

2025 Crime Contract

ADDITIONAL TENDER (CRIME25)



**Legal Aid
Agency**

CRIME 25 PROCUREMENT PROCESS ADDITIONAL TENDER

**THIS FORM SHOULD ONLY BE USED BY
APPLICANTS WHO HOLD A 2025 CRIME CONTRACT**

- Once completed please return the form with any supporting documents to: crime.contracts@justice.gov.uk
- If you do not already hold a 2025 Crime Contract you must submit your tender through the Bravo eProcurement tool in accordance with the Application Guide:
https://assets.publishing.service.gov.uk/media/695ce87cf41883f4e50ed98e/2025_Standard_Crime_Contract_Application_Guide.pdf

1. Amendment Required (Please tick one or both boxes)

Existing Provider adding a new Office and the Class(es) of Work to be undertaken from the new Office ☐

and/or

Existing Provider adding a new Class(es) of Work to an existing Office ☐

and/or

Existing Provider adding Duty Scheme work to a new or existing Office ☐

2. Organisation Details

Name of Organisation:

Lead Account Number:

Account Number of office(s) where you wish to make a change:

Postcode of new office(s) where you currently have no Legal Aid Account Number:

Firm Number:

Name of Contract Manager:

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3. Selection Questionnaire

Before completing this section, please refer to Annex A: 2025 Standard Crime: SQ
https://assets.publishing.service.gov.uk/media/66ebf53250c0ff1bc7fa144c/ANNEX_A_-_SQ.pdf

In addition, please carefully read the Application Guide for the Crime Contract procurement process.

The Application Guide gives information about the procurement process:
https://assets.publishing.service.gov.uk/media/66ebff78438f63153b1d94c/Application_Guide_for_publication_V.3.pdf

Have there been any changes to your answers submitted in your original Selection Questionnaire submitted for the Standard Crime 2025 contract:

No ☐

Yes ☐

If you have answered yes to the above, please provide details below:

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4. New Office Details (Complete this if you are adding a new Office)

Number of additional Offices requested:

Office number one address:

Office number two address:

Any additional Office addresses: Please attach on a separate sheet.

If you are applying for a new Office:

- we will require an AC1 form to be completed and submitted with any supporting documentation. AC1 forms and guidance can be found here <https://www.gov.uk/guidance/update-your-details-with-laa>
- you should also complete section 5 below to confirm the Class(es) of Work that you wish to undertake from the new Office(s).

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5. Classes of Work

Complete this section:

- If you are adding a Class of Work to an existing Office; and/or
- if you are adding a new Office to confirm the Classes of Work to be undertaken from the new Office

If you are applying for a new Class(es) of Work, we will require the appropriate Supervisor Declaration to be completed and submitted with this form. Supervisor forms and guidance can be found here [Crime Contract 2025 Tender - GOV.UK](https://www.gov.uk/government/consultations/crime-contract-2025-tender)

Investigations and proceedings: (including Appeals & Reviews) ☐

Office Address:

Do you wish to deliver Duty Scheme work from this office: ☐

(the Duty Solicitor Postcode Tool at Annex D of the Application Guide at [Crime Contract 2025 Tender - GOV.UK](https://www.gov.uk/government/consultations/crime-contract-2025-tender) sets out the Duty Schemes for which the Office is eligible).

London Borough (if applicable): ☐

Prison Law: (including Appeals & Reviews) ☐

Office Address;

Appeals and Reviews only: ☐

Office Address:

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Please note that on commencement of your Contract further checks will be carried out by your Contract Manager to confirm compliance with the following requirements:

- Checks to confirm all new Offices are compliant (where applicable)
- That each Supervisor is fully compliant
- That all indemnities have been properly completed

6. Declaration: Failure to complete this section correctly will result in the application being rejected.

I give my undertaking that I am an individual who is authorised to make this submission on behalf of the Applicant.

I give my undertaking that the answers submitted in the original Standard Crime Contract 2025 Selection Questionnaire have not changed since the original tender or if they have, I have declared this above.

I give my undertaking that I am the Applicant's Compliance Officer for Legal Practice (COLP) or, where authorised by the Bar Standards Board, the Head of Legal Practice (HOLP) and so authorised to make this submission on behalf of the Applicant

Name:

Dated: