

District CIL Grant Application Form v2



District CIL Application Form

1. Principles of District CIL Allocations Criteria:

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 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

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?);	
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 granted);	

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 – <i>tick if this is the case</i>	
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)	District CIL Funds are applied for by the infrastructure provider where this is delivered by or through a statutory partner such as Highways, Education, Health or Police;	
l)	A business case is provided where funding over £50k is sought; - <i>excludes Suffolk County Council and Health led projects where Project Information Forms (or Project Initiation Forms) will apply</i>	
m)	A suitable package of measures has been identified which allow for funding of ongoing maintenance of the infrastructure in order to secure continued use;	
n)	The timing of delivery of the project is clear and payment stages are defined;	
o)	Costings must be clearly defined and evidenced based (3 quotes or quantity surveyors costings provided as applicable);	
p)	Where VAT can be claimed back this should be clear and discounted from costings;	
q)	All avenues for collaborative spend have been explored – e.g. grants, other government funding (locality monies, Local Enterprise Partnership, County Council, District, Parish), Neighbourhood CIL, community fundraising, retail shop match funding and crowd funding;	
r)	There is certainty around other funding sources;	
s)	By releasing District CIL funding we can achieve infrastructure provision through collaborative spend (i.e. other grant funding, Community Partnership and locality funding, LEP/Government funding, Neighbourhood CIL, Crowd Funding/Donations);	
t)	State Subsidy considerations do not inhibit the funding (organisations/projects where public funding already received/promised is in excess of £335k in the last 3 years);	

2. Prioritisation Criteria –

Please indicate which type of project you are planning to deliver by ticking against the relevant type criteria (in the tables below). **Your project must fit into one of the following types in order to be eligible for District CIL:**

- **Essential Infrastructure** – will be planned for in CIL forecasting and will be considered first in bids (this will generally be infrastructure provided by statutory bodies and detailed in the Local Plan as critical or essential or as a priority in a Neighbourhood Plan)
- **Desirable Infrastructure** – will continue to be recognised in CIL spend forecasting and will be considered for bids on a case by case basis (this will generally be infrastructure detailed in the Local Plan or Neighbourhood Plan as desirable)
- **Beneficial Infrastructure** – these projects are considered on a case by case basis and must meet one of the criteria in the Beneficial Infrastructure table.

Essential Infrastructure

1	It is infrastructure necessary to support allocated development in order that development carried out is sustainable	
2	It is infrastructure necessary to support an approved development (proposed developments with planning permission granted) in order that development carried out is sustainable	
3	Is identified in the Infrastructure Delivery Framework of the Local Plan or is identified in the Neighbourhood Plan as a priority	
4	It represents key infrastructure (i.e. it is classified as critical or essential within the Infrastructure Delivery Framework of the Local Plan or the Neighbourhood Plan)	
5	The bid/identification of need must demonstrate that the time of delivery for funding is correct.	
6	It represents infrastructure detailed in the Infrastructure Funding Statement.	

Desirable Infrastructure

1	The provision of this infrastructure addresses a current inadequacy in infrastructure terms and the benefits of the infrastructure are clear	
2	The infrastructure is identified as 'desirable' in the Infrastructure Delivery Framework of the Local Plan or in the Neighbourhood Plan	
3	Neighbourhood CIL funding has been allocated to fund the project	
4	It would allow infrastructure to be delivered through collaborative funding with district CIL being 'the last piece of the jigsaw'	

Beneficial Infrastructure

1	By provision of infrastructure it would unlock <i>further opportunities</i> within the District for housing and employment growth – e.g. the relocation of a Community Centre or similar infrastructure to a new building which would be mostly funded through the sale/re-use of the land as residential or business use and there are adequate facilities in the area to serve the development.	
2	It is infrastructure which has not previously been identified as essential or desirable in the Infrastructure Delivery Framework of the Local Plan or as a priority in the Neighbourhood Plan, but a clear link can be identified in the infrastructure supporting the sustainability of the Local Plan.	
3	It is infrastructure which addresses a recently unexpected shortfall in infrastructure or community provision accounted for as having an influence on the sustainability of a community in the Local Plan. - e.g. <i>closure of a pre-school facility and the need for a replacement.</i>	

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 plan (1:2500)

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 (m²) or hectares (Ha)) of the land?

What is the existing Infrastructure constructed from and what is the approximate age?

Are the buildings currently Disability Discrimination Act (DDA) or other access legislation compliant?

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 of approved inspector details

Please ensure you seek independent advice as to whether planning permission is required before embarking on your project.

14. Project Costs

For Health, Education, Highways projects: please provide a copy of the Project Information Form for your capital programme and a copy of the latest Quantity Surveyors estimate.

For All other Projects (over £50K): please attach a Business Case demonstrating your tender process and calculation of costs.

Quotes within the Business case should be provided on the basis of the quote being held static for a 6-month period. Bids for over £50K will not be validated if they are not accompanied by a Business Case (see template example)

For Projects asking for less than £50K District CIL: It is recommended that a minimum of three quotes using a common specification should be obtained.

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	

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.

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 from District CIL Fund			£
Total Funding			£

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?

Start:

End:

Key Milestones/Payment Stages for Contractor:

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 declare that I 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 confirm that I 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 declare that I will ensure any unspent funds are returned, once the project is complete or if the project fails to be completed and will promptly repay to the District Council.

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

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

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

20. Submitting your application

We prefer electronic submission of District CIL Applications.

Please return the completed forms and supporting documents to:-

CIL@eastsuffolk.gov.uk

The Council's postal address for sending hard copies is:

Infrastructure Team (Planning)
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/>