# Appendix 4: Proposal for S106 spend - proforma

The proposer/department responsible for the project may wish to use this to support proposals for S106 spend. This should clearly describe the purpose of the project, relevant details of the project and costings. The information should be concise, but should include all key details needed to enable a decision to be made whether to approve S106 funding.

Please make sure you also include any relevant information not covered in the boxes below, such as location plans, photographs, specifications, etc.

|  |  |
| --- | --- |
| Date |  |
| Name and role of proposer |  |
| Contact details |  |
| Project title |  |
| Location - electoral division(s) |  |

**Project overview** – brief summary of the project

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**Detailed project description** – background to the site and project, including purpose of the project, details of the proposal, benefits of the project

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**Project delivery** – how, when and by whom will the works be undertaken, including project management responsibilities

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**Details of engagement with community/elected Members**

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**Costs** – project costs, other sources of funding, total S106 requirement

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**Sources of proposed S106 spend** – to be provided by the Planning Obligations Officer

| **Source** | **Code** | **Amount available** | **Amount requested** |
| --- | --- | --- | --- |
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|  |  |  |  |
| **Total** |  |  |  |