Appendix 1 – End to end process map

Planning Application

```
┌──────────────────┐      ┌──────────────────┐                    No
│ Planning          │─────▶│ Is a S106         │──────────────────────────────────┐
│ Application       │      │ required?         │                                   │
│ submitted         │      └──────────────────┘                                   │
└──────────────────┘             │                                               │
                                 │ Yes                                           │
                                 ▼                                               │
                          ┌──────────────────┐                                   │
                          │ Infrastructure    │                                   │
                          │ needs/costs       │                                   │
                          │ identified        │                                   │
                          └──────────────────┘                                   │
                                 │                                               │
                                 ▼                                               │
┌──────────────────┐      ┌──────────────────┐                                   ▼
│ Update monitoring │◀─────│ Draft agreement   │                          ┌──────────────────┐
│ system            │      │ negotiated        │                          │ Planning          │
└──────────────────┘      └──────────────────┘                     ┌─────▶│ permission        │
        ▲                        │                                  │      │ granted           │
        │                        ▼                                  │      └──────────────────┘
        │                 ┌──────────────────┐                      │             │
        │                 │ Terms agreed      │                      │             ▼
        │                 └──────────────────┘                      │      ┌──────────────────┐
        │                        │                                  │      │ Update planning   │
        │                        ▼                                  │      │ system            │
        │                 ┌──────────────────┐                      │      └──────────────────┘
        └─────────────────│ Agreement Signed  │──────────────────────┘             │
                          └──────────────────┘                             ▼
                                 │                                  ┌──────────────────┐
                                 ▼                                  │ Update Land       │
                          ┌──────────────────┐                      │ Charges Register  │
                          │ Collect           │                      └──────────────────┘
                          │ Management and    │                             │
                          │ Legal Fees        │                             ▼
                          └──────────────────┘                      ┌──────────────────┐
                                                                     │ Commence          │
                                                                     │ monitoring        │
                                                                     └──────────────────┘
```
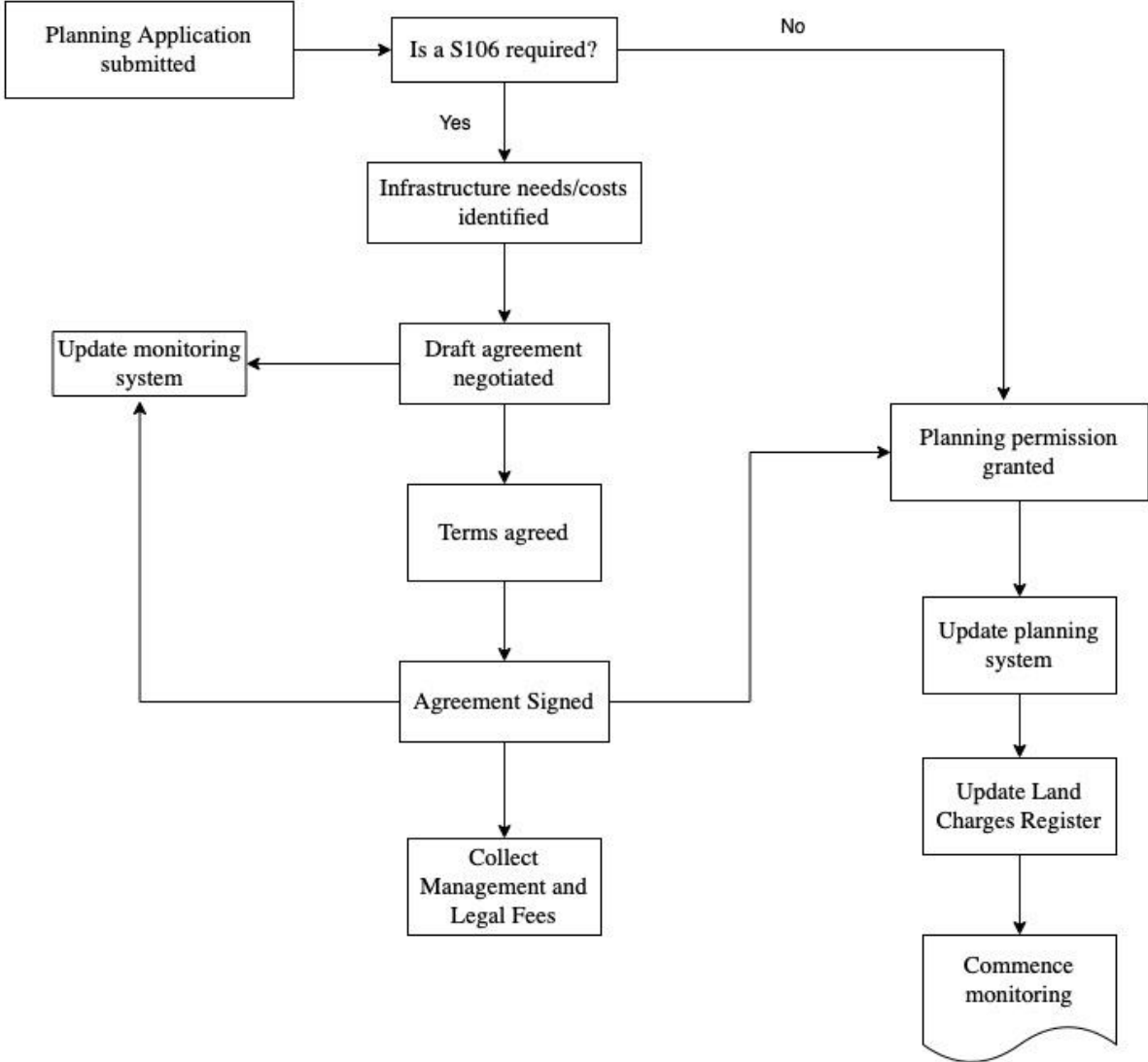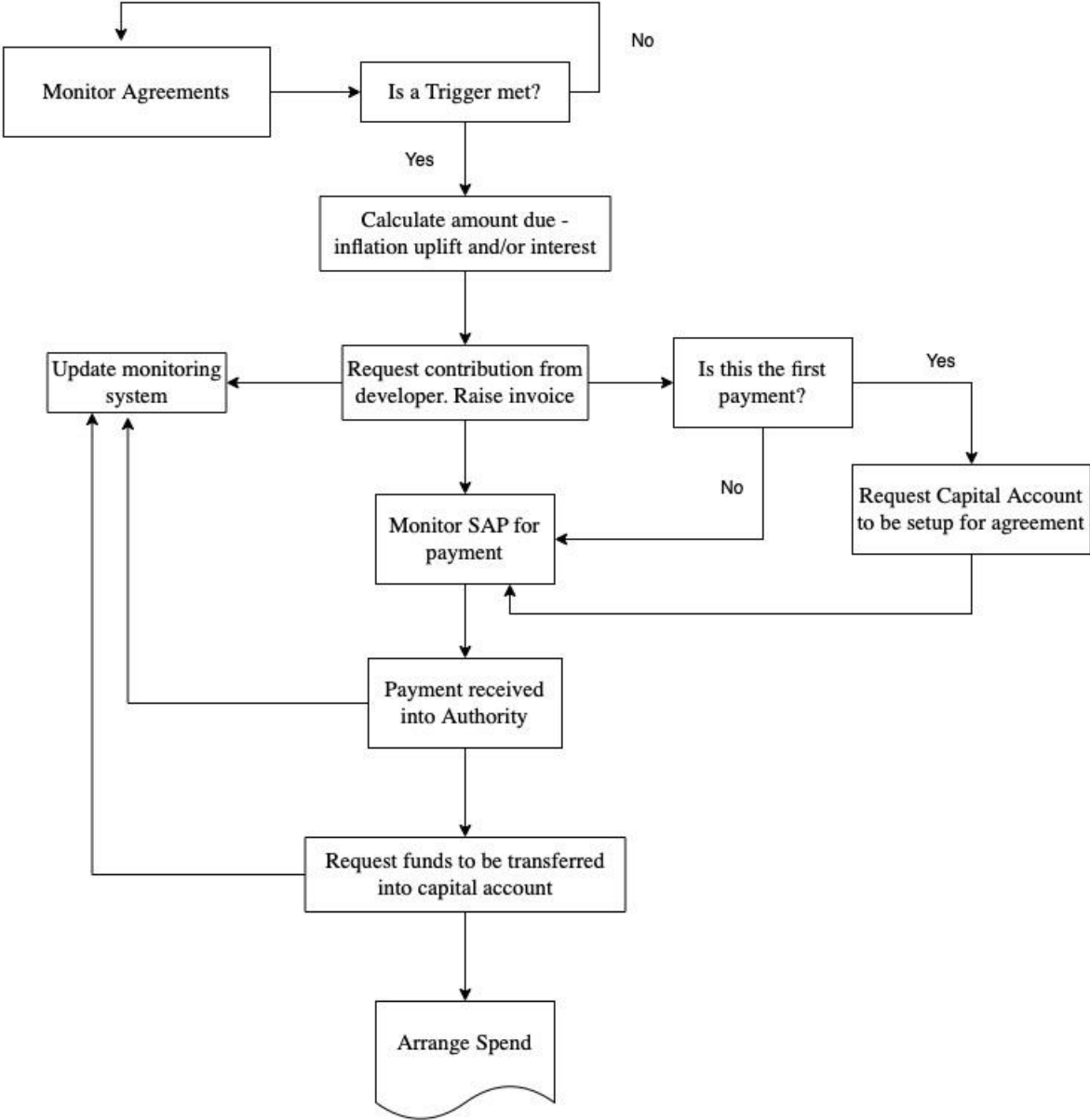
Monitoring

