

## Apply for a waiver

Updated 15 August 2024

In order to apply for a waiver it will be necessary to complete our application form.

[Waivers application form \(PDF 4 pages, 197KB\)](#)

[\[https://qltt.sra.org.uk/globalassets/documents/solicitors/innovate/waivers-application.pdf\]](https://qltt.sra.org.uk/globalassets/documents/solicitors/innovate/waivers-application.pdf)

## Information you will need

A regulated person or firm applying for a waiver must show that the circumstances of the application meet our criteria for granting a waiver.

It is for you to demonstrate that you meet our criteria. The factors that we might consider are in our [guidance on granting waivers](#) [\[https://qltt.sra.org.uk/sra/decision-making/guidance/granting-waiver/\]](https://qltt.sra.org.uk/sra/decision-making/guidance/granting-waiver/).

You will need to provide information or evidence to support your application.

If you are seeking an exemption to the SRA Claims Management Fees Rules, complete the relevant form below.

## Help with your application

If you have any questions before you submit your waiver application, please contact us.

- [Accountants reports](#) [\[https://qltt.sra.org.uk/home/contact-us/\]](https://qltt.sra.org.uk/home/contact-us/)
- [Training regulations or Higher rights of audience](#) [\[https://qltt.sra.org.uk/home/contact-us/\]](https://qltt.sra.org.uk/home/contact-us/)
- For all other waiver requests [contact Professional Ethics team](#) [\[https://qltt.sra.org.uk/home/contact-us/\]](https://qltt.sra.org.uk/home/contact-us/)

Applications for waivers as part of the authorisation of your firm will be managed as part of that process. You should discuss any waiver requirements with your designated case officer or, for pre-application enquiries, by contacting [Authorisation](#) [\[https://qltt.sra.org.uk/home/contact-us/\]](https://qltt.sra.org.uk/home/contact-us/).

## SRA Claims Management Fees Rules exemption

If you are applying for an exemption under rule 2.6(f) to the SRA Claims Management Fees Rules, then complete this form instead of the general

waivers form.

**[SRA Claims Management Fees Rules exemption form \(PDF 7 pages, 197KB\)](#)**

[\[https://qltt.sra.org.uk/globalassets/documents/solicitors/innovate/sra-claims-management-fees-rules-exemption-form.pdf\]](https://qltt.sra.org.uk/globalassets/documents/solicitors/innovate/sra-claims-management-fees-rules-exemption-form.pdf)

These rules recognise in some claims eligible for progression through one or more statutory redress schemes there might be exceptional circumstances that make the claim particularly novel and complex. This might mean that your representation is reasonably expected to exceed the maximum permitted charges.

If so, you may make an application to us to seek our approval to be exempt from the maximum charges. We will consider these applications on a case-by-case basis to assess whether or not we are satisfied that your representation should require charges that are above the maximum levels specified in the banding framework.

## **How to tell us**

Then complete the [waiver application form](#) [\[#download\]](#) and send it to us by [email](#) [\[https://qltt.sra.org.uk/home/contact-us/\]](https://qltt.sra.org.uk/home/contact-us/), along with your evidence.

## **Is there a cost for making a waiver application?**

No, the waiver application process is free.

## **What happens next?**

Once we have received it, we will acknowledge your application form within one working day.

We may contact you if we have any questions about your waiver application.

## **How long do we take to respond?**

We aim to decide on your waiver application within 90 days. Where the waiver is for the Innovation Space this is normally 56 days.