ARUN
DISTRICT COUNCIL

# MEMO

**Note Please scan and email plans to all these persons**

**FROM:**
Delwyn Jones
Planning Solicitor
Ext: 37737
Ref: AW/213/14
Dated : 20 October 2014

**TO:** Deeds Store Clerk
For circulation to :-**:**

A Holyoake S106 Monitoring Officer
Technical Support Unit – N Spencer and L Coney
**FOR CIRCULATION TO :-**
Planning Case Officer J Baeza /D Vick
Local Land Charges Officer C Bardwell
Planning Admin
Accountancy S Southerton
NNDR and Council Tax Rachel Hills /Iain Bell
Affordable Housing Andy Elder

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**SITE NAME: 4 Peter house Close Westmeads PO21 5RZ**
**PARTY NAME: R Tomlinson**
**PLANNING OBLIGATION COMPLETION**
**REQUEST FOR TSU TO VALIDATE APPLICATION**
**RECEIVED BY PLANNING nk**
**RECEIVED BY LEGAL SERVICES 14/10/14**
**RETURNED BY LEGAL SERVICES 20/10/14**
***OBSERVATIONS The developer supplied HMLR OCE and a correctly completed planning obligation deed first time around ---including getting it signed by UCB Home Loans enabling the impressive turn around time of 4 working days***

The above is now completed. If the Planning Obligation does not accompany this memo, it is being scanned and will follow as soon as possible.

***PLANNING TSU***

You can now validate this application. Please forward to your relevant Team Member ASAP, as I am not always advised, who the TSU Officer is.

***DEEDS STORE CLERK:***

The original planning obligation is attached.

Please place the original planning Obligation attached in the Deeds Store.

Before you do so please scan one copy and forward it to the Service Delivery and Monitoring Officer . The SD&MO will then update the Ocella records and circulate it to the other addressees of this memo.

**SERVICE DELIVERY & MONITORING OFFICER**

Please on receipt of this memo and enclosure circulate to all the above addressees and update Ocella.

***PLANNING OFFICER:***
Please issue planning permission OR get TSU to validate the application as the facts of the case require.. A copy of the planning obligation is on the file.

***LOCAL LAND CHARGES OFFICER:***
Please register this planning obligation as a Local Land Charge. A copy of it is attached.

**ALL OF YOU**

A summary of the provisions of the obligation is:

| **Obligation** | **Time Limit** |
|---|---|
| **ADC** | |
| Affordable housing Sum £6123 | On start of development |
| | |

***PLANNING ADMIN:***
A copy is enclosed for your files. Please enter this on the Planning Register as a PE format.

The legal fees received for the preparation of this agreement are to be collected by TSU.

**Delwyn Jones**
**Planning Solicitor**