

Community Infrastructure Levy

Claiming Exemption or Relief

This form should be used to claim exemption or relief prior to commencement of development. Exemption or relief can only be claimed prior to commencement.

Please complete using block capitals and black ink.

Section A: Claiming Relief – General Information

Details of Development

Planning Application Reference Number

Site Address:

Description of development:

Claimant Name and Address

Title First name Surname

Company (optional) Company Registration number (where applicable)

Position

Address

Telephone Email

Agent Name and Address

Title First name Surname

Company (optional)

Address

Telephone Email

Charity Details

Charity registration no: (where applicable)

If claimant represents a charity exempt or excepted from registration, please state grounds:

HRMC tax registration no: (where applicable)

If claimant represents a trust of which all the beneficiaries are charities or a unit trust scheme in which all the unit holders are charities, please state what form this takes (e.g. Common Investment Fund)

I wish to apply for:

Charitable relief
(Go to Section A1)

Social housing relief
(Go to Section A2)

Some areas of relief are at the discretion of the Charging Authority, such as discretionary charitable relief.

Section A1: Charitable Relief

I wish to claim: (select 1 box)

A mandatory exemption for using this chargeable development wholly or mainly for charitable purposes.

Discretionary charity relief for holding the greater part of this CIL chargeable development as an investment from which the profits will be applied for charitable purposes.

Before selecting this option please check whether your Charging Authority has a policy for granting discretionary charitable relief in its area

Supporting Information for All Charitable Relief

What are your charity's charitable purposes?

What is the intended use of the development and in what proportions?

How (if at all) does your charity fulfil the criteria in the charging authority's discretionary relief policy?
(Maximum 100 words)

What is your apportioned CIL liability for this chargeable development? Please use the apportionment assessment at Annex A to calculate this.

Please provide a breakdown of all the activities of your organisation, including any goods or services it trades in and what these are:

Please complete the relevant declaration below and provide the supporting information:

Declaration - Mandatory Relief

I wish to be granted mandatory relief for my portion of the CIL Liability.

I declare that all the below points apply:

- As indicated in Section B above, I am a person or trust established for charitable purposes only (a “charity”) **or** I am a trust of which all the beneficiaries are charities or a unit trust scheme in which all the unit holders are charities; **and**
- I am an owner of a freehold interest in the relevant land or a leasehold interest in the relevant land of 7 years or more from the date planning permission first permits the chargeable development; **and**
- I do not own this interest jointly with a party which is not a charitable institution; **and**
- the whole or main part of the chargeable will be used for charitable purposes (whether of myself, or of myself and other charities); **and**
- a qualifying charity will occupy or control the portion of the chargeable development used for charitable purposes; **and**
- I have completed an apportionment assessment to determine the extent of my CIL liability and will submit a revised apportionment assessment where I make material disposition of any of the relevant land prior to commencement of development; **and**

I understand:

- That where mandatory CIL charitable relief cannot apply due to it constituting a State aid, and the charging authority operates such a policy, my claim may be considered for discretionary relief under regulation 45 of the Community Infrastructure Levy Regulations (2010) as amended;
- The meaning of a “disqualifying event” for CIL charitable relief and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days.
- that my claim for relief will lapse where development commences on this chargeable development prior to the collecting authority informing me of its decision
- that my claim for relief will lapse where a commencement notice is not submitted prior to commencement of development of the chargeable development to which this relief applies

Signed - Claimant:

Date (DD/MM/YYYY)

Or signed – Agent:

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 year imprisonment, or both.

Declaration – Discretionary Relief

I wish to be considered for discretionary relief for my portion of the CIL liability.

