

UNILATERAL UNDERTAKING COMPLETION NOTES

The following notes will provide assistance in completing a Unilateral Undertaking.

- Please read all of the following points and ensure all of the grey boxes are completed with the correct information. Please ensure all of the grey boxes are removed from the agreement during completion. Incorrect or missing information will cause a delay in approving your agreement.
- Please refer to the attached Unilateral Undertaking where each box contains a number [**1**]. Reference to the relevant numbered point will provide assistance to the information required.
- **Failure to submit an approved and complete undertaking by our target decision date may result in your application being refused.**

POINT 1

Please enter the full name(s) only of the person or persons who own the land, e.g. **Michael John Jones**. If there is a mortgage(s) involved these must also be included.

If you have applied for planning permission on land which is not in your ownership please also include your name.

Each name must be entered on a separate line and numbered sequentially.

A Unilateral Undertaking cannot obligate the Council in any way and therefore are not a party to the agreement. Please do not make reference to Eastleigh Borough Council within this section.

POINT 2

Please include the complete address of the application site, e.g. **Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN**.

POINT 3

Please enter the full name(s) of the person or persons who own the land and any mortgages along with their full address and Company Registration Numbers if applicable.

If you have applied for planning permission on land which is not in your ownership please include the title 'Developer' and enter your full name along with your address.

POINT 4

Enter the date, in which the application was made valid, e.g. **3 February 2006** along with the full application reference number e.g. **F/05/52638**. Please also include the description of the development which should match that on our application file.

All these details can be found within your initial letter acknowledging receipt and validation of your application.

POINT 5

Enter the full address of the application site.

POINT 6

You will need to obtain full, original and up to date land registry title documentation that covers the entire application site. The information to complete this section can be found within these documents. You must submit these documents with your draft Undertaking.

In cases of un-registered land a Certificate of Title duly completed by a solicitor must be completed and submitted.

POINT 7

Your planning officer would have sent you a second contribution letter which would have had an attached report summarising the contributions that have been applied to your application. This will provide the necessary agreed figures that need to be included within this section. This should be stated within words and then in figures, e.g.

5.1 Nine Hundred and Eighty Pounds (£980.00) towards the Community Infrastructure index linked as hereinafter specified

You will need to delete the clauses that are not covered in your report and ensure the indexing section (clauses 6.1 and 6.2) are updated to reflect the remaining clauses.

If your planning officer has provided the relevant figures along with specific projects in which they are to be allocated to then please see the following example below;

5.1 Nine Hundred and Eighty Pounds (£980.00) towards the provision of skateboard facilities at Fryern Recreation Ground.

Please note that the figures to be included are the **AGREED** figures and **NOT** the index linked figures.

POINT 8

The report will also indicate whether the transport contribution is towards **Sustainable Transport or towards Sustainable Integrated Transport**. Please delete the covenant which is not applicable and ensure those remaining are numbered sequentially.

Clause 6 will need to be updated to reflect the remaining clause i.e. 7.3.

Before continuing you must now submit your draft Unilateral Undertaking for approval along with a site plan as referred to in Point 5 and office copy entries as referred to in Point 6.

Once approved the Undertaking may be executed

- **All signatories must also sign the attached application site plan**

POINT 15

The agreement must be dated with the day, month and year in which the agreement was completed and signed by all parties; examples are listed below;

DATED 27th October 2016

THIS UNDERTAKING is made the 27 day of October Two Thousand and Sixteen