

Sheffield City Council Planning Service

PAYMENT BY INSTALMENTS POLICY – CIL GUIDANCE

NOTE 4

Instalment policy

In accordance with Regulation 69B of the Community Infrastructure Levy (Amendment) Regulations 2014, Sheffield City Council (the charging authority) will allow the payment of CIL by instalments as set out in the table below.

Chargeable Amount	Number of Instalments	Payment Due
Less than £10,000	0	Required in full within 60 days of the commencement date.
From £10,000 to £49,999	2	Two equal instalments 60 and 540 days after the commencement date.
£50,000 or more	3	Three instalments* 60, 540 and 720 days after the commencement date.

*These will be 33%, 33% and 34% respectively.

CIL becomes payable when development commences. Regulation 7 (2) defines this as “the earliest date on which any material operation begins to be carried out” and Regulation 7 (6) confirms that ‘material operation’ has the same meaning as in section 56(4) of the Town and Country Planning Act 1990 (time when development begun).

In a few cases on larger developments we will accept transfer of land by instalment. These will be negotiated on a case by case basis with the planning officer dealing with the case (CIL Guidance Note 11).

This policy came into effect on 15th July 2015.

Instalment Policy Guidance notes

Regulation 70 of the Community Infrastructure Levy (Amendment) Regulations 2014 sets out the requirements that must be complied with in order to benefit from the CIL instalment policy.

The CIL instalment policy will apply in the following circumstances:

1. Where the Council has received the CIL [Assumption of Liability form](#) prior to commencement of the development (Regulation 70(1)(a)).

2. Where the Council has received a CIL [Commencement Notice](#) prior to commencement of the development (Regulation 70(1) (b))

If either of the above requirements are not complied with, the total CIL liable will become payable within 60 days of commencement of the development.

In addition surcharges may apply. (Please read [Guidance Note 5](#)) if either the CIL [Assumption of Liability form](#) and or the CIL [Commencement Notice](#) have not been submitted prior to the commencement date of the development.

Once the development has commenced the CIL payments must be made in accordance with the CIL instalment policy. Where there is a breach in payments, the total CIL liability will become payable in full immediately (Regulation (70) (7))