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**House in Multiple Occupation**

**Fit and Proper Person Declaration**Top of Form

Rushcliffe Borough Council (the Authority) must be satisfied itself the proposed licence holder, 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. To enable the Authority to satisfy this legal requirement the licence applicant must answer the following questions. These questions are not limited to properties located within the borough of Rushcliffe.

Please note 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.

**\***Indicates where an answer is required.

**1.** Proposed Licence Holder [ ]  Manager [ ]

Please insert full name**\***

**Click or tap here to enter text.**

Address of Licensable Property**\***

**Click or tap here to enter text.**

**2.** 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 of requirements)? **\***

**Yes** [ ]  **No** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**3.** Has 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** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**4.** 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** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**5.** 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** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**6.** Has any property you have owned or managed been the subject of an interim management order, special interim management order, or final management order under the Housing Act 2004? **\***

**Yes** [ ]  **No** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**7.** Has a property you have owned or managed been refused a licence under Part 2 or 3 of the Housing Act 2004? **\***

**Yes** [ ]  **No** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**8.** Has any property you have owned or managed had a licence under part 2 or 3 of the Housing Act 2004 revoked? **\***

**Yes** [ ]  **No** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**9.** Have you been found by any local authority to have contravened an Approved Code of Practice under the Housing Act 2004 section 233? **\***

**Yes** [ ]  **No** [ ]

**If you have answered “Yes” please supply detail(s):**

**Click or tap here to enter text.**

**Declaration\***

I declare that the information provided in this fit and proper person assessment is true and correct to the best of my knowledge. I understand that knowing false or misleading statements may result in my licence being revoked and I may be prosecuted.

Please tick to confirm you understand the declaration [ ]

Signed: **\***  **Click or tap here to enter text.**

***This will be taken as your digital signature.***

Bottom of Form

Date: **\***  **Click or tap to enter a date.**

**Data Protection Privacy Notice**

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to: process your application, query or to provide a service that you are requesting or undertake a statutory function (also known as a public task), The basis for processing this information is to enable the Council to undertake a public task or to provide the service that you are requesting. Your personal information will be included in a public register in accordance with our statutory responsibility. Your personal data will be kept in accordance with the Council’s retention policy and schedule. Details of which can be found on the Council’s website at <http://rushcliffe.gov.uk/retention_schedule/>

In accordance with GDPR you have a right to:

* Have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>
* Request that your personal data be corrected or completed.
* Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)
* You may also have a right to:
* Have your personal data transferred (data portability).
* Prevent automated processing and profiling.
* Erasure (also known as the right to be forgotten).
* Restrict processing.
* Object to processing.
* Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>
* For further details about how, your personal information may be used or about your rights under:

By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.

By email: customerservices@rushcliffe.gov.uk

By Telephone: 0115 981 9911