

Commuted Payments/Financial Contribution Instruction Sheet
Heathlands Mitigation Strategic Access Management and Monitoring (SAMM)

Please note this form should only be used where there would not be any affordable housing contribution

This form needs to be completed where a S106 Agreement will need to be entered into to secure a financial contribution and admin fee towards Heathlands Mitigation Strategic Access Management and Monitoring (SAMM) if your application for planning permission is recommended for approval. Further information can be found in The Dorset Heathlands Planning Framework SPD 2015-20 (Jan 2015). Further information and details can be found on the Council's website <http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/DeveloperContributions.aspx> or obtained from the Customer Services Team who can be contacted on telephone number 01202 451323 or email planning@bournemouth.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 determined 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 Planning, Transport & Regulations Customer Services Team on the telephone number above or by emailing planning@bournemouth.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 1-4 below, tick the boxes, enclose the fully completed pro forma and documents requested below with this form.

- 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. **This 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 purposes we will accept a copy of your application for a SIM from the Land Registry and 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.

If you require further guidance please look on the website or contact the Customers Services Centre on 01202 451323 or email planning@bournemouth.gov.uk
Completed forms can be sent to Planning & Regulation Town Hall Annexe, St Stephen's Road, Bournemouth BH2 6EA