

**PLANNING OBLIGATIONS - COMMUTED PAYMENTS/FINANCIAL CONTRIBUTION INSTRUCTION SHEET**

This form needs to be completed for all applications where **new or additional units of residential accommodation are being created**. Heathlands Mitigation Strategic Access Management and Monitoring (SAMM) contributions will be required for **all** new or additional units of residential accommodation. Affordable housing contributions required for **10 or more** new or additional units of residential accommodation **or where 9 or less and the site area is 0.5 hectares or more**. Applicants can choose to submit viability data if they consider the contribution required for affordable housing would make their proposal unviable, information about this process can be found on the next page of this form.

Further information can be found in Dorset Heathlands Planning Framework SPD 2020-2025 (April 2020), and the Affordable Housing Supplementary Planning Document (Nov 2011) (Bournemouth). These documents are published on the Council's website

<http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/DeveloperContributions.aspx>

If you require any further help locating the relevant documents you can contact the Customer Contact Centre on telephone number 01202 451323 or email [planning.bournemouth@bcpcouncil.gov.uk](mailto:planning.bournemouth@bcpcouncil.gov.uk)

**IMPORTANT:** In view of the financial implications contained in the Section 106 Agreement it is advisable to obtain **independent professional advice** from either your solicitor or planning consultant. Applicants should ensure at an early stage in the proceedings that all interested parties know that they will need to sign the s106 when it has been prepared, including lessees and mortgagees. Applicants are also advised to consider using the Council's pre-application advice service to establish the level of contribution required prior to submitting a formal planning application. Please note there is a charge for this service.

This form needs to be completed so that the planning application can be registered. If it is considered that there is not a requirement to make these contributions a letter of explanation should be supplied. **Incomplete forms and failure to supply a copy of the legal title to the property and other documents indicated below will delay registration of your application.** At this stage you are not being asked to agree the details of the S106 agreement only to supply information that is required to facilitate the S106 process so that your application can be decided within statutory targets. If you do not have a copy of the S106 Pro forma this can be downloaded from the website or obtained from the Customer Contact Centre by telephoning the number above or by emailing [planning.bournemouth@bcpcouncil.gov.uk](mailto:planning.bournemouth@bcpcouncil.gov.uk)

**Please complete:**

Application address:.....

**Applicant Signature(s):**

**Date:**

**Name(s)** (please use Block capitals).....

**Section 106 Legal Agreement – Please ensure that you read 1-5 below, tick the boxes, enclose the fully completed pro forma and documents requested below with this form and complete the affordable housing information over the page.**

- 1. I/We agree to enter into a Section 106 Agreement if necessary
- 2. I/We enclose a fully completed Section 106 pro forma including land ownership details and 1 copy of a plan (no larger than A4 or A3) with the site **outlined in red** (this can be a copy of the location plan submitted with your application and is required in addition to the Land Registry Title Plan)
- 3. I enclose an up to date Land Registry Official Copy of the Register of Title to the Land and Title Plan. These **MUST** be dated within the **last 3 months**.
- 4. A Search of Index Map (SIM) from the Land Registry for any application sites that have complex titles e.g. leaseholds, more than one freehold title, if it is unclear whether the red line goes over any other land etc. This provides a detailed list of all titles included in the red line site plan and therefore all titles that will need to be included in the section 106 agreement. You will need to conduct the SIM search against the red line plan and not the title plan, this can be done at the land registry online <https://www.gov.uk/get-information-about-property-and-land/search-the-index-map> for a small charge (which includes up to 5 titles). For validation we will accept a copy of your application for a SIM from the Land Registry an allow you to submit the results to us with 14 days of validation.
- 5. I/We agree to pay the Council's reasonable legal fees in respect of the preparation and completion of the Section 106 Agreement. I/We understand that the S106 will not be completed and Planning Permission granted until the legal costs are paid.

## AFFORDABLE HOUSING FINANCIAL CONTRIBUTION INSTRUCTION SHEET

Affordable Housing contributions are usually required for applications to create **additional dwellings**.

Further information can be found on the Council website at:

<http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/Local-Plan-Documents/AffordableHousing.aspx>

The rate of contribution for Bournemouth is set out in the Indicative Contributions Table which can be found on the Council's website at: <http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/Local-Plan-Documents/IndicativeContributionTables.aspx> Please note that where a s106 agreement is entered into an affordable housing administrative fee of £200.00 will be included in addition to the affordable housing contribution. This is separate to the viability assessment fee described further below and is not payable at this stage. This fee should be included as a cost in any viability data that you choose to submit.