Monitor Agreements → Is a Trigger met? — No (loops back to Monitor Agreements)

Yes ↓

Calculate amount due - inflation uplift and/or interest

↓

Request contribution from developer. Raise invoice → Is this the first payment?

- Update monitoring system ← Request contribution from developer. Raise invoice
- Yes → Request Capital Account to be setup for agreement
- No → Monitor SAP for payment

Monitor SAP for payment

↓

Payment received into Authority

↓

Request funds to be transferred into capital account

↓

Arrange Spend

Spend

```
Advise teams of payment          Notify terms of
received                 ───►     obligations
                                      │
                                      ▼
                         Agree project and costs in line ──────────────────────┐
                    ┌──► with obligation                                        │
                    │         │                                                 │
                    │         ▼                                                 ▼
                    │    Checkpoint Process ──►  Business case and ──►  Update monitoring
                    │         │                  project approved            system
                    │         ▼                       │                    ▲  ▲  ▲
                    │    Funds reserved ──────────────│────────────────────┘  │  │
             No     │                                 ▼                        │  │
                    │                        Funds transferred from           │  │
                    │    Project Completed ◄──   s106 capital account ─────────┘  │
                    │         │                                                   │
                    │         ▼                                                   │
                    │    Are all funds spent and                                  │
                    │    all obligations satisfied?                               │
                    │    No │         │ Yes                                       │
            Arrange refund? ◄┘        ▼                                           │
                    │         Complete                                           │
             Yes    │         agreement.  ──────────────────────────────────────┘
                    └─────────►
```