

Ruminder Jutla  
7 Old Bath Road  
Sonning  
Reading  
RG4 6SZ  
United Kingdom

Reading Borough Council  
Civic Offices  
Bridge Street  
Reading  
RG1 2LU

HMO@Reading.gov.uk

07 April 2025

Dear Ruminder Jutla

**Licensing Of Houses In Multiple Occupation (Housing Act 2004 Part 2 Section 64)  
Notice of Approval to Grant a Licence (Schedule 5 Part 1)**

**Re: 2c, West Hill  
RG1 2PN**

**LICENCE REFERENCE: RBC-118186762555**

I am now able to confirm that a licence has been granted under the above legislation for the above property. Enclosed are the licence documents.

All person(s) associated with this licence are reminded that the conditions attached to this licence must be met. The licence specifies the maximum permitted number of persons that may occupy the property. The manager of the house and the licence holder will both be responsible for ensuring that no more than the maximum number of people live in the property. The maximum occupation levels set do not affect the letting arrangements that you have with existing occupiers of the premises until their contract expires.

The licence holder will be responsible for complying with the licence conditions. Please read the enclosed licence carefully and contact us if there is anything contained in the document that you do not understand. It is an offence to not comply with the licence once finalized. The property may be inspected by Council officers at any time and evidence that conditions are being adhered to can be requested.

**It is an offence for a licence holder to fail to comply with any condition of a licence.**

Certain parts of Park, Redlands and Katesgrove Ward are covered by an Article 4 Direction that removed the permitted development right to convert from a single dwellinghouse (use class C3) to a small house in multiple occupation (use class C4). The issuing of any licence under the Housing Act 2004 is not confirmation that any necessary planning permissions have been obtained. Planning permission may be required.

If you have any further queries please do not hesitate to contact me.

Yours sincerely,



Matthew Golledge  
Acting Assistant Director of Planning, Transport and Public Protection

## HOUSING ACT 2004 Part 2 and Schedule 5 (1)

**Notice of Approval to Grant a Licence****LICENCE REFERENCE: RBC-118186762555****2c, West Hill, RG1 2PN****[Licence Holder]**

To: Ruminder Jutla  
Of: 7 Old Bath Road, Sonning, Reading, RG4 6SZ

The Reading Borough Council, 'the Council' has approved an application for a licence for the house in multiple occupation known as 2c, West Hill, RG1 2PN "the house".

The decision to approve the licence was made on 07 April 2025

The Council is of the opinion that the following matters have been satisfied and these are the reasons for granting the licence:

The Private Sector Housing team has been advised by the Council's Planning Enforcement team that planning permission is required for this property to be operated as a small HMO. A pending planning application that was submitted post HMO licence submission. We are also aware that planning enforcement notices have been served on this property. It appears that the property may have been operating without appropriate planning consents in place. While HMO licensing and Planning Control are two separate regulatory schemes, there is some overlap. In the case of a property licensed under Part 3 of the Housing Act 2004, the Upper Tribunal has previously ruled that it is legitimate for a local housing authority to have regard to the planning status of a property when deciding whether to grant a licence. In the case of this address, while the requirement to licence would fall under Part 2 of the Housing Act 2004, we consider the same principle applies. The property is within an area for which the Council has removed permitted development rights to convert houses into small HMOs. The purpose of this was to prevent the area becoming saturated with HMOs. Granting an HMO licence at this stage may undermine that policy objective. On the other hand, refusing to grant a licence may make it difficult for the proposed licence holder to recover possession if the property has already been occupied. In addition it appears that the layout of the property did not receive appropriate building control signoff, resulting in a fire safety risk. These matters combined, particularly relating to compliance with legal requirements, raise concerns about management of the property. For the above reasons, it is considered appropriate to grant a one-year licence in the first instance. This will allow the proposed licence holder time to regularise the planning status and building regulations compliance of the property. We have granted the HMO licence with a shorter licensing period. We will look to review the HMO licence at the end of the licensing period, under a new application.

- ▷ The house is reasonably suitable for occupation by not more than the maximum number of households or persons specified, or that it can be made so suitable by the imposition of conditions as detailed in the attached licence.
- ▷ The licence holder is the most appropriate person to be the licence holder of the house.
- ▷ The licence holder is a fit and proper person.
- ▷ The manager of the house is either the person having control of the house or a person who is an agent or employee of the person having control of the house.
- ▷ The manager of the house is a fit and proper person to be the manager of the house.
- ▷ The management arrangements for the house are otherwise satisfactory.

