

**Application for an HMO Licence
Fit and Proper Person Declaration**

Proposed licence holder to complete on behalf of all relevant persons. Managing Agents and joint licence holders must also complete a separate declaration.

Full name (as it appears on your passport/driving licence)

Home address

1 In connection with the application for an HMO licence in respect of (address)

Date of application

I hereby declare that I am (select from list as appropriate):

- (i) the proposed licence holder
- (ii) the manager of the property (if different to the proposed licence holder)
- (iii) the proposed licence holder and manager
- (iv) someone who is otherwise engaged in the management of the property
- (v) a key holder
- (vi) other Please specify:

2 In support of my fit and proper person declaration I confirm that I :-

- i. do not have any unspent convictions particularly in respect of any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
- ii. have not been found guilty by any court or tribunal of practising unlawful discrimination on grounds of sex, colour, race ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- iii. have not had any judgements (whether civil or criminal) against me under housing, environmental health, public health or landlord and tenant law;
- iv. have not acted otherwise than in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004.

And to the best of my knowledge (i) to (iv) above do not apply to anyone who is associated with me whether on a personal, work or other basis (includes husband, wife, colleague, business partner and employees).

| | |
|---|--|
| 3 | <p>I also confirm that I have not :-</p> <ul style="list-style-type: none"> i. been in control of any property subject to a Control Order under S379 of the Housing Act 1985 or Demolition Order in the last 5 years; ii. been in control of a property that has been subject to the service of an Improvement Notice, a Prohibition Order, a Hazard Awareness Notice, or Emergency Remedial Action under the Housing Act 2004; iii. been refused a licence or had a licence revoked for any property in relation to an HMO under the Housing Act 2004 (includes additional and selective licensing schemes); iv. been found to have breached a condition of a licence for an HMO under the Housing Act 2004 (includes additional and selective licensing schemes); v. been in control of any property, which has subsequently been the subject of an Interim or Final Management Order or Special Interim Management Order under the Housing Act 2004. |
|---|--|

Fit and proper person declaration

In signing this declaration I confirm that (select one box only):

– all of the statements in sections 2 and 3 are correct

OR

– one or more of the statements in sections 2 or 3 are **not** correct (provide details below)

I accept that in connection with the checking of the accuracy of this declaration that the local authority will share this information with other statutory bodies, particularly other local authorities and the Police.

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you have not disclosed, or which has been incorrectly stated or described, your licence may be revoked or other action taken.

Name: Signed (typed):

Position:

Date:

Further details in respect of sections 2 and 3:

Complete a separate declaration for each licence holder, company or managing agent.