# 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 application number (if allocated):
Site Address:		
Description of development:		
Does the application relate to minor material changes	to an existing planning perm	hission (is it a Section 73 application)?
Yes D Please enter the application number:		
No		
If yes, please go to Question 3. If no, please continue t	to Question 2.	

2 Liability for CII					
2. Liability for CIL Does your development include:					
a) New build floorspace (including extensions and replacement) of 100 sq ms or above?					
Yes 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					
c) None of the above					
Yes 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					
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					
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					
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					
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					
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					
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 Floorspace

a) Does your application involve new residential floorspace (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

N.B. conversion of a single dwelling house into two or more separate dwellings (without extending them) is NOT liable for CIL. If this is the sole purpose of your development proposal, answer 'no' to Question 2b and go straight to the declaration at Question 8.

Yes No

If yes, please complete the table in section 6c) below, providing the requested information, including the floorspace relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does your application involve new non-residential floorspace?

Yes 🗌 No

If yes, please complete the table in section 6c) below, using the information provided for Question 18 on your planning application form.

#### c) Proposed floorspace:

	to be lost by change of use or demolition (square	floorspace proposed (including change of use, basements, and ancillary	(iv)Net additional gross internal floorspace following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)			
Social Housing, including shared ownership housing (if known)			
Total residential floorspace			
Total non-residential floorspace			
Total floorspace			

## 7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal floorspace 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 question 7c).

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sq ms) to be retained.	Proposed use of retained floorspace.	Gross internal area (sq ms) 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 occu lawful use? the date (d	the building pied for its Pleaseenter ld/mm/yyyy) till in use.
1					Yes 🗌	No 🗌	Date: or Still in use:	
2					Yes 🗌		Date: or Still in use:	
3					Yes 🗌		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 **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? If yes, please complete the following table:

5	filed planning permission for a temperary period.	5 1					
	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 floors	d use of retained floorspace			
1							
2							
3							
4							
0	tal floorspace into which people do not normally go, nly go intermittently to inspect or maintain plant or achinery, or which was granted temporary planning permission						
<ul> <li>d) If your development involves the conversion of an existing building, will you be creating a new mezzanine floor within the existing building?</li> <li>Yes No</li> <li>Pos how much of the gross internal floorspace proposed will be created by the mezzanine floor (sq ms)?</li> </ul>							
		nine 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: