

## Solent Recreation Mitigation Strategy

### Putting in place a mitigation package through a Section 111 Agreement

Portsmouth City Council approved and agreed the Solent Recreation Mitigation Strategy (December 2017) for implementation from 1st April 2018. This note sets out how direct payments through a Section 111 agreement can be used to provide a mitigation package.

#### How to complete the S111 Agreement

The draft agreement is available on our website. This should be downloaded and printed.

Please make sure that you complete and send us two original copies of the agreement. The details you will need to fill in are:

- **Application reference** - this is the planning application reference number, such as 14/12345/FUL
- **Description of development** - this should match the description of development on the planning application form.
- **Address of property** - this should match the site address on the planning application form.
- **Total amount to be paid** - this should match the amount which is paid towards the mitigation package either online, by phone or by cheque.
- **Online payment transaction number** - this should match the six digit numerical authorisation code on your confirmation email. This is circled in red in the example to the right.

Payment For	Account Reference	Account Name	Amount
Miscellaneous	PL15	J BLOGGS	£516
Item Total			£516

Payment Reference	ABCD-EFGH-IJKL
Auth Code	123456
Transaction Date	10-06-2014 12:10

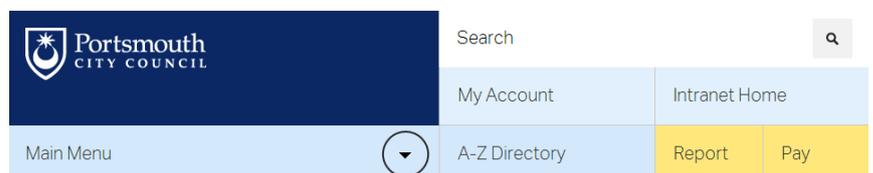
Please then make sure you sign, print and date the agreement on the second page on both copies. Leave the fields below the line clear as these will be completed by us. There is an example of a completed agreement available online. Once the S111 agreement has been completed and payment has cleared, you will be sent one of the copies of the S111 agreement. This is a legal agreement and should be kept in a safe place.

#### How to pay online with a debit card

This is the easiest way to secure the mitigation package and will make sure that the payment is processed immediately and there is no potential for a delay in determining your planning application. You can follow the steps below to pay by debit card.

Go to [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

Select 'Pay'



The screenshot shows the Portsmouth City Council website header with a search bar and navigation links: My Account, Intranet Home, A-Z Directory, Report, and Pay. A 'Main Menu' dropdown arrow is visible.

Select 'Miscellaneous', 'planning' and then 'Habitats Regulations Mitigation' from the drop down list.

Please select from the following list:

- Items > Miscellaneous
- ③ Music Service
- ③ Parks
- ③ Donations
- ③ Conan Doyle
- ③ Transport Planning
- ③ Planning

③ Select One

Select One

Pre planning application charge

Habitats Regulations Mitigation Package

In the screen that follows, put the following information into the boxes.

- **Account name** - name of account holder as it appears on the debit card
- **Address boxes and postcode** - billing address of card holder
- **Amount** - Contributions are on a sliding scale according to the number of bedrooms in a dwelling. (see the Section 111 agreement for more details)
- **Message box** - include the planning application reference (if known) and the address of the development. This will enable us to match the payment reference to the S111 agreement and the planning application.

Press 'continue to next stage'. Confirm that the details are correct and press 'continue to next stage' again.

Account Name \*

Address 1 \*

Address 2

Address 3

Address 4

Postcode \*

Amount \* £

If you wish to send a message with your payment, please use the message box below.

Message Box

Fill in your card details in the appropriate boxes. Make sure you include an email address to get a receipt. You will need the six digit numerical authorisation code to fill in the Section 111 agreement (see previous page).

Press 'continue'. You will then need to confirm the details. Once you are happy to proceed, select 'make payment'.

Card Details

All fields marked \* are mandatory  
Amount £516.00

Card Number\*

Card Holder Name\*

Expiry Date\*  /

Please enter the issue number as shown on your card. For example, if the number shown is 03 type 03, if the number shown is 3 type 3.  
Issue Number

Start Date  /

Please enter the 3 digit security code printed on the back of your card  
Security Code\*

Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment  
E-Mail Address

Confirm E-Mail Address

### Other ways to pay

If you would like to pay by debit card over the phone, please call 023 9283 4323. You can also pay by cheque, however due to the time it can take for a cheque to clear, this may result in a delay to your planning application. If you would like to pay by cheque, this should be posted to: City Development, Portsmouth City Council, Civic Offices, Portsmouth, PO1 2AU. Please ensure you give details of the application for which the mitigation package applies.