

Fit and Proper Person Declaration Form

The Authority **must** satisfy itself that the **proposed licence holder, the proposed manager and all the people proposed to be involved in the management of the property** (if they are different people) are **fit and proper persons** to hold a licence or to manage an HMO. To enable us to satisfy this legal requirement the licence applicant must answer the following questions. This question is not limited to properties within the London Borough of Barnet.

It is **not** necessary to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974.

Full name of person (or name of company) making declaration:

Address of person making the declaration:

Post code:

If letting or management agent please state name of business:

Address property to be licensed:

Post code:

1. Have any of these persons been convicted of any offence involving fraud, dishonesty, violence, drugs or offences listed in schedule 3 of the Sexual Offences Act 2003 (offences attracting notification requirements)? Yes ☐ No ☐
2. Has any tribunal found that any of these persons have practised, unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in or in connection with any business? Yes ☐ No ☐
3. Have any of these persons contravened any Housing, Public Health, Environmental Health or Landlord and Tenant Law, (including harassment illegal eviction) which led to any civil or criminal proceedings resulting in a judgement against them? Yes ☐ No ☐
4. Has any HMO or house of which any of these persons were the owner or manager been subject to enforcement action under Section 5(2) of the Housing Act 2004 (concerning a category 1 hazard)? Yes ☐ No ☐
5. Has any property of which any of these persons were the owner or manager been refused a licence under Part 2 or 3 of the Housing Act 2004? Yes ☐ No ☐
6. Has any property of which any of these persons were the owner or manager had a licence under Part 2 or 3 of the Housing Act 2004 revoked? Yes ☐ No ☐
7. Has any property of which any of these persons were the owner or manager been the subject of an interim management order, special interim management order, or final management order under the Housing Act 2004? Yes ☐ No ☐

8. Have any of these persons been found by any local authority to have contravened an Approved Code of Practice under the Housing Act 2004 Section 233? Yes ☐ No ☐
9. If you have answered **YES** to any of questions 7.1 to 7.8, please give details including dates:

10. To the best of your knowledge, has any person associated or formerly associated with any of these persons (whether on a personal, work or other basis) done any of the things set out in 7.1 to 7.8 (above). If yes, please give full details including how you are associated with the other person. Yes ☐ No ☐

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.

Signed:	
Name:	
Date:	

☐ If signed for a company, please tick box to confirm you are able to sign on behalf of the company.