PlanningPortal

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Community Infrastructure Levy (CIL)
Form 8: Residential Annex Exemption Claim Form

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 note the following information in regards to this claim for an exemption:

If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued prior to 1 September 2019
An exemption for a residential annex 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
An exemption for a residential annex 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, 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.

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 "relief from the Levy".

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 Exemption - General Information

To be completed by the individual(s) claiming the exemption.

Application Details:

Applicant Name: Chris Adams

Planning Portal Reference (if applicable): APP/25/00812

Local authority planning application number (if allocated):

Please provide the full postal address of the main dwelling (including postcode):

1 South Road
Hayling Island
Hampshire
PO11 9A

Section B: Residential Annex Declaration

Please tick **ALL** boxes

I declare that the development is a residential annex within the definition in Regulation 42A(2) ☒

I declare that, while I maintain my interest in the land, the main dwelling will remain a single dwelling, and the residential annex will not be separately let within the three year claw back period. ☒

I declare that the main dwelling and the residential annex will be sold at the same time to the same person(s) if I dispose of my interest of the land within the three year claw back period. ☒

I commit, when submitting this application, to separately informing the collecting authority of the total amount of any subsidy granted to me by any public body in the three years* prior to submission of this application form, either as State Aid (up to 31 December 2020) or as a subsidy under the UK's international or domestic subsidy control commitments from 1 January 2021**. ☒

I acknowledge that the collecting authority will inform me whether they consider that the amount of any exemption/relief granted to me in respect of this application will (or may) be impacted to account for any subsidies already received over the last three years*. ☒

I understand that my claim for exemption will lapse where development commences prior to the collecting authority informing me of its decision. ☒

I understand that either:

- *(if my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019)*
  my claim for exemption 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 exemption 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 exemption applies

☒

I understand the meaning of a 'disqualifying event' for the purposes of a residential annex exemption (as defined in Regulation 42C) and that where a disqualifying event occurs I must inform the collecting authority within 14 days ☒

'Completion' for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

** Three years means over a three-year consecutive fiscal period (the current financial year and the two preceding financial years)*

*** Information about subsidy control for the purposes of CIL exemption or relief can be found at:*

https://www.gov.uk/guidance/community-infrastructure-levy#subsidy-control

Name- Claimant:	Date (DD/MM/YYYY):
Chris Adams	12/12/2025

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging 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.

On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You must then submit a commencement notice to the collecting authority prior to starting work on site. Failure to do so will either result in the CIL charge becoming payable in full and a surcharge potentially being applied (if your Liability Notice or revised Liability was issued prior to 1 September 2019), or a surcharge being applied (if your Liability Notice or revised Liability Notice was issued on or after 1 September 2019).