Community Infrastructure Levy Collection Process

Application made for planning permission

Planning application includes ‘Additional CIL Information form’ (Form 1)

Authorizes whether the development is liable for CIL

The developer, landowner or other interested party assumes liability by submitting an assumption of liability form (Form 2) (this can be submitted before planning permission is granted) (Regulation 31)

The collecting authority issues a liability notice to the applicant, the developer and whoever has assumed liability – which sets out the charge due and details of the payment procedure (Regulation 65)

A commencement notice (Form 6) must be submitted to the collecting authority setting out when the development is going to start. It must be submitted no later than the day before development commences. (Regulation 67)

The collecting authority must send an acknowledgment of receipt of the commencement notice to the person who submitted it (Regulation 67(4))

The collecting authority serves a demand notice on each person liable to pay an amount of CIL (Regulation 69) setting out the payment periods (Regulation 70) and instalment policies (Regulation 69B)