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|  |  | | **For official use only**  Date received | |
| Decorative planning inspectorate logo | |  |  |  |

**COMMUNITY INFRASTRUCTURE LEVY APPEAL**

If you need this document in large print, in audio format, or in Braille, please contact our helpline on 0303 444 5000. **To help you fill in this form correctly please refer to the guidance leaflet “**[**How to complete your Community Infrastructure Levy appeal form**](https://www.gov.uk/guidance/appeal-a-community-infrastructure-levy-enforcement-notice)**”.**

**WARNING**: The appeal **and** essential supporting documents **must** reach the Inspectorate within the 28 day or 60 day appeal period. **If your appeal and essential supporting documents are not received in time we will not accept the appeal.**

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| PLEASE PRINT CLEARLY IN CAPITALS USING **BLACK** INK | |

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| **A. APPELLANT DETAILS** | **See section A of the guidance leaflet.** |
| Name:  Organisation name (if applicable):        Address:  Postcode:        Daytime phone:       Fax:  Email address:        I prefer to be contacted by Post  Email  | |

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| **B. AGENT DETAILS (IF ANY) FOR THE APPEAL** | **See section B of the guidance leaflet** |
| Name:  Organisation name (if applicable):  Address:  Postcode:  Your reference:  Daytime phone:       Fax:  Email address:  I prefer to be contacted by Post  Email  | |

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| **C. AUTHORITY & APPLICATION DETAILS** | **See section C of the guidance leaflet.** |
| Name of the collecting authority:  Name of the charging authority (if different):  Reference of the relevant application:  Date of the application:  Date of the local planning authority’s (LPA) decision notice: | |
| Description of the development: | |

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| **D. APPEAL SITE ADDRESS** | **See section D of the guidance leaflet**. |
| Address:   |  |  | | --- | --- | |  |  | | |
| Postcode:    Note: It is important to provide the **full** postcode. | |

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| **E. SITE VISIT DETAILS** | **See section E of the guidance leaflet**. |
| For some appeals, an Inspector may need to inspect the site.  Are there any health and safety issues at, or near, the site which  the Inspector would need to take into account when visiting the site?  If yes, please describe them below or on a separate sheet. Yes  No     Could the Inspector see the relevant parts of the appeal site  sufficiently from public land? Yes  No   Do you consider that the Inspector should enter the site for example,  to look at physical features or relevant facts? If so, please explain  below or on a separate sheet. Yes  No  | |

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| **F. REASON FOR THE APPEAL** | **See section F of the guidance leaflet.** |
| The reason that an appeal under the Community Infrastructure Levy Regulations 2010 is being made is that (please make sure you tick all grounds you want us to consider apply):   |  |  | | --- | --- | | **Regulation 117 -** A surcharge has been imposed.  a) The claimed breach which led to the surcharge did not occur. R117a   b) The collecting authority failed to serve a liability notice in respect of the  development to which the surcharge relates. R117b   c) The surcharge has been calculated incorrectly. R117c  |  | | **Regulation 118 -** The collecting authority has issued a demand notice with  an incorrectly determined deemed commencement date. R118  |  | | **Regulation 119 -** A CIL stop notice has been imposed.  a) The collecting authority did not serve a warning notice before  imposing the CIL stop notice. R119a   b) The development for which the CIL stop notice was imposed has  not commenced. R119b  |  | | |

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| **G. GROUNDS OF APPEAL** | | **See section G of the guidance leaflet to help you decide what to include in your grounds of appeal.** |
| **Please Note: You must submit your full grounds of appeal with the appeal form as you will have no further chance to do so.**     |  |  | | --- | --- | |  |  | | | |
| **G. GROUNDS OF APPEAL (continued)** | | |
| Please continue on a separate sheet if necessary. | | |
| **H. ESSENTIAL SUPPORTING DOCUMENTS** | **See section H of the guidance leaflet. If we do not receive ALL your appeal documents by the deadline set under each regulation we will not accept your appeal.** | |
| You **must** send the following documents applicable to each selected grounds of appeal with your appeal form.  **Regulation 117 appeals**   |  |  |  | | --- | --- | --- | | **1** | The collecting authority’s letter imposing a **surcharge**. | 1  | | **2** | The collecting authority’s **liability notice** (if applicable). | 2  | |  |  |  |   **Regulation 118 appeals**   |  |  |  | | --- | --- | --- | | **1** | The collecting authority’s **demand notice**. | 1  | | **2** | The collecting authority’s **liability notice.** | 2  |   **Regulation 119 appeals**   |  |  |  | | --- | --- | --- | | **1** | The CIL **stop notice**. | 1  | | **2** | The collecting authority’s **warning notice** (if applicable). | 2  |   **ALL APPEALS**  The following documents must be submitted for **ALL** appeals   |  |  |  | | --- | --- | --- | | **1** | All other **correspondence** with the collecting/charging authority relating to the CIL charge. | 1  | | **2** | The local planning authority’s **decision notice** granting planning permission for the relevant development. | 2  | | **3** | A **site plan** (preferably on a copy of an Ordnance Survey map at not less than 10,000 scale) showing the general location of the proposed development and its boundary. This plan should show two named roads so that we can identify the location of the appeal site or premises. The application site should be edged or shaded in red and any other adjoining land owned or controlled by the appellant (if any) edged or shaded blue. | 3  | | | |

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| **I. OTHER APPEALS** | **See section I of the guidance leaflet.** |
| If you have sent other appeals for this or nearby sites to us and these have not been decided, please give our reference numbers: | |

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| **J. CHECK SIGN AND DATE** | **See section J of the guidance leaflet**. |
| Please tick the boxes to confirm that the following actions have been carried out.   |  |  |  |  | | --- | --- | --- | --- | | **1** | I have completed all sections of the form and the details are correct to the best of my knowledge. | | 1  | | **2** | I have enclosed **all** the essential supporting documents listed in section H. | | 2  | | **3** | I have signed and dated the form (unsigned forms will be returned to you). | | 3  | |  |  | |  | | Signature:  Date: | |  | | | Name (in capitals): | | | | | On behalf of (if applicable): | | | |   The Planning Inspectorate takes its data protection responsibilities for the information you provide us with very seriously. To find out more about how we use and manage your personal data, please go to [our privacy notice](https://www.gov.uk/government/publications/planning-inspectorate-privacy-notices). | |

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| **K. NOW SEND .** | **Remember, it is your responsibility to make sure that we RECEIVE your appeal form and ALL supporting documents within the 28 day or 60 day time limit. See section K of the guidance leaflet.** |
| |  |  | | --- | --- | | **A copy of this appeal form together with all supporting documents to:**  Or, if you are unable to send this form electronically, please send one copy and the supporting documents to:  **Helpline: 0303 444 5000**  **You should keep a copy of the completed appeal form for your records** | [CILAppeals@planninginspectorate.gov.uk](mailto:CILAppeals@planninginspectorate.gov.uk)  The Planning Inspectorate  CIL Appeals Team  3A Eagle wing  Temple Quay House  Bristol  BS1 6PN | | |

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| **When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.** |