

# Neighbourhood CIL Forward Funding Application Form



## 1. Principles of CIL Allocations (including Forward Funding of NCIL):

The following cannot be applied for from District CIL:

- 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 and 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

**Please tick which you consider apply to your project which you wish to forward fund:**

a)	The infrastructure supports new housing and/or employment growth;	
b)	Timeliness (has the new housing, that the infrastructure is required to make sustainable, commenced?);	Y/N
c)	The benefits of the infrastructure are clear;	
d)	The infrastructure is capable of being used by the wider community;	
e)	The infrastructure proposed represents value for money;	
f)	The infrastructure should be new, or where it is being enhanced there must be some additionality in what facilities and/or services are being provided;	
g)	Deliverability can be demonstrated (e.g. feasibility has been completed and planning permission is being applied or has been granted);	

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h)	For local projects, the project has community support demonstrated through evidence of meaningful engagement;	
i)	Feasibility studies costs form part of this fully costed project that has planning permission in place and is ready to be immediately delivered – <b><i>please tick if this is the case</i></b>	
j)	Where the infrastructure is provided by a statutory partner, they agree the project is required and have the project tabled into their delivery plans;	
k)	The project is detailed as a priority in the Neighbourhood Plan or has been identified as a priority in the parish Infrastructure Investment Plan;	
l)	A suitable package of measures has been identified which allow for funding of ongoing maintenance of the infrastructure in order to secure continued use;	
m)	The timing of delivery of the project is clear and payment stages are defined;	
n)	Costings must be clearly defined and can/will be evidenced based (3 quotes or quantity surveyors costings provided as available);	
o)	Avenues for collaborative spend have been/are being explored – e.g. grants, other government funding (locality monies, Local Enterprise Partnership, County Council, District, Parish), Neighbourhood CIL (from other local parish councils), community fundraising, retail shop match funding and crowd funding;	
p)	There is certainty around other funding sources;	
q)	By forward funding of Neighbourhood CIL we can achieve infrastructure provision through collaborative spend (i.e. other grant funding, Community Partnership and locality funding, LEP/Government funding, Neighbourhood CIL (from other parish councils, Crowd Funding/Donations);	
r)	State Subsidy considerations do not inhibit the funding (organisations where public funding (grants) has already received/promised is in excess of £315k over the last 3 years);	

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## 2. Proposed sites and sites with planning permission:

Planning ref/ Pre-app ref	Site Location/address	No of Dwellings	Expected commencement date (if known)

## 3. Organisation(s) proposing the project

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

## 4. Project name

## 5. Project location (please provide a site location map if you have one)

Address:

  
  

Post Code:

## 6. Description of proposed Infrastructure

What do you want to provide for the community?

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

## 8. 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?

**9. Who will benefit from the proposed infrastructure?**

**10. 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.

## 11. 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 (m<sup>2</sup>) or hectares (Ha)) of the land/site?**



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(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

### 13. General Information

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

Please state the name of the officer dealing with this

If you have planning permission, 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, or Building Regulations apply before embarking on your project.**



### 14. Estimated Project Costs

Please provide a full breakdown of the estimated project costs (attaching quotes to substantiate your figures where possible)

Type of cost	£
Net Cost	
VAT	
Total Cost	

### 15. 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 allocated to this project.

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Funding Source	Secured Yes/No	If not secured – when will you know	Amount £
<b>Neighbourhood CIL (already received and allocated)</b>			
Other – e.g. VAT reclaim			
<b>Amount being applied for as forward funding of Neighbourhood CIL</b>			£
<b>Total Funding</b>			£

## 16. State Subsidy Considerations

A subsidy (formerly known as State Aid) is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union (EU) and Northern Ireland. It is important therefore for state subsidy recipients to state the amounts of public subsidy received in the last 3 years.

[Annex 2: Public authorities' assessment of how individual subsidies comply with UK-EU Trade and Cooperation Agreement principles - GOV.UK \(www.gov.uk\)](#)

## 17. 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?

<b>Start:</b>	<b>End:</b>
 <b>Key Milestones/Payment Stages:</b>	

**18. 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?

## 19. 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 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 authorise East Suffolk Council to retain Neighbourhood CIL receipts to repay the forward funding award.**

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:
Parish Council Receiving the Forward Funding:	Council:

## 20. Submitting your application

**We prefer electronic submission of NCIL forward Funding applications.**

Please return the completed forms and supporting documents to [CIL@east Suffolk.gov.uk](mailto: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-notice/>