

How to Use the Developer Contributions Database

The Developer contributions Database (Exacom PFM we call it behind the scenes!) can be found on the East Suffolk webpages through navigating within the following screens or via the link:

[East Suffolk Council Homepage/Planning/Developer Contributions/developer contribution dashboard](#)

[East Suffolk PFM - Home \(exacom.co.uk\)](#)

1. How do I see how much NCIL is due to be paid to my Parish Council in April or October?

STEP 1 - Press 'CIL' (takes you to the CIL Tab/page)

STEP 2 – Press NH Zone and start typing your parish name and it should appear on the drop-down list, select this and the data will automatically filter to your 'Parish NCIL Zone'

STEP 3 - For April payments, you need to put in the end date of 31 March 20xx (the Regulations pay your NCIL up to that date as the latest payment due to be paid to you by 28 April. For October Payments the cut-off date is 30 September XX).

STEP 4 - The screen now shows that what ES have collected we have passed onto your parish and if there are any sums we have received that we have not yet passed on ('Available' NCIL value)

STEP 5 - You can click on the NCIL line for 'sums received' and 'sums allocated' to check these out for more detail.

See examples below for Knodishall Parish Council:

The screenshot shows the East Suffolk Council website with the Community Infrastructure Levy Dashboard. The dashboard is filtered for the Knodishall Parish Council. The table below shows the financial data for various CIL allocations.

Allocation	Potential	Due	Collected	B. Interest	Allocated	Spent	Returned	Available
CIL Admin	579.93	0.00	5,329.81	0.00	N/A	N/A	N/A	N/A
Neighbourhood CIL	1,739.78	0.00	15,989.39	0.00	15,989.39	9,700.15	0.00	0.00
District CIL	9,278.80	0.00	85,276.71	0.00	0.00	0.00	0.00	85,276.71
Total:	11,598.51	0.00	106,595.91	0.00	15,989.39	9,700.15	0.00	85,276.71

The dashboard also includes a CIL Date Filter (01 August 2013 to 31 March 2024), a filter for NH Zone (Knodishall), and a 'Reset' button. A 'Click here to go up' button is located at the bottom left, and a 'Print Page' button is at the bottom right. The page is powered by EXACOM (v3.1.5).

Key Point 1: You can ignore the 'potential' value. This relates to all potentially liable developments in your area, many of which will change due to exemptions or relief being applied (making them £0.00), they may never actually commence and trigger the CIL, or they may eventually be archived if they are superseded by alternative permissions that commence or do not commence. They must have commenced to trigger the CIL and move to the 'due' column.

Key Point 2: We can only pay across funds we have received in the previous 6 months at the times stated in the statutory guidance – April and October.

Key Point 3: The amount of NCIL you can receive may change due to refunds or clawback relating to overpayments.

2. How do I see which individual sites are due to pay any Neighbourhood CIL?

If you have already performed a previous filtered search press reset button and start following steps:

STEP 1 - Press 'CIL' (takes you to the CIL Tab/page)

STEP 2 – Press NH Zone and start typing your parish name and it should appear on the drop-down list, select this and the data will automatically filter to your 'Parish NCIL Zone'

STEP 3 – On the Neighbourhood CIL line click 'due' value and this will then highlight blue and display below which sites are due to pay instalments/sums to East Suffolk and by when.

EASTSUFFOLK COUNCIL

Work continues on the updating of historic S106 data. Please contact S106@eastsoffolk.gov.uk for specific s106 enquiries.

