- offsite contributions are agreed in the s106 agreement during the planning application process
- section 106 agreement is signed and returned to the council.
- Once signed, details of how much money has been secured, for which site and the triggers will be recorded.

Stage 1

stage 2

- Email ward members and parish council when money has been received and when this needs to be spent or committed by and what pupose this money is to be used for
- invite ward members and parish council to advise affordable housing of any project that this money could be used for.
- Neighbourhood planning groups, if one is in place, to be informed through the parish council that money has been received and date when it needs to be spent/committed by.

- All applications for the funds should complete the application form attached explaining how, where and how much money will be required. This helps officers to see what additional funding, if any will be required.
- Advise members through Overview & Scrutiny of any expenditure or committed funds.
- If particular commuted sum money is not spent or committed 3 years prior to expiry, advise all ward members of available funds to ensure that this is spent and not returned to the developer/applicant.

stage 3

- If funds are unspent or uncommitted, dependant on the wording of the s106 agreement, within a specified period of time, the available commuted sum will be opened up to all areas of the district on a first come first served basis to ensure that the funds are spent and not returned.
- All applications will be assessed to verify the likelihood of the funds being spent.
- If more than one application for a particular s106, the application will be assessed by affordable housing in conjunction with the ward members and the Leader, Deputy Leader and Executive Member of Customer First.
- Members will be informed of all s106 contributions which affordable housing have collected/agreed on a 6 monthly basis.