

Declaration in respect of a fit and proper person

Each additional person involved in the management of property requiring a licence under the Housing Act 2004 needs to complete this form.

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

Address (including postcode)

If letting or management agent please state name of business

1 In connection with the application for a licence under the Housing Act 2004 in respect of:
(Please insert address of property for which there is a current application)

Date of application

I hereby declare that I am (tick all that are appropriate):

- the proposed licence holder
- the manager of the property (if different to above)
- someone who is involved in the management of the property such as;
 - The office manager of a letting or management agents business
 - Sets up and or signs tenancy agreements
 - Authorises money to be spent on works in relation to the property
 - Resident manager/staff member
 - Collects rent /deals with rent arrears
 - Sets up accounts for payment of Local Housing Allowance e.g. credit union accounts
 - Agreeing repairs
 - Agreeing return of deposits

- If other involvement please describe your involvement :

2 **Please provide details in section 3 below if you have something to declare** about 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, work or other basis (includes husband, wife, colleague, business partner and employees) :

- a. Any unspent convictions particularly 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 (offences attracting notification requirements);
- b. Any finding by any court or tribunal of practising unlawful discrimination on grounds of sex, colour, race ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- c. A contravention (civil or criminal) of any law relating to housing, environmental health, public health or landlord and tenant law.
- d. Any act not in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004;
- e. Been in control of any property subject to a Control Order under S379 of the Housing Act 1985 or Demolition Order in the last 5 years;

- f. Been 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 2004;
- g. Been refused a licence or had a licence revoked for any property in relation to an HMO under the Housing Act 2004 (includes additional and selective licensing schemes);
- h. Been found to have breached a condition of a licence for an HMO under the Housing Act 2004 (includes additional and selective licensing schemes);
- i. Been in control of any property, which has subsequently been the subject the subject of an Interim or Final Management Order or Special Interim Management Order under the Housing Act 2004.
- j. If you ever been refused fit and proper status by a local authority?

3 **Something to declare:** Please provide details of anything you need to declare. Expand on separate sheet if necessary :

4 **Nothing to declare:** Please tick this box if you have nothing to declare.

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

Guidance for agents or those confirming declarations provided by others.

Please ensure that all persons working for your business who are involved in the management of licensed properties have signed up to date declarations.

If there was **something to declare in section 3** of the form, a copy must be forwarded to the licensing authority within 7 days or less if required.

Copies of all other declarations will need to be held for the duration of the relevant licence if granted.

Please note the Council has powers to require the provision of documents including any declarations. Checks will be made from time to time to make sure that agents are meeting their obligations. Failure to comply with formal requests to provide information can lead to legal action including prosecution.

Address to return form and contact details :

Private Housing Service (100TS), Bristol City Council, PO Box 3176, Bristol BS3 9FS

Email : private.housing@bristol.gov.uk Telephone : 0117 3525010