



Community Infrastructure Levy

**Guidance on Allocation and Spending
(2021)**

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1. Introduction

Huntingdonshire District Council (HDC) adopted the Community Infrastructure Levy (CIL) with effect from 1st May 2012.

CIL is paid to Huntingdonshire District Council by developers after their planning permissions are commenced. Since CIL was implemented, it has become a significant means by which Huntingdonshire District Council is able to collect and pool developer contributions to support the delivery of infrastructure improvements.

CIL is governed by the CIL Regulations 2010 (as amended). In Huntingdonshire, CIL is charged on all development types in accordance with the Charging Schedule; for some developments this may result in a zero charge, for example, B use classes are £0 rated.

CIL is just one funding stream that can be used, in conjunction with others, to fund infrastructure projects. Alongside CIL, S106 obligations still exist. S106 obligations are required in line with the Developer Contributions SPD to mitigate the impact of the development. These can result in financial contributions or in-kind provision of infrastructure needs to mitigate the impacts of developments and to secure on-site developer requirements, such as the provision of affordable housing. Examples of how infrastructure projects can be funded can be seen in Figure 1.

This document details the governance arrangements in place at Huntingdonshire District Council for the allocation and spending of CIL. These parameters for the governance arrangements of CIL were agreed by Cabinet in October 2020.

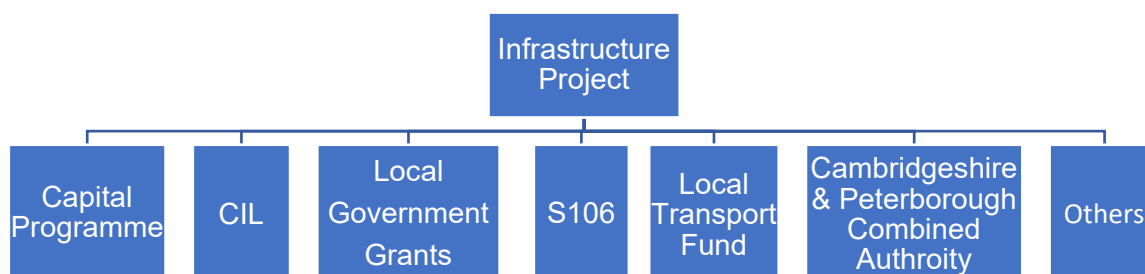


Figure 1: Funding Sources for Infrastructure

2. Statutory Requirements

Huntingdonshire District Council is the designated Charging and Collecting Authority. As a Charging Authority the Council has an obligation to:

- Prepare and publish the CIL Charging Schedule
- Determine CIL spend, ensuring it is used to fund the provision, improvement, replacement, operation, or maintenance of infrastructure to support development of its area

- Report publicly on the amount of CIL revenue collected, spent, and retained each year.

Huntingdonshire District Council is required in the CIL Regulations to identify the types of infrastructure or projects it wishes to fund in whole or in part by CIL monies and report this in the annual Infrastructure Funding Statement, with effect from December 2020. These will usually be based upon Local Plan and the Corporate priorities of Huntingdonshire District Council.

Huntingdonshire District Council's CIL Charging Schedule and annual report detailing CIL receipts, balances and expenditure for each financial year can be found on the Council's CIL webpage:

<https://www.huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/>

3. What can CIL be spent on

CIL Regulations set the context for the spending of CIL funds on infrastructure. The regulations encourage the accumulation of CIL funds into a 'pot'. Unlike other obligations or charges, CIL spending does not need to be directly related to the donor development and can address infrastructure needs in general across the Council's administrative area.

The key points set out by the CIL Regulations (see Regulation 59 (1)) and Planning Practice Guidance (see Paragraph: 144 Reference ID: 25-144-20190901) relating to CIL funding are:

- CIL should be spent on infrastructure including roads and other transport, schools and other education, community facilities, health facilities, sport/ recreation facilities, and open spaces.
- The infrastructure funded must support the development of the area.
- CIL can be used to increase the capacity of existing infrastructure or to repair failing infrastructure, if needed to support the needs arising from development.
- CIL and Section 106 can be used as different funding streams to deliver the same infrastructure project.