I declare that all the below points apply:

- As indicated in Section B above, I am a person or trust established for charitable purposes only (a “charity”) **or** I am a trust of which all the beneficiaries are charities **or** a unit trust scheme in which all the unit holders are charities; **and**
- I am an owner of a freehold interest in the relevant land or a leasehold interest in the relevant land of 7 years or more from the date of planning permission first permits the chargeable development; **and**
- I do not own this interest jointly with a party which is not a charitable institution; **and**
- the whole or the greater part of the chargeable development will be held by myself or by myself and other qualifying charities as an investment from which the profits will be applied for charitable purposes (whether of myself, or of myself and other charities); **and**
- the portion of the chargeable development held in the manner described above will not be used for ineligible trading activities; **and**
- I am satisfied that I meet the criteria advertised by the charging authority for giving discretionary relief; **and**
- I have completed an apportionment assessment to determine the extent of my CIL liability and will submit a revised apportionment assessment where I make a material disposition of any of the relevant land prior to commencement of development; **and**

I understand:

- The meaning of a “disqualifying event” for CIL charitable relief and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days.
- that my claim for relief will lapse where development commences on this chargeable development prior to the collecting authority informing me of its decision
- that my claim for relief will lapse where a commencement notice is not submitted prior to commencement of development of the chargeable development to which this relief applies.

Signed - Claimant:

Date (DD/MM/YYYY)

Or signed – Agent:

Date (DD/MM/YYYY)

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Section A2: Social Housing Relief

Supporting Information for Social Housing Relief

Please indicate the type of social housing you intend to build and where on the site this will be located. A site map indicating the intended location of the social housing in the chargeable development **MUST** be attached.

Please state the amount of relief you will be claiming for this chargeable development. Please complete the assessment in Annex B to calculate this.

Does your organisation operate separate management accounts for public services and commercial activities? Please supply evidence.

Declaration - Mandatory Relief

I wish to claim social housing relief on the chargeable development.

I declare that all the below points apply:

- I am an owner of a freehold interest in the relevant land or a leasehold interest in the relevant land of 7 years or more from the date planning permission first permits the chargeable development; **and**
- I have assumed liability to pay the CIL charge on this chargeable development; **and**
- This chargeable development will consist of qualifying dwellings as described in the CIL regulations relating to social housing relief; **and**
- The degree to which this chargeable development consists of qualifying dwellings is as specified in the relief assessment and I will submit a revised relief assessment with supporting evidence where this changes prior to commencement of development; **and**

I understand:

- The meaning of a “disqualifying event” for CIL social housing relief and that where a disqualifying event occurs, I must inform the collecting authority within 14 days and will be liable to pay some or all of the relief I have claimed.
- that my claim for relief will lapse where:
 - development commences on this chargeable development prior to the collecting authority informing me of its decision;
 - a commencement notice is not submitted prior to commencement of development of the chargeable development to which this relief applies;
 - my assumption of liability is withdrawn or otherwise ceases to have effect, or is transferred to another person.

Signed - Claimant:

Date (DD/MM/YYYY)

Or signed – Agent:

Date (DD/MM/YYYY)

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Contact Information

Email: planningcustomercare@haringey.gov.uk

Address: Planning, Regeneration and Economy, Haringey Council, Level 6, River Park House, 225 High Road, Wood Green, N22 8HQ

Telephone: 020 8 489 1000

Website: www.haringey.gov.uk/planning

Annex A: Apportionment Assessment

Please complete the table below, including the assessment of the percentage if the value of the interest in the relevant land owned by the claimant:

Name of Owner	Type of Interest	Value of Interest (%)
TOTAL VALUE OF ALL MATERIAL INTERESTS (MUST EQUAL 100%)		

This information will be used to calculate the amount of CIL relief that may be granted on this development. The collecting authority may choose to carry out its own assessment for these purposes.

Annex B: Relief Assessment (Social Housing)

Please complete the table below.

Gross internal area of chargeable development:

Gross internal floorspace on relevant land in continuous lawful use for 6 of last 12 months that is:

To be demolished (m²)

Subject to change of use as part of the development (m²)

Gross internal are (GIA) of the part of the chargeable development which will constitute qualifying dwellings (QDs) – please provide a breakdown by each levy rate being charged (if differential rates apply) in the table below. Please continue on a separate sheet if required.

	Rate
A. Applicable rate of CIL for QD (£)	
B. GIA of all QDs charged at that rate (m ²)	
C. CIL relief at specified rate (£ x m ²) (A x B = C)	

Total CIL social housing relief applicable (there is a tool on the Planning Portal website to help calculate this):

Please attach a site plan indicating the plan indicating the position of qualifying dwellings.

Please note that the collecting authority may choose to accept the above assessment or carry out its own assessment to determine the relief to be granted.