



## Community Infrastructure Levy (CIL) – Application Guidance

**There is a 2-month period (1 April to 31 May) in each year for submitting your applications. Please ensure you submit all required paperwork within this deadline. Incomplete applications will be considered invalid.**

Not all questions may be relevant to your application, depending on the type of infrastructure funding being sought, and a number of other factors.

If you are applying for £50k or less then it may be quicker or more appropriate for you to complete a Local CIL Fund Application form. This guidance still applies for those forms.

Local CIL Bids can be approved by the CIL Spending working Group, but this fund is small and is allocated on a first come first served basis. The CIL Spending Working Group usually make decisions on Local CIL Fund bids towards the end of June.

District CIL fund bids are approved by Cabinet, usually in September or October.

Please refer to the CIL Spending webpage and the CIL Spending Strategy for further guidance as this may help you with understanding the process and help to answer some of the questions in the application form.

| Section | Question                              | Information Requirements   |
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| 1       | Principles of District CIL Allocation | Please use the principles list to ascertain if your project is likely to meet the requirements for funding from District CIL. If your project doesn't meet the majority of the principles and does not fit into the descriptions for Prioritisation (next section) it will not be suitable for District CIL Funding. Note: Principle (u) which relates to affordability from District CIL has been removed from the application form as this is a matter for the District Council to consider. |
| 2       | Prioritisation Criteria               | Your project should fit into the description for either Essential, Desirable or Beneficial infrastructure. If your project is not detailed within the infrastructure Delivery Framework of the Local plan or detailed as a priority  |

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|   |  | <p>in a Neighbourhood Plan, then it may not be eligible for District CIL Funding.</p> <p>If you get to this point in the application and are unsure if your project would be eligible, please send the basic details and the first part of the application to <a href="mailto:CIL@eastsoffolk.gov.uk">CIL@eastsoffolk.gov.uk</a> and we will confirm if the project is likely to meet the requirements of the CIL Spending Strategy.</p>   |
| 3 | Organisation(s) proposing the project  | Provide details of the lead organisation(s) proposing the project and details, including contact information, of all relevant partners or major stakeholders responsible for the delivery of the project.  |
| 4 | Project name                           | <p>This should be a name or just a few words which describes the project appropriately, e.g. Jubilee Park Improvements or Jubilee Park Teen Play Area –</p> <p>Question 6 gives you the chance to offer a full description of the project in more words.</p>   |
| 5 | Project Location                       | The location of the project is important so that we can understand where this is in relation to existing and proposed development in your area and in relation to other infrastructure in the area. We need a site location address (preferably with a post code included) and where possible easting and northing co-ordinates which can be found by putting the address in an address search and then identifying the location on the councils GIS maps which are accessed via the planning webpages on our website. |
| 6 | Description of Proposed Infrastructure | Provide a description of proposed Infrastructure – you may wish to provide specifications provided from external suppliers, so that we can understand dimensions and type of infrastructure being proposed. If you have a Project Information Form (for public sector capital projects), business case or operational plan for the proposed infrastructure you may already have a full description to hand.  |
| 7 | The type of proposed infrastructure    | <p>By type we mean a one or two word description such as Education, Health, Highways, Open Space, Play Provision, Community Facility, etc – there’s not a definitive list!</p> <p>Type of infrastructure is important to us as we monitor and report on projects delivered through District CIL Funding. Where the project fits into a type listed in the governments</p>  |

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|    |  | <p>new data standard for developer contributions, we will describe it in this way. For further information:</p> <p><a href="https://github.com/digital-land/alpha-data/blob/master/mhclg-registers/developer-contribution-purpose.csv">https://github.com/digital-land/alpha-data/blob/master/mhclg-registers/developer-contribution-purpose.csv</a></p>   |
| 8  | Project Aims                                       | <p>This is your chance to tell us what the purpose of the project is and what are the community benefits that you want to provide – how will your project make a difference and benefit people? What additional services are being provided as a result of the project? Which new housing developments in your area will it support?</p>   |
| 9  | Who will benefit from the proposed infrastructure? | <p>This section requires details of who will benefit from the proposed infrastructure – this could include community groups, sporting clubs, youth clubs, early years/playgroups, etc</p> <p>It could also be particular groups within society, for example, older persons, youths, those with disabilities, etc</p>   |
| 10 | How have you identified need and support?          | <p>Provide details of any community consultation that has taken place and any additional documentation that supports the project e.g. Village / Parish/ Neighbourhood Plan, other local consultations in relation to infrastructure needs, Parish Infrastructure Investment Plans, letters of support from the Parish Council and/or Ward Member.</p>  |
| 11 | Existing Infrastructure                            | <p>This section requires details of the ownership of the land and/or buildings and you should be prepared to provide a copy of the land ownership (Land Register Title and Plan) documents.</p> <p>If the land is leased, please provide details about the length of lease and the landowner. You will also need to provide evidence that the landowner is aware of any proposed project and supports this proposed use on the land.</p> <p>In this section we also ask details about the size (Gross Internal Area (GIA)) of any buildings or land (Acres) and in the case of buildings, also details about their current condition. It would be useful here to confirm that buildings are Disability Discrimination Act (DDA) or other access legislation compliant or where there are current inadequacies.</p> |

