

## **Procedure for review of ASPA Project Licence Applications by AWERB**

1. The applicant will initiate a meeting with the Home Office Liaison Contact (HOLC) to discuss the proposed project and to determine whether the work will require a Project Licence. The HOLC will provide the applicant with details regarding ASPA and set up an ASPeL account for the applicant. The HOLC will also put the applicant in touch with the relevant Named People (NTCO, NACWO & NVS).
2. The NTCO will advise on any training requirements to hold the appropriate licences.
3. The applicant will prepare the project licence application which will be submitted via ASPeL to the HOLC for review by the AWERB. Upon receiving the project licence application, the NACWO will notify the ELH so that any additional measures can be taken and/or advised.
4. Once the AWERB have had time for an initial review of the application, the applicant will be invited to prepare and give a 15-minute presentation on the project application to AWERB.
5. AWERB will have the opportunity to give feedback to the applicant during the presentation and will be asked to provide a decision on approval to the ELh. A follow up email with any recommendations will be provided to the applicant for them to amend the application.
6. Once the applicant has addressed any feedback from AWERB within their application, they will resubmit via ASPeL.
7. Upon confirmation of the ELh (and wider AWERB, if required) the HOLC will submit the application to the Home Office for review.
8. The Home Office have a legal obligation to return any project licence applications within 40 working days (55 days for complex applications). If the applicant has any queries, during this time, they should be directed through the HOLC.
9. PPL holders will provide an update report and/or presentation to AWERB on progress mid-way through the project.