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: CM/13/17/OUT	Today's date: 03/09/18	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): No date yet – Appeal decision	Planning Officer: **Michael Eastham**

What Type of Agreement is it?:
Please tick one of the following:

- S106 Agreement,

Who is responsible for this decision?

(see notes opposite: **only complete this box and sign here if this is an OFFICER Decision**) [redacted] (signature of Officer with the power): Print Name: Claire Potts **Constitution Issue 8: Part 4 Section 3 Paragraph 3.1.1.**	**You need to tell Legal Services who is making the Decision on this S106** (NB Pagham Agreements – The authority will not be known at validation stage so please note accordingly – Legal Officer to check later) • If this is an OFFICER Decision, sign and print your name in the box opposite ⇦, or • If this is a Development Control Decision that has already been made you will need to provide: **Date of Development Control Meeting: xx/xx/xx** **Minute Number: xxxxxxx**, or • If this is for Development Control to make the Decision in the future, please provide the date of the future 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**
Full name(s) of Freeholders/Leaseholders: (ideally the developer will have completed a recent land registry search which should be attached as well)	Names: • X • X • X • X • X

- **Check!** Please attach a plan with the site outlined in red and complete a brief description of the development:
- **Check!** Any land registry searches that have been provided by the Applicant/Agent should be sent with the plan and draft agreement.

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
As previously instructed						
Bognor Rgs Link		£10,220	WSCC	Improvements		
Education			WSCC			
Fire & Rescue			WSCC			
Library			WSCC			
TAD'S		£6,665	ADC			
Pedestrian						

NON-FINANCIAL Obligation Summary	Trigger Point	Due To (ADC, WSCC, Other)	Department/Officer to Confirm Compliance
As previously instructed			
Affordable Rented (7/25)		ADC	
Public open space		ADC	
Highway works			
Community Building A1			
— " — D1			
— " — Admin & Supply			

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):
2371/2018	3rd September 2018
Statement completed by: (Legal Officer) [redacted] Barrister	

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

Legal Ref: «oppo_customerref»