CIL Expenditure Application Guidance

Working Together

Not all Questions may be relevant to your application, depending on the type of infrastructure being sought.

Question	Information Requirements
Organisation(s) proposing the project	Provide details of the lead organisation(s) proposing the project and details, including contact information, of all relevant partners or key stakeholders responsible for delivery of the project
Project name	This must be a name which describes the project appropriately, e.g. St Johns Play Park Improvements. Or St Johns Teen Play Area
Project Location	The location of the project is important so that we can understand where this is in relation to existing and proposed development in your area and in relation to other infrastructure in the area. We need a site location address (preferably with a post code included) and where possible easting and northing co-ordinates which can be found by putting the address in an address search and then identifying the location on the councils GIS maps which are accessed via the planning webpages on our website.
Description of Proposed Infrastructure	Provide a description of proposed Infrastructure – you may wish to provide specifications provided from external suppliers, so that we can understand dimensions and type of infrastructure being proposed.
Project Aims	This is your chance to tell us what the purpose of the project is and what are the community benefits that you want to provide – how will your project make a difference and benefit people?
The type of proposed infrastructure	Type of infrastructure is important to us. If your project does not fit into the types of infrastructure detailed within this list, then it may not be eligible for CIL 123 Funding.
Who will benefit from the proposed infrastructure?	This section requires details of who will benefit from the proposed infrastructure – this could include community groups, sporting clubs, youth clubs, early years/playgroups, etc
How have you identified need and support?	Provide details of any community consultation that has taken place and any additional documentation that supports the project e.g. Village / Parish/ Neighbourhood Plan, other local consultations in relation to infrastructure needs, Parish Infrastructure Investment Plans, letters of support from the Parish Council and/or Ward Member. Can you describe in what ways the proposed project

	supports growth in the area or mitigates existing infrastructure inadequacies?
Existing Infrastructure	This section requires details of the ownership of the land and/or buildings and you should be prepared to provide a copy of the land ownership (Land Register Title and Plan) documents. If the land is leased, please provide details about the length of lease and the landowner. You will also need to provide evidence that the landowner is aware of any proposed project and supports this use on the land. In this section we also ask details about the size (Gross Internal Area (GIA)) of any buildings or land (Acres) and in the case of buildings, also details about their current condition. It would be useful here to confirm that buildings are Disability Discrimination Act (DDA) compliant or where there are current inadequacies.
Usage of the existing Infrastructure	Please provide details of all the Clubs and Community Groups that use the facility and how regularly this might happen. You may wish to provide other information here such as the venue can be hired out for private parties or other such occasions and this equates to X no of bookings per year. You are also asked here to identify what groups are planning/likely to use the facility once it has been provided or enhanced.
General Information	Please provide details here of any pre-application planning advice provided, when and by whom and any details in relation to Building Control requirements. This section asks details for the best three quotes and assumes that the quotes are for the same provision and comparable. Where you have chosen a preferred contractor, and this is not the lowest quote, please provide reasons why this contractor is preferred. If your bid involves multiple contractors or is over £10K in value, you will need to provide a business case containing at least 3 quotes for all contractors, or evidence that a formal tender process has been undertaken, and you must provide justification and evidence as to best value and need within the community in said plan.
Please provide a breakdown of the project costs	This is where you can provide evidence of the breakdown of costs and whether this is related to quotes or estimated figures. Where you are using estimated costs, please provide justification for these figures, together with any relevant evidence.
Funding for this project	This section should be completed with all details of actual funding sources applied for or achieved. Please ensure that the CIL 123 Fund figure is completed as well as the total figure for the project. It is important that we understand the degree of funding you have

	received from other bodies and the amount of funding or other grants/ SCC Locality funds provided by the Councils. If you are receiving free or voluntary services or labour to support the project, this is where you also detail this information.
Predicted tinescale for commencement and completion	Put details of proposed start and end dates for the project. If this are not known at this stage, please enter "not known". If dates are estimated and not confirmed dates, please also make this clear e.g. 24/04/2018 (estimated). If key milestones and/or project payment stages are known, please ensure you detail these here so that we can establish how to support project funding and how we can monitor progress of your project.
How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?	Provide details of how the infrastructure will be maintained in the years following completion. Who is responsible for review and paying maintenance costs?
Prioritisation Criteria	Completion of the Prioritisation Criteria is important to ensure we understand if your project is being delivered as required infrastructure to support approved development, or whether it will serve people from several parishes. Your organisation or lead body may have provided consultation responses at the time of a planning application? This is an opportunity to add information that you think we must know about your project and its deliverability and how it will "make a difference" to your area.
Declaration	The Lead Body should nominate a Project Lead Officer who is responsible for signing off all applications and of being the key contact for the project. We must be provided with an email address for contacting this person.

If you have any queries regarding filling in the CIL Application Form, please contact the Infrastructure Team:

CILexpenditure@baberghmidsuffolk.gov.uk or 01449 724563