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.

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

Page 1 of 6 Version 2019

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>

Page 2 of 6 Version 2019

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
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
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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Page 3 of 6 Version 2019

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	6. Proposed New Gross Internal Area												
		Does the application involve new <b>residential development</b> (including new dwellings, extensions, conversions/changes of use, garages asements or any other buildings ancillary to residential use)?											
		lease note, conversion of a single dwelling house into two or more separate dwellings (without extending them) is <b>not</b> liable for CIL. 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 involve new non-residential development?												
	Yes No												
	If yes, please complete the table in section 6c below, using the information from your planning application.												
	c) Proposed gross internal area:												
III I A V A I A B M A B A B A B A B A B A B A B A B A		(i) Existing gross internal area (square metres)			(ii) Gross internal area lost by change of use demolition (square m		to be propo or of use		osed (including change e, basements, and ary buildings) (square		(iv)Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)		
Market Housing (if known)													
		ing, including ership housing											
	Total reside	ntial											
Total non-residential													
	Grand total												
(	7 Evietin	g Buildings											
		ny existing build	inge on	the cite wil	l ha ratai:	nad damolish	ad or nar	rtially (	damol	ishad as na	art of the devi	alonmant n	ronosad?
	Number of		iliga oli		i be ietaii	neu, uemonam	ou oi pai	tiany (	i Gillon	isiieu as pa	iit oi tiie dev	еторитент р	10003641
			rting hu	 ilding/part	of an avie	tina huildina t	hat is to	ha rat	ainad	or domolis	had the area	e internal a	roa that is to
	b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal area that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings 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 temporary planning permission should not be included here, but should be included in the table in section 7c.												
Brief description of ex building/part of exis building to be retain demolished.		ting Internal Propo		osed use of retained oss internal area.		Gross internal area (sqm) to be demolished.		Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		last occupied for its lawful use?			
	1									Yes 🗌	No 🗌	Date:	
												Still in use Date:	· <u> </u>
	2	2								Yes 🗌	No 🗌	or Still in use	 : []
										Vac 🗔	N —	Date:	
	3									Yes	No 🗌	or Still in use	:
	4									Yes 🗌	No 🗆	Date: or	
												Still in use	:
ĺ	To	tal floorspace											

7.	7. Existing Buildings (continued)								
	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								
	inted planning permission for a temporary period?		3 F	,,					
Ye	es								
II y	Cross internal Cross internal								
	Brief description of existing building (as per above description) to be retained or demolished.	area (sqm) to be retained	Proposed use of retained gross internal	area	area (sqm) to be demolished				
1									
2									
3									
4									
int	l 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 osting building?	f an existing bui	Iding, will it be creating a new mezzanine	floor w	rithin the				
	es No								
If Y	es, how much of the gross internal area proposed will	be created by th	ne mezzanine floor?						
		Mezzanine gross internal area (sqm)							

Page 5 of 6 Version 2019

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
Application reference: