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Community Infrastructure Levy (CIL) - Form

This notice must be received by the Collecting Authority prior to the commencement of development. Failure to do so may result in you losing the ability to pay the levy in instalments.

Please note: This version of the form should only be used for submissions relating to England. There is a legacy version of the form for use in Wales: [Download the legacy version](#)

Please note the following if you have obtained, or intend to obtain, a CIL liability notice:

If your CIL liability notice, or revised CIL liability notice, was issued prior to 1 April 2015:
If you have received an exemption or relief from the levy, failure to submit this form prior to commencing your development will nullify that exemption or relief and you will be liable to pay the levy.

If your CIL liability notice, or revised CIL liability notice, was issued on or after 1 April 2015:
If you have received an exemption or relief from the levy, failure to submit this form prior to commencing your development will result in a surcharge being applied to the chargeable amount or £2,500, whichever is the lower amount (or, if you received an exemption or relief, the amount of the surcharge being applied).

Please complete the form using block capitals and black ink and send to the Collecting Authority. See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including exemptions and reliefs.

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided in the [Privacy Notice](#) information to a Local Authority in accordance with the [The Community Infrastructure Levy Regulations 2010](#).

Please be aware that once you have downloaded this form, Planning Portal will retain a copy of the information you provide (unless you choose to upload it to any Planning Portal online service in agreement with your Local Authority). Your use of this form is solely at your discretion, including the choice to complete and submit the declaration section.

Upon receipt of this form and any subsequent information, it is the responsibility of the Collecting Authority to ensure that the information is processed in accordance with the requirements relating to information security and data protection of the [Information Commissioner's Office](#).

Details of Development

A: Planning Application reference /
Notice of Chargeable Development:

B: Development Commencement Date:

C: Liability Notice reference:

APP/19/01161

15/6/20

LN00000606.

Development permitted by A will commence on B. This will trigger the levy liability.

NEW BUILD, CHALET STYLE
DETACHED HOUSE.

Details of person sending this notice

Title: First name:

Last name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number
Country code: National number: Extension number:

Email address (optional):

Please state your interest in the site:
☐ Liable Party ☒ Landowner ☐ Applicant ☐ Agent
 Other (please give details)

Details of collecting authority to whom the notice is being sent

Title: First name:

Last name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number
Country code: National number: Extension number:

Email address (optional):

Declaration

By signing this declaration:

- I acknowledge that if the intended date of commencement of development commences of this date with a new commencement notice will result in the CIL amount being due for payment in full on the date of commencement.
 - I also acknowledge that failure to notify the CIL collecting authority of the intended date of commencement by submitting a commencement notice in advance of this date will result in the CIL collecting authority imposing a surcharge of 20% of the amount of CIL due for payment, up to a maximum of £2,500 (the surcharge is discretionary in respect of exceptional circumstances relief).
 - I also confirm my understanding that:
 - If my Liability or Revised Liability Notice for CIL was issued before 1 September 2019; and
 - If I have either been granted an exemption or relief from the levy, or will be seeking an exemption or relief from the levy (which I understand must be granted prior to commencement of the development)
 That failure to notify the CIL collecting authority of the intended date of commencement by submitting a commencement notice in advance of this date will nullify any exemption or relief I have previously obtained, and make me liable for the levy (except in respect of exceptional circumstances relief), and that a surcharge may also be applied.
 - I confirm that a copy of this notice has been served on all persons known to me as an owner of the land on which the chargeable development will be built.
- For the purpose of CIL, an owner is 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.

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 charging or collecting 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.