



The Bar Council

Checklist for re-establishing your practice/establishing a new practice

- If you have not held a practising certificate in the last 5 years – check with the BSB if you are required to undertake any training in order to practice ([BSB Handbook rS45.3¹](#))
- Apply for your practising certificate via [Bar Council's Barrister Records Office](#) (records@barcouncil.org.uk) making sure you allow sufficient time to do this

Use the [Barrister Records Support Hub²](#) for information about authorisation to practise, Certificates of Good Standing and changing practising details. You can also contact the Records team via the Hub
- Set up your home for home working (eg internet access, printing etc)
- Contact your SBA/circuit/Bar mess (renew/take out membership and see what help they offer returning barristers/barristers new to their practice area)

Self-employed only

- Renew your [professional indemnity insurance \(BMIF\)³](#) allow sufficient time to do this
- Reinstate/set up your direct debits for chambers rent
- Hold a practice meeting **before** restarting/starting a new practice with your clerk
- Inform your bank/bank manager
- Accounts** – ensure you have set things up with an accountant and are allowing provision for tax/year-end/pension provision etc
- Information Commissioner** – you will need to ensure you are registered with the [Information Commissioners' Office⁴](#) by the time you return to practice. Contact by phoning 0303 123 1113 and ask for a registration form. The Information Commissioner will send you a copy of your last completed form which will assist in completing the form. At the time of writing the fee for registration is £35

¹ <https://www.barstandardsboard.org.uk/for-barristers/bsb-handbook-and-code-guidance/the-bsb-handbook.html>

² <https://thegeneralcouncilofthebar.freshdesk.com/support/home>

³ <https://www.barmutual.co.uk/>

⁴ <https://ico.org.uk/>

- Re-register for VAT (if appropriate). Online helpdesk on T: 0845 010 86500 or, to register for VAT online at www.online.hmrc.gov.uk
- Renew your legal online library subscription
- Inform solicitor contacts about your plans for coming back/changing your practice
- Ensure you are aware of the BSB's [CPD requirements](https://www.barstandardsboard.org.uk/for-barristers/cpd.html)⁵

⁵ <https://www.barstandardsboard.org.uk/for-barristers/cpd.html>