

Community Infrastructure Levy

Self Builder Guide to CIL

www.eastsuffolk.gov.uk/CIL

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Suffolk Coastal & Waveney District Councils



in partnership

eastsuffolk.gov.uk

Self builder guide to the Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is the new way in which the Councils collect financial contributions from developers to help pay for new and improved infrastructure. It is charged on all new residential development.

However, if you are planning to build (or commission) a new home to be used as your main or sole residence you will not have to pay CIL for that development. Similarly if you are planning to build an extension to your house or an annex in the grounds of your house you will also be exempt from paying CIL.

These exemptions are conditional and have to be applied for. This leaflet details the process you have to follow to benefit from the exemptions.

Residential extensions

If your extension to your house is less than 100sqm you don't have to do anything with respect to CIL, your exemption will automatically be applied.

If your extension is greater than 100sqm and it is to your main or sole residence you need to follow the process overleaf. If your extension is not to your main or sole residence and is over 100sqm you will be liable for CIL and the standard process detailed on the Council's website will apply.



Residential annexes

If you are building an annex in the grounds of a house you use as your main or sole residence your development will be exempt from CIL if you follow the process opposite. However, you will have to pay CIL if within three years of completion:

- you change the use of the main dwelling to any other use;
- you sell the annex or the main dwelling separately; or
- you let out the annex.

Self Build Houses

If you build or commission a new house to be used as your sole or main residence you will not have to pay CIL providing you follow the process opposite. However, you will have to pay CIL if within three years of completion:

- you stop using the house as your main or sole residence;
 - you let out the house; or
 - you sell the house.

Development process

Apply for planning permission

Planning permission granted

Construction stage

Completion stage

CIL exemption process

Submit Additional Questions Form and Assumption of Liability Form and either the Self Build Exemption Claim Form: Part 1 or the Self Build Annex or Extension Claim Form.

Council sends out Liability Notice which states the level of exemption granted.

Before commencing any works on the site you must submit a Commencement Notice.

If your development is a new self build home you must fill out the Self Build Exemption Claim Form: Part 2 within six months of completion. This form must be accompanied by:

- Proof of completion (building control compliance/completion certificate)
- Proof of ownership (title and deeds)
- Proof of occupation of the dwelling (Council tax certificate, and two further proofs of evidence (utility bill, electoral roll, bank statement)
- And one of the following:
 - o An approved claim for a VAT refund for DIY housebuilders
 - o A self build warranty
 - o An approved self build mortgage

If you don't provide this information within 6 months you will have to pay CIL.

Warning:


You will have to pay CIL if you commence your development before:

- the Council has accepted your claim for exemption
- You have submitted a commencement notice


Commencement includes preliminary works such as digging and laying foundations.

For more information on CIL please see the leaflet “Community Infrastructure Levy: Important information when applying for planning permission” or visit www.eastsuffolk.gov.uk/CIL

Get in touch

 www.eastsuffolk.gov.uk/CIL

 CIL@eastsuffolk.gov.uk  01502 523052

 Development Management Team, Suffolk Coastal and Waveney District Councils, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