PLANNING PORTAL

This form should be saved to your device and then completed using the free Adobe Reader software or full Adobe Acrobat software. Many internet browsers and other software can be used to view PDF format files, but we cannot guarantee their compatibility or functionality in regard to these forms. We advise that Mac users do not use Preview to complete this form because of functionality issues.

Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement form

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information. **Please read the associated Guidance Notes before you complete the form. Notes on the questions are provided at** https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

See Planning Practice Guidance for CIL for guidance on CIL generally, including exemption or relief..

1. Application Details

Applicant or Agent Name:

ANDREW CLEWS

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Site Address:

28 LONGHURST AVENUE
HORSHAM
WEST SUSSEX
RH12 1BH

Description of development:

TO CONVERT PART OF THE EXISTING GARAGE TO A WORK-FROM-HOME OFFICE SPACE. THE FRONT 1.9M LENGTH OF THE EXISTING GARAGE WILL REMAIN AS A STORAGE AREA, KEEPING THE EXISTING UP AND OVER GARAGE DOOR, WITH NO STRUCTURAL CHANGES. A PARTITION WALL WILL SEPARATE THE REMAINING REAR 4.2M LENGTH OF THE GARAGE, WHICH WILL BE CONVERTED TO A HOME OFFICE SPACE, BE PLASTER BOARDED, FULLY INSULATED IN LINE WITH BUILDING REGULATIONS AND HEATED IN WINTER, FINISHED TO THE SAME STANDARD AS THE EXISTING LIVING SPACE IN THE HOUSE.

THE CONVERTED SPACE WILL BE ACCESSED VIA THE EXISTING PEDESTRIAN DOOR AT THE SIDE OF THE BUILDING. LIGHT AND VENTILATION WILL BE PROVIDED VIA 2 X ROOF LIGHT WINDOWS IN THE LOFT SPACE OF THE GARAGE, WITH LIGHT / AIR TUNNELS INTO THE HABITABLE SPACE. THE SKY LIGHTS WILL NOT OVERLOOK NEIGHBOURING GARDENS AS THEY WILL FACE A SOLID WALL AND ONE FROSTED WINDOW, AND BE ABOVE HEAD HEIGHT, ONLY ALLOWING LIGHT AND AIR INTO THE ROOM, MAINTAINING PRIVACY.

Does the application relate to minor material changes to an existing planning permission (is it a Section 73 application)?

Yes ☐ Please enter the application number:

No ☒

If yes, please go to **Question 3**. If no, please continue to **Question 2**.

2. Liability for CIL

Does your development include:

a) New build floorspace (including extensions and replacement) of 100 sq ms or above?

Yes ☐ No ☐

b) Proposals for one or more new dwellings either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?

Yes ☐ No ☐

c) None of the above

Yes ☐ No ☐

If you answered yes to either a), or b) please go to **Question 4.**
If you answered yes to c), please go to **8. Declaration** at the end of the form.

3. Applications for Minor Material Changes to an Existing Planning Permission

a) Does this application involve a change in the amount or use of new build floorspace, where the total floorspace, including that previously granted planning permission, is over 100 sq m?

Yes ☐ No ☒

b) Does this application involve a change in the amount of floorspace where one or more new dwellings are proposed, either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?

Yes ☐ No ☒

If you answered yes to either a), or b) please go to **Question 4.**
If you answered no to both a) and b), please go to **8. Declaration** at the end of the form.

4. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes ☐ No ☐

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes ☐ No ☐

If you answered yes to a) or b), please note that you will need to complete and have agreed CIL Form 2 -'Claiming Exemption or Relief', and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy. You will also need to complete CIL Form 2 if you think you are eligible for discretionary charitable relief, or exceptional circumstances relief, if this is available in your area. Please check the Charging Authority's website for details. CIL Form 2 is available from www.planningportal.co.uk/cil

c) Do you wish to claim a self build exemption for a whole new home?

Yes ☐ No ☐

If you have answered yes to c) please also complete a CIL Form 7- **'Self Build Exemption Claim Form: Part 1'** available from www.planningportal.co.uk/cil . Please note you will need to complete and have agreed CIL Form 7, and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy.

d) Do you wish to claim a self build exemption for a residential annex or extension?

Yes ☐ No ☐

If you have answered yes to d) please also complete either CIL Form 8 -**'Self Build Residential Annex Exemption Claim Form'** or CIL Form 9 -**'Self Build Extension Exemption Claim Form'** available from www.planningportal.co.uk/cil . Please note you will need to have completed and agreed either CIL Form 8 or 9, as appropriate, and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority, if in respect of a residential annex, must receive prior to the commencement of your development , in order to benefit from relief from the levy

5. Reserved Matters Applications

Does this application relate to details or reserved matters pursuant to an application that was granted planning permission prior to the introduction of the CIL charge in the relevant local authority area?

Yes ☐ Please enter the application number:

No ☐

If you answered yes, please go to **8. Declaration** at the end of the form.
If you answered no, please continue to complete the form.

6. Proposed New Floorspace

a) Does your application involve new **residential floorspace** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

N.B. conversion of a single dwelling house into two or more separate dwellings (without extending them) is NOT liable for CIL. If this is the sole purpose of your development proposal, answer 'no' to Question 2b and go straight to the declaration at Question 8.

Yes ☐ No ☐

If yes, please complete the table in section 6c) below, providing the requested information, including the floorspace relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does your application involve new **non-residential floorspace?**

Yes ☐ No ☐

If yes, please complete the table in section 6c) below, using the information provided for Question 18 on your planning application form.

c) Proposed floorspace:

Development type	(i) Existing gross internal floorspace (square metres)	(ii) Gross internal floorspace to be lost by change of use or demolition (square metres)	(iii) Total gross internal floorspace proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv)Net additional gross internal floorspace following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)				
Social Housing, including shared ownership housing (if known)				
Total residential floorspace				
Total non-residential floorspace				
Total floorspace				

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings: ☐

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal floorspace that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in question 7c).

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sq ms) to be retained.	Proposed use of retained floorspace.	Gross internal area (sq ms) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Pleaseenter the date (dd/mm/yyyy) or tick still in use.	
1					Yes ☐	No ☐	Date: or Still in use:	☐
2					Yes ☐	No ☐	Date: or Still in use:	☐
3					Yes ☐	No ☐	Date: or Still in use:	☐
4					Yes ☐	No ☐	Date: or Still in use:	☐
Total floorspace								

7. Existing Buildings continued

c) Does your proposal include the retention, demolition or partial demolition of any whole buildings **into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period?** If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sq ms) to be retained	Proposed use of retained floorspace	Gross internal area (sq ms) to be demolished
1				
2				
3				
4				
Total floorspace into which people do not normally go, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If your development involves the conversion of an existing building, will you be creating a new mezzanine floor within the existing building?

Yes ☐ No ☐

e) If Yes, how much of the gross internal floorspace proposed will be created by the mezzanine floor (sq ms)?

Use	Mezzanine floorspace (sq ms)

8. Declaration

I/we confirm that the details given are correct.

Name:

ANDREW CLEWS

Date (DD/MM/YYYY). Date cannot be pre-application:

17/02/2025

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.

For local authority use only

App. No: