## Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement form

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 Notes before you complete the form. Notes on the questions are provided at http://www.planningportal.gov.uk/uploads/1app/cil\_guidance.pdf

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

See	for guidance on CIL generally,	, including exemption or relief	
1. Application Details			
Applicant or Agent Name:			
Planning Portal Reference (if applicable):		Local authority planning appl (if allocated):	ication number
Cita Address.			
Site Address:			
Description of development:			
Does the application relate to mi	nor material changes to an existing إ	planning permission (is it a Section 73 applic	ation)?
Yes Please enter the	application number:		
No 🗌			
If yes, please go to <b>Question 3</b> . If	f no. please continue to <b>Question 2</b> .		

2. Liability for CIL
Does your development include:
a) New build floorspace (including extensions and replacement) of 100 sq ms or above?
Yes No No
b) Proposals for one or more new dwellings either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?
Yes No No
c) None of the above
Yes No No
If you answered yes to either a), or b) please go to <b>Question 4</b> .  If you answered yes to c), please go to <b>8. Declaration</b> at the end of the form.
3. Applications for Minor Material Changes to an Existing Planning Permission
a) Does this application involve a change in the amount or use of new build floorspace, where the total floorspace, including that previously granted planning permission, is over 100 sq m?
Yes No No
b) Does this application involve a change in the amount of floorspace where one or more new dwellings are proposed, either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?
Yes No No
If you answered yes to either a), or b) please go to <b>Question 4</b> .  If you answered no to both a) and b), please go to <b>8. Declaration</b> at the end of the form.
4. 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
If you answered yes to a) or b), please note that you will need to complete and have agreed CIL Form 2 -'Claiming Exemption or Relief', and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy. You will also need to complete CIL Form 2 if you think you are eligible for discretionary charitable relief, or exceptional circumstances relief, if this is available in your area. Please check the Charging Authority's website for details. CIL Form 2 is 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 also complete a CIL Form 7- 'Self Build Exemption Claim Form: Part 1' available from  . Please note you will need to complete and have agreed CIL Form 7, and submitted a Commencement (of
development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy.
d) Do you wish to claim a self build exemption for a residential annex or extension?
Yes No No
If you have answered yes to d) please also complete either CIL Form 8 -'Self Build Residential Annex Exemption Claim Form' or CIL Form 9 -'Self Build Extension Exemption Claim Form' available from . Please note you will need to have completed and agreed either CIL Form 8 or 9, as appropriate, and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority, if in respect of a residential annex, must receive prior to the commencement of your development, in order to benefit from relief from the levy
5. Reserved Matters Applications
Does this application relate to details or reserved matters pursuant to an application that was granted planning permission prior to the introduction of the CIL charge in the relevant local authority area?
Yes Please enter the application number:
No $\square$
If you answered yes, please go to <b>8. Declaration</b> at the end of the form.
If you answered no, please continue to complete the form.

6. Proposed New Floor a) Does your application in basements or any other by N.B. conversion of a single	nvolve ne uildings a	ew <b>resident</b> ancillary to r	esidentia	al use)?		J			· ·	
sole purpose of your deve										
Yes No No										
If yes, please complete the dwellings, extensions, con								the floorspa	ce relating	to new
b) Does your application in			•	G	,					
Yes No										
If yes, please complete the	table in	section 6c)	below, u	sing the informati	on provide	ed for C	Question 18	3 on your plai	nning appli	cation form.
c) Proposed floorspace:										
Development type		ting gross in pace (square		(ii) Gross internal to be lost by char or demolition (sq metres)	nge of use	floors (inclu baser	ntal gross in pace prope ding chang nents, and ings) (squa	osed ge of use, ancillary	internal flo	levelopment tres)
Market Housing (if known	)									
Social Housing, including shared ownership housing (if known)	3									
Total residential floorspac	е									
Total non-residential floorspace										
Total floorspace										
						41				
7. Existing Buildings a) How many existing buil		the site will	l he retaiı	ned demolished (	or nartially	demol	ished as na	ort of the devi	elonment n	ronosed?
Number of buildings:	amiga ari	tiro sito vin	. Do rotan	nou, domonorio	, partially	aomon	101100 US PC		olopillolit p	горозоц.
b) Please state for each ex that is to be retained and/ months within the past th the purposes of inspecting included here, but should	or demo irty six m g or mair	lished and v nonths. Any ntaining plar	whether a existing nt or mad	all or part of each buildings into wh thinery, or which v	ouilding ha	is beer do not	in use for tusually go	a continuous o or only go ir	s period of a nto intermit	it least six tently for
Brief description of e building/part of ex building to be retail demolished.	isting	Gross internal area (sq ms) to be retained.	Propo	osed use of retaine floorspace.	interr (sq i	ross nal area ns) to pe plished.	of the build for its law continuou the 36 pre (excludin	uilding or part ding occupied vful use for 6 us months of vious months g temporary issions)?	last occu lawful use the date (d	the building upied for its ? Pleaseenter dd/mm/yyyy) still in use.
1							Yes 🗌	No 🗌	Date: or Still in use:	
2							Yes	No 🗌	Date: or Still in use:	
3							Yes 🗌	No 🗌	Date: or Still in use:	
4							Yes	No 🗌	Date: or Still in use:	
Total floorspace										

7. Existing Buildings continued						
c) Does your proposal include the retention, demolition or partial demolition of any whole buildings <b>into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period</b> ? If yes, please complete the following table:						
Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sq ms) to be retained	Proposed use of retained floo	rspace	Gross internal area (sq ms) to be demolished		
1						
2						
3						
4						
Total floorspace into which people do not normally go, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission						
d) If your development involves the conversion of an exist building?	ting building, w	ill you be creating a new mezzanin	e floor withi	n the existing		
Yes No C e) If Yes, how much of the gross internal floorspace propo	osed will be crea	ted by the mezzanine floor (sq ms)	?			
				ne floorspace sq ms)		

8. Declaration
I/we confirm that the details given are correct.
Name:
Date (DD/MM/YYYY). Date cannot be pre-application:
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.
For local authority use only
App. No: