

	Applicant	Council
Pre-application	<ul style="list-style-type: none"> - Optional opportunity to seek advice re. CIL liability, calculation of GIA / exemptions etc. 	
Planning Application	<ul style="list-style-type: none"> - Submit CIL Form 1: Additional Information. 	
Permission Granted	<ul style="list-style-type: none"> - Submit CIL Forms 2: Assumption of Liability to take responsibility for paying the CIL charge - Submit CIL Forms 7-13 as appropriate to apply for relief or exemption. 	<ul style="list-style-type: none"> - Request CIL Form 2 and issue CIL Liability Notice based on content of CIL Form 1. - Advise applicant to submit forms relating to exemptions or relief if applicable. - Confirm GIA in CIL Form 1. - Re-issue Liability Notice to take account of exemptions/relief.
Pre-commencement on-site	<ul style="list-style-type: none"> - Submit CIL Form 6: Commencement Notice at least the day before works commence on-site. 	<ul style="list-style-type: none"> - Issue receipt of Commencement Notice. - Issue Demand Notice with details of payment require
Payment	<ul style="list-style-type: none"> - Pay instalments in line with Demand Notice. - If seeking Self-Build exemption, submit CIL Form 7b within 6 months of completion. 	<ul style="list-style-type: none"> - Issue receipt of CIL payments.
Non-Payment		<ul style="list-style-type: none"> - Take enforcement action if required

Notes:

If the applicant answered “yes” to any of questions 2(a), 2(b), 3(a) or 3(b) on CIL Form 1, they will be liable to pay CIL.

If CIL liability has not been assumed via the submission of CIL Form 2 before development commences, CIL liability will default to the landowner of the relevant land.

Liability can be withdrawn or transferred, using CIL Forms 3 or 4 respectively, at any time up to the day before development commences on-site. The Council will re-issue a Liability Notice as required.

IF THE COUNCIL DOES NOT RECEIVE CIL FORM 6: DEVELOPMENT COMMENCEMENT BEFORE COMMENCEMENT STARTS ON SITE, SURCHARGES WILL BE APPLIED TO THE CIL LIABILITY AND THE LIABLE PARTY MAY LOSE THE RIGHT TO EXEMPTIONS OR RELIEF.

If payment is not received, the Council will take enforcement action in the form of CIL Stop Notices or seizure of assets via the Courts

Stevenage BC CIL Process

