

Local CIL Fund Application Form v2



Local Infrastructure – All must apply in order for the project to be eligible

a)	The project is located in, or close, to an area where new developments are coming forwards (E.g. granted permissions have commenced or are about to commence).	
b)	The project increases provision/capacity or provides additionality of function	
c)	The project is deliverable in the short term (within 2/3 years)	
d)	The project is partly funded through Neighbourhood CIL or has a minimum of 50% match funding guaranteed.	
e)	The project has been identified in the Neighbourhood Plan or Parish Infrastructure Investment Plan.	
f)	The project is supported by the Ward Member.	
g)	The project does not seek more than £50,000 from the Local CIL Fund.	
h)	The project is supported by a statutory provided (if health, education, highways, etc) where this relates to these services.	

District and Local CIL does not fund:

Funding requests from District and Local CIL should not include the following:

- Up front funding for feasibility studies and professional fees where there is no guarantee that the infrastructure would be delivered;
- Infrastructure replacement or improvements in areas where there are no major developments commencing or there is limited new housing or growth;
- Infrastructure that is not supported by lead statutory bodies, for example, traffic calming or pedestrian crossings if these are not considered as required infrastructure by the Highways Authority
- Ongoing operational or maintenance costs; and
- VAT where this can be reclaimed

1. Basic details about the project:

Name of Project	Total Project Cost	Amount of Local CIL Fund Requested

2. Organisation(s) proposing the project

If this is a joint project, please detail who will be leading on the delivery?

3. Project location (site location plans should be provided if available)

Address:

Post Code:

4. Description of proposed infrastructure

What do you want to provide for the community?

5. The type of proposed infrastructure (e.g. Education, Health, Highways, Open Space, Play Provision, Community Facility, etc)

6. Project aims

What is the purpose of the project? How does the proposed project support new housing growth in the area or how will it deliver additional or new services?

7. Who will benefit from the proposed infrastructure?

8. How have you identified need and who have you consulted with?

Please provide details of any community consultation that has taken place and any additional documentation that supports the project.

9. Existing infrastructure

Ownership - If your application is successful you may need to be able to provide a copy of the land ownership documents.

How do you hold the land or buildings at present?

Freehold Leasehold Do not own the land

If you have a leasehold contract or do not own the land please state the name and address of the owner and the date of expiry of the lease (if applicable).

If you do not own the land, do you have permission from the landowner to implement your project? If so, please provide evidence.

What is the area (size in square meters (m²) or hectares (Ha)) of the land/site?

(Please continue on separate sheet if necessary)

What will be the expected increase in users / new usage after the scheme has been completed?

Group/Organisation Name	Number of user per week/month

11. General information

Have you liaised with Planning and Building Control regarding this project?

If you have planning permission or pre application advice, please give the reference number

If you have building regulations, please give the Council Building Control reference number or approved inspector details

Please ensure you seek independent advice as to whether planning permission is required before embarking on your project. This should be understood prior to application, and if required, positive formal pre application advice should have been obtained.

12. Project costs

For Local CIL Fund projects it is recommended that a minimum of three quotes using a common specification should be obtained. Evidence of this will be required before any Local CIL Fund is released.

Please provide a full breakdown of the project costs

(attaching quotes to substantiate your figures where possible)

Type of cost	£
Net Cost	
VAT	
Total Cost	

13. Funding for this project

It is important that you can demonstrate that the funding you are seeking, together with other funding sources, covers the total cost of the project. Please also include any Neighbourhood CIL already received and/or allocated to this project.

Funding Source	Secured Yes/No	If not secured – when will you know	Amount £
Neighbourhood CIL Allocated			
Other – e.g. VAT reclaim			
Amount being applied for as Local CIL funding			£
Total Funding			£

14. Predicted timescale for commencement and completion

- When do you expect the project to start and finish?
- Are there any key milestones or payment stages in which the work will be completed?

Start:	End:
Key Milestones/Likely Payment Stages:	

15. Ongoing maintenance and depreciation of the assets

How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?

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16. Declaration

I/we declare that I/we have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation, if required.

I/we confirm that I/we have advised the Parish/Town Council, Ward Member and County Ward Member of this proposal and attach copies of all written comments that they have made.

I/we declare that I/we will ensure any unspent funds are returned once the project is complete or if the project does not proceed.

I/we confirm I/we will provide photographs of progress and invite East Suffolk to attend any opening events.

I/we declare that I/we am authorised to make this application and that the information given in this application is correct.

Signed:	Name:
Position:	Date:
Telephone:	Email:
Signed:	Name:
Position:	Date:
Telephone:	Email:

17. Submitting your application

We prefer electronic submission of Local CIL Fund applications.

Please return the completed forms and supporting documents to CIL@east Suffolk.gov.uk

The Councils postal address for sending hard copies is:

Infrastructure Team (Planning and Coastal Management)
East Suffolk District Council

East Suffolk Council,
Riverside,
4 Canning Road,
Lowestoft
NR33 0EQ.

Data Protection Notice

East Suffolk District is a Data Controller for the purposes of the General Data Protection Regulations (GDPR). Any personal information supplied on this form will be processed in accordance with the principles of the Regulations.

The information may be shared with other Council Departments and other local and government authorities in order to check the information and assess and determine your application.

We may also need to check the information with private sector organisations at a later stage of the application process.

We may also use the information to notify you of relevant council initiatives.

Please see our Infrastructure Team Privacy Policy for further information:

<http://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/general-data-protection-regulation-and-data-protection-act/gdpr-privacy-notices/>