

# OFFICER DECISION NOTICE



**Reading**  
Borough Council  
*Working better with you*

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>	Housing Standards Enforcement Policy Update – HMO Licence Conditions
<b>2. Date of the decision:</b>	27 February 2026
<b>3. The decision maker:</b>	Acting Assistant Director for Planning, Transport and Public Protection

#### 4. Decision details:

The Housing Standards Enforcement Policy states how the Council will fulfil its functions in the Housing Act 2004, in relation to house in multiple occupation (hmo) licensing requirements.

The Council has determined to amend the policy from:

#### “Discretionary licence conditions

The Council also has discretion to impose other conditions.

In addition to the mandatory licensing conditions set out above, the Council will apply certain discretionary conditions where relevant to all licences. These will include:

- 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 the following, as applicable:

- a) Contact details
- b) Fire risk assessment(s)
- c) Test log(s)
- d) Annual test reports/safety certificates
- e) Energy Performance Certificate

- f) Details of any HMO management training that has been completed  
g) Complaints procedure. This folder may be in a digital format

- to provide copies of reports of fire detection, alarm system and emergency lighting to the council on request.
- the name, address and telephone number for licensee or manager is to be displayed in the common parts of the HMO.
- a copy of a valid gas safety certificate to be displayed in the common parts.
- a copy of the front page of the licence to be displayed in the common parts.
- that tenancy agreements must set out how owners or managers intend to deal with antisocial behaviour from tenants or visitors; and
- that any anti-social behaviour arising in the HMO is dealt with under the terms of any tenancy agreement.

The Council may apply other conditions to individual licences with respect to the use, management and occupation of the HMO, where appropriate, and may seek evidence of compliance with conditions at any time. Licences may also be time-limited based on the proposed licence holder's history of management, compliance and fit and proper person status."

To

**(removal of heading Discretionary licence conditions)**

The Council also has discretion to impose other conditions.

In addition to the mandatory licensing conditions set out above, the Council will apply certain discretionary conditions where relevant to all licences.

The Council may apply specific conditions to individual licences with respect to the use, management and occupation of the HMO, where appropriate, and may seek evidence of compliance with conditions at any time. Licences may also be time-limited based on the proposed licence holder's history of management, compliance and fit and proper person status.

**5. Reasons for the decision:**

**The legislation states** "A licence may include such conditions as the local housing authority consider appropriate for regulating all or any of the following—

- (a) the management, use and occupation of the house concerned, and  
(b) its condition and contents."

A set of conditions are prescribed by the Government which have been updated over time since the Act was passed. Powers remain to impose further relevant conditions.

Standard conditions have been rewritten in relation to both the mandatory and additional licensing schemes and the policy rewording therefore allows some flexibility.

The hearing 'Discretionary licence conditions' is removed to avoid doubt that these conditions are a requirement for the landlord to comply with.

Removal of this heading clarifies that the next paragraph in the policy applies to both mandatory and custom conditions.

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

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

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

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

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input 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 checked="" 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:**

The Regulators code places expectations on consulting stakeholders, a consultation exercise on the extension to licensing took place in the summer of 2024.

**10. Legal considerations**

Section 67 of the housing Act provides that “A licence may include such conditions as the local housing authority consider appropriate for regulating all or any of the following—

- (a) the management, use and occupation of the house concerned, and
- (b) its condition and contents.”

A set of conditions are prescribed by the Government which have been updated over time since the Act was passed but the power to impose further conditions remains by virtue of this section.

### 11. Financial considerations

No significant financial implications are envisaged from this decision

### 12. Internal consultations

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

<b>1. The name of the Committee:</b>	Housing Neighbourhoods and Leisure
<b>2. Date of the meeting:</b>	14 March 2018
<b>3. Minute number:</b>	26(2)
<b>4. The delegation given by the Committee:</b>	<p>That the Head of Planning, Development and Regulatory Services, in consultation with the Head of Legal and Democratic Services, be authorised to discharge the Council’s 48 duties and powers under the Housing and Planning Act 2016 and The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 along with subsequent Regulations and Orders as well as policies and procedures related to this legislation.</p> <p>The Housing Standards Enforcement Policy adopted at this meeting also states</p> <p>“Minor changes to policy delivery may be required from time to time. The Head of Planning, Development and Regulatory Services has delegated authority to make changes, which do not affect the broad thrust of policy direction. This will enable changes to policy delivery to be accommodated and best practice to be included without a formal re-adoption process.”</p>

<b>5. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	N/A
<b>6. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	Director of Legal and Democratic Services