

Planning application submitted	Officer report and decision making	Completion of section 106 agreement	Post legal agreement completion	Monitoring	Payment request process	Payment receipt process	Spend of monies
<ul style="list-style-type: none"> <li>• Council Service areas are consulted when a planning application is submitted and given 21 days to respond, setting out their planning obligation requirements</li> <li>• Town, parish councils and those wishing to make representations to a planning application can identify the infrastructure that they wish to see delivered in their consultation response</li> <li>• Planning Obligations Manager collates responses to check compliance with the statutory tests set out in the Community Infrastructure Levy Regulations and prepares Draft Heads of Terms that sets out the obligations</li> <li>• Where issues of viability arise with regards to the contributions, the Planning Obligations Manager will commission the District Valuation Agency (an independent organisation) to undertake an assessment of the viability evidence presented by the applicant. The applicant will fund</li> </ul>	<ul style="list-style-type: none"> <li>• The planning obligations are set out within either the delegated officer report or the planning committee report</li> <li>• In line with the council constitution, the case officer will contact the ward member to set out the planning obligations and advise that they are minded to support the application</li> <li>• The Draft Heads of Terms will be shared with the relevant Town/parish council</li> <li>• Where the planning obligation contains financial contributions, a section 106 legal agreement must be completed before issuing a decision notice. Where the obligations relate to non-financial matters such as affordable housing then a planning condition can be imposed on the decision notice requiring the completion of a section 106 agreement prior to commencement of development</li> </ul>	<ul style="list-style-type: none"> <li>• The Planning Obligations Manager will complete instructions to the council legal section to prepare a section 106 agreement</li> <li>• The council solicitor will seek an undertaking from the applicants solicitor to pay the council legal fees whether they complete or not</li> <li>• Discussions and negotiations will follow between parties in agreeing the final form of the agreement</li> <li>• Once agreed, the Planning Obligations Manager will write a report and complete a Seal Authority to authorise the completion of the agreement. These documents are authorised by the Lead Development Manager in line with the council constitution.</li> <li>• These documents are sent to the council solicitor to enable the sealing and completion of the agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of the legal agreement is sent to the Planning Obligations Manager and the council Land Charges service</li> <li>• The planning decision notice is issued</li> <li>• The Statutory Register is updated to show the permission granted, and a copy of agreement placed on the register. The register is the online council planning application system.</li> <li>• The agreements and planning decisions are registered as local land charges</li> <li>• The agreements are registered as a charge against the land title at HM Land Registry</li> </ul>	<ul style="list-style-type: none"> <li>• Details of the agreement including clauses and triggers are recorded on the database and linked to implementation and monitoring of planning permissions</li> <li>• The Planning Obligation Manager receives notification of the commencement of development from the council Building Control Section on a monthly basis to monitor development sites</li> <li>• The completion of units on development sites can be monitored through the Building Control system in Civica</li> <li>• The Planning Obligation Manager undertakes site visits to development sites to monitor progress and to ensure that where trigger points for payment have been met the requisite procedures are then followed</li> </ul>	<ul style="list-style-type: none"> <li>• Once a trigger point for payment has been met, the Planning Obligations Officer will contact the developer advising that payment of financial contributions is due</li> <li>• The Planning Obligations Support Officer will calculate the index linked figure to be applied to the contribution using the RICS Community Infrastructure Levy Index.</li> <li>• The Planning Obligations Support Officer will request a 'FIN' code from the council finance team. Each development site has its own 'FIN' code. Each contribution type has its own 'GT' code. The monies will be held on the council overall balance sheet rather than individual service area accounts</li> <li>• A Payment Requisition Letter or invoice will be issued to the developer.</li> </ul>	<ul style="list-style-type: none"> <li>• On receipt of payment the monies will be posted to the council overall balance sheet against the FIN and GT code that have been set up</li> <li>• On receipt of payment of the contribution, the payment will be recorded on the section 106 masterspreadsheet and in Civica by the Planning Obligations Support Officer.</li> <li>• The Planning Obligations Support Officer will send an acknowledgement letter through Civica to the developer</li> <li>• The Planning Obligations Support Officer issues a memo advising that payment has been received to all service areas, the ward member and town/parish council</li> </ul>	<ul style="list-style-type: none"> <li>• Each service area is responsible for spend in accordance with the Financial Procedure Rules of the Council Constitution</li> <li>• The monies are held on the council balance sheet for draw down by the Environment &amp; Place financial officer</li> <li>• An annual Infrastructure Funding Statement of service area spend is produced by the Planning Obligations Manager</li> </ul>