

## Fit and Proper Form

After completed, upload and attach to your application. Ensure you sign the relevant declaration on page four.

2.4	<b>Has the Proposed Licence holder or Manager:</b>			
	Committed any offence involving fraud (including benefit fraud), violence, drugs or offences listed in Schedule 3 of the Sexual Offences Act 2003?	<b>Proposed Licence Holder</b>		<b>Manager</b>
Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5	<b>Has the Proposed Licence holder or Manager:</b>			
	Been found via a tribunal that he/she has practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in or in connection with any business?	<b>Proposed Licence Holder</b>		<b>Manager</b>
Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.6	<b>Has the Proposed Licence holder or Manager:</b>			
	Ever contravened any provision of any laws relating to Housing, Public Health, Environmental Health or Landlord and Tenant law (including harassment illegal eviction)?	<b>Proposed Licence Holder</b>		<b>Manager</b>
Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.7	<b>Has the Proposed Licence holder or Manager:</b>			
	Owned or managed an HMO or house which has been subject to enforcement action under Part 1 of the Housing Act 2004?	<b>Proposed Licence Holder</b>		<b>Manager</b>
Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.8	<b>Has the Proposed Licence holder or Manager:</b>			
	Had a property which he/she has owned or managed which has been refused a licence under Part 2 or 3 of the Housing Act 2004?	<b>Proposed Licence Holder</b>		<b>Manager</b>
Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.9	<b>Has the Proposed Licence holder or Manager:</b>				
	Had a property which he/she has owned or managed which has had a licence under part 2 or 3 of the Housing Act 2004 that has been revoked?	<b>Proposed Licence Holder</b>		<b>Manager</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.10	<b>Has the Proposed Licence holder or Manager:</b>				
	Owned or managed a property which has been the subject of an interim management order, special interim management order, or final management order under the Housing Act 2004?	<b>Proposed Licence Holder</b>		<b>Manager</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.11	<b>Has the Proposed Licence holder or Manager:</b>				
	Been found by any local authority to have contravened an Approved Code of Practice under the Housing Act 2004 section 233?	<b>Proposed Licence Holder</b>		<b>Manager</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.12	<b>Has the Proposed Licence holder or Manager:</b>				
	Ever been convicted or received a Civil Penalty Notice for non-compliance of a Statutory Notice under Housing, Environmental Health, Landlord and Tenant, Public Health, Health and Safety, Building Regulations or Planning Laws?	<b>Proposed Licence Holder</b>		<b>Manager</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.13	<b>Has the Proposed Licence holder or Manager:</b>				
	Been in control of a property where works have been carried out in default?	<b>Proposed Licence Holder</b>		<b>Manager</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.14	<b>Has the Proposed Licence holder or Manager:</b>				
	Breached conditions of a Housing Act 2004 licence?	<b>Proposed Licence Holder</b>		<b>Manager</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**If you have answered 'yes' to any of the above questions in parts 2.4 to 2.14 please provide full details in the space provided: (if extra space needed attach on a separate sheet)**

Empty space for providing details.

# PART FOUR: DECLARATION

To be completed by Proposed Licence Holder, Manager and Applicant

## DECLARATION OF APPLICANT AND PROPOSED LICENCE HOLDER

Section 247 of the Housing Act 2004, enables the transmission of documents and Licences in electronic form, for example by email, relevant to Parts 1 to 4 of the Act. The term 'document' includes anything in writing and the term 'relevant document' means anything in writing that the Local Authority have a duty to serve on any person. It is a pre-requisite of sending documents in electronic form that the Local Authority receives confirmation from the recipient(s) that they are willing to receive licences and relevant documents in this manner. Therefore, should you wish to receive information in this manner, please complete the authorisation below:

**I am willing to receive licences and any other relevant documents in electronic form:**

- Yes (ensure email details entered below)  
 No

- I/we declare that the information contained in this application is correct and to the best of my knowledge. I understand that I commit an offence if I supply any information to a local authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I know is false or misleading or am/are reckless as to whether it is false or misleading.
- This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of crime including fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

**Note: if you are the Applicant and the Proposed Licence Holder and Manager you must sign all the relevant sections below.**

**Applicant:**  
(print name)

Email:

Date:

Signature

**Proposed licence Holder:**  
(print name)

Email:

Date:

Signature

**Manager/Agent:**  
(print name)

Email:

Date:

Signature