

# COMMUNITY INFRASTRUCTURE LEVY PROCESS

The following is a general route for the CIL process - for further information contact our CIL team on 0121 704 6491

## Our Responsibility

Your planning officer will provide you with a notification of any potential charge and following the approval of an application as you to complete a Form 1: Assumption of Liability

## Your Responsibility

You will need to submit a Form 1: Additional Information form with any planning application which has a potential to be CIL liable

## Your Responsibility

You will need to complete Form 1: Assumption of Liability

## Our Responsibility

We will send out a Liability Notice to parties who will be paying the CIL charge.

## Our Responsibility

We will send out a Demand Notice to parties who will be paying the charge, together with instructions on how pay.

## Our Responsibility

Payment is acknowledged and charge is removed from the Local Land Charges Register. Funds spent and annual spending report produced.

## Your Responsibility

You will need to provide a Commencement Notice to us at least 24 hours before starting works

## Your Responsibility

Make Payment inline with our instalment policy