

This form should be saved to your device and then completed using the free Adobe Reader software or full Adobe Acrobat software. Many internet browsers and other software can be used to view PDF format files, but we cannot guarantee their compatibility or functionality in regard to these forms. We advise that Mac users do not use Preview to complete this form because of functionality issues.

Community Infrastructure Levy (CIL) Form 5: Notice of Chargeable Development

This form should be submitted when a development is granted by way of general consent

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

A Commencement (of development) Notice must be received by the Charging/Collecting Authority prior to the commencement of development in order to ensure standard payment terms are available and that surcharges are not made.

See [Form 1](#) for guidance on CIL generally, including "what is a notice of chargeable development".

Details of Responsible Person for this Notice	
Title:	<input type="text"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Company (optional):	<input type="text"/>
Position:	<input type="text"/>
Company registration no: (where applicable)	<input type="text"/>
Unit:	<input type="text"/>
House number:	<input type="text"/>
House suffix:	<input type="text"/>
House name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Town:	<input type="text"/>
County:	<input type="text"/>
Country:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone number	
Country code:	National number:
<input type="text"/>	<input type="text"/>
Extension number:	<input type="text"/>
Email address (optional):	<input type="text"/>

Site Address Details
Please provide the full postal address of the application site.
Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text"/>
Address 1: <input type="text"/>
Address 2: <input type="text"/>
Address 3: <input type="text"/>
Town: <input type="text"/>
County: <input type="text"/>
Postcode (optional): <input type="text"/>
Description of location or a grid reference. (must be completed if postcode is not known):
Easting: <input type="text"/> Northing: <input type="text"/>
Description:
<input type="text"/>
Description of Development:
<input type="text"/>

Supporting Information	
Has a building, or a part of a building, on the site been in lawful use for a continuous period of at least 6 months within the past 36 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state how much gross internal floorspace you propose to demolish (square metres):	<input type="text"/>
Or change of use (square metres):	<input type="text"/>

Supporting Information (continued)

Please set out the intended use of the chargeable development and the intended floorspace of each use

Intended Use (please detail each use proposed)	Gross internal new build floorspace of each intended use (sq m)

Checklist

This completed form should be accompanied by:

a) A plan which identifies the relevant land, buildings in use on that land and any of those buildings which are to be demolished;

b) Photographic evidence of buildings in use on the relevant land;

c) A plan which identifies the chargeable development;

Your local authority may request any other plans, drawings and information necessary to describe any buildings in use on the relevant land and the chargeable development. Any plans or drawings required must be drawn to an identified scale and, in the case of plans, shall show the direction of North.

Declaration - Notice of Chargeable Development - Landowner

I/we confirm that the information above is correct to the best of my/our knowledge, and I/we am/are aware of the consequences of providing incorrect information, including regarding the demolition or change of use of buildings. I/we confirm I/we have assumed liability through the relevant section of this form and that, if not, I/we will submit an assumption of liability notice. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we undertake to notify the collecting authority in writing of any changes to the information on this notice, prior to this development commencing. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations)

Name - Landowner:

Date (DD/MM/YYYY):

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

Notices of Chargeable Development served by the Collecting Authority

The collecting authority have deemed that chargeable development has commenced under regulation 64A(1) of the Community Infrastructure Regulations (2010) as amended. The collecting authority confirms that it has completed this form correctly, in accordance with regulation 64A(2) and that this notice has been served on all known owners of the land under regulation 64A(3). This declaration is signed on behalf of the collecting authority.

Signed- Collecting Authority:

Date (DD/MM/YYYY):

Declaration - Assumption of Liability

I/we am/are the landowner detailed at section 1 and I/we would like to assume liability for payment of the Community Infrastructure Levy under regulation 31 of the Community Infrastructure Levy Regulations (2010) as amended. I/we hereby assume liability for the Community Infrastructure Levy charge for the above development. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we am/are aware of the surcharges I/we will incur if I/we do not follow the correct procedures for paying the CIL charge. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations).

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

Name - Landowner:

Date (DD/MM/YYYY):

If you wish to assume liability at a later date, please complete Form 1 – Assumption of Liability prior to commencement of development. If you are a charitable institution or social housing provider and believe you could benefit from exemption or relief, please complete Form 2 – Claiming Exemption and/or Relief.