

	What you need to do	Download the forms you need
<p>Stage 1 Submitting your application</p>	<p>If you are applying for residential planning permission (extensions and new builds) you must also complete a CIL Additional Information Form. If this form is not completed your application will be invalid.</p> <p>If you do not need planning permission for your development (including Permitted Development) you should complete the Notice of Chargeable Development form before you start work.</p>	<p>CIL Additional Information Form</p> <p>Notice of Chargeable Development</p>
<p>Stage 2 Determining applications</p>	<p>During the application process the Council will review your figures and, once planning permission has been granted, will issue the landowner(s) with a Liability Notice stating the amount of CIL to be paid.</p> <p>If planning permission is granted after an appeal, the Liability Notice will be issued as soon as possible after the appeal decision.</p>	
<p>Stage 3 Applications for relief</p>	<p>You can apply for relief/exemption from CIL by completing the Claiming Exemption or Relief form. You can do this at any point between submission of your application for planning permission and starting work on the development.</p>	<p>Claiming Exemption or Relief</p>
<p>Stage 4 Assuming liability</p>	<p>Before you start work on the development you must send the Council an Assumption of Liability Notice. This will tell the Council who will be paying the CIL owed and can be submitted at any point between submission of your planning application and starting work on your development.</p>	<p>Assumption of Liability Notice</p>
<p>Stage 5 Starting work</p>	<p>After submitting the Assumption of Liability Notice, but before you start work, you must complete a Commencement Notice. This will allow the Council to calculate the amount of CIL to be paid, by whom it will be paid and when it needs to be paid.</p> <p>If the liability for paying CIL changes after the Assumption of Liability Notice has been submitted, you should complete either a Withdrawal of Assumption of Liability form or a Transfer of Assumed Liability form. This should be submitted before the final payment of CIL is due.</p>	<p>Commencement Notice</p> <p>Withdrawal of Assumption of Liability</p> <p>Transfer of Assumed Liability</p>
<p>Stage 6 Paying CIL</p>	<p>Once the Commencement Notice has been received the Council will issue a Demand Notice to whoever has assumed liability to pay CIL. It will set out the amount and the date when the CIL needs to be paid.</p> <p>If no-one has assumed liability to pay CIL before the Demand Notice is issued, the liability will default to the landowner(s).</p> <p>You must pay CIL in accordance with the terms of the Council's Instalment Policy or full payment of the CIL will become payable immediately..</p>	<p>Council's Instalment Policy</p>

The Council has published **A guide to the implementation of the Community Infrastructure Levy** which sets out guidance on CIL in more detail and includes further information about how CIL is calculated, the types of relief available and when you can appeal CIL.

The Council has also produced a **calculator** where you can enter the floorspace of your development to help you calculate your likely charge. If your development is CIL liable the exact charge will be calculated during the application process.