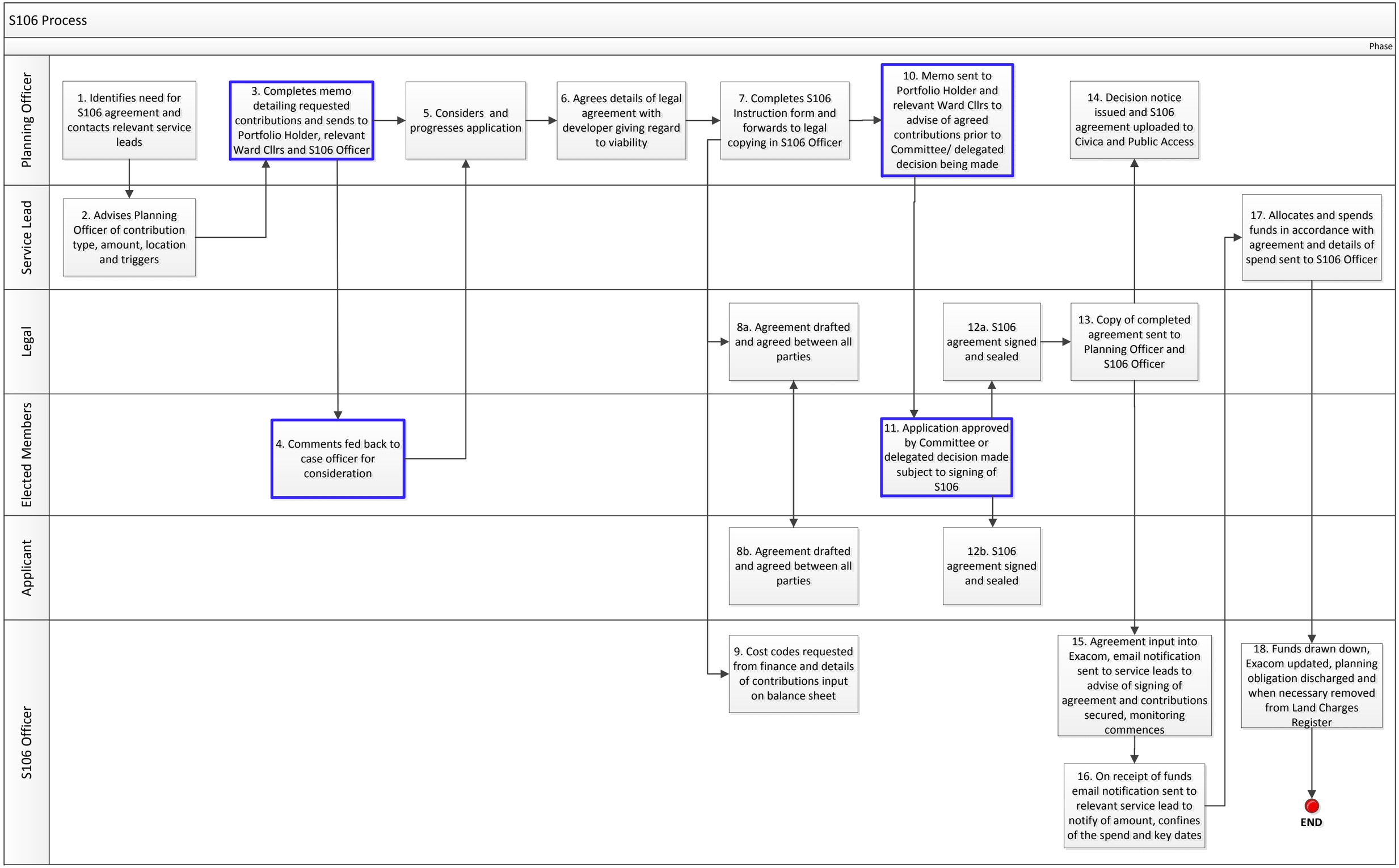
S106 Process
Phase
Planning Officer
Service Lead
Legal
Elected Members
Applicant
S106 Officer
1. Identifies need for S106 agreement and contacts relevant service leads
2. Advises Planning Officer of contribution type, amount, location and triggers
3. Completes memo detailing requested contributions and sends to Portfolio Holder, relevant Ward Cllrs and S106 Officer
4. Comments fed back to case officer for consideration
5. Considers and progresses application
6. Agrees details of legal agreement with developer giving regard to viability
7. Completes S106 Instruction form and forwards to legal copying in S106 Officer
8a. Agreement drafted and agreed between all parties
8b. Agreement drafted and agreed between all parties
9. Cost codes requested from finance and details of contributions input on balance sheet
10. Memo sent to Portfolio Holder and relevant Ward Cllrs to advise of agreed contributions prior to Committee/ delegated decision being made
11. Application approved by Committee or delegated decision made subject to signing of S106
12a. S106 agreement signed and sealed
12b. S106 agreement signed and sealed
13. Copy of completed agreement sent to Planning Officer and S106 Officer
14. Decision notice issued and S106 agreement uploaded to Civica and Public Access
15. Agreement input into Exacom, email notification sent to service leads to advise of signing of agreement and contributions secured, monitoring commences
16. On receipt of funds email notification sent to relevant service lead to notify of amount, confines of the spend and key dates
17. Allocates and spends funds in accordance with agreement and details of spend sent to S106 Officer
18. Funds drawn down, Exacom updated, planning obligation discharged and when necessary removed from Land Charges Register
END