

HMO Licensing Scheme: Proper Person Check

Tests for Fitness etc. & Satisfactory Arrangements - Proposed HMO Manager

The Housing Act 2004 (and regulations made under it) set out the requirement for a licence holder to be a fit and proper person.

In order to determine whether the applicant is a fit and proper person, the questions in the declaration, below, must be answered to the satisfaction of Bedford Borough Council (The Licensing Authority).

Please answer the questions to the best of your ability, if we need to, we will contact you to discuss your application.

Q1) Do you have any unspent convictions that may be relevant to your fitness to hold a licence, in particular:

- Any such conviction 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.

No: **Yes:** *If answering Yes, please provide details below:*

Q2) Do you have any findings against you by a court or tribunal that you have:

- Practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or connection, with carrying on any business.

No: **Yes:** *If answering Yes, please provide details below:*

Q3) Have you been involved in any civil or criminal proceedings which resulted in a judgment being made against you for any:

- Contravention of any enactment relating to housing, public health, environmental health or landlord or tenant law.

No: **Yes:** *If answering Yes, please provide details below:*

Q4) Have you been found by a Local Authority to have acted otherwise in accordance with a Code of Practice approved made under s233 of the Housing Act 2004:

No: **Yes:** *If answering Yes, please provide details below:*

Q5) Have you been the subject of a banning order which has the effect of banning you from:

- Letting housing in England.
- Engaging in letting agency work that relates to housing in England.
- Engaging in property management work that relates to housing in England.
- Being involved in a corporate body that carries out activities from which the person is banned.

No: **Yes:** *If answering Yes, please provide details below:*

Q6) Have you ever been refused a licence for any property in relation to HMO, additional or selective licensing under the Housing Act 2004?

No: **Yes:** *If answering Yes, please provide details below:*

Q7) Have you ever had a licence revoked due to breach of licence conditions for any property in relation to HMO, additional or selective licensing under the Housing Act 2004?

No: **Yes:** *If answering Yes, please provide details below:*

Q8) Has any HMO or house you have owned or managed been subject to an interim or final management order under the Housing Act 2004?

No: **Yes:** *If answering Yes, please provide details below:*

Q9) To the best of your knowledge has any person associated or formerly associated with you (whether on a personal, work or other basis) done any of the things set out in the questions above?

No: **Yes:** *If answering Yes, please provide details below:*

Declaration

I declare that I am a fit and proper person in that neither I, nor any person associated or formerly associated with me, have any unspent convictions that are relevant to my application.

Name of person completing declaration:

Signature of person completing declaration:

Date: