



# Appeal form

## Community Infrastructure Levy (CIL)

Regulations 114, 115, 116, 116A, 116B and Schedule 1 (paragraph 9)

### Introduction

You can use this form to submit an appeal under Regulations 114, 115, 116, 116A, 116B and Schedule 1 (paragraph 9) to the Valuation Office Agency either in hardcopy or by e-mail.

To help you fill in this form correctly please refer to the Guidance Note 'How to Complete Your Community Infrastructure Levy Appeal Form'. It is essential that you read ALL of these notes before you complete the appeal form.

Please complete this form in CAPITAL LETTERS.



- Information that you **must** provide is indicated by a **red asterisk\***. If this information is not included your appeal will be **invalid and will not be processed** and you will be informed accordingly.
- The appeal **and** essential supporting documents **MUST** reach the Valuation Office Agency within the 28 day or 60 day appeal period. **If your appeal and essential supporting documents are not received in time, the Valuation Office Agency will not accept the appeal.**
- Before starting to complete the form you should ensure that you have available, and accessible, all of the information and documentation that are described in the Guidance Notes.**

You should be aware that you may withdraw the appeal at any time by giving the Valuation Office Agency notice in writing.

### Time limit for appeal

You are required to make your appeal within certain time limits as set out in the regulations and these are set out below. Please complete the date box relevant to your appeal.

#### Regulation 114 – Chargeable Amount Appeals

Within 60 days beginning with the day on which the Liability Notice stating the original chargeable amount was issued.

\*Date of Liability Notice

#### Regulation 115 – Apportionment of Liability Appeals

Within 28 days, beginning with the day on which the Demand Notice stating the amount payable by an owner of a material interest is issued.

\*Date of Demand Notice

#### Regulations 116, 116A or 116B – Exemption and Relief Appeals

Within 28 days beginning with the day of the Decision of the collecting authority on the claim for relief.

\*Date of Decision on claim

#### Schedule 1 (paragraph 9) – Notional Relief Appeal

Within 60 days beginning with the day on which the Liability Notice stating the chargeable amount (and the amount of notional relief) was issued.

\*Date of Liability Notice



In addition to this appeal form, all essential supporting documents must be received within the time limits for the appeal to be accepted.

## Agent details (if any)

**Are you an agent acting on behalf of the appellant**      **Yes**      **No**

If you answered No to the above question please go to the next Section 'Appellant Details'.

If you answered Yes to the above question please send a completed and signed copy of form VO 4001 'authority to act' as soon as possible (see Guidance Notes for a copy of this form). Form VO 4001 must be signed in ink and may be sent as a scanned document by e-mail, or by post. Until this form is received we will send all correspondence to the appellant.

Please record your name and correspondence details below.

\*Title

\*Forename or initials

\*Surname

\*Company name (if appropriate)

\*Property name or number

\*Address Line 1

Address Line 2

\*Town/City

County

\*Postcode

\*Daytime phone no.

Mobile phone no.

\*Confirm how you wish to correspond with us:

On paper, by post

Electronically, via the following email address

\*Email address

\*Confirm email address

\*This field is required if you intend to correspond with us by email

Your reference (if applicable)

## Appellant details

\*Title

\*Forename or initials

\*Surname

\*Company name (if appropriate)

\*Property name or number

\*Address Line 1

Address Line 2

\*Town/City

County

\*Postcode

\*Daytime phone no.

Mobile phone no.

\*Confirm how you wish to correspond with us:

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Electronically, via the following email address

\*Email address

\*Confirm email address

\*This field is required if you intend to correspond with us by email

Your reference (if applicable)

## Person making appeal

### Regulation 114 – Chargeable Amount Appeal

Are you the person(s) who requested the collecting authority to review the chargeable amount under Regulation 113

Yes

No

## Person making appeal (*continued*)

### Regulation 115 – Apportionment of Liability Appeal

\*Do you own a material interest in the land? Yes No

\*Is it the freehold? Yes No

OR

\*Is it a leasehold with more than 7 years unexpired at the date of the planning permission? Yes No

\*Please provide full details of the interest you hold in the land

### Regulations 116, 116A or 116B – Exemption and Relief Appeals

\*Are you the person who claimed the exemption or relief? Yes No

OR

\*the person who has assumed the liability to pay CIL? Yes No

\*Please provide full details of the interest you hold in the land

### Schedule 1 (paragraph 9) – Notional Relief Appeal

\*Are you the person who was granted notional relief under Schedule 1, paragraph 7(5)? Yes No

## Reason for appeal

The reason that an appeal under the Community Infrastructure Levy Regulations 2010 (as amended) is being made is (please tick the appropriate Yes box):

### Regulation 114 – Chargeable Amount Appeal

The collecting authority has made a decision on a review under Regulation 113.

\*I disagree with the decision on the basis that the chargeable amount has been calculated incorrectly Yes

OR

\*I have not been notified of the decision within 14 days of the review start date Yes

### Regulation 115 – Apportionment of Liability Appeal

The collecting authority has issued a Demand Notice apportioning the CIL liability.

\*I disagree with the decision of the collecting authority on the apportionment of liability as set out in the Demand Notice Yes

### Regulations 116, 116A or 116B - Exemption and Relief Appeals

The collecting authority has made a decision on a claim for exemption or relief.

\*I consider the collecting authority have incorrectly determined the value of the exemption or relief on the grounds set out in Regulations 116, 116A and 116B. Yes

### Schedule 1 (paragraph 9) – Notional Relief Appeal

The collecting authority has made a decision on a claim for exemption or relief.

\*The collecting authority has incorrectly determined the value of the notional relief granted Yes

## Collecting authority details

The collecting authority is the body (normally a local authority) whose decision you are appealing against.

\*Name of the collecting authority

\* Collecting authority reference number, if known

## Commencement of development

\*Has the relevant development commenced? Yes No

(An appeal cannot be made under regulation 114, 116, 116A or 116B if development has commenced, except in the case of Regulation 114 appeals if planning permission for the relevant development was granted after it commenced.)

## Chargeable development

The chargeable development will normally be the development for which planning permission has been granted, either on a planning application or on appeal. However, planning permission can be by way of a general consent as defined in Regulation 5(3), for example deemed consent under the Town and Country Planning (General Permitted Development) Order 1995.

\*Site address

\*Address Line 1

Address Line 2

\*Town/City

County

Postcode

\*Planning application or appeal reference no. (if applicable. Mobile phone no.

\*Details of permission if by way of a general consent

\*Brief description of the relevant development

## Interested parties

I am required to send a formal acknowledgement of the receipt of this appeal to you and to each interested party as defined in Regulation 112(3) (see Guidance Notes for details). Please provide me with details of all the other interested parties below.

\*Title

\*Forename or initials

\*Surname

\*Company name (if appropriate)

\*Property name or number

\*Address Line 1

Address Line 2

\*Town/City

County

Postcode

## Your opinion of correct CIL charge

Please confirm your opinion of the correct CIL charge in the box below as applicable:

### Regulation 114 – Chargeable Amount Appeal

\*Your calculation of the amount of CIL payable.

### Regulation 115 – Apportionment of Liability Appeal

\*Your opinion of the correct apportionment of the CIL liability between each material interest in the land.

## Your opinion of correct CIL charge (*continued*)

### Regulations 116, 116A or 116B – Exemption and Relief Appeals

\*Your opinion of the value of the interest in land in respect of which the claim for charitable relief was made **and** the amount of charitable relief to which you are entitled, or the reasons why you consider the exemption or relief due for a residential annex or self-build housing has been incorrectly determined.

### Schedule 1 (paragraph 9) – Notional Relief Appeal

\*Your opinion of the value of the notional relief that should be allowed.



## Grounds of appeal

**This section MUST be completed as this appeal form and its contents will comprise your representations as appellant in relation to the appeal.**

You can enter your grounds of appeal in the space provided or attach a separate document. Any separate documents should be clearly marked as coming from you and relating to this appeal.

\*The grounds are set out in the box below in separate documents

attached or, to follow

## Essential supporting documents

The documents marked with a **red asterisk \* must** be provided as these are essential in making a decision on your appeal. If these are not attached to this appeal form, but you have indicated that they are to follow then the Valuation Office Agency must receive them within the 28 day or 60 day appeal period, as appropriate. If they are not received within this period the appeal will not be valid and you will be informed accordingly.

### Regulation 114 – Chargeable Amount Appeal

\*A copy of the **Decision Notice** on the review from the collecting authority (where applicable). attached or, to follow

### Regulation 115 – Apportionment of Liability Appeal

\*A copy of the **Decision Notice** issued by the collecting authority. attached or, to follow

### Regulations 116, 116A or 116B – Exemption and Relief Appeals

\*A copy of the **written decision** of the collecting authority on the claim for exemption or relief. attached or, to follow

### Schedule 1 (paragraph 9) – Notional Relief Appeals

\*A copy of the liability notice stating the chargeable amount calculated under Schedule 1, paragraph 7 and the amount of notional relief allowed attached or, to follow

## All appeals

The following documents must be submitted for **ALL** appeals.

2) \*A copy of the local planning authority's Decision Notice granting planning permission for the relevant development (if applicable) attached or, to follow

3) \*A site plan (preferably on a copy of an Ordnance Survey map at not less than 1:10,000 scale) showing the general location of the proposed development and the boundary of the relevant land. attached or, to follow

4) \*A copy of the Liability Notice issued by the Collecting Authority (if sent to the Appellant) attached or, to follow

## Other supporting documents

The listed documents below, although not considered essential, may still be helpful and will enable the appeal to be processed more efficiently. If these are not attached to this appeal form, but you have indicated that they are to follow, then the Valuation Office Agency must receive them within 14 days from the end of the representations period. Any documents received after the end of this period will be disregarded.

- |  |                           |
|--|---------------------------|
| 1) A copy of the original planning application sent to the Local Planning Authority (if applicable)  | attached<br>or, to follow |
| 2) Copies of all plans, drawings and documents sent to the Local Planning Authority as part of the application. The plans and drawings should show all boundaries and coloured markings given on those sent to the local Planning Authority. | attached<br>or, to follow |
| 3) In the case of a general consent, all relevant plans and drawings and documents relating to the development. The plans and drawings should show all boundaries and coloured markings.   | attached<br>or, to follow |
| 4) Any other documents that you consider may assist me in determining the appeal.  | attached<br>or, to follow |
| 5) All other correspondence with the collecting/charging authority relating to the CIL charge.   | attached<br>or, to follow |

## Any other comments

## Confirmation

\* I confirm that all sections of this form have been fully completed and that the details I have provided are correct to the best of my knowledge.

Signature

Date

## Submit

The Valuation Office Agency is an Executive Agency of HM Revenue and Customs. The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of HMRC registration (Reg No: Z9034148) under the Data Protection Act 1998. Further information about our Data Protection policy can be found on our website [www.voa.gov.uk](http://www.voa.gov.uk) under "Privacy Statement".

**Before you send this form please check it thoroughly.**

When your appeal is received it will be checked by the Valuation Office Agency. You will then receive a formal acknowledgement of your appeal with details on how it will proceed, and who will be dealing with it. However, if the appeal is considered to be invalid or incomplete you will be informed of this decision together with the reasons for it.

### Address to send by email

[cil.appeals@voa.gov.uk](mailto:cil.appeals@voa.gov.uk)

### Address to send in hard copy

Valuation Office Agency  
DVS (CIL)  
Wycliffe House  
Green Lane  
Durham  
DH1 3UW

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