

FIT AND PROPER PERSON DECLARATION

Each person involved in the management of a licensable House in Multiple Occupation (HMO) is required to complete this form, pursuant to the Housing Act 2004

Full name of person (or name of company) making this declaration	
Address, including postcode, of person making the declaration	
If letting or management agent, please state the name of the business	
Address of the property to which this declaration applies	
Date HMO application was submitted	
<p>I hereby declare that I am (tick as appropriate)</p> <p><input type="checkbox"/> the proposed licence holder</p> <p><input type="checkbox"/> the manager of the property (if different to the licence holder)</p> <p><input type="checkbox"/> someone who is involved in the management of the property who has any of the following management responsibilities:</p> <p>1 <input type="checkbox"/> a responsible employee of a residential letting or property management business</p> <p><input type="checkbox"/> a person who sets up and/or signs tenancy agreements</p> <p><input type="checkbox"/> a person who authorises money to be spent on works in relation to the property</p> <p><input type="checkbox"/> a person who collects rent and/or deals with rent arrears</p> <p><input type="checkbox"/> a person who sets up accounts for the payment of Local Housing Allowance</p> <p><input type="checkbox"/> a person authorising repairs</p> <p><input type="checkbox"/> a person responsible for the administration of rent deposits</p> <p><input type="checkbox"/> other (please describe your responsibilities)</p>	
<p>2</p> <p>Please provide details in section 3 if you have anything to declare concerning any of the following which, to the best of your knowledge, apply either to you or anyone who is associated with you, whether on a personal or work basis (includes husband, wife, civil partner, colleague, business partner, employees, etc.</p> <p>a) Any unspent convictions, particularly in respect of any offence involving fraud or other dishonesty, violence, drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003</p> <p>b) Any finding by any court or tribunal of practising unlawful discrimination on grounds of sex, colour, race, ethnicity, or disability in connection with the carrying on of a business</p> <p>c) Any civil or criminal contravention of any law relating to housing, environmental health, licensing, public health, or landlord and tenant law</p> <p>d) Any act not in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004</p>	

2	<ul style="list-style-type: none">e) Being in control of any property subject to a Control Order under section 379 of the Housing Act 1985, or a Demolition Order, in the last five yearsf) Being 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 2004g) Being refused a licence or had a licence revoked for any property in relation to an HMO under the Housing Act 2004 (including additional or selective licensing schemes)h) Being found to have breached a condition of an HMO licence under the Housing Act 2004 (including additional or selective licensing schemes)i) Being in control of any property which has been the subject of an Interim or Final Management Order, or Special Interim Management Order, under the Housing Act 2004j) Having been refused fit and proper status by a local authority
3	<p>Something to declare Please provide details of anything you need to declare in relation to section 2. Continue on a separate sheet if necessary</p>

4	Nothing to declare: please tick this box if you have nothing to declare relating to section 2	
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5	<p><u>DECLARATION</u></p> <p>I accept that in connection with the checking of accuracy of this declaration, North Herts Council will share this information with the police, other statutory bodies, and other relevant local authorities.</p> <p>I acknowledge that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. I am aware that evidence of any statements made in this application may be required at a later date by North Herts Council.</p> <p>I understand that if North Herts Council subsequently discover that something relevant to this application has not been disclosed, or has been incorrectly stated or described, the licence may be revoked and I may be subject to further enforcement action.</p>								
	<table border="1" style="width: 100%;"> <tr> <td style="width: 35%; text-align: center;">Signed</td> <td></td> </tr> <tr> <td style="text-align: center;">Full name</td> <td></td> </tr> <tr> <td style="text-align: center;">Date</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">If signing on behalf of a company, please tick box to confirm you have authority to do so</td> </tr> </table>	Signed		Full name		Date		If signing on behalf of a company, please tick box to confirm you have authority to do so	
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Date									
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<u>GUIDANCE</u>
<p>Please ensure that all persons working for your business who are involved in the management of licensed properties have signed declarations in relation to this application</p> <p>If there was something to declare in section 3 of this form, this declaration must be forwarded to North Herts Council no later than seven days after the submission of the HMO application</p> <p>Copies of all declarations will be retained by North Herts Council for the duration of the relevant licence and in accordance with its Retention Schedule thereafter</p> <p>Please be aware that North Herts Council has powers to require the provision of documentation as part of the HMO application, including this declaration. Periodic checks will be undertaken to ensure that agents are meeting their obligations. Failure to comply with formal requests to provide information may lead to legal action, including prosecution</p>
<p>Please return this form to licensing@north-herts.gov.uk or by post to: North Herts Council, Licensing, P O Box 10613, Nottingham, NG6 6DW</p>