COMMUNITY INFRASTRUCTURE LEVY – PROCESS FLOWCHART

Please find below a flowchart of the CIL process for standard applications. Only applications that create floorspace need to go through this process. Note that large developments might require additional information like phasing plans etc.

It is important that you follow this process, as otherwise surcharges may apply.

CIL Process Flow Chart

Planning Permission **Required**

Planning Permission **Not Required**

Planning Application

Submit CIL Form 1 - CIL Additional Information to allow Council to ascertain CIL Liability.

CIL Form 2 – Assumption of Liability and any claim forms for relief or exemptions can be submitted any time between now and **prior to commencement♦.**

Submit CIL Form 5 - Notice of Chargeable Development anytime between now and **prior to commencement♦.**

Please Note: *If no notice is submitted, the Council will prepare the notice and serve it on the owner. (Reg.64)*

Planning Permission (Prior To Commencement)

Council grants Planning Permission and a CIL Liability Notice is issued setting out total amount of CIL due.

Please Note: *The CIL Liability is registered as a Local Land Charge against the land affected by the Planning Permission. It will be removed when it is paid in full or when the clawback period has ended.*

Before development commences, submit CIL Form 2 – Assumption of Liability *(if not done earlier).*

If liability then changes at any time:

1) Before commencement -
CIL Form 3 - Withdrawal of Liability
2) Before final payment is due -
CIL Form 4 - Transfer of Liability

If applicable, apply to claim relief or exemption *(if not done earlier).*

CIL Form 7 Part 1 – Self Build Home Exemption
CIL Form 8 – Self Build Residential Annex Exemption
CIL Form 9 – Self Build Residential Extension Exemption
CIL Form 10 – Charitable and/or Social Housing Relief
CIL Form 13 – Further Exemption Claim

Go to the relevant process chart in regard to your relief / exemption for details of process.

Council issues CIL Liability Notice, setting out total amount of CIL due, to all parties that have assumed liability and the landowner(s).

If claims for relief or exemption are approved, or if circumstances change, the Council will issue a Revised Liability Notice.

Submit CIL Form 6 – Commencement Notice to inform The Council when development is going to commence**. To be received by the Council no later than one day before the development is to be commenced♦**. If you do not receive a receipt for CIL Form 6, you must assume it has not been received.

Please Note: *If no-one has assumed liability, liability passes to the landowner and payment is due immediately upon commencement♦ of the development.*

Development Commencement

Council issues a CIL Demand Notice (where necessary) with due dates and payment procedure.
If circumstances change, the Council will issue a Revised Demand Notice.

Please Note: *If you do not submit a Commencement Notice, the Council will impose a surcharge equal to 20% of the notional chargeable amount, capped at £2500*

CIL is paid in line with payment procedure

Council issues receipt(s) for payments

Instalment terms broken

Full CIL payment due immediately with surcharges added.

CIL not paid

Enforcement action

♦***Please Note: Under the CIL Regulations, Commencement of development is defined within Regulation 7.***

Under Regulation 7, development is to be treated:

7(2) as commencing on the earliest date on which any material operation begins to be carried out on the relevant land.

7(6) In this regulation, 'material operation' has the same meaning as in section 56(4) of TCPA 1990 (time when development begun).