



Application for a Licence - Managers details and declaration of being a fit and proper person to manage the property

for all licence applications

www.southwark.gov.uk

This application is to be filled in by the manager of the property for the purposes of the proposed licence holder in completing an application for a licence.

Before filling in the application please read the notes on our Property Licensing pages on the Southwark Council website. Go to www.southwark.gov.uk and type 'property licensing' in the search box.

The Property

1. Address of property to be licensed, including postcode

Manager for the property - Details

First Name

Middle Name(s)

Surname

Address

Post Code

Telephone

e-mail

Fax

Date of Birth

2. Is the manager representing a company?

Yes

No

If yes please state the Companies House Registration Number

State the full name and position in the company of the manager

3. Does the manager have any other interest in the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Manager - Fit and Proper Person Details

4. To the best of your knowledge has the manager committed any offence involving:	
Fraud or dishonesty (including benefit fraud)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Drugs	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Matters listed in Schedule 3 to the Sexual Offences Act 2003	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
5. To the best of your knowledge has the manager:	
Received a caution, informal reprimand or formal warning in respect of any of the areas listed in question 49	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure

<p>Practiced 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</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure</p>
<p>Contravened any provision of the law relating to housing or of landlord and tenant law. You must include any civil proceedings in which judgment was made against the proposed licence holder</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure</p>
<p>Acted in contravention of any relevant Approved Code of Practice (a code of practice issued by the government under section 233 of the Housing Act 2004 relating to the management of HMOs)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure</p>
<p>Been refused a licence for an HMO under Parts 2 or 3 of the Housing Act 2004 anywhere in England or Wales</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure</p>
<p>Breached the conditions of an HMO Licence in England or Wales</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure</p>
<p>Been subject to a HMO Control Order or Management Order in England or Wales in the five years preceding the date of this application</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure</p>
<p>Been declared bankrupt</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure</p>

If you answered yes or not sure to any of the above questions, please give full details on

a separate sheet.

Declarations

I declare that the information contained in this form is correct to the best of my knowledge. I understand that I commit an offence if I supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I know is false or misleading or am reckless as to whether it is false or misleading I understand that the Council may need to carry out investigations to assess whether I am a "fit and proper" person for the purposes of Part 2 of the Housing Act 2004. I authorise the Council to make such enquiries and share information as it sees fit in connection with this application. Such enquiries may include Criminal Records Bureau checks, liaison with the police, fire service and other local authorities.

Signed
Manager

Date