

**Instruction Form for S106 Agreements/Deed of Variations/Supplemental Agreements etc**  
This form should include the necessary Authority details/signature and will act as a heads of terms.

Once the S106 has been signed off/executed: This instruction will act as a Completion Statement and will be circulated to all relevant officers, along with a copy of the completed S106.

## INSTRUCTION AND AUTHORITY

|                                                                                                                                                                                                                                                                                                                                                                                    |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Planning Application Ref:<br><b>BR/283/19/OUT</b>                                                                                                                                                                                                                                                                                                                                  | Today's date:<br><b>11/02/2020</b> | Date of the Decision Notice, or Date that the Decision is to be considered if in the future (insert 'not known' if no date yet):<br><b>Not known</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Planning Officer:<br><b>James Cross</b> |
| <b>What Type of Agreement is it?:</b><br>Please tick <u>one</u> of the following: <span style="margin-left: 50px;"><b>S111</b></span> <ul style="list-style-type: none"> <li>• S106 Agreement, or</li> <li>• Pagham Harbour Agreement, or</li> <li>• Unilateral Undertaking, or</li> <li>• Deed of Variation, or</li> <li>• Supplemental Agreement, or</li> <li>• Other</li> </ul> |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |
| <b>Who is responsible for this decision?</b>                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |
| (see notes opposite: only complete this box and sign here if this is an OFFICER Decision)<br><br><div style="background-color: black; width: 200px; height: 40px; margin: 10px 0;"></div> (Signature of Officer with the power):<br><br>Print Name: <b>J-Beeza D. VICK</b><br><br><b>Constitution Issue 8: Part 4 Section 3 Paragraph 3.1.1.</b>                                   |                                    | <b>You need to tell Legal Services who is making the Decision on this S106.</b><br><br>(NB Pagham Agreements – The authority will not be known at validation stage so please note accordingly – Legal Officer to check later)<br><br><ul style="list-style-type: none"> <li>• If this is an OFFICER Decision, sign and print your name in the box opposite  , or</li> <li>• If this is a Development Control Decision that has already been made you will need to provide:<br/> <b>Date of Development Control Meeting: xx/xx/xx</b><br/> <b>Minute Number: xxxxxxxx, or</b></li> <li>• If this is for Development Control to make the Decision <u>in the future</u>, please provide the date of the future meeting or insert 'to be advised' if the date has not been set<br/><br/> <b>Date of Future Development Control Meeting: xx/xx/xx or To Be Advised</b></li> </ul> |                                         |
| Full name(s) of Freeholders/Leaseholders:<br>(Ideally the developer will have completed a recent land registry search which should be attached as well)                                                                                                                                                                                                                            |                                    | Names: <ul style="list-style-type: none"> <li>• X</li> <li>• X</li> <li>• X</li> <li>• X</li> <li>• x</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                         |
| <ul style="list-style-type: none"> <li>• <b>Check!</b> Please attach a plan with the site <u>outlined in red</u> and complete a brief description of the development:</li> <li>• <b>Check!</b> Any land registry searches that have been provided by the Applicant/Agent should be sent with the plan and draft agreement.</li> </ul>                                              |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |

## HEADS OF TERMS

**Planning Officer to set out the Heads of Terms below:**

| Financial obligation(s) summary or change | Trigger Point | Amount  | Due to (ADC, WSCC, NHS, other) | Destination/ project | 5% or £15,000 for related projects | Spend by restriction |
|-------------------------------------------|---------------|---------|--------------------------------|----------------------|------------------------------------|----------------------|
| S111 agreement – Papham                   | Deed          | £871.00 | ADC                            |                      |                                    |                      |
|                                           |               |         |                                |                      |                                    |                      |
|                                           |               |         |                                |                      |                                    |                      |
|                                           |               |         |                                |                      |                                    |                      |
|                                           |               |         |                                |                      |                                    |                      |
|                                           |               |         |                                |                      |                                    |                      |
|                                           |               |         |                                |                      |                                    |                      |

| NON-FINANCIAL Obligation Summary | Trigger Point | Due To (ADC, WSCC, Other) | Department/Officer to Confirm Compliance |
|----------------------------------|---------------|---------------------------|------------------------------------------|
|                                  |               |                           |                                          |
|                                  |               |                           |                                          |
|                                  |               |                           |                                          |
|                                  |               |                           |                                          |
|                                  |               |                           |                                          |

## COMPLETION REPORT

To be completed by Legal Services when the Agreement has been registered and finalised, then circulated to interested parties:

|                                                                         |                                                                                     |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Seal Register Number:                                                   | Date of Agreement (or original deed/agreement if this is a variation/supplemental): |
| 23/2020                                                                 | 20/02/2020                                                                          |
| Statement completed by: (Legal Officer)                                 |                                                                                     |
| <div style="background-color: black; width: 100%; height: 100%;"></div> |                                                                                     |

Please distribute completed statement to: The Planning Officer, Sue Dudley (Deed Store), Ros Bentley (S106 Monitoring Officer), Nicola Spencer (Planning) and [landcharges@arun.gov.uk](mailto:landcharges@arun.gov.uk)

Legal Ref: «oppo\_customerref»