CIL 7 (Part 2)

COMMUNITY INFRASTRUCTURE LEVY (CIL)
Form 7: Self-Build Exemption (Part 2)

CIL Form 7: Self-Build Exemption (Part 2) should be completed in full and submitted by the individual(s) that have had a Self-Build Exemption (Part 1) application accepted for their development, within 6 months of completion of the property (as specified within the Building Completion Notice).

'Completion' for the purposes of this Self-Build Exemption from CIL, 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).

1. Relief Application Details

Applicant Firrst name/s & Surname:

Planning Application number:

Site Address:

New Property address:

Description of Development:

2. Submission of Evidence

In order to determine whether a development is Self-Build for the purposes of CIL, sufficient evidence needs to be provided to demonstrate that:

- *The development was 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 and;*
- *Is occupied as the sole or primary residence, by the Self-Builder.*

Please confirm below the evidence you are providing to support your claim for a CIL self-build exemption:

1. **Please enclose a copy of all of the following:**
   - a) A **Compliance Certificate** for this development issued under either: ☐
     - *Regulation 17 (completion certificates) of the Building Regulations.*
     - *Section 51 of the Building Act 1984 (final certificates).*
   - b) **Title Deeds** of the property to which this exemption relates (freehold or leasehold) ☐
   - c) **Council Tax bill** or certificate (originals[1] or certified copies[2]): ☐

2. **Please also enclose a copy of at least two further proofs of occupation of the home** as sole or main residence. This should include **two** of the following items showing your name and the address of the property (these statements should not be older than 3 months):
   - a) **Utility Bill** (originals[1] or certified copies[2]): ☐
   - b) **Bank** or **Building Society Statement** (originals[1] or certified copies[2]): ☐
   - c) Local **Electoral Roll** Registration (originals[1] or certified copies[2]**):** ☐

1 Original documents can be returned/re-collected if requested.
2 Government specifies that a document can be certified by "a professional person or someone well-respected in your community ('of good standing') like a: bank or building society official, councillor, dentist, police officer, solicitor, teacher or lecturer". However, this person should not be "related to you, living at the same address, or in a relationship with you".
In order to certify a document "take the photocopied document and the original and ask the person to certify the copy by writing 'certified to be a true copy of the original seen by me' on the document signing and dating it, printing their name under the signature, adding their occupation, address and telephone number".

3. **Please also enclose a copy of at least one of the following:**

a) An **approved claim** for **HM Revenue and Customs** under '**VAT431NB**: VAT refunds for DIY housebuilders' (note a claim which has been received by HMRC is not sufficient - **it must be an approved claim).** ☐

- *VAT431NB is a VAT refund offered by Government for Self-Build development.*
- *VAT431C is also acceptable if you converted an existing building.*

b) Proof of a specialist **Self-Build or Custom Build Warranty** for your development: ☐

- *A Self-Build or Custom Build Warranty is a warranty and Certificate of Approval issued by a Warranty provider which provides a `latent defects insurance' policy and which is accompanied by certified Stage Completion Certificates (SCC) issued to the owner/ occupier of the home.*

c) Proof of an approved **Self-Build or Custom Build Mortgage** from a bank or building society for your development. ☐

- *A Self-Build or Custom Build Mortgage is an approved mortgage arranged to purchase land and/or fund the cost of erecting a home where the loan funds are paid to the owner/occupier in stages as the building works progress to completion.*

3. Completion Date:

Please specify the date of the completion of the development as specified within the Building Completion Notice:

- *'Completion' for the purposes of this Self-Build Exemption from CIL,' 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).*

4. Declaration

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

I / we acknowledge that I / 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)*

Telephone Number:

Email address:

5. 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 CIL 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.
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.

Failure to submit **CIL Form 6: Commencement Notice** prior to the commencement of development is also considered a disqualifying event.

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
- **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/