



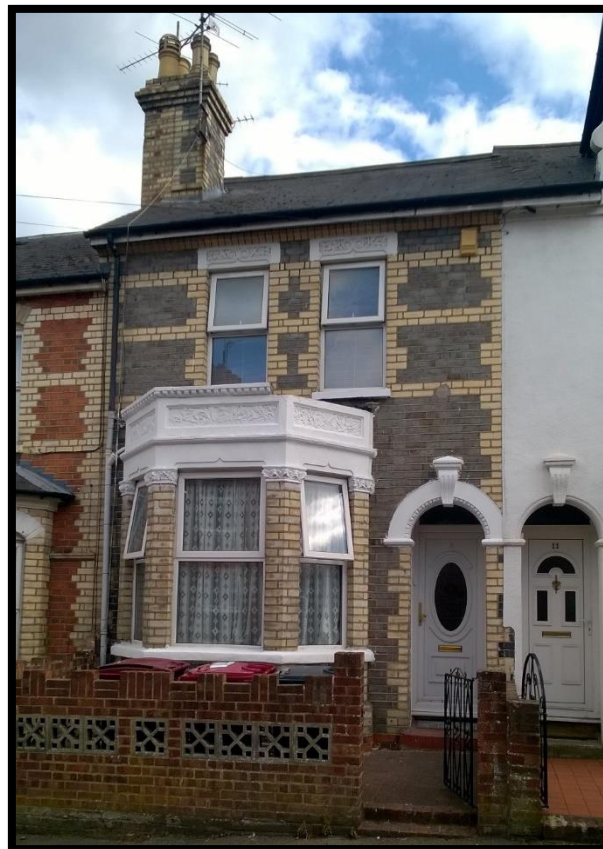
9 West Hill, Reading, RG1 2PN

**Application for submission of details to comply with conditions 3; 4; 9 of
Planning Permission ref. 181515 granted on 30/11/2018.**

Planning Statement

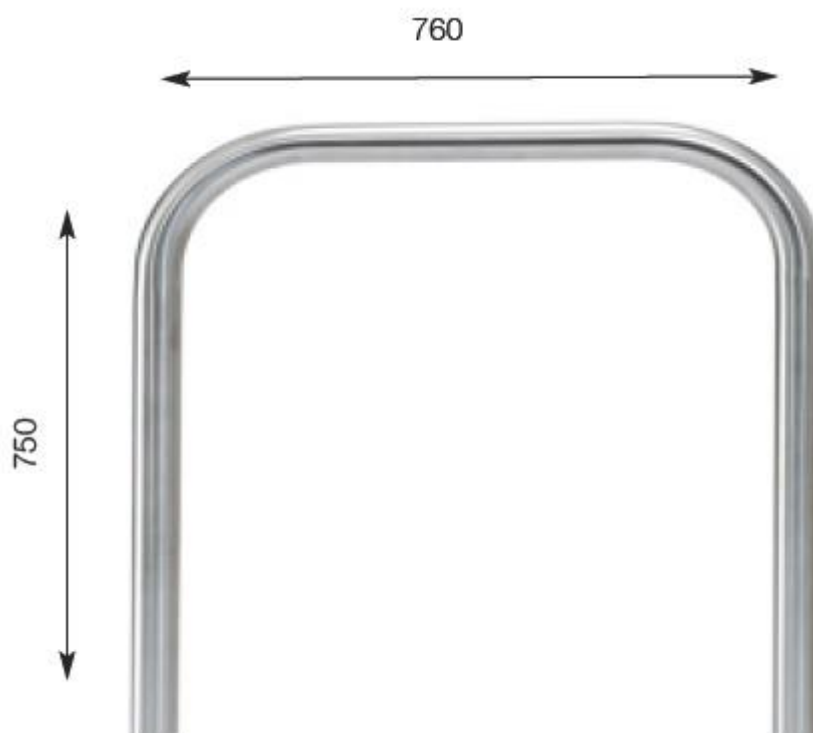
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1. Condition 3 - Bike storage

The submitted drawing numbered '05' presents design and scale of the bike storage, sufficient for storage of 8x bikes. Below is a manufacturer's photograph of a product with dimensions - it is proposed to use 2x racks in the bike storage area.



2. Condition 4 - Bin storage

The submitted drawing numbered '07' presents location of the bin storage area, sufficient for storage of 8x bins (4x of them for recycling). Each space would measure approximately 550mm x 730mm. The proposal includes an open area for the bins, similarly to the existing established arrangement along West Hill, where no storages are present.

3. Condition 12 – Management of HMO

This paragraph has been written in response to the Conditions and Reasons attached to the Decision Notice 181515 for planning application, and in particular condition 9. It sets out the measures and



procedures for the management of all the communal parts of the HMO, both internally and externally, as requested in this condition.