If you do not agree with the decision to approve the licence, or disagree with any of the terms of the licence, you may appeal to a Residential Property Tribunal (RPT) within 28 days beginning on the date on which the decision was made. Further details of the RPT can be found in the notes that accompany this notice.

It is the licence holder's responsibility to ensure that they have read and understood the conditions attached to the licence.

Date  
07 April 2025

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Signature



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Matthew Golledge  
Acting Assistant Director of Planning,  
Transport and Public Protection

# Notes

## 1. House in multiple occupation (HMO).

A HMO is a house or flat that is occupied, as a main residence, by three or more persons who form more than one household, where occupiers share facilities such as kitchens, bathrooms and WCs. This would include for example, house containing bedsits, a combination of bedsits and self-contained flats where the bedsits share facilities, shared houses and hostels. (Housing Act 2004 s254)

## 2. Household

The following are defined as households as set out in section 258 of the Housing Act 2004 and subordinate legislation:

- i. Persons who are married, in a civil partnership or living together as if they are a married couple or civil partners.
- ii. One is a relative of the other, meaning parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin. For the purposes of this definition, a half-blood relationship shall be treated the same as whole blood relationships. The stepchild or a person shall be treated as their child, as shall foster children.
- iii. One is a relative of one member of a couple outlined in (i) above and the other is a relative of the other member of the couple. Relative has the same meaning as (ii) above.
- iv. Certain domestic staff defined within the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions)(England) Regulations 2006. The staff must be living rent free.

## 3. The most appropriate person.

The most appropriate person is normally the owner if s/he is receiving all rents directly. If however, a managing agent has financial control of the HMO they may be the more appropriate person to hold the licence.

## 4. Fit and proper persons

The proposed licence holder and any proposed manager of the property must be “fit and proper” person. The Council will consider any evidence of offences committed/malpractice in deciding whether the proposed licence holder and/or manager are “fit and proper”. Offences to be considered include:

- ▷ Offences involving fraud/dishonesty/violence/drugs or certain sexual offences.
- ▷ Unlawful discrimination on the grounds of sex/colour/race/ethnic or national origins/disability, in, or in connection with, the carrying out of any business.
- ▷ Contravention of any Housing/Landlord and Tenant/Planning legislation. (Housing Act 2004 s66).

## 5. Management Arrangements

The applicant must ensure that management arrangements are satisfactory, and in deciding this, the Council must consider the following:

- ▷ Anyone involved in the management of the property must have a sufficient level of competence and be a fit and proper person.
- ▷ Management structures and funding arrangements must be suitable.

Conditions on the licence may be applied to ensure management arrangements are satisfactory.

## 7. Advice

If you do not understand this licence or wish to know more about it, you can contact the Council. If you want independent advice about your rights and obligations, you should go to a Citizens Advice Bureau, Housing Aid Centre, Law Centre or a specialist consultant, lawyer or solicitor.

## 8. Right of Appeal

The applicant or any ‘relevant person’ may appeal against the licence approval or terms of the licence to a Residential Property Tribunal within 28 days from the date the decision to grant the licence was made. (Schedule 5, section 31)

The 'relevant person' means any person having an interest or estate, managing or having control, of the *house*. It can also mean any person on whom any restriction or obligation is or is to be imposed by the licence.

An appeal can be made to the Residential Property Tribunal at:  
Residential Property Eastern Region - First-tier Tribunal (Property Chamber)

Address  
Cambridge County Court  
197 East Road  
Cambridge  
CB1 1BA

## **ADVISORY NOTES FOR THE LICENCE**

This licence is subject to the provisions of the Housing Act 2004 Part 2 – Mandatory Licensing of Houses in Multiple Occupation.

The possession of this document is not definitive evidence that a licence is in force for the property identified on the front page, as the Council has powers to vary or revoke licences. This document's validity may be established by contacting the Council's Private Sector Housing Team. Please keep this document safe, copies of the licence may be obtained by the licence holder on request on receipt of a fee.

This licence is not transferable.

### **Renewing this licence**

Application to renew this licence should be made to Reading Borough Council as the issuing Authority before the expiry of this licence.

### **Planning/Building Regulations**

The work specified on this licence and the use of the land as a house in multiple occupation may require approval under the requirements of planning and/or building regulations and you are advised to seek advice from the relevant department(s).

### **Revocation, Enforcement, Offences and other Sanctions**

This licence may be revoked under the following circumstances:

- a) With the agreement of the licence holder
  - b) There has been serious or repeated breaches of a licence condition
  - c) The licence holder is no longer a fit and proper person to hold the licence
  - d) The management of the property is no longer being carried out by persons who are fit and proper persons to be involved in its management
  - e) In respect of a property subject to selective licensing, a HMO licence has been granted (allowing for the selective licence to be revoked)
  - f) The property ceases to fall within the mandatory licensing regime defined in Part 2 of the Housing Act 2004 and subordinate regulations
  - g) The Council considers, were a new application to be made for a licence, the structure of the property is such that a new licence would not be granted.
- (Housing Act 2004, s70)

The Council can arrange for an authorised officer to enter any premises at a reasonable time for the purpose of ascertaining if an offence has been committed. Where entry is refused the Council may apply to the court for a warrant authorising entry by force if necessary.

A person commits an offence if they manage or control a property which is required to be licensed but is not so licensed. Any person who manages or controls a property who knowingly permits another person to occupy the house, which results in the house being occupied by more households or persons than authorised by the licence, commits an offence. Upon conviction an unlimited fine can be imposed for each of these offences, or a civil penalty of up to £30,000 may be issued.

A licence holder or other person on whom restrictions or obligations are made in the licence under section 67(5) of the Act commits an offence if they fail to comply with any condition of the licence. Upon conviction of this offence an unlimited fine can be imposed, or a civil penalty of up to £30,000 may be imposed.

**Death of Licence Holder**

This licence shall cease to be in force upon the death of the licence holder. However, for a period of 3 months from the date of the licence holder's death, the property will be treated as if, on the date of death, a Temporary Exemption Notice (TEN) has been served under the provisions of section 62 of the Housing Act 2004. If at any time during the initial period the personal representatives of the licence holder request the local housing authority to do so, the authority may serve on them a notice which, during the period of 3 months after the date on which the initial period ends, has the same effect as a temporary exemption notice under section 62 (s68, Housing Act 2004).

**Sale of the Property**

If the property is sold and the licence holder is no longer the landlord or manager of the property, then this licence is no longer effective. Please take steps to inform us to cancel this licence if the property is sold. The new owner will need to make arrangements to either apply for a new licence or a Temporary Exemption Notice (TEN) as appropriate.

**Register of Licences**

Under s232 of the Housing Act 2004 the Council is obliged to establish and maintain a register of licences granted. The particulars of the register are prescribed by The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006. The contents of the register are to be available for inspection by members of the public at all reasonable times.

LICENCE REFERENCE: RBC-118186762555



# HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE

Under Section 64 of the Housing Act 2004

I hereby certify that the House in Multiple Occupation situated at

**2c, West Hill, RG1 2PN**

has been licensed with Reading Borough Council under the above legislation and  
is subject to the attached conditions.

|                 |                                                                                                               |
|-----------------|---------------------------------------------------------------------------------------------------------------|
| Licence Holder: | Ruminder Jutla                                                                                                |
| Valid from:     | 07 April 2025                                                                                                 |
| Expiry date:    | 06 April 2026                                                                                                 |
| Occupation:     | This property is licensed for a maximum of <b>5 people</b><br>living as <b>3 households</b> regardless of age |

Date  
07 April 2025

Signature

Matthew Golledge  
Acting Assistant Director of Planning,  
Transport and Public Protection

A copy of this page of the licence must be displayed in a prominent and accessible position within the above property at all times.  
Please note: This licence is non-transferable, and does not guarantee that the property has been inspected and approved as being of  
an acceptable standard. If you have any queries or complaints about the standard of the property please contact the Council.

# Property Licence Conditions

Property Address: 2c, West Hill, RG1 2PN

## 1. Permitted Occupation

A new resident must not be permitted to occupy the house or any part of the house if doing so would result in:

- ▷ The maximum total permitted number of persons for the house being exceeded; or
- ▷ The maximum total permitted number of households for the house being exceeded; or
- ▷ The maximum permitted number of persons for any letting being exceeded.

A new resident means a person who was not an occupier of the house and/or the specific room at the date of the issue of the licence.

Please note:

The room sizes shown below may be from figures provided by the applicant, from measurements taken, or from another source and are shown for guidance only.

Maximum permitted persons stated is regardless of age unless specified.

The maximum permitted number of occupiers for each room states the number of occupiers for which that room is suitable based on its floor area. The combined occupiers of the bedrooms must not exceed the total maximum permitted number of person for the house, as the total maximum is derived from an assessment of room sizes, kitchen amenities and the provision of bathroom and toilet facilities.

### Occupancy and Maximum Permitted Persons per Letting

| Letting                                                  | Location                  | Area (sq m) | Max permitted per room     |
|----------------------------------------------------------|---------------------------|-------------|----------------------------|
| Bedroom 1                                                | Basement front room 4     | 10.37       | 1 person                   |
| Bedroom 2                                                | Ground floor front room 3 | 6.01        | 1 child under 10 years old |
| Bedroom 3                                                | Ground Floor Rear room 3  | 17.76       | 2 persons                  |
| Bedroom 4                                                | First Floor room 1        | 7.95        | 1 person                   |
| Total maximum permitted number of persons for the house: |                           |             | 5                          |
| Total maximum permitted number of households:            |                           |             | 3                          |
| There is a bathroom located on:                          |                           |             | lower ground bathroom      |
| There is a bathroom located on:                          |                           |             | ground floor bathroom      |
| There is a bathroom located on:                          |                           |             | 1st floor bathroom         |
| There is a kitchen                                       |                           |             | 21.1 m <sup>2</sup>        |

# 1 Facilities

1.1 All wash hand basins shall be connected with continuous hot and cold water supplies.

1.2 Each kitchen shall be provided with a fire blanket compliant with BS EN 1869: 1997. The base of the fire blanket shall be approximately 1.5 m above floor level. The fire blanket shall not be placed directly above the cooker. This is an on-going requirement.

1.3 The level of kitchen amenities found in the property by the case officer during the licensing process shall be maintained at minimum in the property, unless agreed in writing by the Council. This includes the number of, sizes and types of cooking appliances, food preparation, sink/dishwasher and food storage amenities. Any additional kitchen amenities required by a condition of this licence shall be maintained in place once installed.

The Council shall be contacted before any changes are made to the numbers of showers, baths, wash hand basins and toilets within the property or to the number of rooms containing these fittings. Work shall not commence until written approval has been obtained from the Council. This condition does not apply to 'like-for-like' replacements or maintenance of existing fittings.

See also any additional conditions attached to this licence.

1.4 Ensure that a carbon monoxide alarm is installed in the house which is used wholly or partly as living accommodation and contains a fixed combustion appliance; keep any such alarm in proper working order. Provide on demand a declaration as to the condition and position of such alarms.

1.5 A visual inspection of the property, to include all furniture and electrical appliances made available within the house, shall be carried out at maximum intervals of 3 months. Where access has been refused to areas of the property under the exclusive control of one or more of the occupiers, the licence holder shall make a record of the refusal and shall inform the Council of the refusal.

Ensure that all defective and/or dangerous electrical equipment or furniture provided within the property is either repaired or renewed within 14 days of becoming aware of the defect or danger. Any electrical equipment that is found in a dangerous condition must be immediately isolated to prevent use, pending repair or replacement. A written record of these inspections and any defects found, together with remedial action taken, must be kept for the duration of the licence and submitted to the Council within 28 days of a written request.

1.6 The licence holder must notify the Council of any room in the property with a floor area of less than 4.64 square metres.

1.7 The licence holder shall ensure that the occupiers of the property are given the following information in writing about waste and recycling within 21 days of the start of their occupation:

- a) The collection days for the household waste, recycling and food waste for the house.
- b) Details on what they can and cannot recycle.
- c) How they can dispose of bulky waste.
- d) How they can access the borough waste and recycling centre.

This information is available on the Council website: [www.reading.gov.uk/waste](http://www.reading.gov.uk/waste)

## 2 Management

2.1 A copy of the front page of this licence shall be displayed in the common parts of the property, securely fixed in a position readily visible to all occupiers.

