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# Fit and proper person check

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A fit and proper person check must be completed by the proposed licence holder and manager as part of the housing licensing application process on their first application. In deciding whether someone is 'fit and proper', the Council must take into account:

- Any previous convictions relating to violence, sexual offences, drugs and fraud
- Whether the proposed licence holder has broken any laws relating to housing, landlord and tenant issues
- Whether the person has previously managed HMOs which have broken any approved code of practice

## Identification

Please send copies of 2 forms of identity with your application form showing proof of residence, likeness and date of birth from the following:

- Current passport
- Driving licence
- Birth certificate
- Recent utility bill

## Additional information

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