

Your Community Infrastructure Levy expenditure project

BUSINESS PLAN

Overview of the project

Provide a summary of your project, what it delivers, its legal structure and ownership, and information about any locations or facilities.

Your project summary should aim to answer the question: what infrastructure deficit are you trying to solve? Potentially use a case example to describe problems members of the community have raised in response to the infrastructure deficit – was this a consultation response? What percentage of respondents highlighted the issue? How recently was the problem identified? Describe how your project resolves that deficit and benefits your community. You should also describe in more detail the infrastructure to be provided, how it will be produced or supplied, pricing, and if there is an upgrade or extension for it in the future.

Community and other support

This section provides an overview of opinion within the community relating to existing infrastructure provision and what you are proposing. Include survey results and refer to consultations and letters of support. What fund raising has there been – are there ongoing crowd funding pages or events?

Financial plan

This section should say how much CIL you are bidding for. It should include:

- a full breakdown of the estimated costs including VAT (include details of whether you can claim the VAT back) Also provide details of estimates or quantity surveyors reports to support the costings (preferably in table format).

- a full breakdown and details of the funding sources secured/unsecured with details of the timescales for the funding. (preferably in table format).

- Details of estimated annual running costs and any revenue the infrastructure provision is anticipated to receive once fully operational.

Delivery of the project

Who is the lead agency? What are the stages of the project, the key milestones and proposed dates for delivery? What kind of contingency is there? Has a contractor been appointed? What were/are the considerations for appointing the contractor? How will a contractor be selected if not yet appointed?

Risk management

What are the risks to delivery of the project? How will these be managed and who is responsible for any mitigation actions? (A table of the risks may be useful.) You should also provide details of how often risks will be reviewed and updated.

Operating plan

You need to outline how you currently and/or will continue to develop and maintain the infrastructure to be provided. This will include budgeting, pricing strategies (where relevant) and plans for future maintenance. What are the envisioned phases for future growth and the capabilities that need to be in place to realize growth or improvement?