

Instruction for S106 Agreements/Deed of Variations/Supplemental Agreements etc

This instruction also provides the necessary authority and acts as a heads of terms

CHECKLIST:

- Authority/Decision Maker details (or if not known at instruction stage)
- 2 Plans – Location and Site Plan – area outlined in red
- Names of all parties to the S106
- Heads of Terms to be included in the S106

Planning Application Ref: P/25/18/PL	Today's date: 09/04/2018	Current Deadline Date: 10/05/2018	Planning Officer: Andrew Wood
Type of Agreement: Please select <u>one</u> of the following: *S106 Agreement, Pagham Harbour Agreement, Unilateral Undertaking, Deed of Variation, Supplemental Agreement, Other			
Who is responsible for this decision? Officer or Members? (NB <u>Pagham Agreements</u> – The authority will not be known at validation stage so please note Legal Officer to check later)			
PLANNING OFFICER – Complete BOX A or COMMITTEE – Complete BOX B			
BOX A – The Decision is delegated to a Planning Officer to agree the terms and finalise the S106 on behalf of the Council: (signature of Officer with the power): Print Name: xxxxxxxxxx Constitution Issue 8: Part 4 Section 3 Paragraph 3.1.1.	BOX B – The Decision has been, or is to be made by Members at a Committee Meeting: • If this is a Development Control Committee Decision that has already been made, provide: Date of Development Control Meeting: xx/xx/xx Minute Number: xxxxxxxx • If this is for Development Control Committee to make the Decision at a future meeting, please provide the date of the meeting or insert 'to be advised' if the date has not been set Date of Future Development Control Meeting: xx/xx/xx or To Be Advised If this is a Pagham Harbour Contributions Agreement – Advise Legal Services here that the delegated authority is not known at validation stage. xxxxxxxx		
List Full Names of all parties to the S106	1. 2. 3. 4.		
Please attach the following plans, with the site <u>outlined in red</u> : • a location plan, and • a site plan			

HEADS OF TERMS – Planning Officer to complete

FINANCIAL obligation(s) summary or change	Trigger Point	Amount	Due to (ADC, NHS, other)	Destination/ project	5% or £15,000 for related projects	Spend by restriction

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)
Legal Ref:	Statement completed by:
CMS 6644	6 June 2018

Please distribute completed statement to: Sue Lovejoy (Deed Checker), Nicola Spencer (106 Monitoring Officer), Nicola Spencer (Planning) and landcharges@arun.gov.uk