Exemption procedure for self-build housing (Regulations 54A, 54B, 54C)

Important note: all of the steps below must be complied with to avoid the loss of the exemption or the imposition of a surcharge

1. The person seeking the self-build exemption must first assume liability to pay CIL in relation to the development by completing and submitting Form 2.

2. The person who assumed liability submits exemption claim form (Form 7 Part 1) to the collecting authority.

3. The collecting authority notifies claimant of exemption (or amount of relief granted).

4. The person submits a commencement notice (Form 6).

5. The collecting authority acknowledges receipt of the commencement notice.

6. Commencement

7. The applicant must submit relevant supporting evidence as set out in Form 7 Part 2 to confirm that the project is self-build within six months of completing the development.

A surcharge will be imposed for failure to submit a commencement notice before building works begin. (Regulation 83)

It is the applicant’s responsibility to ensure the commencement notice has been received by the collecting authority before they start the development.

The exemption is lost if development commences before the Collecting Authority notifies its decision (Regulation 54B(3)).

The exemption is lost if supporting information is not provided within six months. (Regulation 54D)