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| 12 | Usage of the existing Infrastructure | <p>Please provide details of all the Clubs and Community Groups that use the facility and how regularly this might happen. You may wish to provide other information here such as the venue can be hired out for private parties or other such occasions and this equates to X no of bookings per year and £x revenue.</p> <p>You are also asked here to identify what groups are planning/likely to use the facility once it has been provided or enhanced.</p>  |
| 13 | General Information                  | <p>Please provide details here of any pre-application planning advice provided, when and by whom. Also include details in relation to Building Control requirements and contact made.</p>   |
| 14 | Project Costs                        | <p>Please complete the table with the breakdown on costs for the project.</p> <p>We ask that you provide supporting evidence that supports the figures in this table:</p> <p><b>For Health, Education, Highways projects:</b> please provide a copy of the Project Information Form (or Project Initiation Form) for your capital programme and a copy of the latest Quantity Surveyors estimate.</p> <p><b>For All other Projects (over £50K):</b> please attach a Business Case demonstrating your tender process and calculation of costs.</p> <p>Quotes within the Business case should be provided on the basis of the quote being held static for a 6-month period. Bids for over £50K will not be validated if they are not accompanied by a Business Case (see template example)</p> <p><b>For Projects asking for less than £50K CIL:</b> It is recommended that a minimum of three quotes using a common specification should be obtained.</p> <p>Where you have chosen a preferred contractor, and this is not the lowest quote, please provide reasons why this contractor is preferred. This section asks details for the best three quotes and assumes that the quotes are for the same provision and comparable. If your bid involves multiple contractors or is over £50K in value, you will need to provide a business case containing at least 3 quotes for all</p> |

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|    |   | <p>contractors, or evidence that a formal tender process has been undertaken, and you must provide justification and evidence as to best value and need within the community.</p> <p>A template for a Business Case is provided via our Spending CIL webpage. You can provide information in your own format within this if preferred or where you have already provided this data to other grant funding organisations.</p>   |
| 15 | Funding for this project                            | <p>This section should be completed with all details of actual funding sources applied for or achieved. Please ensure that the District CIL Fund figure is completed as well as the total figure for the project. It is important that we understand the degree of funding you have received from other bodies and the amount of funding or other grants/ SCC Locality Funds provided by the Council. If you are receiving free or voluntary services or labour to support the project, this is where you also detail this information.</p>    |
| 16 | State Subsidy Considerations                        | <p>State Subsidy legislation is covered by UK law and therefore even with an exit from the European Union, the legislation as it currently stands will still apply.</p> <p>Those organisations receiving State Subsidy (local authority or government funding) should consider the implication of this and report on this as required. The District Council will use this information to assess its own risks and actions in relation to funding the project.</p> <p>We ask you to record any subsidy already awarded towards the project.</p> |
| 17 | Predicted timescale for commencement and completion | <p>Record details of proposed start and end dates for the project. If this are not known at this stage, please enter “not known”. If dates are estimated and not confirmed dates, please also make this clear e.g. 24/04/2020 (estimated). If key milestones and/or project payment stages are known, please ensure you detail these here so that we can establish how best to support project funding and how we can monitor the progress of your project.</p>  |
| 18 | Ongoing Maintenance and                             | <p>Provide details of how the infrastructure will be maintained in the years following completion. Who is responsible for ongoing management of the infrastructure, for identifying</p>  |

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|    | Depreciation of the Assets | what needs repairing, preplacing or improving and for paying any maintenance costs? How have these been budgeted for?  |
| 19 | Declaration                | <p>The Lead Body should nominate a Project Lead Officer who is responsible for signing off all applications and of being the key contact for the project.</p> <p>We must be provided with an email address and direct number for contacting this person as we may need to discuss the application further.</p> |

If you have any queries on completing the District CIL or Local CIL application form, please contact the Major Sites and Infrastructure Team:

[CIL@eastsoffolk.gov.uk](mailto:CIL@eastsoffolk.gov.uk)

**We prefer electronic submission of District CIL Applications.**

The Councils postal address for sending hard copies is:

Infrastructure Team (Planning)  
 East Suffolk District Council  
 East Suffolk Council,  
 Riverside,  
 4 Canning Road,  
 Lowestoft  
 NR33 0EQ.