

# OFFICER DECISION NOTICE



**Reading**  
Borough Council

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This notice is to be used for the following types of officer decisions. (Select one option).

- A.** Decisions taken by officers under a specific express delegation from Council or a Committee.
- B.** Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

<b>1. Title of decision:</b>	Additional Licensing for Housing in Multiple Occupation Designation 2025.
<b>2. Date of the decision:</b>	17 November 2025
<b>3. The decision maker:</b>	Acting Assistant Director, Planning, Transport & Public Protection

## 4. Decision details:

The designation of a Boroughwide Additional Licensing scheme under Housing Act 2004 Part 2, enacting the decision of Housing Neighbourhoods and Leisure Committee of 13 November 2024

## 5. Reasons for the decision:

Housing, Neighbourhoods and Leisure Committee on Wednesday, 13th November, 2024 approved the phased implementation of discretionary licensing schemes consisting of a Boroughwide Additional Licensing Scheme alongside the phased implementation of a Selective Licensing Scheme commencing with Battle Ward.

A formal designation has to be made to implement a discretionary licensing scheme. The committee delegated this authority to the Assistant Director, Planning, Transport & Public Protection in consultation with the Lead Councillor and Assistant Director of Legal and Democratic Services.

The designation follows a stock condition survey and a public consultation exercise. The designation will be issued on the following grounds as set out in the Housing Act 2004:

Reading Borough Council considers that a significant proportion of the HMOs covered by the designation are being managed sufficiently ineffectively as to give rise, or to be likely to give rise, to one or more particular problems either for those occupying the HMOs or for members of the public. The particular problems are poor property condition, which can affect the safety and welfare of the occupants.

Reading Borough Council has consulted persons who are likely to be affected by it under section 56(3)(a) of the Act for not less than 10 weeks and considered any representations made in accordance with the consultation and not withdrawn.

Each designation would last for 5 years unless terminated early.

**6. Alternative options considered (if any) and rejected:**

Alternative options were considered at committee stage and were rejected, these included using existing powers and introducing a Selective Scheme only. The designation of an Additional Licensing scheme as the first phase ahead of proposals for Selective Licensing designations aims to tackle the sector predicted to have the worst property conditions.

**7. List of open Background Papers:**

There are none

**8. List of confidential or exempt Background Papers:**

There are none

**9. Any other matters taken into consideration:**

<input checked="" type="checkbox"/> Legitimate expectation of consultation	<input checked="" type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input checked="" type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

**Details of the matters taken into account:**

A statutory consultation exercise has taken place in accordance with the requirements of the Housing Act 2004.

**10. Legal considerations**

The designation notice has been reviewed by Legal Services to ensure compliance with the requirements of the Housing Act 2004. A publication notice has also been prepared, which must be published in 2 local newspapers x 6 editions.

This Designation falls within a description of designations in relation to which the Secretary of State has given a general approval under sections 56 and 58 of the Act, namely; The Housing Act 2004: Licensing of Houses in Multiple Occupation and Selective Licensing of Other Residential Accommodation (England) General Approval 2024.

Reading Borough Council makes this decision, in exercise of its powers under section 56 of the Housing Act 2004, to designate the area of the district for Additional Licensing.

### **11. Financial considerations**

Financial considerations were set out in the committee report. The scheme is designed to be self-financing with income from application fees.

### **12. Internal consultations**

None

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

<b>13. The name of the Committee:</b>	Housing Neighbourhoods and Leisure Committee
<b>14. Date of the meeting:</b>	13 November 2024
<b>15. Minute number:</b>	13(3)
<b>16. The delegation given by the Committee:</b>	That the proposed timescales set out in Appendix 3 to the report be noted and the Assistant Director, Planning, Transport & Public Protection, in consultation with the Lead Councillor and the Assistant Director of Legal & Democratic Services be authorised to make such designations
<b>17. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	None
<b>18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	Lead Councillor for Housing  Assistant Director of Legal and Democratic Services