Community Infrastructure Levy (CIL) – Form 1: CIL Additional Information

Determining whether a Development may be CIL Liable - For submission with Planning Application

Horsham District Council

Horsham https://www.horsham.gov.uk/planning

Important Information

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

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

Privacy Notice

This form is provided by Planda 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)'.

Any subsequent use 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 supporting 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.

1 Application Details

Applicant / Agent Name:

Corinne & Barry Letton

Planda Portal Reference (if applicable)

PLP-00012086

Local authority planning application number (if allocated)

Allocated by the local planning authority

Site Address

Oak Tree Cottage, Golding Lane, Mannings Heath, Horsham, West Sussex, RH13 6JX

Description of development

Erection of a timber structure porch

2 Variation of Conditions Applications

a) Does the application seek to remove or vary conditions on an existing planning permission (i.e. Is it a Section 73 application)?

◯ **Yes** (If "Yes", please complete the rest of this question)

⊘ **No** (If "No", skip to question 3)

b) Please enter the application reference number:

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c) Does the application involve a change in the amount or use of new build development, where the total (including that previously granted planning permission) is over 100 square metres gross internal area?

◯ **Yes**

⊘ **No**

d) Does the application involve a change in the amount of gross internal area where one or more new dwellings (including residential annexes) are to be created, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

◯ **Yes**

⊘ **No**

If you answered **'Yes'** to either c) or d), please go to **Question 5**. If you answered **'No'** to both c) and d), you can skip to **Question 8**.

3 Reserved Matters Applications

a) Does the application relate to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area?

◯ **Yes** (If "Yes", please complete the rest of this question)

⊘ **No** (If "No", skip to question 4)

b) Please enter the application reference number

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If you answered **'Yes'** to a), you can skip to **Question 8**. If you answered **'No'** to a), please go to **Question 4**.

4 Liability for CIL

a) Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

- ◯ **Yes**
- ⊘ **No**

b) Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

- ◯ **Yes**
- ⊘ **No**

If you answered **'Yes'** to either a) or b), please go to **Question 5**. If you answered **'No'** to both a) and b), you can skip to **Question 8**.

5 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 either a) or b), you must complete CIL Form 10: Charitable and/or Social Housing Relief Claim and submit it to the Collecting Authority. Relief must be approved before development starts, otherwise the full CIL charge applies.

You must also submit a Commencement Notice (CIL Form 6) before development begins. If not:

- If your *CIL Liability Notice* was issued on or after 1 September 2019, a surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; or
- If your *CIL Liability Notice* was issued prior to 1 September 2019, the relief previously granted will be rescinded and the full levy charge will be payable.

You must also complete CIL Form 10 if claiming discretionary charitable or social housing relief (where available).

To claim exceptional circumstances relief, complete CIL Form 11 and submit it to the Collecting Authority. Relief must be approved before development starts, otherwise the full charge applies.

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 note that you will need to complete 'CIL Form 7: Self Build Exemption Claim – Part 1'. This form must be submitted to the Collecting Authority, and any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- If your *CIL Liability Notice* was issued on or after 1 September 2019, a surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; or
- If your *CIL Liability Notice* was issued prior to 1 September 2019, the exemption previously granted will be rescinded and the full levy charge will be payable.

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

◯ **Yes**

⊘ **No**

If you have answered **'Yes'** to d), please note that you will need to complete either 'CIL Form 8: Residential Annex Exemption Claim' or 'CIL Form 9: Residential Extension Exemption Claim'. The relevant form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

In respect of a residential annex, a Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- If your *CIL Liability Notice* was issued on or after 1 September 2019, a surcharge equal to 20% of the notional CIL chargeable amount **or** £2,500, whichever is the lower amount, will be incurred; or
- If your *CIL Liability Notice* was issued prior to 1 September 2019, the exemption previously granted will be rescinded and the full levy charge will be payable.

6 Proposed New Gross Internal Area

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

◯ **Yes**

⊘ **No**

b) Does the application involve new non-residential development?

◯ **Yes**

⊘ **No**

c) Proposed gross internal area:

Development type	(i) Existing gross internal area (square metres)	(ii) Gross internal area to be lost by change of use or demolition (square metres)	(iii) Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)
Market housing (if known)	-	-	-	0
Social housing (if known)	-	-	-	0
Non-residential	-	-	-	0
Total residential	-	-	-	-
Total non-residential	-	-	-	-
Grand total	-	-	-	-

7 Existing Buildings

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

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b) For each existing building (or part of a building) that is to be retained, demolished or partially demolished, please provide the following:

Brief description of existing building / part to be retained or demolished	Gross internal area to be retained (square metres)	Proposed use of retained gross internal area	Gross internal area to be demolished (square metres)	Was the building (or part) in lawful use for at least 6 continuous months within the previous 36 months (excluding temporary permissions)?
-	-	-	-	-

c) Does the development proposal include the retention, demolition or partial demolition of any whole buildings which people do not usually go into 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?

◯ **Yes**

⊘ **No**

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

◯ **Yes**

⊘ **No**

8 Declaration

I/we confirm that the details given are correct.

Name:

Soprat Samay

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

07/10/2026

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.