## **CIL Calcualtion/Collection process**

Planning Application submitted plus new CIL Additonal Information Form. Form will enable LPA to determine if development is CIL liable and calculate amount as early as possible

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Application determined. LPA issue Levy Liablity Notice to applicant

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Applicant or other relevant party then completes Assumption of Liability form (Form 1) and returns to LPA

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Any liable party who wishes to withdraw/transfer liability (Form 3 or 4) must complete relevant form and return to LPA

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Notice of chargeable development (Form 5) to be submitted if development is intended to commence under general consent

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Levy charge becomes due when development commences. Commencement notice (Form 6) must be sent to LPA and relevant owners of land to notify intended start date.

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LPA sends out demand notice outlining amount due and dates installments are required to be paid.

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Liable party/parties pay installments at designated dates.

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LPA can take enforcement action (including surcharges) if payment is not received (Part 9 of Regulations) (2.8 of guidance)

Issue of relief should be discussed as early as possible.

Depending on the circumstances, the following forms of relief may be available:

- -minor development exemption-mandatory charitable relief
- -discretionary charitable relief-mandatory social housingrelief
- -discretionary social housing relief
- -exceptional circumstances relief
- -self build exemption (for a whole house)
- -self build exemption (for a residential annexe or extension)

Relief must be claimed using relevant form (either Form 2, Form SB 1-1 and SB 1-2 or Form SB 2

Agreement to relief should be sought prior to commencement as in most cases, relief cannot be granted after development has commenced.

LPA action
Applicant/developer action