

## Sheffield City Council Planning Service

# THE CIL PROCESS – CIL GUIDANCE NOTE 1

### Introduction

This guidance note sets out the process involved in the charging and collection of CIL. Sheffield City Council's [Charging Schedule](#) applies from 15 July 2015. All relevant consents granted on or after this date will be liable to pay CIL.

Please read 'Is My Development CIL Liable? – CIL Guidance Note 2'. This will assist in working out if the proposed development will be subject to a CIL charge.

### The CIL process

#### Step 1 - Submitting information to enable CIL liability to be determined

Applications for a development that will be, or may be, liable for CIL must include with their application the CIL [Additional Information Requirement form](#). This is a Local [Planning Application Information Requirement](#) in Sheffield and without it a planning application cannot be validated.

In most cases the CIL form will contain enough information for the Council to calculate the CIL liability. (An exception might be if a transfer of land is a proposed form of payment.)

#### Step 2 – Assumption of Liability

This form lets the Council know who is responsible for paying the CIL related to the development. If it is not submitted, then the charge will default to the registered land owner and a surcharge will be applied to cover the costs of establishing their identity.

#### **Note on timing:**

The earlier the Assumption of Liability form is submitted, the better, as without it a Liability Notice cannot be easily and promptly sent to the liable and interested parties. (The latest it can be sent is immediately prior to commencing development, but this will leave the liable and interested parties without the Council's formal determination of the CIL charge and with little time for options such as making changes, seeking a review of or appealing the decision. All these processes are unavailable on commencement of development.)

#### Step 3 - Issuing a Liability Notice

When the Council grants planning consent, it will issue a Liability Notice. If the [Assumption of Liability form](#) has not been submitted to establish who the liable (and any interested) parties are, a Draft Liability Notice will be issued.

The Liability Notice sets out the total amount of CIL payment due for the development. It will include all relevant floor space contained in the development, including any floor space that may be eligible for social housing, charitable, self-build or exceptional circumstances relief.

In cases where consent is granted following an appeal, the Liability Notice will be issued as soon as possible after the appeal decision is issued.

**Step 4 – Prior to commencing development**

Before commencing development, a [Commencement Notice](#) must be submitted. This form lets the Council know when the development is going to commence, and will form the basis of the dates that the CIL payments become due. This form must be submitted no later than one day before development is to commence. If it is not submitted, then surcharges will be applied.

**Step 5 – Payment of CIL on commencement of development**

The CIL charge has to be paid within 60 days of commencement of development. (If payment by instalment has been agreed, the first payment will be due.) If not paid or payment is late, then a range of penalties and surcharges will be applied.