



City Lets

Guidance on Completing the 'Fit and Proper' Person Declaration

Please carefully read the notes below and the guidance supplied.

If you have answered 'Yes' to any of the questions i) to vi) detailed in the 'Fit and proper' person declaration, you will need to provide additional information to enable the Council to make an informed decision regarding your application. This guidance explains the type of information that you need to provide in relation to each question.

i) Offences involving fraud, dishonesty, violence or illegal drugs etc.

Please state what the conviction(s) were and what offence(s) it is/they are in relation to. Please provide the date of the offence(s), date of any court hearing(s) and the address of the court where the hearing(s) took place.

ii) Offences involving unlawful discrimination etc.

Please specify the type of discrimination, i.e. sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender reassignment in, or in connection with, the carrying on of any business.

Please give the date of the court or tribunal hearing, the outcome of the court or tribunal hearing and the address of the court hearing the case(s).

iii) Offences involving contravention of housing law etc.

If an Improvement or similar Housing Act notice was not complied with, please specify the type of notice that was not complied with, the date on the notice and the address to which it related.

iv) Offences contrary to any applicable code of practice for the management of a house in multiple occupation approved under section 233 of the Housing Act 2004(3).

Please state what act was committed that was not in accordance with the relevant code of practice and state what action/proceedings were taken by the local authority, including the dates and details of any works carried out in default.

v) Offences contrary to section 55 of the Housing Act 2004 for the non licensing of a house in multiple occupation.

Please state what action/proceedings were taken by any local authority, including the dates and details of any court or tribunal hearing, the outcome of the court or tribunal hearing and the address of the court hearing the case(s).

vi) **Offences contrary to section 55 of the Housing Act 2004 for the non licensing of a house in multiple occupation.**

Please state what action/proceedings were taken by any local authority, including the dates and details of any court or tribunal hearing, the outcome of the court or tribunal hearing and the address of the court hearing the case(s).