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 10: Charitable and/or Social Housing Relief Claim Form

This form should be used to claim charitable relief and/or social housing relief prior to the commencement of development

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:

Please note the following in regard to your claim for relief from the levy

If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued prior to 1 September 2019

Any Relief must be granted by the Collecting Authority prior to the date of commencement of the development, and a Commencement (of development) Notice must also be received by the Collecting Authority prior to the date of commencement of the development, otherwise the full levy charge will be payable and a surcharge may be applied.

If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued on or after 1 September 2019

Any Relief must be granted by the Collecting Authority prior to the date of commencement of the development otherwise the full levy charge will be payable. Also, following the granting of any Relief, a Commencement (of development) Notice must be received by the Collecting Authority prior to the date of commencement of the development, otherwise a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be applied.

Where liability for the levy is shared, this form should be completed by each party wishing to seek exemption or relief from the levy.

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See for quidance on CIL generally, including claiming 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 user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent 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.

Section A: Claiming Relief - General Information		
Details of Development		
Planning Permission / Notice of Chargeable Development Reference:		
Site address:		
Description of development:		

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Claimant Name and Address	Agent Name and Address
Title: First name:	Title: First name:
Last name:	Last name:
Company (optional):	Company (optional):
Position:	Unit: House House suffix:
Company registration no: (where applicable)	House name:
Unit: House number: House suffix:	Address 1:
House name:	Address 2:
Address 1:	Address 3:
Address 2:	Town:
Address 3:	County:
Town:	Country:
County:	Postcode:
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Telephone number Extensio	
Country code: National number: number:	
Email address (optional):	-'
(сритину	
Type of Relief	
Please select the type(s) of relief being claimed for and complete	the corresponding section(s) of the form
Charitable relief (Please complete Section B including the relevant declara)	tion)
Social housing relief (Please complete Section C including the declaration)	
Discretionary social housing relief (Please complete Section D including the declaration)	
	ry, such as discretionary charitable relief and discretionary social housing

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Section B: Charitable Relief			
Charity Details			
Charity registration no: (where applicable)			
If claimant represents a charity exempt or excep	ted from registration, please state grounds:		
HMRC tax registration no: (where applicable)			
If claimant represents a trust of which all the be	neficiaries are charities or a unit trust scheme in which all the unit holders are charities,		
please state what form this takes (eg a Common			
Claim Type (Tick 1 box)			
	le development wholly or mainly for charitable purposes		
Discretionary charity relief for holding the greate from which the profits will be applied for charita	er part of this CIL chargeable development as an investment		
	Charging Authority has a policy for granting discretionary charitable relief in its area.		
Supporting Information For All Charit	able Relief		
What are your charity's charitable purposes?			
What is the intended use of the development ar	id in what proportions?		
How (if at all) does your charity fulfil the criteria	in the charging authority's discretionary relief policy? (Maximum 100 words)		
What is your apportioned CII liability for this ch	argeable development? (Use the apportionment assessment at Annex A to calculate this)		
That is your appointment of a maximity for time of the			
Please provide a breakdown of all the activities	of your organisation, including any goods or services it trades in and what these are:		

Please complete the relevant declaration below and provide the supporting information:

Declaration - Mandatory Charitable Relief

I wish to be granted mandatory relief for my portion of the CIL liability.

I declare that all the below points apply:

- As indicated in Section B above, I am a person or trust established for charitable purposes only (a "charity") or I am a trust of which all the beneficiaries are charities or a unit trust scheme in which all the unit holders are charities; and
- I am an owner of a freehold interest in the relevant land or a leasehold interest in the relevant land of 7 years or more from the date planning permission first permits the chargeable development; and
- I do not own this interest jointly with a party which is not a charitable institution; and
- the whole or main part of the chargeable development will be used for charitable purposes (whether of myself, or of myself and other charities); and
- a qualifying charity will occupy or control the portion of the chargeable development used for charitable purposes; and
- I have completed an apportionment assessment to determine the extent of my CIL liability and will submit a revised apportionment assessment where I make a material disposition of any of the relevant land prior to commencement of development; and

I understand:

- That my claim for relief will lapse where development commences on this chargeable development prior to the collecting authority informing me of its decision
- That where mandatory CIL charitable relief cannot apply due to it constituting a State aid, and the charging authority operates such a policy, my claim may be considered for discretionary relief under regulation 45 of the Community Infrastructure Levy Regulations (2010) as amended;
- The meaning of a "disqualifying event" for CIL charitable relief and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days.
- (if my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019) that my claim for relief will lapse if I fail to provide the Collecting Authority with a Commencement Notice prior to the commencement of the chargeable development to which this application applies; or
- (if my CIL Liability Notice or revised CIL Liability Notice was issued on or after 1 September 2019) that a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be payable if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this application applies

Name - Claimant:	Date (DD/MM/YYYY):	Or name - Agent:	Date (DD/MM/YYYY):
It is an offence for a person to knowingly or	recklessly supply informa	tion which is false or misleading in a n	naterial respect to a charging or
collecting authority in response to a require	5	•	
2010/ 948) A person quilty of an offence un	der this regulation may fa	ice unlimited fines, two years imprisor	ment or both

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Declaration - Discretionary Charitable Relief

I wish to be considered for discretionary relief for my portion of the CIL liability. I declare that all the below points apply:

- As indicated in Section B above, I am a person or trust established for charitable purposes only (a "charity") or I am a trust of which all the beneficiaries are charities or a unit trust scheme in which all the unit holders are charities; and
- I am an owner of a freehold interest in the relevant land or a leasehold interest in the relevant land of 7 years or more from the date of planning permission first permits the chargeable development; and
- I do not own this interest jointly with a party which is not a charitable institution; and
- The whole or the greater part of the chargeable development will be held by myself or by myself and other qualifying charities as an investment from which the profits will be applied for charitable purposes (whether of myself, or of myself and other charities); and
- the portion of the chargeable development held in the manner described above will not be used for ineligible trading activities; and
- I am satisfied that I meet the criteria advertised by the charging authority for giving discretionary relief; and
- I have completed an apportionment assessment to determine the extent of my CIL liability and will submit a revised apportionment assessment where I make a material disposition of any of the relevant land prior to commencement of development; and

Lunderstand:

Name - Claimant:

- That my claim for relief will lapse where development commences on this chargeable development prior to the collecting authority informing me of its decision
- The meaning of a "disqualifying event" for CIL charitable relief and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days.
- (If my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019) That my claim for relief will lapse if I fail to provide the Collecting Authority with a Commencement Notice prior to the commencement of the chargeable development to which this application applies; or
- (If my CIL Liability Notice or revised CIL Liability Notice was issued on or after 1 September 2019) That a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be payable if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this application applies

t is an offence for a person to kn	owingly or recklessly sup	oply information which	is false or misleading in a m	naterial respect to a	a charging or
collecting authority in response t	o a requirement under t	the Community Infrastru	icture Regulations (2010) as	s amended (regula	tion 110, SI

Or name - Agent:

2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

Date (DD/MM/YYYY):

Section C: Social housing relief (Mandatory)	
Supporting Information for Social Housing Relief (mandatory)	
Please indicate the type of social housing you intend to build and where on the site this will be located. A site map indicating the intended location of the social housing in the chargeable development MUST be attached. Please note that this must include any qualifying communal areas	
Does your organisation operate separate management accounts for public service and commercial activities? Please supply evidence) .
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Declaration - Mandatory Social Housing Relief	
I wish to claim social housing relief on the chargeable development.	
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948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

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	D. 30ciai fiousifig	relief (Discretionary)	
Supporting Information for Social	Housing Relief (discre	etionary)	
Please indicate the type of social housing you indicating the intended location of the social include any qualifying communal areas			
Is this development in receipt of any other p contributions from the local authority towar subsidy is worth. (This information is require	ds the provision of affordat	ole housing). If yes, please provide an estim	nate of how much the
Declaration - Discretionary Social F I wish to claim social housing relief on the ch	•		
I declare that all the below points apply:			
- I am an owner of a freehold interest in	the releviont land or a lease	hold interest in the relevant land of 7 years	
date of planning permission first perm			or more from the
- I have assumed liability to pay the CIL of	its the chargeable developr charge on this chargeable c	ment; and levelopment; and	
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ANNEX A: APPORTIONMENT ASSESSMENT Please complete the table below, including the assessment of the percentage of the value of the interest in the relevant land owned by the claimant: Value of Interest (%) Name of Owner Type of Interest TOTAL VALUE OF ALL MATERIAL INTERESTS (MUST EQUAL 100%): This information will be used to calculate the amount of CIL relief that may be granted on this development. The collecting authority may choose to carry out its own assessment for these purposes. **ANNEX B: RELIEF ASSESSMENT (SOCIAL HOUSING)** Gross internal area of chargeable development including relevant

ANNEX B: RELIEF ASSESSMENT (SOCIAL HOUSING)

Gross internal area of chargeable development including relevant communal development (sq m):

Gross internal area of relevant communal development (sq m):

Gross internal area of qualifying dwellings to which the relevant communal development relates (sq m):

Gross internal floorspace on relevant land in continuous lawful use for 6 of the last 36 months that is:

a) To be demolished (sq m):

b) Subject to change of use as part of the development (sq m)

Please attach a site plan indicating the position of qualifying dwellings and qualifying communal development.

Please note that the collecting authority may choose to accept the above assessment or carry out its own assessment to determine the relief to be granted.

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