

PROCESS FOR S106 APPLICATIONS

STAGE 1: Identification

- Service provider identifies need and completes Developer Contributions Request form (detailing alignment to strategic priorities, amount of funding requested, total cost of project, delivery timescales, benefits and outcomes for residents/county) and returns to cil@rutland.gov.uk

STAGE 2: Validation

- Validation Application form checked for completeness – this is undertaken by Community Infrastructure Levy Team.

STAGE 3: Review of Strategic Relevance

- Strategic Lead requested to confirm that application aligns with strategic priorities for Alignment Council/County

STAGE 4: Decision Making

- Subject to confirmation that project aligns with strategic priorities, it will progress to formal decision-making in line with Council Constitution and Financial Procedure Rules:
 - Delegated decision to be completed by Head of Service for s106 funding £500,000 and below (Note: depending on project a formal Cabinet/Council decision may be required even if meets delegated decision thresholds)
 - Cabinet Decision for s106 funding £500,000 and up to £1m - Cabinet report required by Head of Service but no delegated decision.
 - Council s106 funding over £1m will require a Council report completed by Head of Service but no delegated decision.

STAGE 5: Release of Funds

- Subject to approval, the relevant service provider will be required to complete a funding agreement detailing the benefits and outcomes expected – to be undertaken by Head of Service and Service Provider. A project record will be established on Finance and Community Infrastructure Levy/s106 systems – undertaken by the Community Infrastructure Levy Team and Finance.

STAGE 6: Monitoring of Expenditure

- Annually reported through the Infrastructure Funding Statement. Service provider will be required to provide updates to inform the IFS and a project completion report once implemented.
- Sample audits may be undertaken on risk based/sample basis.

Please note that that there are different thresholds for decision making for the Community Infrastructure Levy.