

## Appendix 5 - Fit and Proper Person Test

The Authority **must** satisfy itself that the proposed licensee, 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 a House in Multiple Occupation. In order to assess this, the following are considered:

<b>7.1</b> Have you 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 <input type="checkbox"/> No <input type="checkbox"/>
<b>7.2</b> Has any tribunal found that you practised, or have you been convicted of practising, unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in or in connection with any business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.3</b> Have you contravened any Housing, Public Health, Environmental Health or Landlord and Tenant Law, (including harassment, illegal eviction) which led to any civil or criminal proceedings being taken against you resulting in a judgement against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.4</b> Have you been in control of any property and as a result have been subject to any legal proceedings brought by any Local Authority (for example under Planning or Environmental Protection Law or Compulsory Purchase proceedings) in the last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.5</b> Have you been convicted of failing to comply with a statutory notice under Part 10 (statutory overcrowding) or s.265 (demolition order) Housing Act 1985 in the past 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.6</b> Has any property of which you were the owner or manager been refused a licence under Part 2 or 3 of the Housing Act 2004?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.7</b> Has any property of which you were the owner or manager had a licence under Part 2 or 3 of the Housing Act 2004 revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.8</b> Has any property of which you 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 <input type="checkbox"/> No <input type="checkbox"/>
<b>7.9</b> Have you been found by any local authority to have contravened any Approved Code of Practice under the Housing Act 2004 Section 233?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.10</b> To the best of your knowledge, has any person associated or formerly associated with you (whether on a personal, work or other basis) done any of the things set out in 7.1 to 7.10 above. If yes, please give full details including how you are associated with the other person.	Yes <input type="checkbox"/> No <input type="checkbox"/>