**CIL Process Summary Flowchart**

**Application**
- **Planning Permission Required**
  - Applicant to provide ‘Additional Information Form’ to allow CIL to be calculated

  - **Planning Permission Not Required**
    - For ‘Permitted Development’ you must submit a ‘Notice of Chargeable Development’ (Form 5). If not submitted we will prepare the notice and service it on the owner

**Prior to Commencement of Development**
- **Consent Granted**
  - BEFORE DEVELOPMENT COMMENCES
    - Submit ‘Assumption of Liability’ (Form 1)
      - If liability changes any time before final payment is due, you will need to submit ‘Withdrawal’ (Form 4) or ‘Transfer’ (Form 3) of Liability
  - Submit ‘Commencement Notice’ to inform the Council when development starts (Form 6)

**Commencement of Development**
- **If no one has assumed liability**, liability passes to the landowner
  - If you do not submit a Commencement Notice or give the wrong commencement date, the Council will determine the ‘deemed commencement date’. Full payment then becomes due immediately and any exemptions will not be valid.
  - CIL paid in line with payment procedure
  - Council issues a receipt

- **Council issues ‘CIL Demand Notice’ with due dates and payment procedures, including instalments as appropriate.**
  - If circumstances change the Council will issue revised Demand Notice

- **Instalment terms broken**
  - Full payment immediately
  - Enforcement action

- **If applicable, apply to claim relief:**
  - Social Housing (Form 2)
  - Charitable (Form 2)
  - Self Build (Form 7)
  - Residential Annex (Form 8)
  - Residential Extension (Form 9)

**All CIL Forms are available:**
https://www.planningportal.co.uk/planning/applications/howtoapply/whattosubmit/cil