



CIL/s106 Advice Request Form

Name:

Role: Agent/Applicant or Developer/Landowner/Solicitor/ (delete as applicable)

Email:

Phone Number:

Location of Development:

Description of development proposal:

Advice Request	Detail	Tick service(s) required
Assessing if development could be liable for CIL	advice and guidance in relation to proposed potentially CIL liable development; new buildings, change of use, conversions, buildings requiring retrospective planning approval, etc that could be CIL chargeable development	
Non-Phased and Mixed Development	advice on CIL implications where more than one dwelling or building or use type is being proposed	
Phased Development	advice on CIL implications where the proposed development is likely to be delivered in more than one phase	
How to Benefit from CIL Instalments or Exemptions	advice on payment of CIL by instalment or how to claim CIL exemptions	
How does CIL Self Build Exemption operate	advice on claiming self build exemption and on compliance with CIL Self Build Exemptions once granted	

Calculating CIL/CIL Estimates	<p>advice on calculating CIL for estimating potential cost of CIL/or the provision of estimates of CIL Liability where existing and proposed scaled floorplans are provided.</p> <p>Note: for existing buildings to be considered in terms of changing their use, demolition, conversion, etc you must be able to provide evidence that the buildings have been used for their current lawful permitted use for a minimum of 6 months in the last 3 years. Where this period cannot be proven, or information is insufficient, a credit cannot be applied.</p>	
Completion of CIL Forms	advice on which CIL Forms to complete and completion and submission of these Forms	
Other	other bespoke advice on CIL not meeting any of the above categories	
Confirmation of compliance with a S106 Agreement	Use this service if you require confirmation that the clauses of the s06 agreement have been complied with. This is a desktop check of the Council's records. If the clause in the agreement required something to be undertaken on site it would be necessary to undertake a site visit for which there will be an additional charge.	

Written summary of the request:

For Office Use:

Reference:

Fee:

Date Fee Paid: