PlanningPortal

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 9: Residential Extension Exemption Claim Form

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

Please note the following information in regards to this claim for an exemption:

An exemption for a residential extension must be granted by the Collecting Authority prior to the commencement of the development. The applicant will otherwise be liable for the full levy charge.

If the CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued prior to 1 September 2019
The Collecting Authority may require a Commencement Notice to be received by them prior to the commencement of the development in order for any exemption granted to still apply. It is advised that you seek confirmation from the Collecting Authority as to their requirements in this regard.

If the CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued on or after 1 September 2019
You do not need to serve a Commencement Notice in order to retain the exemption.

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 the exemption.

Application Details:

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the main dwelling (including postcode):

Section B: Residential Extension declaration

Please tick **ALL** boxes

I understand that my claim for exemption will lapse where development commences prior to the collecting authority informing me of its decision. ☐

I declare that the development is a residential extension within the definition in Regulation 42A(3) ☐

I declare that I occupy the dwelling as my sole or main residence ☐

I declare that the development does not comprise a new dwelling ☐

I commit, when submitting this application, to separately informing the collecting authority of the total amount of any subsidy granted to me by any public body in the three years* prior to submission of this application form, either as State Aid (up to 31 December 2020) or as a subsidy under the UK's international or domestic subsidy control commitments from 1 January 2021**. ☐

I acknowledge that the collecting authority will inform me whether they consider that the amount of any exemption/relief granted to me in respect of this application will (or may) be impacted to account for any subsidies already received over the last three years.* ☐

** Three years means over a three-year consecutive fiscal period (the current financial year and the two preceding financial years)*

*** Information about subsidy control for the purposes of CIL exemption or relief can be found at:*

https://www.gov.uk/guidance/community-infrastructure-levy#subsidy-control

Name - Claimant:	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 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.