

## Fit and Proper Persons Form

This form is required to be submitted with an online  
Selective or HMO Licence application\*

\* If you have made an online application via the online portal and there is one individual/company who is acting as the Applicant, Proposed Licence Holder and Manager then the form will take you through the fit and proper questions detailed in this document and you do not need to complete and attach this document.

If there is more than one individual/company detailed on your online form you are required to complete this form for all Proposed Licence Holders and Managers. The form can then either be attached to your online submission, posted to The Selective Licensing Team, Civic Centre Arnot Hill Park Arnold Nottinghamshire NG5 6LU or emailed to [Privatesectorhousing@gedling.gov.uk](mailto:Privatesectorhousing@gedling.gov.uk)

Page 5 and 6 require a signed declaration from all Applicants, Proposed Licence Holders and Managers. If one individual/company undertakes more than one of these functions they must sign each relevant declaration. Failure to complete the declaration pages in full will result in your document being rejected.

If you need any assistance email the team at [Privatesectorhousing@gedling.gov.uk](mailto:Privatesectorhousing@gedling.gov.uk)



## Fit and Proper Form

**PLEASE PROVIDE THIS INFORMATION TO ENABLE US TO PAIR THIS DOCUMENT WITH YOUR APPLICATION.**

Address of property to be licensed:	<b>Address:</b>
Licence Reference Number <b>Note:</b> if you are attaching this to an online application leave this field blank	<b>Post code:</b>
	<b>REF:</b>

2.4	<b>Has the Proposed Licence holder(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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(s) or Manager(s):</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)**

## 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/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: A signature is required from the applicant and all Proposed Licence holders and Managers. If there is more than one Applicant/Proposed Licence Holder/Manager please provide the information in the space provided on the next page.**

<b>Applicant:</b> (print name)	Email:	Date:
Signature		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No
<b>Proposed licence Holder(s):</b> (print name(s))	Email:	Date:
Signature(s)		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No
<b>Manager/Agent:</b> (print name)	Email:	Date:
Signature		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No

## DECLARATION OF APPLICANT AND PROPOSED LICENCE HOLDER CONTINUED

**(This section is only applicable if there is more than one Applicant  
and/or Proposed Licence Holder and/or Manager)**

<b>Applicant:</b> (print name)	Email:	Date:
Signature		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No
<b>Proposed licence Holder(s):</b> (print name(s))	Email:	Date:
Signature(s)		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No
<b>Proposed licence Holder(s):</b> (print name(s))	Email:	Date:
Signature		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No
<b>Manager/Agent:</b> (print name)	Email:	Date:
Signature		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No
<b>Manager/Agent:</b> (print name)	Email:	Date:
Signature(s)		
<b>I am willing to receive licences and any other relevant documents in electronic form:</b>	<input type="checkbox"/> Yes (ensure email details entered above)	<input type="checkbox"/> No