ] Anti-money-laundering policy, controls and risk assessment (if in scope)
- [ ] Complaints handling procedure and client care approach
- [ ] Conflicts of interest, confidentiality and data protection policies
- [ ] Business continuity and information security arrangements

## The application

Apply through your mySRA account. You will provide details of the firm, its structure and finances, and submit applications to approve managers, owners, the COLP and the COFA. Have your policies, PII details and forecasts ready to reference.

## Fees (2025/26)

- Application fee: £200 for a new recognised body or recognised sole practice (licensed bodies: £2,000 + £150 per approved person).
- Regulatory fee: a pro-rata amount for the rest of the practising year, invoiced during the process (banded by month of authorisation).
- Compensation fund: a contribution (£1,950 in 2025/26) is payable if your firm will hold or receive client money.
- Individual practising certificate fee: £326 for 2025/26.

> **TIP**
> Fees change each practising year and the regulatory fee depends on when you are authorised. Confirm the current figures on the SRA fees pages before you budget.

## Timescales

Allow plenty of time. The SRA aims to decide straightforward applications within a few months, but complex cases take longer and the clock can pause while they wait for information. Apply early and respond to queries quickly.

## After authorisation

- Confirm your PII is in force from day one.
- Register for the SRA's reporting requirements and keep your details up to date.
- Put your compliance plan, file reviews and AML monitoring into practice.

### Sources

- SRA — Apply for authorisation of a new firm: www.sra.org.uk/solicitors/firm-based-authorisation
- SRA — Fee policy 2025/26: www.sra.org.uk/mysra/fees/current-fees
- SRA — Minimum Terms and Conditions of PII: www.sra.org.uk
- SRA Accounts Rules: www.sra.org.uk/solicitors/standards-regulations/accounts-rules

### Important

*This resource is general information, not legal, financial or regulatory advice. It reflects our understanding of the rules at the time of writing (June 2026). Fees, thresholds, timescales and requirements change — always confirm the current position with the relevant body (the SRA, GOV.UK, HMRC, the Law Society and the Legal Ombudsman) before acting.*