

City of Bradford Metropolitan District Council
CIL Process: A Short Guide for Applications

Introduction

The information contained within this guide is intended to assist developers and land owners to understand Bradford's Community Infrastructure Levy (CIL) and determine potential CIL liability.

This guide is not intended to replace the need to read and understand the CIL Regulations and Government guidance, and applicants are advised to seek their own professional advice. All forms referred to in this document are available from the council's [planning application website](#) and the [Planning Portal](#) website.

CIL Process

There are several main stages with additional forms that need to be completed and submitted if your application is potentially CIL liable:

- [Stage 1 Submitting your application](#)
- [Stage 2 Assuming Liability](#)
- [Stage 3 Applications for Exemptions/Relief](#)
- [Stage 4 Determining Application](#)
- [Stage 5 Commencing Work](#)
- [Stage 6 Paying CIL](#)

Information and Downloads

For more information you can also:

- Visit the council's [Bradford CIL planning application webpages](#)
- Read about CIL and download CIL forms from the [Planning Portal - About the Community Infrastructure Levy](#)
- Read the Governments CIL [Planning Practice Guidance](#)
- Email: CIL@bradford.gov.uk or call the council's planning enquiry line: 01274 434605

Downloads and Links to assist you:

- Download CIL Forms from the [Planning Portal](#)
- CIL FAQs
- [Bradford CIL planning application webpages](#)
- [Bradford CIL Policy webpage](#), [Bradford CIL Charging Schedule](#), [Regulation 123 List](#) and [Instalments Policy](#)
- Guidance on appealing a Community Infrastructure Levy with the [Valuation Office Agency](#) or [Planning Inspectorate](#).

Stage 1 Submitting your application

If your application is for a use potentially liable for CIL you must complete and submit a **CIL Additional Information Form** alongside the planning application in order for it to be validated.

The following types of development are liable for CIL:

- Any residential development of 1 new dwelling or more
- Residential extension/annexes over 100 sq m in size
- Supermarket over 2000 sq m in size (use class A1)
- Retail warehouse (use class A1) central Bradford

The information supplied on this form will help the Council determine whether or not CIL is payable, and calculate the CIL amount due (If the Council then deems the application not to be liable for the CIL there is no need to continue to the rest of the steps below).

The CIL charges, interactive Charging Zone Map and CIL calculator are available on the council's CIL planning application [webpage](#).

CIL Additional Information Forms for submission with a planning application:

- [Planning Application - Additional Information Requirements Form](#)
- [Planning Application - Additional Information Requirements Guidance](#)



Stage 2 Assuming Liability

Before starting work on a CIL liable development you should send the council an **Assumption of Liability** form (this is not required for validation).

This form will tell the Council who will be responsible for paying the CIL and can be submitted at any point between submission of your planning application and starting work on your development. However, it is best to submit this with your application or prior to your application being determined

If this notice is not submitted prior to commencement then the default person who will be liable to pay is the landowner(s). CIL liability can be transferred to another person at any time, or withdrawn if before commencement:

CIL forms for assuming liability:

- [Form 1: Assumption of Liability](#)
- [Form 3: Withdrawal of Assumption of Liability](#)
- [Form 4: Transfer of Assumed Liability](#)



Stage 3 Applications for Exemptions/Relief

The following types of development can be granted exemption/relief from CIL:

- Development by charities
- Affordable housing
- Self-build exemption for whole house or residential annexe/extension
- Exceptional circumstances relief

Any application for relief/exemption from CIL must be made by completing the relevant **Claiming Exemption or Relief form**. This can be done at any point between submission of your application for planning permission and starting work on the development.

CIL forms for claiming Exemption or relief:

- [Form 2: Claiming Exemption or Relief](#)
- [Form 7: Self Build Exemption Claim Form Part 1](#)
- [Form 7: Self Build Exemption Claim Form Part 2](#)
- [Form 8: Self Build Residential Annex Exemption Claim Form](#)
- [Form 9: Self Build Residential Extension Exemption Claim Form](#)



Stage 4 Determining applications

During the application process the Council will check the information in the **CIL Additional Requirement Form** and calculate the CIL charge based on the chargeable floorspace and relevant CIL rate (for further information on how CIL is calculated please see CIL FAQs).

On granting of planning permission the Council will issue a **CIL Liability Notice** with the decision notice to the applicant, the developer, and whoever has assumed liability for the scheme, which sets out the CIL charge due and details of the payment procedure.

A liable person can ask the council for a review of the chargeable amount, within 28 days from the date on which the **liability notice** was issued. Following this review, the liable person may submit an appeal to the [Valuation Office Agency](#).



Stage 5 Commencing Work

Before development starts, the relevant person must submit a **Commencement Notice** to inform the Council about the start date of the development.

This notice must be received by the council at least one day before development commences. Failure to do so may result in you losing the ability to pay the levy in instalments and you may also incur a surcharge and could nullify any exemption or relief from the CIL.

CIL Commencement Notice:

- [Form 6: Commencement Notice](#)



Stage 6 Paying CIL

Once the **Commencement Notice** has been received, the council will issue a **Demand Notice** and invoice to whoever has assumed liability to pay CIL. It will set out the amount and the date when the CIL needs to be paid.

If no-one has assumed liability to pay CIL before the **Demand Notice** is issued, liability will default to the landowner(s).

CIL will become due from the date the development commences. Whoever has assumed liability for CIL must pay the charge in accordance with the Council's [Instalment Policy](#).

If payment of CIL is not made in accordance with the council's policies the council has a range of penalties and enforcement powers including surcharges, stop notices and court orders. Appeals related to enforcement (surcharges, commencement notices and stop notices) should be submitted to the [Planning Inspectorate](#).