

PART 6 - SUPPLEMENTARY FORM TO ACCOMPANY AN APPLICATION FOR A HOUSE IN MULTIPLE OCCUPATION LICENCE APPLICATION

Fit and Proper Person

The local authority must consider evidence whether the manager/managing agent is a fit and proper person.

The local authority may consider certain individuals or companies to be unsuitable to hold a licence or manage a property. This decision will be made on the basis of information supplied in or accompanying the application form and information held by the local authority or other agencies where we feel there is a need to contact them.

6.1s Has the **manager/managing agent**, ever accepted a simple caution, previously known as a formal caution, from the Police or been convicted of an offence being subject to the Rehabilitation of Offenders Act 1974 involving any of the following?

	Manager/managing agent	
	Yes	No
Fraud	<input type="checkbox"/>	<input type="checkbox"/>
Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
Violence	<input type="checkbox"/>	<input type="checkbox"/>
Drugs	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Offences Act, Schedule 3	<input type="checkbox"/>	<input type="checkbox"/>

6.2s Has the **manager/managing agent** ever been subject to unlawful discrimination proceedings relating to their business, being subject to the Rehabilitation of Offenders Act 1974 involving any of the following?

	Manager/managing agent	
	Yes	No
Sex	<input type="checkbox"/>	<input type="checkbox"/>
Colour	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic or national origin	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>

6.3s Has the **manager/managing agent** ever accepted a simple caution, been convicted of an offence or been served with Statutory Notices under any of the following?

	Manager/managing agent	
	Yes	No
Housing Law		
Landlord and Tenant Law		
Environment Protection Act 1990		
Public Health Law		
Health and Safety Law		
Building Regulation or Planning Laws		

6.4s Has the **manager/managing agent** ever been convicted for non-compliance of a Statutory Notice under any of the following?

	Manager/managing agent	
	Yes	No
Housing Law		
Landlord and Tenant Law		
Environment Protection Act 1990		
Public Health Law		
Health and Safety Law		
Building Regulation or Planning Laws		

6.5s Has the **manager/managing agent** ever managed a property:

	Manager/managing agent	
	Yes	No
Subject to a Control Order or Management Order		
Where works have been carried out in default following service of a notice?		
Where a licence or registration certificate has been refused?		
Where licence or registration certificate have been breached?		

6.6s If you do not hold a freehold interest or long lease with full repairing obligations, please answer the following questions.

	Manager/managing agent	
	Yes	No
Do you have the authority to carry out any works required to the property?		
Is there any financial limitation on the amount of work you can carry out?		

Please detail below the value of work you can carry out without further authorisation and the procedure which you must follow if works exceed this limit.

I declare that the information provided above is true and correct to the best of my knowledge. I understand that a criminal offence is committed if I supply any information to a local housing authority in connection with this application for a licence of a HMO that is knowingly false or misleading or I am reckless as to whether it is false or misleading and on conviction may be fined up to £5,000.

Signature:

Position held within Company:

Date: