

## Community Infrastructure Levy (CIL) Form 9: Residential Extension Exemption Claim Form

**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: [Download the legacy version of this form](#)

### Please note the following information in regards to this claim for an exemption:

An exemption for a residential extension must be granted by the Collecting Authority prior to the commencement of the development. The applicant will otherwise be liable for the full levy charge.

#### If the CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued prior to 1 September 2019

The Collecting Authority may require a Commencement Notice to be received by them prior to the commencement of the development in order for any exemption granted to still apply. It is advised that you seek confirmation from the Collecting Authority as to their requirements in this regard.

#### If the CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued on or after 1 September 2019

You do not need to serve a Commencement Notice in order to retain the exemption.

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

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including "relief from the Levy".

### 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 user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent 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.

### Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming the exemption.

#### Application Details:

Applicant Name:

Planning Portal Reference (if applicable): PP-

Local authority planning application number (if allocated):

Please provide the full postal address of the main dwelling (including postcode):