General

The property is to be fully licensed as an HMO, and therefore subject to all associated regulations. This includes the appointment of a license holder and manager, who will apply strict controls to the letting and management of the property. The management agency is Cintra Estates based in Reading (78 Christchurch Road). They have been chosen as managers because of their knowledge, their care for, and their considerable expertise in letting property in the local area.

There are a number of processes, documents and checklists that will be used by the management company, to ensure that the house is run in a safe and appropriate way for the well-being and safety of all tenants, neighbours and the wider community, alter alia:

Document	Description
Quarterly Inspections	Details the process for carrying out inspections of the property every three months
Quarterly Inspections Checksheet	A checklist detailing all of the items that form part of the quarterly inspection.
In House Notice Board System	Details the items that are put on display for all tenants in the entrance hallway to the property
The Assured Shorthold Tenancy	The Assured Shorthold Tenancy Agreement which will be used for all tenants

It is of particular importance to both the landlord and the management company to ensure that tenants are respectful of the house, other tenants and the community. Rooms will only be rented to tenants who will be vetted and interviewed before being accepted.

Responses to the specific points raised

a) Management of noise from tenants both within the property and externally within the garden.

The AST Agreement makes specific provision for dealing with noise. Under the Unacceptable Behaviour section there is a clause which states:

‘You must not cause a nuisance to or annoy any person living in, visiting or working in the area around the property. This includes loud music or other noise which can be heard outside the property between 11:00pm and 9:00am, or which will annoy anyone at any other time.’

Repeated failure to observe the conditions of the tenancy will result in termination of the tenancy.

The tenant selection process will include a reference check.



b) Management of the disposal of refuse

Information regarding council refuse collection is displayed on the notice board in the property. The tenants are informed about correct usage of the bins (splitting refuse, recycling and garden waste). The management company will ensure that this is being adhered to during its quarterly inspections (see d, below) and will address any concerns by meeting with tenants directly. The management company will ensure that the number of bins at the property is adequate, and will liaise with the Council refuse team to request more, should they be required.

c) Repairs and general maintenance of the property including all external areas and boundaries

All tenants can inform the management company of any maintenance issues by email or phone. Urgent matters will be addressed immediately; non-urgent matters will be added to a list to be actioned on next Maintenance Day (see d, below), when all important but non-urgent matters will be investigated and corrected. A gardener is employed to visit quarterly and keep the external patio garden and driveway free of weeds and leaves. He will also inform the management company of any issues with refuse if he spots them.

The Management Company has considerable experience of letting and managing property, and has a team of tradespeople on call to deal with maintenance issues.

d) The carrying out of regular inspections by the landlord/agent.

The management company will carry out complete inspections of the property every three months. Please see the attached documents "Quarterly Inspections" and "Quarterly Inspections Checksheet" for details.

e) Use of the amenity space and bin and cycle storage

Tenants will be advised that cycles are to be stored within the outbuilding at the rear of the property, each will be given a key to the bike/bin storage door, and will be advised to keep their cycles locked.

Tenants will be advised of their responsibility to keep shared spaces clean and tidy, which includes outside amenity space.

f) Responsibilities of tenants ie refuse disposal, accommodation to be kept in an acceptable manner and take reasonable care so as not to damage the property and behave in a reasonable and social manner so as not to cause a nuisance to other tenants and neighbouring properties.

Tenant responsibilities have largely been dealt with above. In addition, the AST contains clauses regarding Unacceptable Behaviour.

Repeated failure to observe the conditions of the tenancy agreement will result in termination of the tenancy.



Other Conditions

Below are brief responses to the other conditions specified in the decision notice.

1. The development permitted by the planning decision will begin as soon as the HMO Licence is issued.
2. It will be made clear to all tenants that the rooms on the upper floors are single occupancy, that couples are not permitted, that overnight guests are allowed in exceptional circumstances only (and for no more than two nights) and that any contravention of this rule constitutes a breach of the planning and licensing conditions (see AST). The landlord and the management company take this condition very seriously, and will be particularly vigilant in this regard.
3. During the work the management company will ensure that their trades team do not start noisy work prior to 8am on a weekday (or 9am on a Saturday) and finish by 6pm on a weekday (or 1pm on a Saturday). No work will take place on a Sunday.
4. Nothing will be burned on site as a result of this work.

Additional notes (26/04/2019)

1. *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;*
2. *All residents will be notified that there is no automatic entitlement to a car parking permit for any existing residential parking permit schemes and future schemes on adjacent and surrounding streets.*
3. *Contact details for the building management company – Cintra Estates:*

Office: 01189 311 211

Email: info@cintraestates.com

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