

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 and Infrastructure SPD can be accessed via the following link: <http://www.midsussex.gov.uk/planning-licensing-building-control/planning-policy/local-development-framework/supplementary-planning-documents/development-and-infrastructure-spd/>

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

Please note that the District Council and County Council will expect its reasonable legal costs* to be met (whether or not the Planning Obligation proceeds to completion) and the District Council will levy a fee for monitoring costs in accordance with the Supplementary Planning Document.
(*A Solicitor's Undertaking will be sought by legal services at the outset of the matter.)

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.

Grove Farm, Cansiron Lane, Ashurst Wood, RH19 3SG

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 up to date Official Copies of all applicable title registers and title plans and submit with this form.** If the land is not registered at the Land Registry, please state 'Unregistered'.

Land Registry ESX218545

3. Description of proposal

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

Conversion of existing Garage and Machinery store into residential annexe ancillary to main dwelling with a new clay tile roof and roof light windows

4. 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 names of lead owner:

Mr Edward Arthur Jupp

Address:

Grove Farm, Cansiron Lane, Ashurst Wood,

Postcode:

RH19 3SG

Tel. (day):

Fax:

E-mail:

5. Developer details (if applicable)

Name:

Address:

Postcode:

Tel. (day):

Fax:

E-mail:

6. Additional land owners

Provide details of any additional landowners not included in panel 4 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:

Address:

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): Nicolas Pople

Signed: Nicolas Pople
Date: 29th June 2026th

9. Instruction details

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) (if known):	
Type of Planning Application: (Full/ Outline/ REM):	

Planning case officers should ensure legal services are provided with copies of: - all consultation responses relevant to the Planning Obligation; the application form; a red line plan of the application site and, if applicable, identify either on the same or a separate plan the location of any land which is to be specifically identified in the Planning Obligation (for example, the affordable housing land).

10. Planning Obligation (Heads of Terms)*

*These heads of terms are subject to the completion of formally executed legal documentation and authorisation by the relevant Planning Committee or delegated powers. All planning obligations must comply with Regulations 122 and 123 of The Community Infrastructure Levy Regulations 2010.

For internal use only – planning case officer to complete and provide details of matters to be included in the Planning Obligation. Officers should make it clear where further instructions will follow.

HEADS OF TERMS

Financial Contributions	Tick if required	Specify the amount of the Contribution or indicate if a formula is to be applied	Project(s)	Comments
Education (Primary)				
Education (Secondary)				
Education (Sixth Form)				
Library				
Total Access Demand				
Highways				
Formal Sport				
Playspace				
Kickabout				
Community Building				
Local Community Infrastructure				
Health				

Police				
SAMM				
Affordable Housing				
Recycling/ Waste				
Other (please specify)				

Is a SANG planning condition to be attached to the planning permission?	Yes/No
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SANG	Tick if applicable	Details/Comments
On-site SANG*		
Financial contribution towards SANG**		

***Note 1:** if a SANG planning condition is to be imposed and on-site SANG is proposed, a Habitats Regulations Assessment will need to be undertaken.

****Note 2:** if a SANG planning condition is to be imposed and the approved mitigation relates to the payment of a financial contribution, legal services will need to be instructed separately when an application for the discharge of the SANG planning condition is submitted.

Affordable Housing (Tick if required on site)	Total % or no. of Affordable Units	Details of Affordable Housing Scheme	Is the location of the affordable units known?
			Yes/No If so, provide a plan identifying the location of the affordable units and associated land (please indicate if a plan is attached or will follow) Plan attached / to follow
Highway / Transport Obligations (tick if required)		Provide full details	

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Property Obligations (tick if required)	Provide full details	If the obligation relates to a transfer of land, provide a plan identifying the relevant area	Provide details of any commuted maintenance sums

Other matters	Provide full details

Case Officer (print name):

Case Officer (signature):

Date:

Counter-signature of authorised officer*:

Date:

* Please ensure this form is signed/ counter-signed by the Divisional Leader - Planning & Economy or an officer acting under her delegation.