This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues

## Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information

Determining whether a Development may be CIL Liable - For submission with Planning Application

**Please note:** This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales:

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information.

Please read the associated Guidance Note before you complete the form. This and additional per-question help can be viewed at:

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See

for guidance on CIL generally, including exemption or relief.

## **Privacy Notice**

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

1. Application Details
Applicant or Agent Name:
Planning Portal Reference (if applicable):
Local authority planning application number (if allocated):
Site Address:
Description of development:

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2. Applications to Remove or Vary Conditions on an Existing Planning Permission
a) Does the application seek to remove or vary conditions on an existing planning permission (i.e. Is it a Section 73 application)?
Yes If 'Yes', please complete the rest of this question
No If 'No', you can skip to Question 3
b) Please enter the application reference number
c) Does the application involve a change in the amount or use of new build development, where the total (including that previously granted planning permission) is over 100 square metres gross internal area?
Yes No No
d) Does the application involve a change in the amount of gross internal area where one or more new dwellings (including residential annexes) are to be created, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?
Yes No No
If you answered 'Yes' to either c) or d), please go to <b>Question 5</b>
If you answered 'No' to both c) and d), you can skip to <b>Question 8</b>
3. Reserved Matters Applications
a) Does the application relate to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area?
Yes If 'Yes', please complete the rest of this question
No If 'No', you can skip to Question 4
b) Please enter the application reference number
If you answered 'Yes' to a), you can skip to <b>Question 8</b>
If you answered 'No' to a), please go to <b>Question 4</b>
4. Liability for CIL
a) Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?
Yes No No
b) Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?
Yes No No
If you answered 'Yes' to either a) or b), please go to <b>Question 5</b>
If you answered 'No' to both a) and b), you can skip to <b>Question 8</b>

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5. Exemption or Relief
a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?
Yes No No
b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?
Yes No No
If you answered 'Yes' to either a) or b), please note that you will need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim'. The form must be submitted to the Collecting Authority, <b>and</b> any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.
A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:  - If your CIL Liability Notice was issued on or after 1 September 2019  A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; or  - If your CIL Liability Notice was issued prior to 1 September 2019  The relief previously granted will be rescinded and the full levy charge will be payable.
You will also need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim' if you think you are eligible for discretionary charitable relief, or discretionary social housing relief (if this is available in your area).
If you wish to claim exceptional circumstances relief, and if the charging authority have made exceptional circumstances relief available in their area (please check their website for details), you will need to complete 'CIL Form 11: Exceptional Circumstances Relief Claim'. The form must be submitted to the Collecting Authority, AND any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.
All CIL Forms are available from:
c) Do you wish to claim a self build exemption for a whole new home?
Yes No No
If you have answered 'Yes' to c), please note that you will need to complete 'CIL Form 7: Self Build Exemption Claim - Part 1'. This form must be submitted to the Collecting Authority, <b>and</b> any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.
A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:  - If your CIL Liability Notice was issued on or after 1 September 2019  A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; or  - If your CIL Liability Notice was issued prior to 1 September 2019  The exemption previously granted will be rescinded and the full levy charge will be payable.
All CIL Forms are available from:
d) Do you wish to claim an exemption for a residential annex or extension?
Yes No No
If you have answered 'Yes' to d), please note that you will need to complete either 'CIL Form 8: Residential Annex Exemption Claim' or 'CIL Form 9: Residential Extension Exemption Claim'. The relevant form must be submitted to the Collecting Authority, <b>and</b> any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.
In respect of a residential annex, a Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:  - If your CIL Liability Notice was issued on or after 1 September 2019  A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; or  - If your CIL Liability Notice was issued prior to 1 September 2019  The exemption previously granted will be rescinded and the full levy charge will be payable.
All CIL Forms are available from:

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a) Does the application inv basements or any other bu		ancillary to r	esidentia						_	. 5
Please note, conversion of If this is the sole purpose o									is <b>not</b> liable	for CIL.
Yes No										
If yes, please complete the new dwellings, extensions,								the gross into	ernal area re	lating to
b) Does the application inv	olve nev	w <b>non-resid</b>	lential d	evelopment?						
Yes No										
If yes, please complete the	table in	section 6c b	pelow, us	sing the informatio	n from you	ır planı	ning appli	cation.		
c) Proposed gross internal	area:									
Development type		(i) Existing gross internal area (square metres)		lost by change of use or		(iii) Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres)		(iv)Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)		
Market Housing (if known)										
Social Housing, including shared ownership housing (if known)										
Total residential										
Total non-residential										
Grand total	Grand total									
7 Evicting Duildings										
		the site will	be retair	ned, demolished o	r partially c	demoli	shed as pa	rt of the deve	elopment pr	oposed?
a) How many existing build		the site will	be retaii	ned, demolished o	r partially c	demoli	shed as pa	rt of the dev	elopment pr	oposed?
7. Existing Buildings  a) How many existing build  Number of buildings:  b) Please state for each existe retained and/or demolise within the past thirty six means purposes of inspecting or refere, but should be included.	sting buished and onths. A	ilding/part of d whether a Any existing ing plant or	of an exis Il or part building	sting building that of each building h is into which peop	is to be ret as been in le do not u	ained ouse for sually	or demolis r a continu go or only	hed, the gros ous period o go into inter	ss internal ar f at least six mittently foi	rea that is to months r the
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6. Proposed New Gross Internal Area

7.1	Existing Buildings (continued)					
usu	Does the development proposal include the retention, ually go into or only go into intermittently for the punted planning permission for a temporary period?	urposes of insp				
Ye If ye	es					
	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sqm) to be retained	Proposed use of retained gross inter	nal area	Gross internal area (sqm) to be demolished	
1						
2						
3						
4						
int	otal of which people do not normally go into, only go ermittently to inspect or maintain plant or machinery, r which was granted temporary planning permission					
	f the development proposal involves the conversion of sting building?	f an existing bui	lding, will it be creating a new mezzan	ine floor v	within the	
	es	be created by th	ne mezzanine floor?			
Use					Mezzanine gross internal area (sqm)	

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8. Declaration	
I/we confirm that the deta	ills given are correct.
Name:	
Date (DD/MM/YYYY). Date	e cannot be pre-application:
or charging authority in re	n to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting esponse to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation n guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.
For local authority u	se only
Application reference:	