



CHELTENHAM BOROUGH COUNCIL

Fit and Proper Persons form

We must be satisfied that: anyone else involved in managing the property is a fit and proper person. To enable us to satisfy this legal requirement, all those who will be connected to the management of the property must complete and return a copy of this form.

It is not necessary to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974. In the event that your Licence is revoked, the licence fee will not be returned. The council will also require you to make a new application with a different proposed licence holder for which you may also need to pay a new licence fee.

ADDRESS OF HMO TO BE LICENSED:

..... Post code.....

Details of person completing this form:

FULL NAME			
ADDRESS			
POST CODE		TEL. No.	
EMAIL ADDRESS			
<input type="checkbox"/> Freeholder	<input type="checkbox"/> Leaseholder	<input type="checkbox"/> Other (please specify)	

Please answer all the following questions:

Have you any unspent convictions for any offence involving fraud, dishonesty, violence, drugs or offences listed in schedule 3 of the Sexual Offences Act 2003 (offences attracting notification of requirements)?	YES	NO
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Has court or any tribunal found that you have practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in or in connection with any business?	YES	NO
Have you ever contravened any provision of any laws relating to 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 you?	YES	NO
Has any HMO or house you have owned or managed by you been subject to enforcement action under Section 5 (2) of the Housing Act 2004 (concerning a category 1 hazard)?	YES	NO
Has a property you have owned or managed been refused a licence under Part 2 or 3 of the Housing Act 2004?	YES	NO
Has any property you have owned or managed had a licence under part 2 or 3 of the Housing Act 2004 revoked in consequence of breaching the conditions of the licence?	YES	NO
Has any property you have owned or managed been the subject of an interim management order or final management order under the Housing Act 2004?	YES	NO

If you have answered YES to any of the above questions, please give details below, including dates. Continue on separate sheet if necessary.

Signed: _____

Date _____

Please upload the completed and signed copy of this form at the Supporting Documentation page in the online licence application form.

Alternatively, please email the completed form to privatesectorhousing@cheltenham.gov.uk