**4. Development monitored and obligations fulfilled**

Site monitored for commencement of development.

Liaison with developer to ensure obligations made at the correct (trigger point) time.

Funding held by.

S106 spend by date agreed or revised date agreed.

Database updated.

**5. Allocation of obligations to projects**

Spend by dates monitored.

S106 obligation allocated to project or other party to the S106 (e.g. Staffordshire County Council).

Database updated.

**6. Monitoring and reporting.**

Report drawn from database on obligations made, highlighting those outstanding and infrastructure projects being funded by contributions from development.

This informs future policy reviews

**3. S106 agreement discussed and signed**

Documents placed on the Planning Register (published online).

Legal notified and other parties, S106 site entered on monitoring database.

**2. Application submitted and determined.**

Pre application advice provided on planning application if requested. S106 heads of terms to be agreed at pre-app.

Consultees (infrastructure providers, community and Councillors) invited to make comments.

Case officer assesses need for obligations based on Local Plan and Supplementary Planning Document. Application determined by case officer or Planning Committee.

Case officer instructs legal services to progress preparation of S106 obligation.

Draft Planning Obligation discussed between parties.

**1. Local Plan and Supplementary Planning Document**

Provides Policy & Guidance on Planning Obligations.

Local Plan incorporates the Infrastructure Delivery Plan (IDP) and SPD guidance forms the framework for consideration of planning obligations.

Both these documents are produced in consultation with the community.

Both documents are adopted by the District Council and informed by evidence which includes previous monitoring of infrastructure delivery.