



# CIL Social Housing Relief Flowchart

The following process should be followed when claiming Social Housing Relief from CIL.

## Flowchart

### Step 1

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

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

### Step 2

Submit CIL 'Charitable and/or Social Housing Relief Claim' (Form 10) as soon as possible after receipt of the Liability Notice, prior to commencement of the development.

Council grants CIL Social Housing Relief on the qualifying dwelling(s), issuing a new Liability Notice.

### 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.

## Notes

It is recommended that you mention to the planning department about the possibility of social housing relief being applied for in relation to the application.

This form should be filled out and emailed to [worthingcil@adur-worthing.gov.uk](mailto:worthingcil@adur-worthing.gov.uk). The claim for social housing relief must be made using Section C of CIL Form 10. A typed name in the signature box will suffice. If relief is refused, we'll write to let you know.

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

This form should be emailed to [worthingcil@adur-worthing.gov.uk](mailto: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

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 7 year 'clawback period' and includes renting the dwelling at market rate, not through a local authority or Private Registered Provider, 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.

#### Criteria of social housing relief:

- ✓ Qualifying dwellings are social rent, affordable rent or intermediate rent dwellings provided by a local authority or Private Registered Provider, and shared ownership dwellings
- ✓ Subject to meeting specific conditions, social housing relief can also apply to discounted rental properties provided by bodies which are neither a local authority nor a private registered provider
- ✓ The claimant must own a material interest in the relevant land and have assumed liability to pay the Levy for the whole chargeable development – exemption is lost if the assumption of liability is withdrawn, ceases to have effect or is transferred to another person

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