As per the CIL Regulations and Guidance, CIL is proportioned and allocated using the following approach:

- Up to 5% is retained by Huntingdonshire District Council to cover administrative costs (including but not limited to consultation on the levy charging schedule, collection of CIL, enforcing CIL, legal costs and reporting on CIL activity).
- 15%, known as the Neighbourhood Allocation, is established for spending within the neighbourhood of the contributing development (up to a maximum of £100 per existing Council Tax dwelling index linked). This allocation can either be transferred to the relevant Town/ Parish Council or retained by Huntingdonshire District Council to be spent on neighbourhood projects where

the development is not in a Parish. This allocation rises to 25% and is not capped when a Parish has a Neighbourhood Plan in place. Details of parishes that have adopted Neighbourhood Plans can be found at the Council's [Neighbourhood Planning webpage](#). Figure 2, below, sets out the relationship between CIL and Neighbourhood Plans.

- Up to 80%, known as the Strategic Allocation, is retained by Huntingdonshire District Council to allocate to projects in accordance with the Council's Infrastructure Development Plan.

It is very unlikely that CIL will generate enough funds to completely cover the cost of new infrastructure needed to fully support planned development. As such, there will be competing demands for this funding. It is important, therefore, to ensure that there are robust, accountable, and democratic structures in place to ensure the spending of CIL funds are prioritised in the right way.

The sections that follow set out the governance arrangements and approach for how decisions are made on the prioritisation and spend of CIL.

Parish council	Neighbourhood plan	Levy
✓	✓	25% uncapped, paid to parish each year
✓	✗	15% capped at £100/dwelling (indexed for inflation), paid to parish each year
✗	✓	25% uncapped, local authority consults with community about how funds can be used, including to support priorities set out in neighbourhood plans
✗	✗	15% capped at £100/dwelling (indexed for inflation), local authority consults with community to agree how best to spend the neighbourhood funding

(Ministry of Housing, 2019) Paragraph: 145 Reference ID: 25-145-20190901

Revision date: 01 09 2019

Figure 2: Figure: relationship between the levy and neighbourhood plans in England

4. Governance Arrangements - HDC Allocation

The majority of CIL funds, the HDC Allocation, will be retained by Huntingdonshire District Council for spending on infrastructure in accordance with the Council's Infrastructure Delivery Statement (from December 2020).

The allocation of these funds will be made through a twice annual application process, which will ultimately be agreed either by the Corporate Director (Place), Service Manager – Growth in consultation with the Leader and Executive Councillor for Strategic Planning or will be considered by the Council's Cabinet, depending on the amount of funding sought. A diagrammatic summary of the governance framework for CIL is set out in Appendix 1, which shows the spending and reporting arrangements that are in place.

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Annually, Huntingdonshire District Council will publicise the amount of CIL funding collected in accordance with statutory requirements. On a twice-annual basis, the Council will encourage and consider the submission of application forms, requesting CIL funding for the delivery of infrastructure projects. Proposals may be considered out of these time slots if there are exceptional circumstances to do so and if in agreement with the Leader and the Executive Councillor for Strategic Planning.

Key internal and external stakeholders responsible for delivering the infrastructure identified in the Infrastructure Delivery Statement will receive direct notification of the opportunity to request CIL funding. Information about the opportunity will also be available on the Council's website.

Applications will be made on a standard online template issued by Huntingdonshire District Council as set out in Appendix 2 and will request key information about the infrastructure project, including:

- What is the infrastructure project
- How the project relates to the Council's Infrastructure Delivery Statement
- Why the project is required (justification)
- Cost of the project
- Timing for project delivery
- Funding from other sources

Application forms will then be reviewed by Council officers, who will ensure that all submitted forms include the key information required, meet the basic criteria and are therefore eligible for consideration for CIL funding. Further detail to consider in making an application for CIL funding can be found at Appendix 3.

The Council's Infrastructure Delivery Plan and, after 30 December 2020, the Infrastructure Funding Statement set out the infrastructure projects that are eligible for Strategic CIL funding. Only infrastructure that supports the growth outlined in the Council's adopted Development Plans are included or other infrastructure projects that have come forward that support growth.

In order for a project to be considered for CIL funding, the following eligibility criteria need to be met:

- The application form has been completed satisfactorily
- All supporting documentation, identified in the application form, has been provided
- The organisation has the legal right to carry out the proposed project
- The project is clearly defined as 'Infrastructure' as per the CIL Regulations
- The project is listed in the Council's Infrastructure Delivery Plan / Infrastructure Funding Statement or is for infrastructure that supports growth of the area.
- Support of the relevant Town/ Parish council has been obtained and, if it is a transport related project, from Cambridgeshire County Council.

Once the application forms requesting CIL funding have been validated by a Council officer, initial assessment of the projects will then take place. The projects will be assessed based on the following headings:

- The need for the project
- The public benefit of the project
- The deliverability of the project
- The value for money that a scheme provides

Projects will be viewed favourably if they lever in other funds that would not otherwise be available, particularly where those funds may not be available in future years, or where it makes use of match funding.

