

Declaration in respect of a fit and proper person for registered businesses or charities in support of applications made for an HMO licence.

All persons involved in the management of the HMO must sign a separate declaration including joint licence holders and managers.

If the proposed licence holder or manager is a company or charity then a 'fit and proper person' declaration must be completed by the person or persons responsible for the business.

Where the proposed licence holder/manager is part of an organisation with multiple offices, then each local office involved in the management of a licensable HMO must also be deemed fit and proper and the person in charge of that office will be considered the most appropriate person to complete this declaration.

Registered Business name (as registered with Companies House)

Trading Name if different to above.

Registered Business Address (as registered with Companies House)

Trading Address if different to above.

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

- (i) the director of the above named business
- (ii) I am employed locally for the above named business
- (iii) other Please specify:

<p>3. In support of my fit and proper person declaration I confirm that I :-</p> <ul style="list-style-type: none"> 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. <p>And to the best of my knowledge (i) to (iv) above do not apply to anyone who is associated with this business including partners, employees and other associates.</p>
<p>4. 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. <p>And to the best of my knowledge (i) to (v) above do not apply to anyone who is associated with this business including partners, employees and other associates.</p>
<p>Fit and proper person declaration</p> <p>In signing this declaration I confirm that (select one box only):</p> <p>– all of the statements in sections 3 and 4 are correct <input type="checkbox"/></p> <p>Or</p> <p>– one or more of the statements in sections 3 or 4 are not correct (provide details below) <input type="checkbox"/></p> <p>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.</p>

Those signing the declaration should note that any offences etc. committed by an associate or family member involved in the management of the property are also relevant.

An unspent conviction will not necessarily prevent a fit and proper judgement by the local authority. The local authority will consider each offence and any mitigating circumstances on their relative merits.

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:

Position within business:

Date:

Further details in respect of sections 3 and 4: