



Private Sector Housing  
Hove Town Hall  
Norton Road  
Hove  
BN3 3BQ

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**Date:**  
**Phone:** 01273 293156  
**Contact:** Private Sector Housing  
**Email:** [psh@brighton-hove.gov.uk](mailto:psh@brighton-hove.gov.uk)

Dear (name),

**Housing Act 2004**

The council has received an application to licence the above property and you have been named as a person with a legal interest in the property.

When considering an application to Licence a property, the Local Authority must be satisfied that the proposed licence holder, and any person involved in the management of the property, is a "Fit and Proper" person to carry out such duties.

**Please complete the 'Fit and Proper Person' form overleaf and return a scanned copy by email to [psh@brighton-hove.gov.uk](mailto:psh@brighton-hove.gov.uk).**

Alternatively you can return the form by post to the address at the top of this letter.

Yours sincerely

**Private Sector Housing**  
Property Licensing Team



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## Declaration of being a "fit and proper" person

- 1 I declare that I am a fit and proper person to be accredited. I, nor any person associated or formerly associated with me, have any unspent convictions that are relevant to my application, in particular:
  - a Any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003
  - b Undertaken any 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;
  - c Contravened any provision of the law relating to housing or of landlord and tenant law; or
  - d Been found to have acted otherwise than in accordance with any applicable code of practice approved under section 233.
  
- 2 Additionally in the last five years, neither I nor any person associated or formerly associated with me have:
  - a Been in control of a property subject to a Control Order under section 379 of the Housing Act 1985.
  - b Been refused a licence, had a licence removed, or breached conditions of a licence for any property in relation to a mandatory, additional or selective licensing scheme under the Housing Act 2004.
  - c Been in control of any property that has been subject to an Interim or Final Management Order or a Special Interim Order under the Housing Act 2004.
  - d Been in control of any property on which a Local Authority has carried out works in default.
  - e Been in control of any property where you have been found guilty of a criminal offence or been the subject of legal proceedings commenced by a Local Authority or other Regulatory Body (such as breaches of the Environmental Protection Act 1990, Planning Control, Compulsory Purchase or Fire Safety Requirements).
  - f Been convicted of any charges relating to harassment or illegal eviction.

**Signed:**

**Date:**

**Name:**