



PLANNING OBLIGATION INSTRUCTION FORM

Please complete this form and submit it to the District Council along with your planning application.

If you have any queries relating to the planning obligations your development proposal would attract please contact 01444 477566.

The District Council's adopted Development Infrastructure and Contributions SPD can be accessed via the following link: <https://www.midsussex.gov.uk/planning-building/development-contributions/>

If your planning application relates to development within 7km of the Ashdown Forest, you are also advised to refer to the following link: <https://www.midsussex.gov.uk/planning-building/protecting-ashdown-forest/>

It is important that you complete the form fully, correctly and accurately as this template will form the instructions for the District Council's Legal Services to draft the Planning Obligation and incorrect and/or incomplete information will delay this being issued. Please complete sections 1 to 8. The planning case officer will complete sections 9 and 10 once the application has been received.

YOU ARE ADVISED TO SEEK INDEPENDENT LEGAL ADVICE BEFORE ENTERING A PLANNING OBLIGATION.

Legal Fees:

Please note that the District Council will expect its reasonable legal costs to be met (whether or not the Planning Obligation proceeds to completion). A Solicitor's Undertaking will be sought by legal services at the outset of the matter.

Monitoring Costs:

The District Council will levy a fee for monitoring costs in accordance with the Development Infrastructure and Contributions Supplementary Planning Document, please refer to the following link for up to date information on Monitoring Fees: <https://www.midsussex.gov.uk/planning-building/development-contributions/>

1. Location of proposed development (Address and Postcode of the site)

If there is **no** postal address, please give a clear and accurate description of the site location.

79/81 High Street East grinstead RH19 3DD

2. Title number

If the land is registered at the Land Registry the District Council will require up to date Official Copies of the Register of Title and Title Plan. Please provide the Official Copies with this form. If the land is not registered at the Land Registry, please state 'Unregistered'.

WSX400362

3. Description of proposal

Please provide an accurate, detailed description of the proposed development (including bedroom numbers).

Conversion of office/chiropractor to one bedroom dwelling/flat for single person occupancy

4. Applicant

Please provide name, address and contact details for applicant

[REDACTED]
Green Oaks
Imberhorne Lane
East Grinstead RH19 1TZ

5. Land ownership details

The District Council will require all parties with an interest in the land comprised within the application site to be a party to the Planning Obligation.

Please note that if there are multiple land owners additional details are to be provided in section 6.

Full
name(s) of owner(s):

Full
Address:

Tel. (day): E-mail:

[REDACTED]
[REDACTED]
Green Oaks, Imberhorne Lane, East Grinstead RH19 1TZ
[REDACTED]

[REDACTED]
[REDACTED]

6. Additional land owners

Provide details of any additional landowners and those with any interest in the land not included in section 5 and contact details in the field below.

7. Name and address of legal representative

Complete if you have appointed or intend to appoint someone to act on your behalf in connection with the Planning Obligation.

Name:
Solfords Solicitors

Address:
GU13PH

Tel:

E-mail: DX:

8. Mortgagee

If any part of the property is charged or subject to mortgage and you do not wish to satisfy all contributions upon the completion of the Planning Obligation, your mortgage provider will need to be a signatory to the Planning Obligation. Please note it is likely that the mortgage provider would also charge legal fees for approving and executing the Planning Obligation.

Is there a mortgage on any part of the land? (Please tick as appropriate)

Yes No

If 'yes', do you wish your mortgage provider to be a signatory to the Planning Obligation or do you intend to pay all monies upon completion of the Planning Obligation? Please note that if the Planning Obligation is to include obligations other than financial contributions (e.g. the provision of affordable housing) all mortgagees will need to be a party to the Planning Obligation. Please tick as appropriate.

Mortgage provider to be a signatory to the
Planning Obligation All monies to be paid
upon completion of the Planning Obligation

If you wish your mortgage provider to be a signatory to the Planning Obligation please provide the name and registered office of the mortgage provider in the box below.

Sections 1 to 8 completed by (insert full name):



Signed:



Date:

9. Instruction details

28/08/2022

FOR INTERNAL USE ONLY – PLANNING CASE OFFICER TO COMPLETE

Instructing officer:

Date of validation:

Date of instruction:

Target decision date:

Planning application number:

Determination: (Committee/Delegated) Type of

Planning Application: (Full/Outline/REM)

Planning case officers should ensure legal services are provided with copies of the following:

- Application form
- A red line plan of the application site
- If applicable, identify the location of the affordable housing land on either the same or on a separate plan
- Copies of all consultation responses relevant to the Planning Obligation
- Any relevant decision notice and officer delegated report
- Any relevant committee report and minutes
- Any previous s106 obligations

10. Planning Obligation (Heads of Terms)*