

## Section C: Submission of Evidence (following completion)

### Important information on self build evidence requirements for Part 2 of Form 7 (Self Build Exemption Claim Form).

[Download Form 7: Self Build Exemption Claim Form - Part 2](#)

Part 2 of Form 7 (Self Build Exemption Claim Form) needs to be submitted within six months of the date of the Compliance Certificate for the self build development. Please note, in advance, the documentary evidence you will be required to provide along with that form as failure to provide the necessary information will invalidate your exemption, and CIL will become payable:

1. You will need to provide copies of **all** the following items:
  - (a) A compliance certificate for this development issued under either:
    - regulation 17 (completion certificates) of the Building Regulations 2010 **or**
    - section 51 of the Building Act 1984 (final certificates)
  - (b) Title deeds of the property to which this exemption relates (freehold or leasehold)
  - (c) Council Tax bill or certificate
2. You will need to provide copies of **two** of the following items **showing your name and the address of the property** as proofs of occupation of the home as sole or main residence:
  - (a) Utility Bill
  - (b) Bank Statement
  - (c) Local electoral roll registration
3. You will need to provide a copy of one of the following items (also see notes below):
  - (a) An approved claim from HM Revenue and Customs under 'VAT431NB: VAT refunds for DIY housebuilders'
  - (b) Proof of a specialist Self Build or Custom Build Warranty\* for your development
  - (c) Proof of an approved Self Build or Custom Build Mortgage# from a bank or building society for your development.

**Please note:** The Charging Authority has the discretion, but is not required, to accept other forms of documentary evidence instead of any of the items (a-c) above. This should be agreed in advance with the Charging Authority (at the point of making this Part 1 application for the exemption or as soon as possible thereafter) but the Charging Authority may still consider utilising discretion at this Part 2 stage of the process.

\* A Self Build or Custom Build Warranty is a warranty and Certificate of Approval issued by a Warranty provider which provides a 'latent defects insurance' policy and which is accompanied by certified Stage Completion Certificates (SCC) issued to the owner/occupier of the home.

# A Self Build or Custom Build Mortgage is an approved mortgage arranged to purchase land and/or fund the cost of erecting a home where the loan funds are paid to the owner/occupier in stages as the building works progress to completion.

## Declaration

I confirm that the details given are correct.

I understand:

- (1) That my claim for self build exemption will lapse where development commences prior to the Collecting Authority informing me of its decision
- (2a) *(if my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019)*  
That my claim for exemption will lapse if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this exemption applies; **OR**
- (2b) *(if my CIL Liability Notice or revised CIL Liability Notice was issued on or after 1 September 2019)*   
That a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be payable if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this exemption applies
- (3) That I will lose any exemption granted as a result of this application, and be liable for the full CIL charge, if I do not complete and provide Part 2 of Form 7 (Self Build Exemption Claim Form), along with the requested supporting information, to the Collecting Authority within six months of the Compliance Certificate being issued.
- (4) The meaning of a 'disqualifying event' for CIL self build exemption and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days.

Name - Claimant:

Max Deacon

Date (DD/MM/YYYY):

12/12/2023

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

*On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You must then submit a commencement notice to the collecting authority prior to starting on site. Failure to do so will either result in the CIL charge becoming payable in full and a surcharge potentially being applied (if your Liability Notice or revised Liability was issued prior to 1 September 2019), or a surcharge being applied (if your Liability Notice or revised Liability Notice was issued on or after 1 September 2019).*