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 in agreement 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.

. Application Details	
Applicant or Agent Name:	
Planning Portal Reference (if applicable):	
ocal 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 **Question 8** 

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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	
either occupied by or under the control of a charitable institution?  Yes	5. Exemption or Relief
b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?  Yes  No  House 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.  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 E2,500, whichever is the lower amount, will be incurred: or If your CIL Liability Notice was issued 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 _ If you cill Liability Notice was issued on or after 1 September 2019  A surcharge equal to 20% of the notional 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 E2,500, whichever is the lower amount,	
Yes   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, and any relief must be granted by them, prior to the commencement of the development. Otherwise the full Cl. 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 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 \( \) If you day to the collecting Authority, and 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 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 t	Yes No No
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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 ClL charge will be payable.  A Commencement (of development) Notice (ClL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:  ## ******* ****	Yes No No
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 _   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, and 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 payabl	Claim'. The form must be submitted to the Collecting Authority, and any relief must be granted by them, prior to the commencement of
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	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

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a) Does the application involve new <b>residential development</b> (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?									
Please note, conversion of a single dwelling house into two or more separate dwellings (without extending them) is <b>not</b> liable for CIL. If this is the sole purpose of your development proposal, you should answer 'No' to Question 4b above.									
Yes No									
If yes, please complete the table in section 6c below, providing the requested information, including the gross internal area relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.									
b) Does the application inv	olve nev	w <b>non-resic</b>	lential de	evelopment?					
Yes No	· · · · · · · · · · · · · · · · · · ·								
If yes, please complete the	table in	section 6c k	oelow, us	ing the information fi	om you	ır plan	ning appli	cation.	
c) Proposed gross internal area:									
Development type	(i) Existing gross internal		(ii) Gross internal area to be lost by change of use or demolition (square metres)		of use, basements, and ancillary buildings) (square				
Market Housing (if known)									
Social Housing, including shared ownership housing (if known)									
Total residential									
Total non-residential									
Grand total									
7. Existing Duildings									
7. Existing Buildings									
7. Existing Buildings  a) How many existing build		the site will	be retair	ned, demolished or pa	artially o	demoli	ished as pa	urt of the dev	elopment proposed?
a) How many existing build		the site will	be retair	ned, demolished or pa	artially c	demoli	ished as pa	art of the dev	elopment proposed?
		the site will	be retair	ned, demolished or pa	artially c	lemoli	ished as pa	art of the dev	elopment proposed?
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a) How many existing build Number of buildings: b) Please state for each exists be retained and/or demolish within the past thirty six multiple purposes of inspecting or resulting the properties of the properti	sting bu shed and onths. A maintain ed in the xisting sting	ilding/part of d whether a Any existing ing plant or	of an exis Il or part building machine ction 7c.	ting building that is too of each building has l s into which people c	o be reta been in a lo not us	ained use fo sually mpora oss al area to be	or demolis r a continu go or only ary plannin Was the build for its law continuou the 36 pre (excludin	hed, the grosous period o go into inter	ss internal area that is to f at least six months mittently for the n should not be included
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6. Proposed New Gross Internal Area

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7.1	Existing Buildings (continued)						
usu	c) Does the development proposal include the retention, demolition or partial demolition of any whole buildings which people do not usually go into 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?						
	s No Ses, please complete the following table:						
	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 internal a	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						
d) If the development proposal involves the conversion of an existing building, will it be creating a new mezzanine floor within the existing building?							
	Yes No No If Yes, how much of the gross internal area proposed will be created by the mezzanine floor?						
	Mezzanine gross internal area (sqm)						

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8. Declaration				
I/we confirm that the de	etails given are corr	ect.		
Name:				
Date (DD/MM/YYYY). Da	ate cannot be pre-a	pplication:		'
or charging authority in	response to a requ	r recklessly supply information which iirement under the Community Infrast ence under this regulation may face u	tructure Levy Regulation	s (2010) as amended (regulation
For local authority	use only			
Application reference:				

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