

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/64/19	Today's date: 25/02/2020	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): Not known	Planning Officer: James Cross
What Type of Agreement is it?: Please tick <u>one</u> of the following: • S106 Agreement, or • Pagham Harbour Agreement, or • Unilateral Undertaking, or • Deed of Variation, or • Supplemental Agreement, or • Other			
Who is responsible for this decision?			
(see notes opposite: <u>only complete this box and sign here if this is an OFFICER Decision</u>) (signature of Officer with the power): Print Name: N. Crowther 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 <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 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 <u>outlined in red</u> 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.			

PL10

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
UU – highways improvements	1 st Occ.	TBC	ADC	Footpath improvements detailed in plan.		

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	28/02/2020
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

Legal Ref: «**oppo_customerref**»