

# Community Infrastructure Levy (CIL) Form 1 - CIL Additional Information

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**Please note:** This 2019 version of the guidance is only relevant to the corresponding 2019 version of the [CIL Additional Information form](#) (PDF).

**These 2019 versions are only valid for submission in England.** There are legacy '2018' versions of [the form](#) and [this guidance](#) for Wales.

## Guidance note

[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 or additional gross internal area for residential and non-residential buildings, 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 the CIL Additional Information form will enable the local authority to establish whether or not your development is liable for a charge and, if it is, to calculate it accurately from the information on gross internal area you provide.

Detailed information on the gross internal area of non-residential development will also be taken from the corresponding planning application.

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 the CIL Additional Information form at the same time as your planning application.

The Planning Portal will allow you to upload the form as a supporting document. In this way, the local authority will receive it alongside the planning application to which it relates.

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

# Completing the CIL Additional Information form

## Notes on specific questions

### 3. 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.

### 4. Liability for CIL

#### 4a. Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

Answer No if either:

- the new or additional internal area **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 or additional internal area **solely** relates to an internal/mezzanine floor and no other works or change of use are proposed.

### 5. 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 Collecting Authority prior to the commencement of your development otherwise a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be payable.

Download ['CIL Form 6: Commencement Notice'](#) (PDF)

**Please note:** If your Liability Notice was issued prior to 1 September 2019, failure to provide the Collecting Authority with a Commencement Notice prior to commencement of the development will result in any exemption or relief being rescinded. This will result in you being liable for the full CIL charge, and you may also incur a surcharge.

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

## 6. Proposed New Gross Internal Area

**Please note:** If you are unsure of how to measure and calculate 'Gross internal area' when completing the form, please contact the [relevant local authority](#) or the [Ministry of Housing, Communities and Local Government](#) for confirmation.

### 6a. Does your application involve new residential development (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

Residential development 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.

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

If the proposal includes the gain or loss of non-residential gross internal area it is essential that the '*All Types of Development: Non-Residential Floorspace*' on the corresponding Planning Application is also completed. Otherwise your application may be invalid or the processing of your application will be delayed.

### 6c. Proposed gross internal area

Enter the gross internal area 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 development includes social housing it may be eligible for relief from CIL, a claim for relief can be made by completing and submitting '[Form 10: Charitable and/or Social Housing Relief Claim](#)' (PDF).

If the breakdown of the residential development's gross internal area is not known at the time of completing the form, please just enter the '*Total residential*' gross internal area.

*'Total gross internal area proposed (including change of use, basements and ancillary buildings) (square metres)'* (Column iii of the table in section 6c) should include any gross internal area retained as part of the proposal.

In each row, the amount in the final column '*(iv) Net additional gross internal area following development (square metres)'* will be automatically calculated to equal the '*(iii) Total gross internal area proposed (including change of use, basements and ancillary buildings) (square metres)'* minus the '*(ii) Gross internal area to be lost by change of use or demolition (square metres)'*.

## 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) (as amended).

**Please note:** If you are unsure of how to measure and calculate 'Gross internal area' when completing the form, please contact the [relevant local authority](#) or the [Ministry of Housing, Communities and Local Government](#) for confirmation.

### **7c. Does the development proposal include the retention, demolition or partial demolition of any whole buildings which people do not usually go into 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 or inspecting machinery; or
- buildings for which planning permission was granted for a temporary period.

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

### **7d. If the development proposal involves the conversion of an existing building, will it 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 gross internal area created by the addition of a mezzanine floor will be deducted from the net additional gross internal area when the CIL liability is calculated.

## Next Steps

The following section details the potential next steps following submission of your application.

1. Should the application be liable for CIL and be granted planning permission most local planning authorities will include details to this effect on the decision notice.
2. If the development 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 2: Assumption of Liability’](#) (PDF).
4. If you intend to claim:
  - Charitable and/or social housing relief, you will need to complete and submit [‘Form 10: Charitable and/or Social Housing Relief Claim’](#) (PDF).
  - Exceptional circumstances relief, you will need to complete and submit [‘Form 11: Exceptional Circumstances Relief Claim’](#) (PDF).

[Find out more about relief and download the relevant forms from the Planning Portal.](#)

5. If you intend to claim a self-build exemption for a whole dwelling, you need to complete and submit [‘Form 7: Self Build Exemption Claim - Part 1’](#) (PDF) and obtain approval before commencing development (also see point 10 below).

You will then also need to follow this up with submission of the relevant supplementary information using [‘Form 7: Self Build Exemption Claim - Part 2’](#) (PDF) within 6 months of completion of the development.

6. If you intend to claim an exemption for a residential annex or extension, you will need to complete and submit 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 point 10 below).

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7. 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 development's gross internal area based on the information provided.

In making an assessment of CIL Liability the local authority may take account of other sources of information (for example, details provided in the planning application and supporting documents).

8. Prior to your development commencing, you are usually required to submit a Commencement (of development) Notice using ['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.

9. If a valid Commencement notice is not submitted before work starts the levy charge will be due in full on the day the Council believes the development to have commenced, and a surcharge may be applied.

If you have obtained relief or exemption from the levy but do not submit a Commencement Notice before work starts and either:

- **Where a Liability Notice was issued before 1 September 2019** - The relief or exemption will be disallowed, the levy will become payable in full and a surcharge may be incurred; **or**
- **Where a Liability Notice was issued on or after 1 September 2019** - The relief or exemption will be retained but a surcharge will be incurred.

For the avoidance of doubt, site clearance and/or demolition will be considered as work having commenced.

10. 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 Collecting Authority (local authority).