

**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>BR/82/19/PL                                                                                                                                                                                                                                                                                              | Today's date:<br>23/05/2019 | 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>27/06/2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Planning Officer:<br>Simon Davis |
| <b>What Type of Agreement is it?</b><br>Please tick <u>one</u> of the following: <ul style="list-style-type: none"> <li>• Pagham Harbour Agreement, or</li> <li>•</li> </ul>                                                                                                                                                          |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
| <b>Who is responsible for this decision?</b>                                                                                                                                                                                                                                                                                          |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
| (see notes opposite: <u>only complete this box and sign here if this is an OFFICER Decision</u> )<br><br>x<br><br>(signature of Officer with the power):<br><br>Print Name: xxxxxxxxxx<br><br><b>Constitution Issue 8: Part 4 Section 3 Paragraph 3.1.1.</b>                                                                          |                             | <b><u>You need to tell Legal Services who is making the Decision on this S106.</u></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 |
|-------------------------------------------|----------------------|--------|--------------------------------|----------------------|------------------------------------|----------------------|
| Payham                                    | Common law agreement | £355   | 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 <u>original deed/agreement</u> if this is a variation/supplemental): |
| N/A                                                                                 | 18 June 2019                                                                               |
| Statement completed by: (Legal Officer)                                             |                                                                                            |
|  |                                                                                            |

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)

CMS7329

Legal Ref: «oppo\_customerref»