Home Office

ASPeL – Project Licence Process

Quick Start Guide for Establishment Licence Holders/Named Persons Responsible for Compliance

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

You will need to contact the ASPeL Helpdesk to request access to ASPeL.
Your HOLC will need to supply you with the **shared establishment key**, this will be required each time you to log on to ASPeL. You must keep it safe and secure.
When an account has been created for you, you will receive an email containing a link to access the system. When you click on the link you will be prompted to reset your password.

When you have successfully reset your password you will be taken to the login page where you will need to re-enter your login details.

Navigating the system

After logging in you will arrive at the dashboard.

Notifications – where all in-system mail messages are posted regarding the status of 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
ELH Inbox – where you access any applications that are awaiting your review/endorsement
**All Applications** – where all establishment applications can be viewed. There is also a facility to search for applications by licence number.

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.

Project licence application

This diagram below shows the project licence process on ASPeL.

PPL Flow Diagram
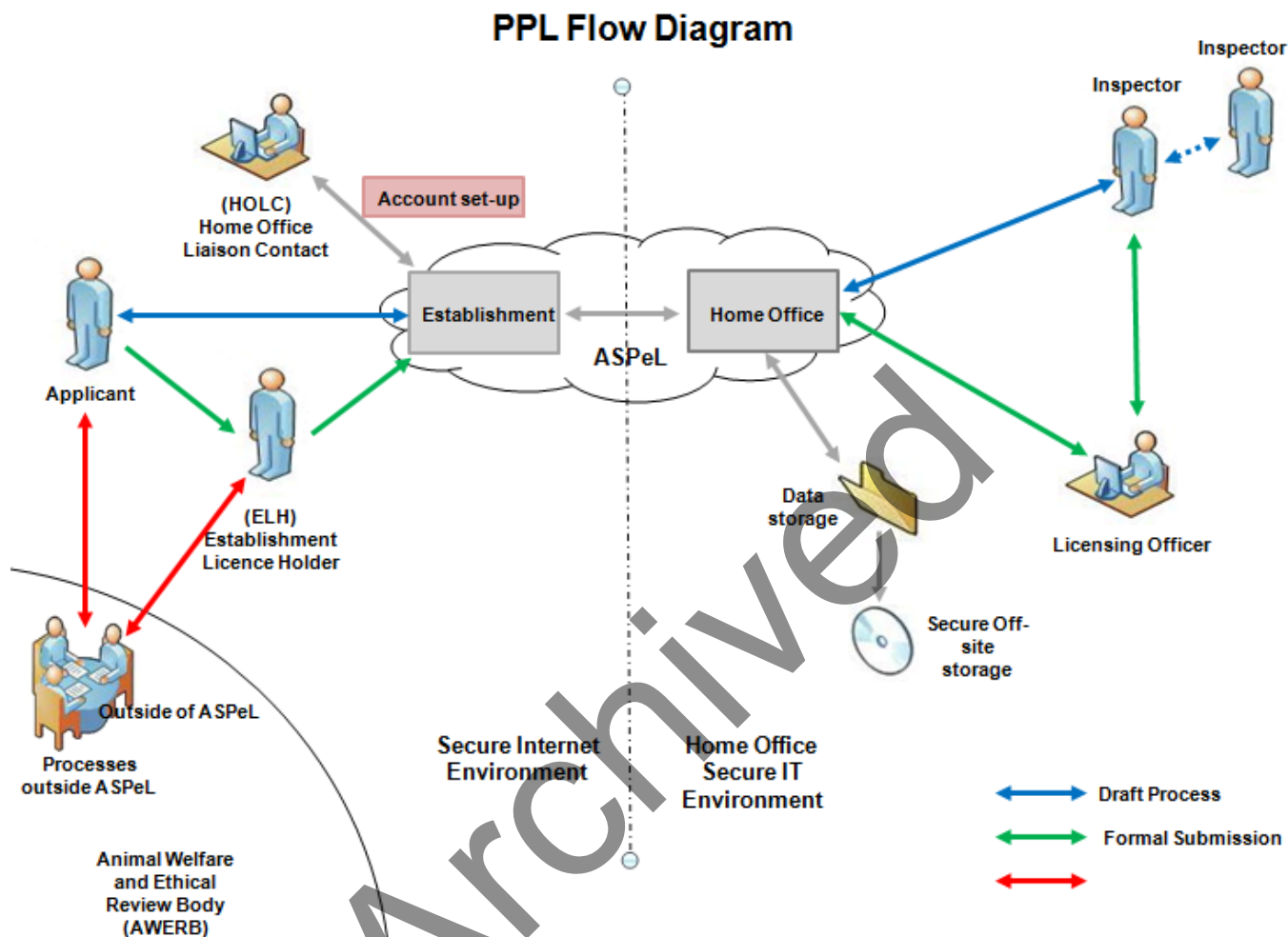
Important: Your Home Office Inspector can only provide the applicant with advice on their application in ASPeL when it is in the draft submission process so all applications must start in the draft process, the applicant must select 'draft submit' when they are ready to submit their application. If their application is formally submitted and requires further revision before it is complete and correct it will be returned to draft process.

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.

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), or as delegated by the place establishment licence holder (PELH) for the additional establishment and retained at the primary availability 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 when submitting a formal application to the Home Office.

Word export/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).

You are advised to export and save versions each time you submit to the Home Office. This will facilitate comparing versions using the 'Compare' facility on Word to identify any

Formal submission – to return an application to applicant for further revision

When a formal application has been sent to you for approval, if it requires further revision select 'Return to Applicant' and you will be presented with a comments box to inform the applicant what changes are required. Any comments returned to the applicant will remain on the record until the application has been submitted to the Home Office.

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 must not start work until they have received and checked the licence thoroughly.

Hints and tips

Passwords

Note: Your password link can only be used once to set up your account; once your 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.

The ASPeL help desk will be open from 9:00am – 17:00pm Monday to Friday.
Email: ASPELQueries@homeoffice.gsi.gov.uk
Phone: 020 7035 4469