

**TANDRIDGE DISTRICT COUNCIL - COMMUNITY INFRASTRUCTURE LEVY FUND
APPLICATION FORM**

Project title:	
Project address/location:	
Lead delivery organisation:	
Organisation address:	
Type of organisation:	
Lead applicant name and contact details:	
Issue date:	

The Community Infrastructure Levy (the levy or CIL) allows local planning authorities to raise funds from development built in their area. The funds raised must be spent on strategic infrastructure which is needed to support the growth of the district.

All CIL bids need to meet Regulation 59 of the CIL funding rules. Applicants should use the following links for further guidance.

[The Community Infrastructure Levy \(regulation 59\)](#)

[Planning Practice Guidance - Community Infrastructure Levy](#)

Tandridge District Council (TDC) are inviting eligible applicants who have passed the mandatory criteria in stage one, Expression of Interest (EOI), to submit a full application bid for funding from the Community Infrastructure Levy (CIL) pot. Please do not complete the application form unless you have passed the EOI stage and have been notified by officers at TDC.

This guidance note is intended to assist applicants in completing stage two, the full application form.

Applications should be submitted electronically to cilbid@tandridge.gov.uk.

Please ensure that you use these guidance notes to assist you in completing the application form and submit the relevant documents to support your application.

The minimum CIL funding that can be applied for is **£20,000**. No maximum limit on CIL funding has been set however CIL funding should be used in addition to other funding sources and should only represent a proportion of the total costs of the project.

Each project will be assessed against a set of criteria (outlined below) by the Tandridge District Council Officers. Officers will recommend the highest scoring bids to committee/the Working Group for consideration for funding. Feedback will be provided to applicants that do not pass the scoring threshold at stage two.

All applicants with bids to be considered at committee/the Working Group will be invited to attend the meeting and given the opportunity to present (maximum 3 minutes) to Councillors and answer any questions. Once all projects have been heard Councillors will determine the allocation of funding. This may be a full or partial award, and reasonable conditions may be attached. Officers will be in contact with successful applicants to agree a contract for the payment of funds.

DISCLAIMER

By submitting this application form, the applicant agrees to the following:

- All information provided as part of this application is accurate and true;
- The organisation is legally able to, if awarded the funding, contractually sign an agreement;

- All documentation related to this application will be treated in the strictest confidence and will only be shared with those involved with processing the application;
 - Full details of submissions awarded CIL funding will be published in the public domain;
 - Applicants who are unsuccessful following their submission and scrutiny of the application, accept that they will be informed in writing of the reasons for this decision in accordance with the attached Guidance, with further feedback only being provided to the extent and discretion decided by Tandridge District Council Officers;
 - Applicants agree to not issue any written or verbal statements to any third party which could reasonably be seen to be designed to defame, discredit, or to undermine the decision reached by Tandridge District Council in not awarding funding following their submission and scrutiny of the application;
 - That the decision of the award is final and there is no right of appeal;
 - The applicant warrants that they have not colluded with any other applicant in an attempt to benefit their own application through falsification of information or reliance on other applications being successful.
- CIL Regulations 2010 (as amended) post UK's exit from the EU**
- From the 1st January 2021, all references to state aid were removed from the CIL Regulations by the EU Exit Regulations and the CIL Guidance and the CIL Forms have yet to be updated. The CIL Guidance at <https://www.gov.uk/guidance/community-infrastructure-levy#state-aid> directs the Collecting Authority and other users to a generic guidance at [Complying with the UK's international obligations on subsidy control](#)
 - Internal legal involvement is advised when completing the application form to ensure compliancy with funding rules.

I(insert name) on behalf of(insert applicant name) confirm that we agree to be bound by the above application contractual terms.	Signed:	Dated:
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1. Overview

1.1 Overview of the project

1.2 What will the CIL funding be used towards?

1.3 Please choose a strategic infrastructure area that is most appropriate to your project. (Please select all that are appropriate)	Flood defence provisions <input type="checkbox"/> Improves health provision <input type="checkbox"/> Improves education provision <input type="checkbox"/> Improves transport safety and/or road safety <input type="checkbox"/> Improves provision of amenity <input type="checkbox"/> Improves the environment and/or supports climate change emergency measures <input type="checkbox"/> Supports economic growth or regeneration <input type="checkbox"/>
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1.4 Highlight how the project fits the chosen priority above and other benefits it may address.

1.5 What key improvements would this project generate?

2. Project Specifics and Financial Case

2.1 Expected total project cost and source of funding.

	Amount	Source	% of Total Cost	Anticipated year it will be spent
Total Project Cost				
Applicant own funds				
Other public funds				
Private sector funds				
Funding requested from CIL pot.				
Other – add or delete where necessary				

*Funding requested from Tandridge District Council must be more than £20,000. No maximum limit on CIL funding has been set however CIL funding should be used in addition to other funding sources and should only represent a proportion of the total costs of the project.

2.2 Please set out the project expenditure items.

Projects costs (please specify)	Total cost (£) (CIL plus Matched funding)	CIL funding (£)	Match funding (£) – if applicable
Total Net Cost			
VAT			
Total Gross Cost			

2.3 Why is the CIL funding required?

Is this a last resort? What other steps have been taken to secure alternative funding? What other options have been looked at.

2.4 Value for money.

Please demonstrate how the project explores value for money.

2.5 VAT Status.

2.6 Ownership / Lease status.

2.7 Expected tangible core outputs/outcomes:

Output/outcome <i>(add more rows if required)</i>	Metric	Number to be delivered

2.8 Main risks and issues the project will need to manage?
(Please also submit a full risk register with this application form)

Explain contingency plans to ensure full draw down of funding if ultimately awarded.

3. Strategic Case

3.1 Describe the case for the need for intervention and how it will support recent or committed development in the District

3.2 Stakeholder Engagement

Outline the stakeholder engagement carried out and list below the key stakeholders and their interested areas.

Stakeholder	Interest area

3.3 What consultation has been / will be carried out for the project

3.4 Project dependencies

Is planning permission needed, if so has it been sought? What other statutory approvals are needed and the status of these.

3.5 Project disruptions

What impact will the project have on the local area?

Questions 3.6 – 3.13 Please complete the boxes below, answering only those relevant to your project when stated.

The questions below will be used as part of the assessment process and applications will be scored against each.

3.6 How does the project mitigate impact of development or support growth (All projects to answer).	
3.7 Enables Economic Growth and regeneration (All projects to answer).	
3.8 How does your project provide flood defence provisions (if applicable).	
3.9 How does your project improve health provision (if applicable).	
3.10 How does your project improve provision of education (if applicable).	
3.11 How does your project improve transportation and/or road safety (if applicable).	
3.12 How does your project improve the provision of amenity (if applicable).	
3.13 How does your project support climate change emergency measures (if applicable).	
3.14 Has the project already received CIL? If yes, please explain.	
3.15 Is the project linked to any Strategies, the Tandridge Local Plan or a Neighbourhood Plan?	
4. Commercial Case	
4.1 Procurement Plan	
4.2 Involvement of private development partners	
4.3 How will the project contribute towards social value	
4.4 Please provide details on ongoing maintenance (lifecycle costs) and identify the responsible party	
5. State aid	
5.1 I declare the amount of de minimis State aid	

<p>received in the last three years prior to submission of this application for a grant is less than 200,000 Euro</p> <p>Information about de minimis State Aid for the purposes of a CIL grant can be found at: https://www.gov.uk/guidance/community-infrastructure-levy#state-aid</p>	<p>Please tick to confirm <input type="checkbox"/></p>
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6. Management case

<p>6.1 In which financial year do you expect the project to commence.</p>	
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<p>6.2 In which financial year do you expect the project to complete.</p>	
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<p>6.3 Is the project urgent?</p>
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6.4 Please set out below the key milestones related to the project.

Milestone	Start date	Completion date

6.5 Project management governance

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6.6 Communication and stakeholder management

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7. Declaration

I certify that the information provided in this application form is complete and correct at the time of submission.

<p>Signature:</p>	
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<p>On behalf of:</p>	
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<p>Print name:</p>	
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<p>Title:</p>	
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<p>Date:</p>	
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- Before submitting your application form, please ensure:**
- A full risk register is submitted with the application form
 - Please attach professional drawings and a red-edged plan identifying the location of the proposed scheme

Please submit your application and supporting documents to cilbid@tandridge.gov.uk.

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