The outcome of this review of applications for funding of less than £50,000 will then be reported to the Corporate Director (Place), the Service Manager – Growth, the Leader, and the Executive Councillor for Strategic Planning. Decisions on applications seeking funding of £50,000.00 or less will be made at this point and reported for information at the next Strategic bid report to Cabinet. All other applications (more than £50,000.00) will be reported to Cabinet for consideration and approval. Cabinet will also be informed of the decisions already made on smaller applications in order to ensure it has the full picture.

The Corporate Director (Place), Service Manager – Growth in consultation with the Leader and the Executive Councillor for Strategic Planning, and Cabinet are required to reach a balanced judgement over which projects to fund. They are requested to provide an explanation as to how that decision was reached. Cabinet will be informed of any decisions made since the last reporting period as part of the next Strategic bid allocation report. Stakeholders will be informed of decisions reached, and funds will be allocated accordingly.

There may be occasions where the release of additional CIL funds is required for urgent or unforeseen infrastructure requirements. In these cases, a decision on an application will be made by either the Corporate Director (Place), the Service Manager – Growth in consultation with the Leader and the Executive Councillor for Strategic Planning (if for £50,000 or less) or Cabinet (if it is for over £50,000.00) for approval for the release of further funds at the earliest opportunity.

Successful applicants of CIL funding will be expected to maintain communication with Huntingdonshire District Council on the progress of their project after a decision has been made to provide funding. Where funding has been agreed, the scheme applicant will be expected to first provide information to justify funding being transferred, this includes for any milestone payments.

Applicants should continue to provide information until the scheme has been completed and all CIL funding has been spent. As a minimum, an annual report, providing information on the progress of each scheme that funding has been allocated to, will be needed. A requirement to submit this information forms part of the agreement (Contract) that successful external applicants are required to sign between themselves and Huntingdonshire District Council.

5. Governance Arrangements - Neighbourhood Allocations

The CIL Regulations 2010 (as amended) require the ‘meaningful proportion’ to be used to support the development of the local area by funding:

- The provision, improvement, replacement, operation, or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

This provides Town/ Parish Councils with a much more flexible approach for spending their CIL receipts in comparison to the powers of the District Council.

Such wider spending powers for the Town/Parish Council allow the local community to decide what they need to help mitigate the impacts of development in their area.

This may be for a local project, or the Parish may decide to contribute their proportion of the funding to the more strategic projects which are being supported by the District Council, such as an education expansion project required that will support their locality – Town and Parish Councils will need to decide what their infrastructure priorities are. They will need to consider that if they do not put forward potential support to strategic projects, that could result in not enough funding being available. Therefore, there will be difficult decisions for them to make.

Any spend of CIL funding must fit within the usual powers of the Town/ Parish Council and their Powers of Competence.

Where the infrastructure to be supported cannot be implemented by the Town/ Parish Council due to their powers of responsibility then this may still happen by agreeing for the money to remain / be passed back to the District Council to be spent in accordance with the wishes of the local community.

Decisions on the expenditure of the ‘meaningful proportion’ funds are at the Town/ Parish Council’s discretion, if it is in accordance with the CIL regulations.

If a Town/ Parish Council has failed to spend CIL funds transferred to them within a period of 5 years from the date of initial receipt or has not applied the funds in accordance with the Regulations, then the District Council can serve a notice on the Town/ Parish Council requiring it to repay some or all of the receipts that had been transferred to them.

The District Council is required to make payment in respect of CIL it receives from 1 April to 30 September to the Town/ Parish Council by 28 October of that financial year and pay the CIL received from 1 October to 31 March by 28 April of the following financial year.

To ensure transparency Town/ Parish Councils must publish each year by 31st December, in line with regulatory requirements, the previous financial year’s information on:

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- Total CIL receipts
- Total expenditure
- A summary of what the CIL was spent on
- The total amount of receipts retained at the end of the reported year from that year and previous years

Reports should be placed on Town/ Parish Council's website and a copy of the report is required to be sent to the District Council. Where a Town/ Parish does not have a website the District Council can, upon request, publish this information on its website on the Town/ Parish Council's behalf – for transparency, the District Council will publish all annual reports on its website. The CIL report must be published and sent to the District Council no later than 31st December following the reported year (the financial year). Town and Parish Councils are encouraged to use the reporting template provided by Huntingdonshire District Council.

Non-parished areas

There are eight non-parished areas within Huntingdonshire District covered by Parish Meetings. The 15% Neighbourhood Allocation, or "Meaningful Proportion", in these areas will be held separately by Huntingdonshire District Council but still must be spent in agreement with the locality in which the development generating the funds is based.