Home **CIL** S106 Applications

Community Infrastructure Levy Dashboard

CIL Date Filter: 01 August 2013 to 31 March 2035

NH Zone Ward Parish District Town

Filtering: "Zone=Knodishall"

Allocation	Potential	Due	Collected	B. Interest	Allocated	Spent	Returned	Available
CIL Admin	579.93	1,563.86	5,329.81	0.00	N/A	N/A	N/A	N/A
Neighbourhood CIL	1,739.78	4,691.40	15,989.39	0.00	15,989.39	9,700.15	0.00	0.00
District CIL	9,278.80	25,020.75	85,276.71	0.00	0.00	0.00	0.00	85,276.71
Total:	11,598.51	31,275.95	106,595.91	0.00	15,989.39	9,700.15	0.00	85,276.71

Neighbourhood CIL: Due

Application Number: [Filter] [Reset]

App No	Neighbourhood Zone	Demand Date	Amount
DC/21/3576/VOC	Knodishall	05 May 2024	1,172.85
DC/21/3576/VOC	Knodishall	03 Aug 2024	1,172.85
DC/21/3576/VOC	Knodishall	01 Nov 2024	1,172.85
DC/21/3576/VOC	Knodishall	30 Jan 2025	1,172.85

3. How do I see the site details to work out which site it is?

STEP 1 – follow the steps in the example above for question 2.

STEP 2 - If you click on the planning application reference number this will open up more details of that planning application and the CIL liability associated with it.

App No	Neighbourhood Zone	Demand Date	Amount
DC/21/3576/VOC	Knodishall	05 May 2024	1,172.85
DC/21/3576/VOC	Knodishall	03 Aug 2024	1,172.85
DC/21/3576/VOC	Knodishall	01 Nov 2024	1,172.85
DC/21/3576/VOC	Knodishall	30 Jan 2025	1,172.85

Application Details CON29

DC/21/3576/VOC: Details

App No:	DC/21/3576/VOC
Address:	Land Opposite 57 To 61, Judith Avenue, Knodishall, Suffolk
Description:	Variation of Condition(s) 2 of Planning Permission DC/13/2461/FUL - Proposed development for 8 new dwellings
Ward:	Aldeburgh And Leiston
Parish:	Knodishall
District:	Suffolk Coastal
Town:	Knodishall

Suffolk Coastal, Waveney, East Suffolk Totals

Liability Notice Amount:	£31,275.94
Demand Notice Amount:	£31,275.94

If you need help with viewing or it looks odd for any reason, please email us on CIL@eastsoffolk.gov.uk

Advice notes on the use of Neighbourhood CIL (NCIL) by Town and Parish Councils:

The parish council must use the CIL receipts passed to it to support the development of the parish council's area, by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area. This is defined within Regulation 59C of the CIL Regulations 2010 (as amended). The government guidance notes that this can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area'. NCIL cannot be used to pay off debt incurred for any reason.

If there is a Neighbourhood Plan made for the area, then this should identify the priorities for spending NCIL and be applied as such. If there is not, then we would recommend completing or referring to a Parish Infrastructure Improvement Plan (PIIP). This should help the Parish consider infrastructure needs in an area, and to understand what infrastructure should be prioritised for improvement, and therefore where to spend the Neighbourhood CIL.

Regulation 121B requires parishes to produce a report for any financial year that it has received NCIL payment. This report must be submitted to the Authority by the 31 December at the latest, the year following the end of the financial year. For example, if the parish has received NCIL in April 2022, a report for financial year 2022/23 must be submitted by the 31 December 2023. This report must also be

published on the parish website by the same date. The report template to be used is standardised and available on the Authority's website.

If the NCIL has not been spent within 5 years of receipt, or has not been spent in accordance the Regulations, this may be recovered by the Authority in accordance with Regulation 59E, which is referred to as 'claw back'. If this happens, the money is returned to the Authority who will spend it in accordance with the Regulations to support the development of the area. This determination of spend will take into account the same matters as described above, referring to Neighbourhood Plans, PIIPs and in consultation with the relevant area (Regulation 59E (10)).

Further Guidance:

Government Guidance: What can neighbourhood funding be spent on?

[Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

East Suffolk Guidance:

Parish Guidance Document, CIL Annual Statement Report template and Parish Infrastructure Improvement Plan Template (PIIP)

[CIL parish support » East Suffolk Council](#)