This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues.

Community Infrastructure Levy (CIL)
Form 7: Self Build Exemption Claim Form - Part 1

Please note: This version of the form should only be used for submissions relating to planning applications in England.
There is a legacy version of the form for use in Wales: Download the legacy version of this form

This is Step 2 of a 4 stage exemption process, please note that:

If your CIL liability notice, or revised CIL liability notice (if issued), was issued prior to 1 September 2019:
All of the four steps described below need to be followed within required time scales otherwise the exemption will either not be obtained (Steps 1 and 2) or will be rescinded if previously obtained (Steps 3 and 4). A surcharge may also be applied in regard of Step 3.

If your CIL liability notice, or revised CIL liability notice (if issued), was issued on or after 1 September 2019:
All of the four steps described below need to be followed within required time scales otherwise the exemption will either not be obtained (Steps 1 and 2) or will be rescinded if previously obtained (Step 4).
The commencement notice requirements (Step 3) must also be complied with prior to commencement of the development or a surcharge equal to either 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will otherwise be applied.

STEP 1 - ASSUME LIABILITY

Applicant should have **already** assumed liability to pay CIL in relation to the development.

This **must** be done before any exemption can be claimed for.

STEP 2 - CLAIM AND OBTAIN EXEMPTION

Submit this Self Build Exemption claim form to the Collecting Authority.

The exemption **must** be granted prior to the commencement of the development.

STEP 3 - COMMENCEMENT NOTICE

A Commencement Notice **must** be received by the Collecting Authority prior to the commencement of the development.

STEP 4 - CONFIRM DETAILS

Part 2 of the Self Build Exemption claim form and supporting documentary evidence **must** be submitted to the Collecting Authority within 6 months of the date of the Compliance Certificate.

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See Planning Practice Guidance for CIL for guidance on CIL generally, including "relief from the Levy".

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming self build exemption.

1. Application Details:

Applicant Name: Benjamin MATTHEWS

Planning Portal Reference (if applicable): BN/152/20/PL

Local authority planning application number (if allocated):

Please provide the full postal address of the application site:

49 Warren Way, Barnham, Bognor Regis, West Sussex, PO22 0JX

If postal address/postcode not known, or original relief claim was submitted with reference to grid reference, please provide:

Easting: Northing:

Description:

Section B: Self Build Declaration

I declare that this a "self build project" for purposes of the exemption set out within the regulations ☒

I declare that I will occupy the premises as my sole or main residence for a period of 3 years from completion of the property ☒

I declare that I will provide the required supporting documentation as set out in '**Self Build Exemption Claim Form - Part 2**' (see information in Section C below) within 6 months of completion of the property and I understand failure to do this will result in CIL becoming payable ☒

I declare the amount of de minimis State aid received in the last three years prior to submission of this application for relief is less than 200,000 Euro ☒

'Self Build' for the purposes of CIL exemption is defined as all homes built or commissioned by individuals or groups of individuals for their own use, either by building the home on their own or working with builders.

'Completion' for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

Information about de minimis State Aid for the purposes of CIL exemption can be found at:

https://www.gov.uk/guidance/community-infrastructure-levy#state-aid-section

Section C: Submission of Evidence (following completion)

Important information on self build evidence requirements for Part 2 of Form 7 (Self Build Exemption Claim Form).

Download Form 7: Self Build Exemption Claim Form - Part 2

Part 2 of Form 7 (Self Build Exemption Claim Form) needs to be submitted within six months of the date of the Compliance Certificate for the self build development. Please note, in advance, the documentary evidence you will be required to provide along with that form as failure to provide the necessary information will invalidate your exemption, and CIL will become payable:

1. You will need to provide copies of **all** the following items:
   (a) A compliance certificate for this development issued under either:
      - regulation 17 (completion certificates) of the Building Regulations 2010 **or**
      - section 51 of the Building Act 1984 (final certificates)
   (b) Title deeds of the property to which this exemption relates (freehold or leasehold)
   (c) Council Tax bill or certificate

2. You will need to provide copies of **two** of the following items **showing your name and the address of the property** as proofs of occupation of the home as sole or main residence:
   (a) Utility Bill
   (b) Bank Statement
   (c) Local electoral roll registration

3. You will need to provide a copy of one of the following items (also see notes below):
   (a) An approved claim from HM Revenue and Customs under 'VAT431NB: VAT refunds for DIY housebuilders'
   (b) Proof of a specialist Self Build or Custom Build Warranty* for your development
   (c) Proof of an approved Self Build or Custom Build Mortgage# from a bank or building society for your development.

Please note: The Charging Authority has the discretion, but is not required, to accept other forms of documentary evidence instead of any of the items (a-c) above. This should be agreed in advance with the Charging Authority (at the point of making this Part 1 application for the exemption or as soon as possible thereafter) but the Charging Authority may still consider utilising discretion at this Part 2 stage of the process.

* A Self Build or Custom Build Warranty is a warranty and Certificate of Approval issued by a Warranty provider which provides a 'latent defects insurance' policy and which is accompanied by certified Stage Completion Certificates (SCC) issued to the owner/occupier of the home.

A Self Build or Custom Build Mortgage is an approved mortgage arranged to purchase land and/or fund the cost of erecting a home where the loan funds are paid to the owner/occupier in stages as the building works progress to completion.

Declaration

I confirm that the details given are correct. ☒

I understand:

(1) That my claim for self build exemption will lapse where development commences prior to the Collecting Authority informing me of its decision ☐

(2a) *(if my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019)*
That my claim for exemption will lapse if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this exemption applies; **OR**

(2b) *(if my CIL Liability Notice or revised CIL Liability Notice was issued on or after 1 September 2019)* ☐
That a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be payable if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this exemption applies

(3) That I will lose any exemption granted as a result of this application, and be liable for the full CIL charge, if I do not complete and provide Part 2 of Form 7 (Self Build Exemption Claim Form), along with the requested supporting information, to the Collecting Authority within six months of the Compliance Certificate being issued. ☐

(4) The meaning of a `disqualifying event' for CIL self build exemption and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days. ☐

Name - Claimant:	Date (DD/MM/YYYY):
Ben Matthews	

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging 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.

On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You must then submit a commencement notice to the collecting authority prior to starting on site.
Failure to do so will either result in the CIL charge becoming payable in full and a surcharge potentially being applied (if your Liability Notice or revised Liability was issued prior to 1 September 2019), or a surcharge being applied (if your Liability Notice or revised Liability Notice was issued on or after 1 September 2019).