CIL Meaningful Proportion collected for non-parished areas must be spent in accordance with Regulation 59F as below:

'(3) The Charging Authority may use the CIL to which this regulation applies, or cause it to be used, to support the development of the relevant area by funding-

a) the provision, improvement, replacement, operation, or maintenance of infrastructure; or

b) anything else that is concerned with addressing the demands that development places on an area'

The process for spend of non-parished meaningful proportions will require officers in the Implementation Team to identify projects through the HDC Infrastructure Delivery Plan or Infrastructure Funding Statement, relevant Neighbourhood Development Plan (NDP), Parish Website, or with HDC's Community Development Team to establish if there is a Parish Plan.

Once the project is decided, the Parish Meeting will be asked to submit a plan for delivery of the agreed project including key milestones with a timetable, detailing any other funding to be provided, when this is to be available and also advising when the funding will be drawn down for each milestone, i.e. each instalment payment, when applicable. If no other funding is identified at this time the parish must provide a timetable for when this will become available.

The process for dealing with these is as per that set out in section 4 of this guidance.

In accordance with Regulation 59E, funds must be spent within a 5-year period from receipt. The Council must report separately within the published Annual Report details of the amount of funds received and how they are spent.

6. Monitoring and Review Arrangements

Huntingdonshire District Council is committed to ensuring the use of CIL is open and transparent. To this end, Huntingdonshire District Council will, as required by the CIL Regulations, publish an Infrastructure Funding Statement (IFS), replacing the CIL Annual Monitoring Report. These will set out, as a minimum:

- A report relating to the previous financial year on the Community Infrastructure Levy
- A report relating to the previous financial year on section 106 planning obligations
- A report on the infrastructure projects or types of infrastructure that the authority intends will be, or may be, funded wholly or partly by the levy (excluding the neighbourhood portion).

The IFS will be published by Huntingdonshire District Council no later than 31st December each year. Huntingdonshire District Council will monitor the operation and implementation of CIL throughout the year.

The Council may periodically review the Charging Schedule, which includes the CIL rates applicable at the time.

As noted, above, Town/ Parish Councils are also required to report on their CIL spending. The report must include:

- the total CIL receipts for the reported year
- the total CIL expenditure for the reported year
- summary details of CIL expenditure during the reported year including—
 - (i) the items to which CIL has been applied
 - (ii) the amount of CIL expenditure on each item
- details of any notices received in accordance with regulation 59E, including—
 - (i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year
 - (ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year
- the total amount of—
 - (i) CIL receipts for the reported year retained at the end of the reported year
 - (ii) CIL receipts from previous years retained at the end of the reported year.

The Town/ Parish Council should ensure the report accords with the requirements of the CIL Regulations 2010 (as amended) each year and publish their CIL annual report online, unless they request that the report is published on the District Council's

