

Community Infrastructure Levy (CIL)

Determining whether a Development may be CIL Liable

Planning Application Additional Information Requirement Guidance

Please note: This guidance should be read in conjunction with the [Planning Application Additional Information Requirement form](#) (PDF)

[The Government's detailed guidance on CIL is available on Gov.uk.](#)

Your development may be liable for a charge under the Community Infrastructure Levy if it involves new build floor area, including extensions or a new dwelling. If your scheme is liable, this charge is payable after development begins.

[Further information on CIL can be found on the Planning Portal.](#)

Information on the CIL charges liable in a specific location can be found on the relevant local authority's website. In London both Mayoral and local borough CIL charges may be applicable.

Your answers to the questions on this form will enable the local authority to establish whether or not your development is liable for a charge, and if so to calculate it accurately from the floor areas you provide. Detailed information on non-residential floorspace will be taken from the planning application form.

The local authority will also independently check plans when applications are assessed. Misleading or inaccurate answers could delay the processing of your application, resulting in a CIL charge that is higher than it needs to be, and in some cases may lead to surcharges being imposed.

You should submit this form at the same time as your planning application.

Guidance on completing the form and details of the next steps are available below.

Completing the Planning Application Additional Information Requirement form – Notes on specific questions

2. Liability for CIL -

2a. New build floorspace (including extensions and replacement) of 100 sq ms or above?

Answer No if either:

- the new floorspace **only** relates to a building into which people do not normally go or only go into intermittently for the purposes of inspecting or maintaining fixed plant or machinery; or
- the new floorspace **solely** relates to an internal/mezzanine floor and no other works or change of use are proposed.

4. Exemption or Relief

There are certain exemptions and reliefs available from the levy but these must be applied for and received prior to the commencement of your development. Also, a Commencement (of development) Notice must be received by the Charging/Collecting Authority prior to the commencement of your development.

Full CIL guidance, including details on "relief from the Levy", is [available on Gov.uk](#).

5. Reserved Matters Applications

You will need to check the relevant local authority's website to determine when CIL charges were effective. In London all relevant developments are liable to the Mayoral CIL.

The date of the award of the previous planning permission is the date on the decision notice.

6. Proposed New Floorspace

Please note: Gross internal floorspace is the internal area of the building, and should include rooms, circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, ancillary floorspace (e.g. underground parking), etc.

Guidance on measuring gross internal floorspace is [available from RICS in "RICS Property Measurement"](#).

6a. 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)?

Residential floorspace includes new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use. In flatted developments, this includes communal entrances, landings, etc and any related internal parking.

“Total gross internal floorspace proposed (including change of use)(square metres)” should include any floorspace retained as part of the proposal.

In each row, the amount in the final column (Net additional gross internal floorspace following development(square metres), should equal the “Total gross internal floorspace proposed (including change of use)(square metres)” minus the “Gross internal floorspace to be lost by change of use or demolition (square metres)”.

6b. Does your application involve new non-residential floorspace?

If your proposal includes the gain or loss of non-residential floorspace it is essential that you also complete the information on Q18 Non-residential Floorspace on the Planning Application Form. Otherwise your application may be invalid or the processing of your application will be delayed.

6c. Proposed floorspace

Enter the floorspace of the market housing and social housing if known. Some forms of discounted housing can claim social housing relief from the levy - further details can be found in the Government’s detailed guidance on CIL [available on Gov.uk](#).

If the breakdown of the residential floorspace is not known at the time of completing this form, please just enter the total residential floorspace.

If your development includes social housing you will also need to complete [‘Form 2: Claiming Exemption or Relief’](#) (PDF).

7. Existing Buildings

Please provide details of all the existing buildings. If the development relates to more than four existing buildings, please provide details of the additional buildings separately.

It is the applicant's responsibility to provide evidence to the effect that buildings were in a use that is "lawful", and that the building(s), or part of the building, have been in use for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development. The local authority may require further evidence of proof of the continuous use if this is not evident. Clarification as to what constitutes a lawful use is given in the Town and Country Planning Act, Section 191 (2).

Please note: Gross internal floorspace is the internal area of the building, and should include rooms, circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, ancillary floorspace (e.g. underground parking), etc.

Guidance on measuring gross internal floorspace is [available from RICS in "RICS Property Measurement"](#).

7c. 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?

In this table, please provide details of any existing whole buildings which are:

- buildings which people do not normally go into;
- buildings which people only go into intermittently for the purposes of maintaining of inspecting machinery; or
- buildings for which planning permission was granted for a temporary period.

7 d/e. If your development involves the conversion of an existing building, will you be creating a new mezzanine floor within the existing building?

Mezzanine floors, inserted into an existing building, are not liable for CIL, unless they are to be installed as part of a planning permission which permits other works as well. Where appropriate, the floorspace created by the addition of a mezzanine floor will be deducted from the net additional gross internal floorspace when the CIL liability is calculated.

Next Steps

1. Should your application be liable for CIL and be granted planning permission most local planning authorities will include an informative to this effect on the decision notice.
2. If your application is CIL liable, it is important that you ensure that the requirements of the CIL Regulations are met to ensure that you avoid any unnecessary surcharges and that any relevant relief or exemption is applied.
3. As soon as possible after receiving planning permission for a CIL liable development you or the relevant parties need to complete [‘Form 1: Assumption of Liability’](#) (PDF).
4. If you intend to claim either social housing relief, charitable exemption or where provided by the relevant local planning authority discretionary charitable relief or exceptional circumstances relief you need to complete [‘Form 2: Claiming Exemption or Relief’](#) (PDF).
5. [Find out more about relief and download the relevant forms to the Planning Portal.](#)
6. If you intend to claim a self build exemption for a whole dwelling, you need to complete [‘Form 7: Self Build Exemption Claim Part 1’](#) (PDF) and obtain approval before commencing development (also see paragraph 10 below). You will then also need to follow this up with supplementary information using [‘Form 7: Self Build Exemption Claim Part 2’](#) (PDF) within 6 months of completion.
7. If you intend to claim an exemption for a residential annex or extension, you will need to complete either:
 - [‘Form 8: Self Build Residential Annex Exemption Claim’](#) (PDF) or;
 - [‘Form 9: Self Build Residential Extension Claim’](#) (PDF)

and obtain approval before commencing development (also see paragraph 10 below).

8. Once the local authority has received the Assumption of Liability Form and as soon as practicable after the time when the planning permission is treated as first permitting development the local authority will issue the CIL Liability Notice(s).

This will set out the CIL charge based on an assessment of the floorspace information provided. In making an assessment of CIL Liability the local authority may take account of other sources of information.

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- 9.** Prior to your development commencing, you are required to submit ['Form 6: Commencement Notice'](#) (PDF) to the Council stating the date when the development will commence.

Development is to be treated as commencing on the earliest date on which any material operation begins to be carried out on the land within the meaning of section 56(4) of the Town and Country Planning Act 1990.

Upon receipt of this the Council will then issue a Demand Notice with precise details of your payment arrangements, payable from the date development commences.

- 10.** If a valid Commencement Notice is not submitted before work starts, claims for relief or exemptions are likely to be disallowed, surcharges will apply and payment will be due in full on the day the Council believes the development to have commenced. For the avoidance of doubt, site clearance and/or demolition will be considered as work having commenced.
- 11.** The CIL Regulations provide opportunities to appeal against the decisions of the local authority at various stages in the process. Details of the appeals procedure will be provided in the Notices issued by the CIL Charging Authority (local authority).