



Home Office

# ASPeL – Project Licence & Personal Licence Process

Quick Start Guide for Home Office Liaison Contacts

Archived

## Browsers

The most efficient access to ASPeL is using Google Chrome.

A key feature of ASPeL is that it uses modern web-technologies which work best with up-to-date versions of web-browsers. These improve download speeds and the overall experience for users of the system.

## Account set-up

Before you set up an account for an applicant, ensure that you have supplied them with the **establishment shared key**.

To create accounts for applicants go to 'Tasks' and select 'Manage Users'. Enter their email address, using the drop down list under 'Operation for these users' select 'Create PPL or PIL applicants' then 'Submit'.

### Establishment user operations

Email addresses \*

Operation for these users \*

Submit

Cancel

Note: If the project licence applicant already has a personal licence account on ASPeL ensure you use the same email account when you add them as a PPL applicant, this will ensure that they have access to their personal licence and project licence application forms in one account.

## Navigating the system

**Notifications** – where all in-system mail messages are posted regarding the status of your applications

**Notice Board** – where the Home Office posts messages for all to see and also places links to relevant documents on the Home Office website

**Tasks** – where you access 'Manage Users' and 'Post Grant Document Submission' which can be used for project licences that have been granted to submit Return of Procedures forms, Project Licence standard condition 18 reports and revocation requests.

**All Applications** – where all establishment applications can be viewed. There is also a facility to search for applications by licence number.

## PPL - Additional availabilities

The template (copy attached) should be used for all additional availability requests. It must be completed by the Named Person Responsible for Compliance (NPRC) for the additional establishment and retained at the primary availability establishment and made available on request. There is a declaration for the primary availability establishment licence holder/NPRC to tick to confirm that they have carried this out.

## PPL - AWERB review

You can download a copy of the application at any time, for example to send to AWERB members for advice (select 'Export' located at the bottom of the screen).

## Receiving the licence

If the application for a licence is granted, a pdf of the licence will be sent to the central contact point at your establishment. The licence holder should not start work until they have received and checked the licence thoroughly.

## Stub retrieval

After 14 days of inactivity an application form is archived for security purposes. However, it can be called back at any time. This will happen automatically when you try to open the application and you select the 'Request Form Retrieval' button.

## PPL - Post Grant Document Submission – Project Licences Only

Is located under 'Tasks' on your dashboard, click on the link 'Post Grant Document Submission', select a project licence from the list. At present this functionality should only be used for Standard Condition 18 reports and Return of Procedures forms.

### Post grant document submission

Important - only to be used for documents to be submitted after a licence has been granted e.g. Return of Procedures, revocation request, Standard condition 18 reporting

#### Active Licences

<input type="radio"/>	P6A70E7F4
<input type="radio"/>	P74B505DC
<input checked="" type="radio"/>	PEF66D98A

Select application

You will then be presented a screen to select the file you want to choose from your local directory and then click on 'Submit'. If you have uploaded a document in error you will need to contact the ASPeL Helpdesk to request deletion.

## Password resets

All password resets are carried out by the Home Office Liaison Contact.

## Hints and tips

### Passwords

- ❖ **Note:** Password links can only be used once to set up an account; once the account has been created, you should log in by typing in the url address:  
<https://www.aspel.homeoffice.gov.uk/user/login> .
- ❖ **Note:** There is a 3 day time limit for changing passwords. If you don't do this the link will expire and you will need to contact your Home Office Liaison Contact to request a password reset.

### Attachments

- ❖ There are two types of documents that the applicant may submit with their application; Attachments – which will form an integral part of the licence e.g. flow diagrams Supporting documents – e.g. Letter to inspector. The applicant will need to supply you with a copy of these as you will not be able to view them in ASPeL, although you will be able to see summary information e.g. document title, type and date of upload.

## ASPeL Help Desk

The ASPeL help desk will be open from 9:00am – 17:00pm Monday to Friday.

Email: [ASPELQueries@homeoffice.gsi.gov.uk](mailto:ASPELQueries@homeoffice.gsi.gov.uk)

Phone: 020 7035 4469