**Finance**

**Planning**

Pre application stage

Developer approaches authority to discuss scheme initial queries considered

Application received by district planners. Highway Authority consulted. Input returned and any conditions requested

Plans/application revised

Works / Contribution required to facilitate development agreed

Permission is granted subject to agreement of section 106

Monitoring Officer raises a cost code with finance for monies relating to section 106 agreement

Development Control Officer completes pro-forma, informing section 106 Monitoring Officer as to the details of expected agreement.

**Populating Spreadsheet**

Section 106 monitoring officer generates section 106 basic information on spreadsheet

Section 106 monitoring officer checks on progress of agreement

Section 106 monitoring officer receives copy of legal agreement from legal services

Cost code forwarded to Monitoring Officer and input into spreadsheet.

When trigger dates are reached invoice is raised for monies (+ indexation)

Monies received and paid into cost code

Monitoring officer is informed of receipt of monies

Monitoring spreadsheet is populated with data from the agreement

Agreement is copied and filed

Spreadsheet is updated

KEY UPDATES

Works order issued in line with section 106 agreement

Progress of works monitored by section 106 monitoring officer & reported through monthly monitoring

District is informed of commencement of works on site

Works are completed on site

Monitoring officer updates spreadsheet and arranges for any re-payment or charge to be issued.

Monies are put into pooled Growth Fund for i.e. Travel centres

Program of works agreed by section 106 board/growth board.

District informed of commencement of works on site

Works completed on site

Spreadsheet updated

Details of completed works put on file

Section 106 file closed

**Delivery of section 106**