This form must be submitted with any application for new or additional housing apart from where the Table indicates that a contribution is not required. Applicants are advised to use the Council's pre-application enquiry service prior to submitting an application for planning permission. Please note that there is a charge for using the advice service and further details are available on the website or by contacting the Customer Contact Centre on telephone number 01202 451323 or by email [planning.bournemouth@bcpcouncil.gov.uk](mailto:planning.bournemouth@bcpcouncil.gov.uk)

If the applicant considers the cost of providing the required level of affordable housing unviable then they should submit viability data to support their case. The viability information submitted will be assessed by the District Valuer. Where an applicant chooses to submit viability data for assessment as part of their application, the relevant fee for this work must be submitted before the application can be validated so that the Local Planning Authority can instruct the District Valuer to undertake the work and allow sufficient time for the S106 Agreement to be completed within the statutory determination period. A table showing the fees is attached to this document. These fees should be included in any figures entered for professional fees in viability toolkits.

Please note that floor plans of existing residential units including any outbuildings e.g. garages sheds on a site will be required as part of the validation process where affordable housing and/or the Community Infrastructure Levy (CIL) is an issue. This is in order to calculate the amount of contribution and/or CIL required.

I enclose existing floor plans

Location of proposal: \_\_\_\_\_

Please provide details of the number and size of units to be demolished:

Unit e.g. Flat 1	Existing Floor area sqm	Unit e.g. Flat 1	Existing Floor area sqm

Please choose either option A or B listed below

### Option A

I agree to the affordable housing provision set out in the policy and the amount of contribution set out in the Indicative Contributions Table. This can be found on our website at: <http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/Local-Plan-Documents/IndicativeContributionTables.aspx>

### Option B

If you do not agree to the amount of contribution please indicate on the form below, the source of any viability data that you are submitting with your application (You should only tick one box and supply any details requested alongside the box you have ticked.):

I am submitting viability data. Please provide the name and provider of the Toolkit used: \_\_\_\_\_

I am submitting a fully completed Viability Data Template form

I enclose the relevant DVS fee for the viability assessment. Cheques should be made payable to 'BCP Council'.

If you require further guidance please look on the website or contact the Customers Contact Centre on 01202 451323 or email [planning.bournemouth@bcpcouncil.gov.uk](mailto:planning.bournemouth@bcpcouncil.gov.uk)

Please return the completed form to:

**Planning Services, BCP Council Town Hall Annexe, St Stephen's Road, BOURNEMOUTH BH2 6EA**

Completed scanned copies can be emailed to [planning.bournemouth@bcpcouncil.gov.uk](mailto:planning.bournemouth@bcpcouncil.gov.uk) please ensure that red lines on the Title plan are in colour on any scanned copies.

## Viability Assessments for Affordable Housing

It is a validation requirement that the fee for the DVS to assess viability data to establish whether an affordable housing contribution will be viable is paid to the Council when the application is submitted. The table below gives detail of the scale of fees set by the DVS:

<b>Viability Data Assessment Fees</b>	<b>New build with <u>no</u> refurbishment/conversion and no significant abnormal costs</b>	<b>Schemes with refurbishment/conversion</b>
<b>Number of units</b>	<b>Standard Scheme Fee includes VAT</b>	<b>Other Schemes Fee includes VAT</b>
10+ (or where 9 or less units are proposed only if the site area is 0.5 hectares or greater)	Individual quotations - £1,800 minimum to be paid initially and prior to validation where fees due have not been agreed as part of pre-application enquiry. Additional fees where required by the DVS will be agreed and requested during the determination period.	Individual quotations - £2,100 minimum to be paid initially and prior to validation where fees due have not been agreed as part of pre-application enquiry. Additional fees where required by the DVS will be agreed and requested during the determination period.

### Fee amounts include VAT.

This scheme has been introduced so that for most developments, applicants will know in advance what the fee for the assessment will be and can include this amount in the viability data that is submitted.

If you are submitting viability data for assessment with an application, please include the relevant fee from the above table.

We will require this fee to be paid prior to validation.

Cheques should be made payable to 'BCP Council'.

Card payments can be made by contacting the Customer Contact Centre on telephone number 01202 451323.