**Licensing of houses in multiple occupation**

**Assessment of the tests for fitness etc.**

**and satisfactory management arrangements**

**Housing Act 2004, section 66**

|  |  |
| --- | --- |
| **1** | **The House** |
| Address: | [Property number and street name][Town] |
| Postcode: | [insert] |
| **2** | **The proposed Licence Holder** |
| 2.1 | Full name: | [insert] |
| 2.2 | Date of birth: | [insert] |
| 2.3 | Address: | [Address line 1][Address line 1][Town] |
| Postcode: | [insert] |
| Telephone: | [insert] |
| Email: | [insert] |
| 2.4 | Has this person committed any offence involving the following?*(Indicate with an “X”)* | **YES** | **NO** |
| Fraud |  |  |
| Other dishonesty |  |  |
| Violence |  |  |
| Drugs |  |  |
| Any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements) |  |  |
| 2.5 | If the answer to 2.4 is “**YES**”, give details here: |  |
| 2.6 | Has this person practised 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?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 2.7 | If the answer to 2.6 is “**YES**”, give details here: |  |
| 2.8 | Has this person contravened any provision of the law relating to housing or of landlord and tenant law?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 2.9 | If the answer to 2.8 is “**YES**”, give details here: |  |
| 2.10 | Does it appear that any person associated or formerly associated with the proposed Licence Holder (whether on a personal, work or other basis) has done any of the things set out in paragraphs 2.4, 2.6 or 2.8 above?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 2.11 | If the answer to 2.10 is “**YES**”, give details here: |  |
| 2.12 | If the answer to 2.10 is “**YES**”, does it appear that the evidence is relevant to the question whether this person is a fit and proper person to be the Licence Holder?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 2.13 | If the answer to 2.12 is “**YES**”, give details here: |  |
| 2.14 | Is there a Banning Order in force against this person under section 16 of the Housing and Planning Act 2016?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| **3** | **The proposed Manager** |
| 3.1 | Full name: | [insert] |
| 3.2 | Date of birth: | [insert] |
| 3.3 | Address: | [Address line 1][Address line 1][Town] |
| Postcode: | [insert] |
| Telephone: | [insert] |
| Email: | [insert] |
| 3.4 | Has this person committed any offence involving the following?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| Fraud |  |
| Other dishonesty |  |
| Violence |  |
| Drugs |  |
| Any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements) |  |
| 3.5 | If the answer to 3.4 is “**YES**”, give details here: |  |
| 3.6 | Has this person practised 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?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 3.7 | If the answer to 3.6 is “**YES**”, give details here: |  |
| 3.8 | Has this person contravened any provision of the law relating to housing or of landlord and tenant law?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 3.9 | If the answer to 3.8 is “**YES**”, give details here: |  |
| 3.10 | Does it appear that any person associated or formerly associated with the proposed Manager (whether on a personal, work or other basis) has done any of the things set out in paragraphs 3.4, 3.6 or 3.8 above?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 3.11 | If the answer to 3.10 is “**YES**”, give details here: |  |
| 3.12 | If the answer to 3.10 is “**YES**”, does it appear that the evidence is relevant to the question whether this person is a fit and proper person to be the Manager?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 3.13 | If the answer to 3.12 is “**YES**”, give details here: |  |
| 3.14 | Is there a Banning Order in force against this person under section 16 of the Housing and Planning Act 2016?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| **4** | **The proposed management arrangements** |
| 4.1 | Does any person proposed to be involved in the management of the house has a sufficient level of competence to be so involved? | The relevant details for each person are set out in **Schedule 1** to this document. |
| 4.2 | Is any person proposed to be involved in the management of the house (other than the manager) a fit and proper person to be so involved? | The relevant details for each person are set out in **Schedule 2** to this document. |
| 4.3 | Are the proposed management structures for the house suitable for it to be granted a Licence?*(Indicate with an “X”)* | **YES** | **NO** |
|  |  |
| 4.4 | Provide reasons for the answer to 4.3 above: |  |

|  |
| --- |
| I am [duly] ***OR*** [not] satisfied that the tests for fitness etc. and satisfactory management arrangements under section 66 of the Housing Act 2004 have been met and that a [Notice of proposal to Grant a Licence] ***OR*** **[**Notice of proposal to Grant a Licence subject to modifications] ***OR*** [Notice of proposal to Refuse a Licence] should be issued. |
| Signed: |  |
| Full name: |  |
| Post: |  |
| Dated: |  |

**SCHEDULE 1**

**Competency of any person proposed to be involved in the management of the house**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person** | **Proposed position** | **Does this person have a sufficient level of competence** *(Y/N)* | **Details** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SCHEDULE 2**

**Details of whether any person proposed to be involved in the management of the house is a fit and proper person**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person** | **Proposed position** | **Is this person a fit and proper person?** *(Y/N)* | **Details** |
|  |  |  |  |
|  |  |  |  |
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