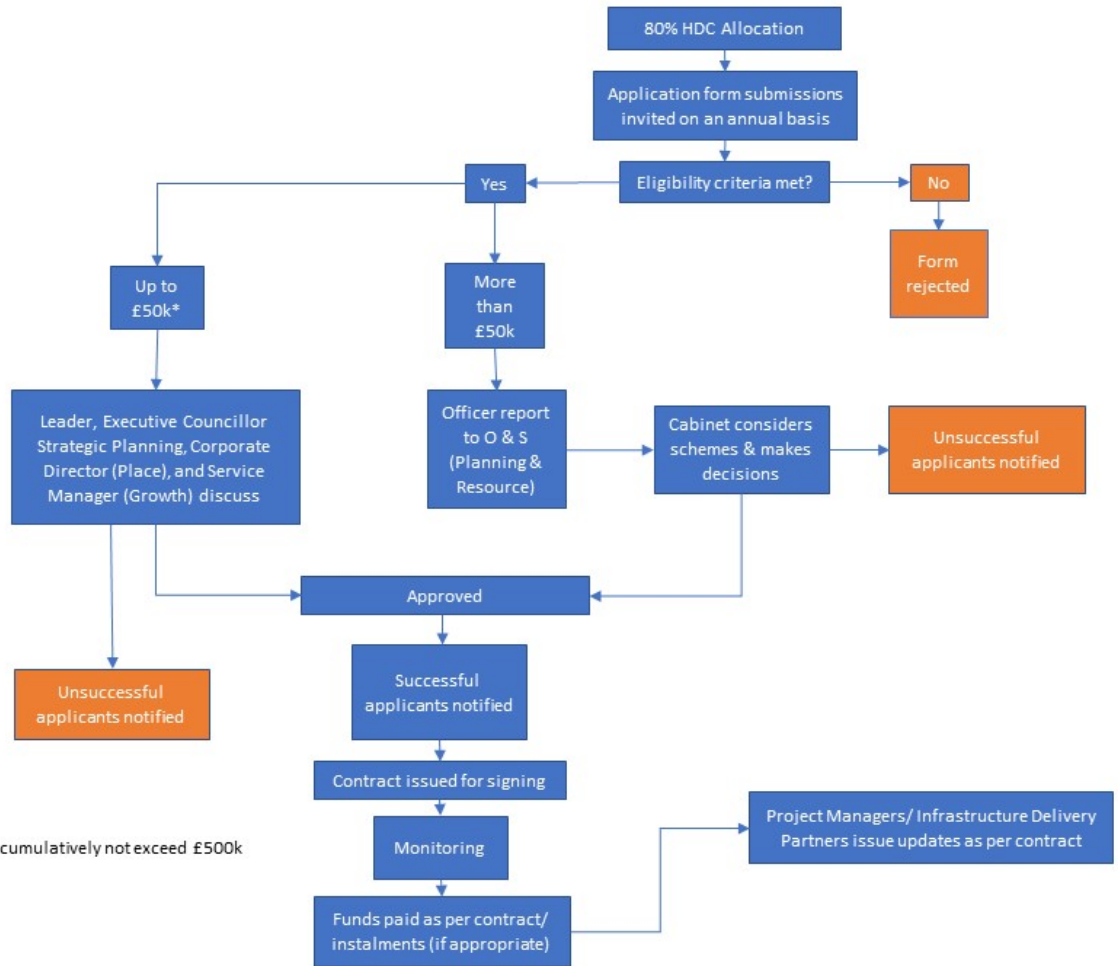
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website. A copy of the report must be sent to the Huntingdonshire District Council, no later than 31st December following the reported year.

If you have any questions about this guidance, or CIL generally, please contact Huntingdonshire District Council's Implementation Team by email at implementation@huntingdonshire.gov.uk, by calling 01480 388388, or in writing to:

Implementation Team
Planning Services
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

APPENDIX ONE – GOVERNANCE FRAMEWORK FOR CIL HDC ALLOCATION



*Bids for up to £50k will cumulatively not exceed £500k in any financial year.

APPENDIX TWO – APPLICATION FORM FOR CIL FUNDING

CIL: Project Funding Application

There are two sections to this document:

Section A: The Application Form, including a checklist of supporting evidence required for the application

Section B: The Privacy Notice and notice regarding Environmental Information Regulations & Freedom of Information Requests.

Applicants must ensure that they sign both:

- **the declaration below the application form; and**
- **the declaration regarding Environmental Information Regulations & Freedom of Information Requests.**

Prior to completion of the application form, please ensure that you review the guidance. There is limited CIL funding available in Huntingdonshire District Council's strategic portion. The amount of CIL funding applied for should be sought to be used to achieve maximum benefit to the infrastructure delivery of the District.

It is **important** for applicants to have other sources of match-funding available. This should include:

- liaising with the relevant local (Town/ Parish) Council/s for the project location and **provide evidence of their support and any match-funding**. If match-funding has not been available to you, please obtain evidence from the Town/ Parish Council as to why they are not looking to fund your project as a priority within their area and **supply this as part of your application**.
- for transport-related projects, ensuring that you liaise with Cambridgeshire County Council, as the Local Highways Authority, to **obtain support and match-funding for the project, evidence of which should be supplied with this application**.

Please return the completed document in Word format to the Implementation team at implementation@huntingdonshire.gov.uk.

Should you have any queries regarding any element of this document, please contact the Implementation team at implementation@huntingdonshire.gov.uk .

Section A: Application Form

General Nature of Project	
1.	<p>Organisation:</p> <p>Lead contact's name, email, and tel. no.:</p>
2.	<p>Organisation's status:</p> <p><i>Please state whether the applicant is a company, charity, incorporated association etc. and provide full name and address and registered number. Clubs and groups with no legal status of their own must declare this in this section and confirm the name(s) of the grant applicant and names and addresses of persons to be joined to any grant agreement if the application is successful.</i></p> <p> <input type="checkbox"/> Company <input type="checkbox"/> Charity <input type="checkbox"/> Incorporated association* </p> <p> <input type="checkbox"/> Other (please state): <input style="width: 300px; height: 20px;" type="text"/> </p> <p>Registered company /charity number:</p> <input style="width: 400px; height: 25px;" type="text"/> <p>Company /charity name (full legal name):</p> <input style="width: 650px; height: 25px;" type="text"/> <p>Company /charity address:</p> <div style="border: 1px solid black; height: 100px; width: 650px;"></div>
	<p><i>If the group has no legal status:</i></p>

