



CIL Self Build Exemption Flowchart

The following process should be followed when claiming Self Build Exemption from CIL.

Flowchart

Notes

Step 1

Submit CIL 'Additional Information Form' (Form 1) and CIL 'Assumption of Liability' form (Form 2) with the Planning Application.

It is recommended that you mention to the planning department about the possibility of self build exemption being applied for in relation to the application.

Council issues a CIL Liability Notice as soon as practicable after planning permission is granted.

Step 2

Submit CIL 'Self Build Exemption Claim - Part 1' (Form 7, Part 1) as soon as possible after receipt of the Liability Notice, prior to commencement of the development.

This form should be filled out and emailed to worthingcil@adur-worthing.gov.uk. Both Form 2 and Form 7 (Part 1) must be submitted to the Council before development commences. A typed name in the signature box will suffice. If exemption is refused, we'll write to let you know.

Council grants CIL Self Build Exemption on the qualifying dwelling(s), issuing a new Liability Notice.

Relief will lapse if the development commences before the Council has notified the claimant of its decision on the relief claim.

Step 3

Submit CIL 'Commencement Notice' (Form 6) prior to commencement of the development. This must state the date on which the development will commence.

This form should be emailed to worthingcil@adur-worthing.gov.uk. If development commences before the Council has acknowledged receipt of Form 6, a surcharge equal to 20% of the notional chargeable amount, or £2,500, whichever is lower, will apply.



Council acknowledges it has received a valid commencement notice, meaning development can commence on the site.

Revised commencement notices can be submitted at any time prior to commencement. Any previous notice will cease to have effect.

Step 4

Submit CIL 'Self Build Exemption Claim – Part 2' (Form 7, Part 2) within 6 months of the date on the Building Control Completion Certificate. Applicants must provide the appropriate supporting evidence mentioned on the form.

This form should be emailed to worthingcil@adur-worthing.gov.uk. If Form 7 (Part 2) is not submitted within the 6 months, then the full levy charge becomes payable. Section B on the form states the evidence that must be provided to support the claim for self build exemption.

Step 5

Applicants must notify the collecting authority in writing of any disqualifying event, before the end of the period of 14 days from the day which it occurs.

A disqualifying event can occur within the 3 year 'clawback period' and includes letting the dwelling, or sale of the dwelling. In this case, an amount of CIL equal to the amount that would have been payable had the exemption not been granted is to be paid. Failure to notify the Council of the disqualifying event will result in a surcharge.

Step 6

Applicants may be asked to provide evidence that the property is still their main/sole residence 3 years after completion of the development.

This can take the form of a Council Tax Bill. 3 years signifies the end of the 'clawback period' in which the dwelling must remain the applicants main/sole residence, otherwise the full levy charge becomes payable.

Criteria of self-build:

- ✓ Anyone who builds or commissions their home for their own occupation
- ✓ The proposed occupier must have assumed liability to pay CIL in respect of that dwelling
- ✓ The property must remain the person claiming the exemptions main/sole residence for a minimum of three years

All CIL Forms can be found in the CIL Process Guide (V4) available on the Council's website.