HOW TO COMPLETE THE UNILATERAL UNDERTAKING
FOR USE WITH S106 PROFORMA A ONLY

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

- Please read all of the following points and ensure that the blank spaces in the document (**except for the date)** are completed with the correct information. Incorrect or missing information will cause a delay in approving your agreement.

- Please refer to the attached Unilateral Undertaking where each blank space contains a letter in [X], reference to the relevant point will provide assistance to the information required.

- You should either complete the blanks in type (an electronic version of the template is available on request) or printed legibly with black pen.

- If there is no mortgage on the Land you should cross out the words in the [ ] square brackets.

*****IMPORTANT – PLEASE DO NOT DATE THE DOCUMENT ******

{A] Please enter the full name(s) of all owners.

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

A Unilateral Undertaking cannot obligate the Council in any way and therefore the Council is not a party to the agreement. Please do not make reference to Epping Forest District Council within this section.

[B] Please enter the name of any company or person who has a charge over the property (if applicable).

[C] Please enter the address of the Site.

[D] Please insert the planning reference number.

[E] Please enter the full name(s) and address only of the person or persons who own the land, e.g. **Michael John Jones** of **123 Any Road, Anywhere, AB12 3CD.**

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

[F] (if applicable) Please enter the full name(s) of the mortgagee along with the full address of their registered office and Company Registration Number (if it is a company).

[G] You will need to obtain full, original and up to date land registry title documentation and filed [plan that covers the entire application site. Your title number 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.

[H] – Insert the Air Pollution contribution figure.

[I] - Please include the description of the development which should match that on your application.

[J] - Please enter the Monitoring Contribution to paid (5% of the SAC contribution).

[K] – Insert planning reference number.

[L] – Insert Recreation contribution figure (number of dwellings x £352.00).

[M] – Please include the complete address of the application site and make sure you insert a copy of the Site Plan showing the site edged red. This plan should be signed by the parties.

[N] – If there is no Mortgagee delete clause 7 and clause 11.4.3.

Before continuing you must now submit your draft Unilateral Undertaking for approval along with a site plan as referred to in Point M and office copy entries as referred to in Point G together with a cheque in the sum of £225.00 to cover the Council's legal costs.

Once approved the Undertaking may be executed – Please continue to the last page.

Final Page

Print the name of the owner.

Sign the agreement where the row of dots appear on the right hand side of the page.

The witness must sign the agreement where it says "witness signature" and fill in his or her name underneath.

You must include the witness's full address.

You must include the occupation of the witness.

If the Owner is a Limited Company you could use the second alternative by filling in the name of the Company and the Director & Secretary or two Directors sign where shown.

All signatories must also sign the attached application site plan.