	<p>Name(s) of grant applicant(s):</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p>Names and addresses of persons who will take responsibility for the delivery of the project and be named in the grant agreement</p> <div style="border: 1px solid black; height: 100px;"></div>
3.	Project name:
4.	Project Type: (<i>Type of infrastructure, e.g., education infrastructure, health/ social facilities, transport etc.</i>)
5.	Brief description:
6.	Project Address (Location) (<i>Full postal address or, if not known, coordinates or what3words</i>):

Project Requirement	
7.	Area/s that will benefit from the project:
8.	<p>(a) How does delivery of the project link to the Local Plan for Huntingdonshire and/ or provide infrastructure to support development within Huntingdonshire?</p> <p>(b) What is the Spatial Planning Area / Key Service Centre / Local Service Centre / Other that covers the project location? (see <i>Huntingdonshire Local Plan 2036 for details</i>)</p> <p>(c) In terms of the Infrastructure Schedule of the Infrastructure Delivery Plan, is the project critical infrastructure, essential infrastructure, or desirable infrastructure? (see page 10, Table 17: <i>Prioritisation of the Infrastructure Delivery Plan – Addendum (2017)</i> for details see the Council's Local Plan Library webpage for the document)</p>
9.	<p>(a) How does delivery of the project address the additional demands placed on infrastructure because of new development in this area?</p> <p>(b) Outline where relevant to your project:</p> <p style="margin-left: 40px;">i. the number of units the project supports delivery of (e.g., houses or employment units):</p> <div style="margin-left: 80px; border: 1px solid black; width: 250px; height: 30px; margin-top: 10px;"></div>

	<p>ii. the number of people supported by the project:</p> <div data-bbox="443 338 865 421" style="border: 1px solid black; height: 37px; width: 264px; margin: 5px 0;"></div> <p>iii. the number of businesses supported by the project:</p> <div data-bbox="443 495 833 562" style="border: 1px solid black; height: 30px; width: 244px; margin: 5px 0;"></div>
10.	<p>a) Does the project include maintenance of existing infrastructure or address deficiencies in existing infrastructure provision? If yes, provide full detail of what maintenance of existing infrastructure is involved in the project and/ or what deficiencies are being addressed and how.</p> <p>b) Will the project generate income for its ongoing running and maintenance costs? If not, how will revenue be funded? <i>(CIL will not be provided to pay for future maintenance of the project)</i></p>

Linkages	
11.	Please provide details of how the project links to/ adds value to other projects supporting the infrastructure needs of the district?
12.	Provide detail of how the project links to your organisation's strategies/ priorities:
13.	Provide detail of how the project links to Huntingdonshire District Council's Corporate Plan objectives, key actions and performance indicators:

Milestones and Timing													
14.	What stage has the project reached? (e.g., has it commenced? Is it out to tender?)												
15.	Outline the delivery milestones & proposed timelines for the project: <table border="1" data-bbox="252 645 1401 1249"> <thead> <tr> <th>Milestone (detail of what will be achieved by each stage of your project)</th> <th>Date milestone is due</th> <th>Will a payment be required at this milestone if approved? (Y/N)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Milestone (detail of what will be achieved by each stage of your project)	Date milestone is due	Will a payment be required at this milestone if approved? (Y/N)									
Milestone (detail of what will be achieved by each stage of your project)	Date milestone is due	Will a payment be required at this milestone if approved? (Y/N)											

Costs and Funding									
16.	<p>(a) Please provide full details of the total capital cost of the project excluding VAT*.</p> <p>(b) Please provide a breakdown into component elements linked to milestones/ deliverables as stated in the question 15 above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Milestone (detail of what will be achieved by each stage of your project)</th> <th style="width: 30%;">Amount (£)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p><i>If these details are provided in the supporting documentation being supplied with the application, you may name the document(s) and location (e.g., page reference) within them here without replicating the relevant information.</i></p>	Milestone (detail of what will be achieved by each stage of your project)	Amount (£)						
Milestone (detail of what will be achieved by each stage of your project)	Amount (£)								
17.	<p>a) Have you provided evidence of support from the Town/Parish Council for the area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) Have you provided evidence of any match-funding agreed by the Town/Parish Council for the area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c) If match-funding has not been available to you, have you obtained evidence from the Town/ Parish Council as to why they are not looking to fund your project as a priority within their area? Please supply this as part of your application. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>								
18.	<p>If your project is transport-related, has Cambridgeshire County Council, as the Local Highways Authority, confirmed its support and match-funding for it? Please provide evidence of this.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>								

19. Noting the paragraph at the beginning of this document in relation to funding from local councils and authorities, please provide confirmation that funding has been secured from relevant bodies. Please ensure that you supply evidence of funding which has been secured for the project (e.g., a letter to confirm from the funder confirming the award of funding) with your application form.

