CIL 7 (Part 1)

COMMUNITY INFRASTRUCTURE LEVY (CIL)
Form 7: Self-Build Exemption (Part 1)

CIL Form 7 - Self-Build Exemption (Part 1) should be completed by the individual(s) seeking to claim exemption from CIL for self-build development of a new dwelling prior to commencement of development. Exemption or relief can only be approved **prior to commencement.**

If self-build relief is approved, **CIL Form 7: Self-Build Exemption (Part 2)** must be completed in full, and submitted, within the period of six months of the date of the compliance certificate for the new dwelling.

1. Relief Application Details

Applicant/s First Name(s) | ***Applicant/s Surname*** | ***Planning Application Number***

Site Address

Description of Development

2. Liable Party

I declare I have assumed liability for the payment of the CIL associated with the development to which this application for relief relates: **Yes** ☐ **No** ☐

Liability can be assumed by:

- *Completing the Assumption of Liability Section of CIL Form 1: Determination of CIL Liability;*
- *Completing CIL Form 2: Assumption of Liability; or*
- *Where another party has previously assumed liability, CIL Form 4: Transfer of Liability.*

3. Self-Build Declaration

I declare that this is a 'Self-Build project' for purposes of the exemption set out within the regulations: **Yes** ☐ **No** ☐

'Self-Build' for the purposes of CIL exemption is defined as all homes built or commissioned by individuals or groups of individuals for their own use, either by building the home on their own or working with builders.

I declare that I intend to occupy the dwelling as my sole or main residence for a period of three years from completion of the dwelling: **Yes** ☐ **No** ☐

`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).

I declare that I will provide the required supporting documentation referred to within CIL Form 7: Self-Build Exemption (Part 2), within 6 months of completion of the property (as specified within the Compliance Certificate) and I understand failure to do this will result in CIL becoming payable: **Yes** ☐ **No** ☐

Relevant documentation will include but is not limited to:

- **A *Compliance Certificate*** *for the new dwelling. This will be issued under either Regulation 17 (completion certificates) of the Building Regulations or Section 51 of the Building Act 1984 (final certificates)*;
- **Council Tax *Bill / Notice*** (originals or certified copies);
- **Two further proofs of the Self-Build applicants' occupation of the dwelling,** such as utility bills, bank/ building society statements, evidence of the applicant being on the local electoral roll, etc (originals or certified copies, no older than 3 months old);
- **Title Deeds** - freehold or leasehold (originals or certified copies); and
- **An approved claim from HM Revenue and Customs under *VAT431NB***: VAT Refunds for DIY house builders; ***or*** a Specialist Self-Build warranty; ***or*** an approved Self-Build mortgage from a bank or building society (this can be in joint names) (originals or certified copies).

Should there be a potential issue in supplying the above documentation, please contact the CIL team at Shropshire Council as soon as possible, using the contact details on page 3 of this form.

4. State Aid

I commit, when submitting this application, to informing Shropshire Council 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 ☐

- **If you have not received any subsidies from any public body in the last three years**, please confirm this by stating £0.00 in the box.
- **If you have received any subsidies in the last three years,** please state the amount in the box.

£

I acknowledge that Shropshire Council 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 in the three years prior to submission of this application form. ☐

** 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

5. Commencement of Development

5.1 Has this development commenced?

Yes ☐ **No** ☐

For the purposes of CIL, commencement is deemed to occur when any material operation takes place. A ***material operation*** is as defined within Section 56(4) of the TCPA 1990, this includes:

a) Any work of construction in the course of the erection of a building;
aa) Any work of demolition of a building;
b) Digging a trench which is to contain the foundations, or part of the foundations, of a building;
c) The laying of any underground main or pipe to the foundations, or part of the foundations, of a building or to any such trench as is mentioned in paragraph b);
d) Any operation in the course of laying out or constructing a road or part of a road;
e) Any change in the use of any land which constitutes material development.

Provided

5.2 Site Photos

Current dated photos of the development site are required to support an application for relief. ☐

Photos must be sufficient to determine if the approved development has commenced.
Photos should not normally include a person(s). Where a photo includes an individual, the applicant(s) are responsible for ensuring they sign a photographic disclaimer. In the case of minors, permission must also be secured from their parent or relevant other.

6. Declaration

I understand:

- That failure to submit a CIL Form 6: Commencement Notice prior to commencement will result in the development being subject to a surcharge of 20% of the liability (max £2,500).
- The meaning of a **"disqualifying event"** for CIL self-build exemption and that where a disqualifying event occurs before or after commencement of development, I must inform Shropshire Council as the collecting authority within 14 days.
- That my claim for self-build exemption will lapse where development commences prior to Shropshire Council as the collecting authority informing me of its decision.

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. A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

I / we acknowledge that we have read and understand the above terms and conditions and confirm that the details given are correct.

I / we acknowledge the requirements of the Self-Build Exemption and are aware of the need to report the occurrence of a disqualifying event within 14 days of its occurrence, prior to, during and following completion of development - during the clawback period of three years from the date of the compliance certificate relating to the relevant dwelling.

A hand written signature is required

Signed by Applicant/s *(compulsory):*

Date *(DD / MM / YYYY):*

Email Address:

Telephone Number:

Disqualifying Events

The Community Infrastructure Levy Regulations 2010 (as amended) specify that if a disqualifying event occurs before the end of the claw-back period, then the Self-Build applicant must notify Shropshire Council before the end of the period of 14 days, beginning with the day on which the disqualifying event occurs. The claw-back period is "three years beginning with the date of the compliance certificate relating to the relevant dwelling".

For the purposes of Self-Build relief from CIL, disqualifying events are defined in Regulation 54A-D of the Community Infrastructure Levy Regulations 2010 (as amended). They include but are not limited to:

a) Any change in relation to the Self-Build housing or Self-Build communal development which is the subject of the exemption such that it ceases to be Self-Build housing or Self-Build communal development;
b) A failure to comply with the requirements of **Stage 2: Submission of Evidence**, in full, within the period of six months of the date of the building completion notice.
Please Note: This should be completed by submitting ***CIL Form 7: Self-Build Exemption (Part 2)*** *to Shropshire Council as the Collecting Authority.*
c) The letting out of a whole dwelling or building that is Self-Build housing or Self-Build communal development;
d) The sale of the Self-Build housing; or
e) The sale of the Self-Build communal development.

If the applicant for Self-Build relief fails to notify Shropshire Council within the notification period, Shropshire Council must withdraw the Self-Build relief **and** impose a surcharge of 20% of the chargeable amount payable (maximum of £2,500) for the development that benefitted from the Self-Build relief.

Where the disqualifying event occurs before commencement of the chargeable development, the CIL liability is payable on commencement of that chargeable development. In all other cases the CIL liability is payable on the day that it is imposed.

Once completed and signed, this form can be returned by either:

Email: CIL@shropshire.gov.uk or

Post: **CIL Team, Planning Policy, Shropshire Council, PO Box 4826, Shrewsbury, SY1 9LJ**

Details on how Shropshire Council uses your data can be found at:
https://shropshire.gov.uk/privacy/privacy-notices/