

CIL Expenditure Application Form

Education Application Form



1. Organisation(s) proposing the project

If this is a joint project, who will be leading on delivery?

2. Project name

3. Project location – please attach a site location plan (1:2500)

Address:

Post code:

4. Description of proposed Infrastructure

What do you want to provide for the community?

5. The type of proposed Infrastructure (please tick):

Provision of additional pre-school places at existing establishments	<input type="checkbox"/>
Provision of primary school places at existing schools	<input type="checkbox"/>
Provision of secondary, sixth form and further education places	<input type="checkbox"/>

6. How have you identified need and support?

Have you consulted with Suffolk County Council Education department?

Please provide details of any community consultation that has taken place and any additional documentation that supports the project e.g. Village / Parish/ Neighbourhood Plan, letters of support from the Parish Council and/or Ward Member. Does the project support growth and/or mitigate existing infrastructure inadequacies?

7. Existing Infrastructure

Ownership - If your application is successful you may need to be able to provide a copy of the land ownership documents.

How do you hold the land or buildings at present?

Freehold Leasehold Do not own the land

If you have a leasehold or do not own the land please state the name and address of the owner and the date of expiry of the lease (if applicable).

If you do not own the land, do you have permission from the landowner to implement your project? If so, please provide evidence.

What is the area (size in square meters (m²) or hectares (Ha)) of the land?

What will be the expected increase in users/ new usage after the scheme has been completed?

Group/Organisation Name	Number of users per week/month

9. General Information

Have you liaised with Building Control and Planning regarding this project?

Please state the name of the officer dealing with this

If you have Planning Permission please give the reference number

If you have Building Regulations please give the Council Building Control reference number or Approved Inspector Details

Please ensure you seek independent advice as to whether planning permission is required before embarking on your project.

Have quotations been sought in respect of the proposed works/equipment? Please note it is recommended that a minimum of three quotes using a common specification should be obtained.

Please submit your Business Plan with this application detailing your tender process and financial information. Figures should be provided on the basis of being static for a 6-month period. Please note application forms not accompanied by a business plan will be deemed invalid until one is supplied.

I have attached the Business Plan for the project

10. Please provide a summary of the project costs

(including quotes to substantiate your figures where possible)

Type of cost	£
	£
	£
	£
	£
	£
	£
Net Cost	£
VAT	£
Total Cost	£

11. Funding for this project

(it is very important that you can demonstrate that the funding you are seeking covers the total cost of the project)

Funding Source	Secured Yes/No	If not secured – when will you know	Amount £
Amount being applied for from CIL Fund			
Total Funding			£

Has any State Aid been received or offered to your organisation from other Government organisations or other BMSDC funding sources in the last three years? If so, how much? E.g. Local Authority Grants, SCC Locality funds

12. Predicted timescale for commencement and completion

When do you expect the project to start and finish? Are there any key milestones or payment stages in which the work will be completed?

Start:	End:
Key Milestones/Payment Stages:	

13. How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?

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14. Prioritisation Criteria – Please indicate how your project meets the following criteria

Criteria	Comments
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable	
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	
It represents key infrastructure (essential)	
Value for money	
Clear benefits	
Community support	
Deliverability	
Affordability (from CIL funds)	
Timeliness	
By releasing CIL money can you achieve infrastructure provision through collaborative spend? (i.e Infrastructure providers PC/TCs BMSDC infrastructure provision or LEP/Government funding)	
Supports housing and employment growth	
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	

Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	
Does the provision of this infrastructure address a current inadequacy in infrastructure terms	
By releasing CIL funds, it would allow infrastructure to be realised such that CIL funds are like the last piece of the jigsaw puzzle	
Will the infrastructure be capable of being used by the wider community	
By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth	
How does this project address green principles (natural/ biodiversity considerations)	
How does this project address sustainability principles(sustainable modes of transport including connectivity to cycle paths footpaths)	
How does the project address issues of community safety	

15. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I will ensure any funds not spent once the project is complete or if the project fails to be completed will be repaid to the District Councils.

I declare that I am authorised to make this application and that the information given in this application is correct.

Signed	Name
Position	Date
Telephone	Email

Have you remembered to include the following:

- Application Form
- Copies of any consultation documents (relating to Question 8)
- Estimates/quotes
- Letter of support from Parish/Town Council and/or Ward Member
- Site or Location Plan
- Business Plan

NOTE: Dependent on the proposal, some applications may require additional information to support the application

Submitting your application

Please return the completed forms and supporting documents to:-

CILExpenditure@baberghmidsuffolk.gov.uk

The Infrastructure Team
Babergh and Mid Suffolk District Councils
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

Data Protection Notice

Babergh District Council and Mid Suffolk District Council are Data Controllers for the purposes of the General Data Protection Regulations. Any personal information supplied on this form will be processed in accordance with the principles of the Regulations.

The information may be sent to other Council Departments and other local and government authorities in order to check the information and assess and determine your application.

We may also need to check the information with private sector organisations at a later stage of the application process.

We may also use the information to notify you of relevant council initiatives.

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