I confirm that funding has been secured from (please include amount secured):

Name of funding body	Amount of funding secured	Date Funding Approved	Evidence of funding approved is included Y/N

I confirm that funding has additionally been requested from (please include amount requested):

Name of funding body	Amount of funding sought	Date Funding Decision is to be made	Evidence of funding application is included Y/N

20. Has any other request for funding been turned down? Please provide full details, including the reason for refusal.

Name of funding body	Amount of funding sought	Reason not supported

21. Amount of CIL Funding Requested (**this must be exclusive of VAT***):

22. a) Is the organisation applying for funding eligible to reclaim VAT? If so, please provide a VAT number.

Yes, the organisation is eligible to reclaim VAT.

VAT Number:

No, the organisation is not eligible to reclaim VAT.

b) Please confirm that you have the funding to pay the VAT element* (see note below).

***Note: please note that CIL will not be awarded for spending on VAT where VAT can be reclaimed.** If VAT cannot be reclaimed it is for the applicant to ensure it has suitable other funding to cover that element. **If VAT cannot be reclaimed it is at the Council's discretion as to whether VAT will be included in the project costs paid for by CIL and will be in exceptional circumstances only.**

c) If you think you will require CIL to cover VAT please explain why, below:

Project risks	
23.	<p>Project Risks and Implications</p> <p>How are project risks to be mitigated? Please provide a risk register if you have one. Please use the template provided if you do not have one.</p>
24.	<p>Are you legally entitled to undertake the project?</p> <p>a) If your project involves building, do you own the land (please tick which applies)?</p> <p><input type="checkbox"/> Owner of a freehold interest in the relevant land, or</p> <p><input type="checkbox"/> A leasehold interest in the relevant land of 7 years or more from the date of the application</p> <p>If you do not own the land, please provide details of length of lease:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><input type="checkbox"/> Other (please specify): <div style="border: 1px solid black; display: inline-block; width: 400px; height: 20px; vertical-align: middle;"></div></p> <p>b) If your project involves building, has planning permission been granted, if so, please provide the application reference number. Please confirm if not, why planning permission is not required, e.g., permitted development and whether this has been confirmed by the Planning Service at HDC Development Management.</p>

Checklist of Supporting Evidence required for the Application

Please tick to confirm that you have provided the following:

- Business Plan
- Project Plan, including milestones
- Detailed breakdown of costings, including the information on which these are based e.g., quotations
- Plans or drawings of proposals
- Map/ plan of project location, including addresses
- Written confirmation any other sources of funding already secured
- Written confirmation of support from the relevant Town or parish council (including match funding if not already covered above)
- Written confirmation by Cambridgeshire County Council confirmed its support and match-funding for it for any local highways project you've your project is highways and transport related.

Please be aware that any applications received without all the supporting documents listed above will not be progressed. This does not prevent you from applying at a later stage when fuller details are available.

In making the above application for grant funding I declare that the information I have given is true, accurate and complete in all respects and that I am authorised to make this grant application on behalf of the Organisation and any persons named in the form above.

Signed:

Name:

Address:

On behalf of: *(Name of Organisation/ persons making this grant application)*

Position within Organisation:

Section B: Privacy Notice and notice regarding EIR and FOI requests

Privacy Notice

Why are we asking for your personal information?

We require your personal data to assess and process your request to the Council.

This is a Task in the Public Interest. We cannot process your application unless you provide this personal information. If you do not or if you refuse to allow us to share information, we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. This may delay or impinge upon the process.

You hold the following rights with regard to the personal data you provide us:

You have the right to request a copy of your personal data.

You have the right to have any inaccurate or incomplete personal data rectified.

Right to object to us processing your personal data.

You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Sharing your information

We share information within the Council to ensure services are provided appropriately. We may share your personal data with other agencies such as the Environment agency, Enforcement Agencies, etc. if there is a legal reason do so.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit, or other external bodies for such purposes.

We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Council's Retention Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office. You can find out more about how we handle your data by visiting our privacy page at www.huntingdonshire.gov.uk/privacy .

If you have a query regarding your rights, please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively, you can call 01480 388388. You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.

Environmental Information Regulations (EIR) & Freedom of Information (FOI) Requests

We have a duty to comply with FOI / EIR requests as we are a public authority so there may be instances where we are obliged to share information. There may be instances where we may need to withhold information, but this would generally be subject to the appropriate exemption (FOI) or exception (EIR) in accordance with the relevant legislation.

Declaration:

I understand that, as a result of advice in respect of Environmental Information and Freedom of Information Regulations legislation, it is possible that the application for CIL funding I make now, together with any response made by this council, could be made available for public inspection at some future date.

I wish to continue with the CIL funding application on this basis.

Name:

Signature:

Date:

Contact address:

Contact phone number:

Email:

Project details:

If there are reasons why you consider that the information should not be made public in accordance with the exemptions or exceptions set out in the Regulations, for example where there are issues of commercial sensitivity, please outline them below. We reserve the right to release the information, where appropriate, in accordance with the requirements of the legislation.

APPENDIX THREE – NOTES FOR APPLICANTS

Completing the CIL Project Funding Application Form

There are two sections to the application form. Please ensure you complete in full:

- Section A: The Application Form,
- Checklist in Section A stating supporting evidence required for the application
- Section B: The Privacy Notice and notice regarding Environmental Information Regulations & Freedom of Information Requests.

Applicants must ensure that they sign both:

- **The declaration below the application form (page 13); and**

the declaration regarding Environmental Information Regulations & Freedom of Information Requests (page 14).

Applications should be submitted using the online application form where possible, which can be found online at: <https://huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/>. If you experience any difficulties with completing it, please contact the Implementation team at implementation@huntingdonshire.gov.uk to request a Word version of the form.

Should you have any queries regarding any element of this document, please contact the Implementation Team at implementation@huntingdonshire.gov.uk.

POINTS TO CONSIDER BEFORE APPLYING FOR CIL

Match Funding & Support

There is limited CIL funding available in Huntingdonshire District Council's strategic portion. The amount of CIL funding applied for should be sought to be used to achieve maximum benefit to the infrastructure delivery of the District. It is important, therefore, for applicants to have other sources of match-funding available.

Please ensure that you liaise with the relevant Town/ Parish Council/s for the project location and are able to provide evidence of its/their support and any match-funding. If match-funding has not been available to you, please obtain evidence from the Town/ Parish Council as to why they are not looking to fund your project as a priority within their area and supply this as part of your application.

If your project is transport-related, ensure that you liaise with Cambridgeshire County Council, as the Local Highways Authority, to obtain support and match-funding for the project, evidence of which should be supplied with this application.

Organisational Status

Please note that to be able to allocate CIL to a project, we require a contract to be completed with successful external applicants. To be able to enter into a contract with HDC, please ensure your organisation is a legal entity able to enter into such a contract, executed as a deed. Failure to provide this may result in your application being declined or allocation being withdrawn.

VAT

Please note that CIL will not be awarded for spending on VAT where VAT can be reclaimed. If VAT cannot be reclaimed it is for the applicant to ensure it has suitable other funding to cover that element. If VAT cannot be reclaimed it is at the Council's discretion as to whether VAT will be included in the project costs paid for by CIL and will be in exceptional circumstances only. This will be with prior agreement only.

Contingency costs

Including a budget for contingencies is an expected cost of most projects involving building works. Please note that budgets must include full details of contingency costs separately. Ideally the Council would expect these costs to be covered by other match funding the applicant has obtained. However, where CIL funding is being sought to cover these costs, HDC will only pay out for costs to meet contingencies where it has been proven necessary to use a contingency – this should be agreed with the Council prior to its use. If a contingency budget is included in the amount sought and is not used this will result in HDC paying out less than the total amount offered.

Land ownership

HDC will only allocate CIL where it has been established that the applicant has a legal right to undertake the project and either owns the land or leases on a long-term lease.

If works relate to public highway land, the support of Cambridgeshire County Council for the project must also be obtained prior to applying for CIL.

Payment terms

If an allocation of CIL is offered, please note that HDC will not forward fund the project's costs. Payments will be made on completion of the project or at completion of pre-agreed project milestones. Payments will be made upon provision to HDC of satisfactory evidence that the project has been completed, e.g., goods receipt and photographs of the works that clearly show the completed works. If you are unable to forward fund a project for which you are seeking a CIL allocation, please explain why in your application. In exceptional circumstances, with prior agreement, HDC may

agree to forward fund at its discretion. Payments will be made on HDC's standard payment terms, which is 30-day payment cycle.