

# Community Infrastructure Levy

## Notice of Chargeable Development

Please complete using block capitals and black ink.

### Details of Responsible Person for this Notice

Title  First name  Surname

Company (optional)  Company Registration No (where applicable)

Position

Address

Telephone  Email

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### Site Address Details

Address

Easting  Northing

Description

Description of development:

### Supporting Information

Has the building or part of a building, on the site been in use for a continuous period of at least six months within the past twelve months?  Yes  No

If yes, please state how much gross internal floorspace you propose to demolish (square metres)

Or change of use (square meters)

**Supporting Information (continued)**

Intended Use (please detail each use proposed)	Gross internal new build floorspace of each intended use (square meters)

**Checklist**

This completed form should be accompanied by:

- a) A plan which identifies the relevant land, buildings in use on that land and any of those buildings which are to be demolished
- b) Photographic evidence of buildings in use on the relevant land
- c) A plan which identifies the chargeable development

Any plans or drawings required must be drawn to the scale as stipulated in the relevant planning application guidance note (1:50, 1:100 or 1:200) and, in the case of plans, shall show the direction of North. **Please note all plans or drawings must be to a metric scale and any figured dimensions given in metres and a scale bar included.**

**Declaration**

I/we confirm that the information above is correct to the best of my/our knowledge, and I/we am/are aware of the consequences of providing incorrect information, including regarding the demolition or change of use of buildings. I/we confirm I/we have assumed liability through the relevant section of this form and that, if not, I/we will submit an assumption of liability notice. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we undertake to notify the collecting authority in writing of any changes to the information on this notice, prior to this development commencing. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations)

Signed - Landowner

Date (DD/MM/YYYY)



It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two year imprisonment, or both.

**Notices of Chargeable Development served by the Collecting Authority**

The collecting authority have deemed that chargeable development has commenced under regulation 64A(1) of the Community Infrastructure Levy Regulations (2010) as amended. The collecting authority confirms that it has completed this form correctly, in accordance with regulation 64A(2) and that this notice has been served on all known owners of the land under regulation 64A(3). This declaration is signed on behalf of the collecting authority.

Signed – Collecting Authority

Date (DD/MM/YYYY)

## Assumption of Liability Declaration

I/we am/we are the landowner detailed at as the responsible person for this notice and I/we would like to assume liability for payment of the Community Infrastructure Levy under Regulation 31 of the Community Infrastructure Levy Regulations (2010) as amended. I/we hereby assume liability for the Community Infrastructure Levy charge for the above development. I/we understand that we must submit a Commencement Notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we am/are aware of the surcharges I/we will incur if I/we do not follow the correct procedures for paying the CIL charge. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations).

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two year imprisonment, or both.

Signed - Landowner

Date (DD/MM/YYYY)

If you wish to assume liability at a later date, please complete an Assumption of Liability form prior to commencement of development.

### Exemptions:

If you are a charitable institution or social housing provider and believe you could benefit from exemption or relief, please complete a Claiming Exemption or Relief Form.