

## **GUIDANCE NOTES - DOVER DISTRICT COUNCIL THANET COAST AND SANDWICH BAY SPA SMM CONTRIBUTION UNILATERAL UNDERTAKING**

These guidance notes are intended for use in conjunction with the Dover District Council SMM Contribution Only Unilateral Undertaking Template which is available on the Dover District Council website.

- The template requires applicants to complete relevant sections of the document themselves by inserting the details applicable to their application.
- Squared brackets and any inapplicable wording (in the context of your application) within such brackets are to be deleted when completing the undertaking.
- The “Ref” number at the bottom of the first page is the planning application number allocated to your application by Dover District Council.
- If there is more than one owner of the land within the planning application please use "First Owner" and specify further owners as “Second Owner”, “Third Owner” etc. If there is only one owner this should be completed as "Owner" and all further references to "Second Owner" should be deleted.
- If you have a mortgage on the land within the planning application the details of the Mortgagee (the lender) will be recorded on your Land Registry title document in the Charges Register (see link [here](#) to access your Land Registry title information). If no additional owners or mortgagee exist, please delete the unnecessary text (please also note that in the event that there is no mortgagee clause 9 is to be deleted in its entirety with the subsequent clauses to be renumbered accordingly (i.e. clause 9 becomes Third Party Rights and clause 10 becomes Governing Law with clause 11 being deleted).

- The site location plan approved by the Council will generally be acceptable for use as the 'Plan'.
- The Land Registry title information for your property may be obtained from the official Gov.uk website online by following this [link](#).
- Please delete any unnecessary attestation clauses at the end of the document and complete only the clause(s) which are relevant to you. There is a separate clause for execution if the owner of the land is a company.