2.2 Annually provide to the Council a copy of a gas safety certificate for the HMO obtained within the previous twelve months from a Gas Safe registered operative qualified in the inspection of gas appliances in domestic premises.

2.3 Ensure that all fixed electrical cables or fixed electrical equipment located on the consumer's side of the electricity supply meter are in proper working order and are safe for continued use.

Provide on demand a declaration as to the safety of the above electrical cables and electrical equipment.

2.4 Ensure smoke alarms are installed on each floor in the property on which there is a room used partly or wholly as living accommodation. The smoke alarms shall be maintained in proper working order.

Provide on demand a declaration as to the condition and position of such alarms.

See also additional licence conditions relating to the alarm system present in this property.

2.5 The licence holder of the property must hold a management folder which contains information on the management procedures in place for the property. The folder should include, as applicable:

- a) Contact details;
- b) Test log(s);
- c) Annual test reports/safety certificates;
- d) Details of any HMO management training that has been completed;
- e) Complaints procedure.

This folder may be in a digital format. The folder shall be available for inspection by the Council within 28 days of a written request.

### **3 Tenancy**

3.1 Provide tenants with a written tenancy agreement or if the occupants are not tenants (e.g. licensees), a written statement of terms on which they occupy the property. If not already in place at commencement of this licence, such written agreements or statement of terms of occupation must be provided to tenants within 28 days of the commencement of this licence, after which this is an on-going requirement.

3.2 The licence holder will take all reasonable and practical steps for preventing and dealing with anti-social behaviour that occurs on the property. This shall include co-operating with any reasonable request for assistance made by the Council or the Police.

### **4 General Conditions**

4.1 Any changes in the contact details of the licence holder must be notified to the Council within 28 days.

4.2 Any changes in the management of the licensed property (e.g. new manager or management company appointed ) must be notified to the Council in writing within 28 days from the date the change occurs. The Council may require the new manager to demonstrate they are a fit and proper person to manage a licensable HMO.

4.3 The licence holder must notify Reading Borough Council within 28 days if:

- (a) They receive a criminal conviction or civil penalty for an offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (c. 42) (offences attracting notification requirements);
- (b) Any court or tribunal finding they have practised 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) They receive a criminal conviction or civil penalty for contravening any provision of the law relating to housing or of landlord and tenant law; or
- (d) They acted otherwise than in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004.

The licence holder must also notify Reading Borough Council if any person with whom they have associated or formally associated (whether on a personal, work or other basis) has, to their knowledge, done any of the things listed in (a) to (d) above. (Housing Act 2004, s66)

## **Additional Licence conditions**

i. Arrange once a year for a competent person to test the entire emergency lighting system within the property in accordance with BS 5266. Any necessary servicing or remedial work shall be carried out by the competent person. Obtain a certificate from the competent person to show the emergency lighting system is in proper working order and complies with the relevant parts of BS 5266. This is in addition to any certificate provided with the application. A log must be kept of:-

- all tests and checks;
- any work required; and
- the replacement of any equipment.

A satisfactory certificate shall be provided to the Council within 14 days of a written request

ii.

The fire detection system's ability to detect smoke and/or heat shall be tested at least once every year to ensure the system responds to smoke and/or heat. The detector heads shall be cleaned at least once a year in accordance with the manufacturer's instructions. Detector heads on the system shall be changed in accordance with the manufacturer's instructions and/or any expiry dates displayed on the detector heads. Any other necessary servicing or remedial work shall be carried out by a competent person. A log must be kept of:-

- all tests and checks;
- any remedial work required; and
- the replacement of any equipment.

If performed by a contractor, a test certificate shall be obtained to show the system complies with BS 5839. This is an on-going requirement. A copy of the log shall be provided to the Council within 14 days of a written request.

iii.

Ensure there is a minimum amount of 1m square metres of work surface space that is not occupied by a microwave oven provided by the licence holder in the shared kitchen on the lower ground floor. Any new work surface provided shall be of the same height as the existing work surfaces and have a surface that is capable of being readily kept clean. This shall be achieved within one month from the date the licence comes into force.

iv.

Ensure there is a minimum of 0.64 cubic metres of food cupboard capacity in the shared kitchen on the lower ground floor. These cupboards must have a surface that is capable of being readily kept clean. This shall be achieved within one month from the date the licence comes into force.