

## Community Infrastructure Levy (CIL) - Form 2: Assumption of Liability

This form should be used to assume liability prior to 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: [Download the legacy version of this form](#)

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 assuming liability.

### 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 use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority with the declaration section.

Upon receipt of this form and any supporting 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.

### Description of Development

Planning Permission / Notice of Chargeable Development Reference:

APP/24/00946

Site address:

5 Willow Wood Road  
Hayling Island  
Hampshire  
PO11 9BE

Description of development:

I have a lawful development certificate and building regulations certificate for my property already. This was for conversion of my garage into a utility room and for a static caravan in my back garden with water and waste connection. The water and waste connection are complete, as is the majority of the utility room work. I have had around 1/2ft of concrete placed in my back garden to serve as the support for the static caravan. However, I've been having issues with crane companies stating that the job to lift the caravan over the bungalow (the detached garage blocks the back garden so there is no access any other way) is extremely difficult. Two companies have refused to do it as it is too difficult, and two are trying to charge me thousands more than should be quoted as they do not want to do it. This has caused a bit of a spanner in the works. So, instead, I have spoken to a builder who recommended adding an annexe to the back garden. The reason for the initial application for the caravan, and subsequent application for an annexe, is as I have just purchased my first home and as my mum was renting and her landlord was selling the property, she has moved in with me. I lived with her before moving here in a 3-bedroom house, and now I live in a two-bedroom bungalow which is much smaller. As there is less room, I'd like to add an annexe on for storage, an additional seating room and a guest room and small shower room for when guests/family stay as my

## Section A: Assumption of Liability

If the liable party is a company, you must fill in the company name

### Party A Assuming Liability

|                             |  |
|-----------------------------|--|
| Title:                      |  |
| Last name:                  |  |
| Company:                    |  |
| Position:                   |  |
| Company (where applicable): |  |
| Unit:                       |  |
| House name:                 |  |
| Address 1:                  |  |
| Address 2:                  |  |
| Address 3:                  |  |
| Town:                       |  |
| County:                     |  |
| Country:                    |  |
| Postcode:                   |  |
| Telephone number:           |  |

### Party B Assuming Liability

|                                             |                  |                   |  |
|---------------------------------------------|------------------|-------------------|--|
| Title:                                      |                  | First name:       |  |
| Last name:                                  |                  |                   |  |
| Company:                                    |                  |                   |  |
| Position:                                   |                  |                   |  |
| Company registration no: (where applicable) |                  |                   |  |
| Unit:                                       |                  | House number:     |  |
|                                             |                  | House suffix:     |  |
| House name:                                 |                  |                   |  |
| Address 1:                                  |                  |                   |  |
| Address 2:                                  |                  |                   |  |
| Address 3:                                  |                  |                   |  |
| Town:                                       |                  |                   |  |
| County:                                     |                  |                   |  |
| Country:                                    |                  |                   |  |
| Postcode:                                   |                  |                   |  |
| Telephone number (mandatory)                |                  |                   |  |
| Country code:                               | National number: | Extension number: |  |
|                                             |                  |                   |  |
| Email address (optional):                   |                  |                   |  |
|                                             |                  |                   |  |

### Party C Assuming Liability

|                                                |                      |                      |                      |
|------------------------------------------------|----------------------|----------------------|----------------------|
| Title:                                         | <input type="text"/> | First name:          | <input type="text"/> |
| Last name:                                     | <input type="text"/> |                      |                      |
| Company:                                       | <input type="text"/> |                      |                      |
| Position:                                      | <input type="text"/> |                      |                      |
| Company registration no:<br>(where applicable) | <input type="text"/> |                      |                      |
| Unit:                                          | <input type="text"/> | House number:        | <input type="text"/> |
|                                                |                      | House suffix:        | <input type="text"/> |
| House name:                                    | <input type="text"/> |                      |                      |
| Address 1:                                     | <input type="text"/> |                      |                      |
| Address 2:                                     | <input type="text"/> |                      |                      |
| Address 3:                                     | <input type="text"/> |                      |                      |
| Town:                                          | <input type="text"/> |                      |                      |
| County:                                        | <input type="text"/> |                      |                      |
| Country:                                       | <input type="text"/> |                      |                      |
| Postcode:                                      | <input type="text"/> |                      |                      |
| Telephone number (mandatory)                   |                      |                      |                      |
| Country code:                                  | National number:     | Extension number:    |                      |
| <input type="text"/>                           | <input type="text"/> | <input type="text"/> |                      |
| Email address (optional):                      |                      |                      |                      |
| <input type="text"/>                           |                      |                      |                      |

### Party D Assuming Liability

|                                                |                      |                      |                      |
|------------------------------------------------|----------------------|----------------------|----------------------|
| Title:                                         | <input type="text"/> | First name:          | <input type="text"/> |
| Last name:                                     | <input type="text"/> |                      |                      |
| Company:                                       | <input type="text"/> |                      |                      |
| Position:                                      | <input type="text"/> |                      |                      |
| Company registration no:<br>(where applicable) | <input type="text"/> |                      |                      |
| Unit:                                          | <input type="text"/> | House number:        | <input type="text"/> |
|                                                |                      | House suffix:        | <input type="text"/> |
| House name:                                    | <input type="text"/> |                      |                      |
| Address 1:                                     | <input type="text"/> |                      |                      |
| Address 2:                                     | <input type="text"/> |                      |                      |
| Address 3:                                     | <input type="text"/> |                      |                      |
| Town:                                          | <input type="text"/> |                      |                      |
| County:                                        | <input type="text"/> |                      |                      |
| Country:                                       | <input type="text"/> |                      |                      |
| Postcode:                                      | <input type="text"/> |                      |                      |
| Telephone number (mandatory)                   |                      |                      |                      |
| Country code:                                  | National number:     | Extension number:    |                      |
| <input type="text"/>                           | <input type="text"/> | <input type="text"/> |                      |
| Email address (optional):                      |                      |                      |                      |
| <input type="text"/>                           |                      |                      |                      |

### Agent Name and Address

|                              |                      |                      |                      |
|------------------------------|----------------------|----------------------|----------------------|
| Title:                       | <input type="text"/> | First name:          | <input type="text"/> |
| Last name:                   | <input type="text"/> |                      |                      |
| Company:                     | <input type="text"/> |                      |                      |
| Telephone number (mandatory) |                      |                      |                      |
| Country code:                | National number:     | Extension number:    |                      |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> |                      |
| Email address (optional):    |                      |                      |                      |
| <input type="text"/>         |                      |                      |                      |

|             |                      |               |                      |
|-------------|----------------------|---------------|----------------------|
| Unit:       | <input type="text"/> | House number: | <input type="text"/> |
|             |                      | House suffix: | <input type="text"/> |
| House name: | <input type="text"/> |               |                      |
| Address 1:  | <input type="text"/> |               |                      |
| Address 2:  | <input type="text"/> |               |                      |
| Address 3:  | <input type="text"/> |               |                      |
| Town:       | <input type="text"/> |               |                      |
| County:     | <input type="text"/> |               |                      |
| Country:    | <input type="text"/> |               |                      |
| Postcode:   | <input type="text"/> |               |                      |

**Declaration**

I/we hereby assume liability for the Community Infrastructure Levy Charge for the above development. Where assuming liability on behalf of a company,I confirm that I am authorised to do so. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we am/are aware of the surcharges I/we will incur if I/we do not follow the correct procedures for paying the CIL charge. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations)

|                                    |                    |                                    |                    |
|------------------------------------|--------------------|------------------------------------|--------------------|
| Name - A Party Assuming Liability: | Date (DD/MM/YYYY): | Name - B Party Assuming Liability: | Date (DD/MM/YYYY): |
| <div></div>                        |                    | <div></div>                        | <div></div>        |
| Name - C Party Assuming Liability: | Date (DD/MM/YYYY): | Name - D Party Assuming Liability: | Date (DD/MM/YYYY): |
| <div></div>                        | <div></div>        | <div></div>                        | <div></div>        |
| Or Name - Agent:                   | Date (DD/MM/YYYY): |                                    |                    |
| <div></div>                        | <div></div>        |                                    |                    |

Under regulation 37(2) of the Community Infrastructure Levy Regulations (2010) as amended, where two or more persons have assumed liability to pay CIL in respect of a chargeable development they shall each be jointly and severally liable to pay any CIL payable in respect of that chargeable development.

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.