



The CIL Process Flowchart

For landowners and developers

1) Pre-Application of Planning Permission

Pre-application advice to determine if your development is liable for CIL

Potential to discuss applications for relief/exemptions, payment in-kind and the Instalments Policy

2) Submission of Planning Application

Submit planning application with supporting materials and development plans

Submit the **CIL Additional Information Form (Form 1)** to the Council

If you answered 'yes' to any of questions 2(a), 2(b), 3(a) or 3(b) on the CIL Additional Information Form 1, the **Assumption of Liability Form (Form 2)** should also be submitted with your planning application.

3) Planning Permission Granted by Council

Submit the **Assumption of Liability Form (Form 1)** before development commences

CIL Liability Notice issued by the Council outlining the chargeable amount for CIL

Submit the relevant forms for claiming exemption and/or relief:

- Self-build relief: **Form 7 Part 1 and Part 2** or **Form 8** or **Form 9**
- Charitable and or social housing relief: **Form 10**
- Exceptional circumstances relief: **Form 11**

Submit the **Commencement of Development Notice (form 6)** at least one day before development is due to commence *

If liability is **NOT** assumed before development commences, liability will default to the landowners of the relevant land.

Liability can be withdrawn by a liable party before development begins by submitting a **Withdrawal of Assumption of Liability Form (Form 3)** to the Council.

Liability can be transferred to another party at any time up to the day before the final payment is due by submitting a **Transfer of Assumed Liability Form (Form 4)** to the Council.

The Council will then issue a revised liability notice.

4) Commencement of Development

Demand Notice issued by the Council outlining the CIL chargeable amount, the date payment is due and the payment process

Payment of CIL by liable parties within **60 days** of the demand notice being issued *

Appeals must be made within **28 days** of the demand notice being issued

If liable parties do **NOT** inform the Council that development has started a surcharge will be enforced.

If the CIL charge is **NOT** paid then the Council will take enforcement action (CIL stop Notice, seizure of assets via the Court)

5) Post Commencement of Development

The Council will issue CIL receipts for the payments made by the liable party or parties

If self-build relief was granted, **Form 7 Part 2** must be submitted with relevant evidence

If the development ceases to qualify for relief/exemption from CIL (a 'disqualifying event') the landowner will be required to pay the full CIL amount and any relief granted will be 'clawed back'

* Failure to submit the relevant forms and payments in the specified time will result in a surcharge(s)