An Overview of the CIL Process

BABERGH & MID SUFFOLK COUNCILS

APPLICANT

• Submit Form 1: CIL Additional Information Review Form 1: CIL Additional Information and determine if CIL with planning application liable development – if YES create CIL record Assume Liability to pay CIL; submit Form Review, record and acknowledge Form 2: Assumption of Liability 2: Assumption of Liability • Check CIL Liability Notice; there is right or review On grant of planning permission, calculate CIL and issue a CIL and appeal Liability Notice and register as a Local Land Charge • Apply for Relief or Exemptions (if applicable); submit Form 7: Self Build Exemption Claim Form Part 1, On receipt of Form 7, Form 8, Form 9 or Form 10 issue a new Form 8: Self Build Residential Annex Exemption CIL Liability Notice and register as a Local Land Charge Claim Form, Form 9: Self Build Residential **Extension Exemption Claim Form or Form 10:** Charitable and/or Social Housing relief Acknowledge Form 6: Commencement Notice Prior to starting any works; submit Form 6 **Commencement Notice** Issue **Demand Notice** with details of payment arrangements and • Pay CIL in accordance with the Demand Notice (where applicable) instalment details . Acknowledge Payment of CIL and notify Land Charges Where Self Build - submit Form 7 Part 2 and supporting evidence prior to six months after Acknowledge Form 7 Part 2 and review supporting evidence. completion of the self build development Switch on monitoring arrangements • Notify BMSDC of any disqualifying events Issue Liability Notice and Demand Notice

This diagram reflects the basic process, but other applications such as permitted development may follow a different process. Additional guidance can be found in our frequently asked questions section and on government websites such as the planning portal.