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Our Ref: 191047

Your Ref: PP-07967751

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Your contact is: Mr James Overall, Planning

Dear Dr Kay Collier-Jeremy,

TOWN AND COUNTRY PLANNING ACT 1990

Application Reference: 191047

Application type: Approval of Conditions

Address: 26 Worcester Close Reading RG30 3BN

Proposal: Application for approval of details reserved by condition 4 of application 181885

I write in reference to the discharge of a planning condition at the above site.

It should be noted that the application came in to discharge both conditions 3 and 4; however it was agreed that since Condition 3 is a compliance condition and cannot be discharged, the application would be amended to only discharge condition 4.

Condition 4 - HMO Management Plan

Within 3 months of this permission a management plan covering the internal and external communal areas, including the proper use of bin stores and responsibility for refuse and recycling collection arrangements, shall be submitted to and approved by the Local Planning Authority. Thereafter the approved management plan shall be adhered to while the property is in use as an HMO (see attached informative for further details).

Reason: In order that the prospective occupiers are made aware of their responsibilities for ensuring adequate standards of visual appearance and to safeguard the amenities of the area in accordance with Policy CS18 of the Reading Borough LDF Core Strategy 2008 (Altered 2015); Policy DM8 of the Reading Borough LDF Sites and Policies Document 2012 (Altered 2015) and the Residential Conversions Supplementary Planning Document (November 2013).

The Informative states:

“The Council expects all properties in HMO use to be properly managed in accordance with requirements under the Housing Acts and associated regulations. The Council publishes comprehensive information in its Houses in Multiple Occupation Management Pack,
<http://www.reading.gov.uk/media/1412/HMOs-Management-Pack/pdf/HMOs-Management-Pack.pdf>.
Landlords/ owners are advised to follow the advice in the pack to ensure compliance with the

requirements of the Housing Acts. Landlords/ owners are advised that a property specific management plan should be drawn up. This plan should be given to all occupants/tenants, preferably as part of their tenancy agreement or contract. The operation of the property should be undertaken in accordance with the approved management plan.

A good management plan will include matters related to: • Responsibilities and standards for the management of internal communal areas including kitchens, dining areas, living rooms and shared bathrooms;

- Responsibilities and standards for the management of common parts, fixtures, fittings and appliances. These must be maintained in good and clean decorative repair, maintained in a safe and working condition and kept reasonably clear from obstruction, e.g. banisters and handrails, stair coverings, windows, lighting, gardens and yards, walls and fences, etc.;
- Responsibilities and standards for the management of external areas in terms of landscaping, maintenance and tidiness, in particular areas visible from the public highway or street. This will include matters relating to the erection of Satellite dishes and television aerials;
- Responsibilities and standards for the use and tidiness of bins, binstores, and rubbish in the use of the property along with appropriate facilities to enable the recycling of waste that meets the Council's current practices;
- Responsibilities and standards for the parking of cycles.
- An undertaking to ensure all occupants/tenants will be provided with a copy of the management plan as part of their tenancy agreement or contract and the importance of complying with its measures emphasised;

Where a condition is imposed requiring the submission and approval of a management plan (usually for larger "sui generis" HMO uses), the Local Planning Authority will expect all the above matters to be addressed. Applicants should note that information on the collection of rubbish can be found on the Council's website at:

<http://www.reading.gov.uk/rubbish> and information on the collection of bins can be found on the Council's website at: <http://www.reading.gov.uk/binchanges>"

The submitted Management Plan covers all the points specified within the informative, and as such it is considered that Condition 4 has been met.

Conclusion

It is considered that the information provided is sufficient to discharge condition 4 of planning permission 181885.

Please note that it is the responsibility of the developer to ensure that all relevant conditions are complied with during the construction and/or subsequent use of the development.

Should you wish to discuss this matter further, please contact me by email as above.

Yours sincerely,

Mr James Overall
Planning Officer