**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 8: Residential Annex 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:

**If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued prior to 1 September 2019**
An exemption for a residential annex must be granted by the Collecting Authority prior to the date of commencement of the development, and a Commencement (of development) Notice must also be received by the Collecting Authority prior to the date of commencement of the development, otherwise the full levy charge will be payable and a surcharge may be applied.

**If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued on or after 1 September 2019**
An exemption for a residential annex must be granted by the Collecting Authority prior to the date of commencement of the development otherwise the full levy charge will be payable. Also, a Commencement (of development) Notice must be received by the Collecting Authority prior to the date of commencement of the development, otherwise a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be applied.

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: Mr. & Mrs. L. O'Connell

Planning Portal Reference (if applicable): PP-11488620

Local authority planning application number (if allocated):

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

3 Irvine Road Littlehampton BN17 5LA

## Section B: Residential Annex Declaration

Please tick **ALL** boxes

I declare that the development is a residential annex within the definition in Regulation 42A(2) ☒

I declare that, while I maintain my interest in the land, the main dwelling will remain a single dwelling, and the residential annex will not be separately let within the three year claw back period. ☒

I declare that the main dwelling and the residential annex will be sold at the same time to the same person(s) if I dispose of my interest of the land within the three year claw back period. ☒

I declare that the amount of de minimis State Aid received in the last 3 years prior to the submission of this application for relief is less than 200,000 Euro ☒

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

I understand that either:

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

I understand the meaning of a 'disqualifying event' for the purposes of a residential annex exemption (as defined in Regulation 42C) and that where a disqualifying event occurs I must inform the collecting authority within 14 days ☒

*'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

Name- Claimant: [redacted] Date (DD/MM/YYYY): 18/08/2022

I[redacted] 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 work 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).*