



COMMUNITY INFRASTRUCTURE LEVY (CIL)

EXEMPTION AND RELIEF GUIDANCE #2

SELF-BUILD DWELLING EXEMPTION

This guide explains how to claim exemption from CIL for development which is a self-build dwelling and how your claim is processed.

Eligibility

Self-build dwelling: Your development is eligible for self-build dwelling exemption if it comprises a house built by you, or following a commission by you, and it is lived in by you as your sole or main residence for three years after completion.

Process

1. You must submit your claim before the development starts by completing Form 2: Assumption of Liability and Form 7: Self Build Exemption Claim Form Part 1' (available on the [Planning Portal](#)) and including all documentation specified on the forms.
2. Your claim will be valid if it includes all the information and documents set out in the form. You must also hand sign the exemption form in the interests of fraud prevention.
3. When we receive your claim, we will contact you if there is any information or documents missing.
4. As soon as possible after receiving your valid claim we will tell you in writing of our decision.
5. You must not start your development until you receive our decision on your claim.

6. If the first liability notice for your development was issued prior to 1 September 2019 and you are granted an exemption, you must submit a Form 6: Commencement Notice at least one day prior to commencing works or you will lose your exemption and the CIL Charge will be payable immediately and in full. Late payment Interest will accrue until the Charge has been paid in full.
7. If the first liability notice for your development was issued after 1 September 2019, you are granted an exemption and do not submit a Form 6: Commencement Notice to us at least one day before the day you start your development, you will receive a surcharge to the value of 20% of the CIL charge that would have been payable, or £2,500.00, whichever is the lower amount. Your exemption will remain in place.
8. Within 6 months of the date of your Building Regulations completion certificate (or equivalent) for your self-build dwelling you must submit a completed Form 7: Self Build Exemption Claim Form Part 2 (available on the [Planning Portal](#)) and all information and documents specified on the form.
9. Exemption for a self-build dwelling will be withdrawn if, within 3 years of the date of the Building Regulations completion certificate (or equivalent) for the dwelling, any of the following 'disqualifying events' occur:
 - Any change to the house that causes it to cease being a self-build dwelling.
 - Failure to submit 'Self Build Exemption Claim Form: Part 2' as above.
 - The letting of the whole of the house.
 - The sale of the house.
10. You must tell us in writing within 14 days of any disqualifying event occurring.
11. If a disqualifying event occurs and you fail to tell us we will send you a demand notice (invoice) for the full, non-exempted, amount of CIL payable for your development. Surcharges may also be applicable.
12. You must pay the amount set out in the demand notice.
13. If you fail to submit 'Self Build Exemption Claim Form: Part 2' we will give you 28 days to submit the form and retain the benefit of your exemption.
14. If you do not submit 'Self Build Exemption Claim Form: Part 2' within the 28 days your exemption will be withdrawn. We will send you a demand notice

(invoice) for the full, non-exempted, amount of CIL payable for your development. Surcharges may also be applicable.

If you have any questions or need help please contact the Infrastructure team.

infrastructure@babermidsuffolk.gov.uk