The CIL Charging Process

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