

This form should be saved to your device and then completed using the free Adobe Reader software or full Adobe Acrobat software. Many internet browsers and other software can be used to view PDF format files, but we cannot guarantee their compatibility or functionality in regard to these forms. We advise that Mac users do not use Preview to complete this form because of functionality issues.

## Community Infrastructure Levy (CIL) Form 9: Self Build Residential Extension Exemption Claim Form

An exemption for a self build extension must be granted prior to the commencement of the development. The applicant will otherwise be liable for the full levy charge. A Commencement (of development) Notice should also be received by the Charging/Collecting Authority prior to the date of commencement of the development.

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 [here](#) for guidance on CIL generally, including "relief from the Levy".

### Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming the exemption.

#### Application Details:

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the main dwelling (including postcode):

### Section B: Self build declaration

Please tick **ALL** boxes

I declare that the development is a residential extension within the definition in Regulation 42A(3)

I declare that the amount of de minimis State Aid received in the last 3 years prior to the submission of this application for relief is less than 200,000 Euro

I understand that my claim for exemption will lapse where development commences prior to the collecting authority informing me of its decision.

I will establish whether the charging/collecting authority require a Commencement Notice to be issued prior to commencing my development.

Information about de minimis State Aid for the purposes of CIL exemption can be found here:

<https://www.gov.uk/guidance/community-infrastructure-levy#relief-and-exemptions>

Name- Claimant:

Date (DD/MM/YYYY):

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.

On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing.