



*Basingstoke  
and Deane*

## **Community Infrastructure Levy (CIL)**

### **Forms and Guidance**

**Please note that if your development is not creating additional floorspace, such as applications for adverts, replacement doors / windows or boundary treatment (replacement walls / gates) there is no requirement to complete a CIL form.**

If your planning application or prior approval/notification is for a type of development that may be liable for CIL you will need to follow the process detailed below. Please read all the steps carefully.

#### **Step 1 Tell Us About the Proposed Development**

When submitting a planning application or prior approval/notification for certain types of development you must complete and submit this form with your application

[Planning Application Additional Information Required Form](#)

otherwise it will be deemed invalid.

The information supplied on the PAAIR form will help us determine whether or not CIL is payable and if it is, calculate a provisional CIL amount. For supplementary guidelines on completing this form click here

[Planning Portal Guidance Note](#)

#### **Tell Us Who Will be Responsible for Paying**

If you know at this point who the person or party is that will be paying the CIL charge you should also submit an [Assumption of Liability Form](#)

## **Tell Us About Relief and Exemption**

After you have submitted the Assumption of Liability Form, if you consider that your development, or part of it, should be exempt from CIL then you may also wish to submit one of the following forms:

[Claiming Exemption or Relief Form - Charities, Social Housing](#)

[Self Build Home Exemption Claim Form:Part 1](#)

[Self Build Residential Annex Exemption Claim Form](#)

[Self Build Residential Extension Exemption Claim Form](#)

**Exemption is not automatic – you should wait for formal confirmation of any exemption before you start works. You must also submit a Commencement Notice before work starts or any exemption will be lost.**

### **Step 2 Liability Notice**

If planning permission is granted or a planning appeal allowed, we will issue a CIL Liability Notice to the person who has assumed liability to pay CIL and each owner of the site which will detail how much CIL is payable.

### **Step 3 Tell Us When Development Begins**

Before any works start on site, in ALL cases a [Commencement Notice](#) must be submitted to us. If you do not submit this Notice you will lose the right to payment by instalments (where applicable), lose any exemptions already granted and a surcharge will be imposed. In addition:

Any exemption you are claiming must have been formally granted by the Council before works start.

An [Assumption of Liability Form](#) should be submitted now if you have not already done so.

If the type of development is CIL liable but planning permission is not required (for example Permitted Development then a [Notice of Chargeable Development Form](#) should be submitted, which includes an Assumption of Liability Section).

#### **Step 4 Commencement Notice**

Before you commence work on site (including demolition) you must submit a [Commencement Notice](#) notifying the Council of the exact date that commencement will take place (this can be no later than the day before the day on which the chargeable development is to be commenced).

It is important that you wait until you receive formal acknowledgement from the Council that the Commencement Notice has been received. Failure to do this before commencement may result in the loss of any right to pay by instalments, result in a surcharge and loss of any exemptions.

#### **Step 5 Demand Notice and Payment**

Upon receipt of the Commencement Notice the Council will issue a Demand Notice stating the amount of CIL payable, any relief granted, payment methods and due dates. If no-one has assumed liability to pay CIL before the Demand Notice is issued then the liability defaults to the owner(s) of the land and a surcharge will be due.

**Any changes of circumstances regarding the liability** of the person or party who has assumed liability to pay CIL, means you should submit either a [Withdrawal of Assumption of Liability](#) or a [Transfer of Assumed Liability](#) as soon as possible and before the final payment of CIL is due.

Once payment has been received the Council will issue a payment acknowledgement.