

The CIL Charging Process

Development Stage	Developer/Applicant Actions	Councils Actions
<p>1. Submission of planning application</p>	<p>Submit planning application, supporting material and appropriate plans (including plans of existing floorspace)</p> <p>Submit information to enable Council to determine CIL liability (Additional Information Requirement Form)</p>	<p>Determine if the application is suitable for validation</p>
<p>3. Assessment and determining of planning application</p>		<p>Determine the planning application</p> <p>Determine liability/chargeable amount</p>
<p>4. Post grant of planning consent</p>	<p>Assume liability for CIL (CIL Form 2).</p> <p>If liability changes any time before the final payment becomes due, submit withdrawal or transfer of liability form (CIL Form 3 or 4).</p>	<p>Request for an Assumption of Liability Form (CIL Form 2).</p> <p>Acknowledge assumption of liability.</p> <p>Complete a Land Registry search if there is no response within 14 days to identify the owner.</p> <p>Issue a CIL liability Notice.</p> <p>Register CIL as a local land charge.</p> <p>If a Liability Notice is issued and ownership/liability changes, a revised Liability Notice will be issued.</p>
<p>5. Prior to commencement of development</p>	<p>Submit claims for relief (where relevant and available) (CIL Forms 7-13).</p> <p>Notify the Council of commencement of development (CIL Form 6) as soon as commencement date is known.</p>	<p>Determine claims for relief that comply and issue a decision on valid claims.</p> <p>Acknowledge receipt of commencement notice.</p> <p>Issue a Demand Notice.</p>
<p>6. Post commencement of development</p>	<p>Pay CIL as per the specified amount or in instalments if requested.</p>	<p>Acknowledge receipt of payments.</p> <p>Apply penalties, surcharges and enforcement powers in the event of non – payment.</p>
<p>7. Completion</p>	<p>Where self-build relief has been granted, submit the CIL Form 7 Part 2 and the accompanying evidence within 6 months of completion.</p>	<p>Acknowledge receipt of completion (CIL Form 7 Part 2) and issue relief claim decision.</p> <p>Monitor reliefs for 3 or 7 years depending on the relief granted.</p>