**COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**CIL FUNDING APPLICATION FORM**

Please complete this application form if you wish to apply to the CIL Spending Board for CIL funding to deliver an infrastructure project.

Applicants should have regard to the ‘Guidance for applicants wishing to submit a CIL funding application’, available online [here](https://engagement.sevenoaks.gov.uk/strategic-planning/applications-for-sdc-cilspendingboard3/), which sets out how your application will be measured against the assessment criteria.

1. ***A bit about the infrastructure project***

|  |  |
| --- | --- |
| Name / title of the project to be delivered |  |
| Description of the project to be delivered |  |

1. ***Who is responsible for the infrastructure project?***

|  |  |
| --- | --- |
| Applicant name |  |
| Applicant organisation |  |
| Applicant role / job title |  |
| Applicant email address |  |
| Applicant phone number |  |

1. ***Is the infrastructure project being delivered in partnership?***

|  |  |
| --- | --- |
| Are you working with another organisation to deliver this project?  | Yes [ ] No [ ]  |
| If yes, what is the name of the partner organisation? |  |
| Please provide a named contact at the partner organisation | Name:Role / job title:Email address:Phone number: |
| Do you have the partner organisation’s permission to submit this application? | Yes [ ] No [ ]  |
| What agreement(s) do you have in place with this partner organisation? Please state the amount of committed funding from each party. |  |

1. ***How has the infrastructure project arisen?***

|  |  |
| --- | --- |
| Why is the project needed? |  |
| Is the project (or need for it) identified in an adopted plan or strategy? E.g. Neighbourhood Plan, public body work programme, Infrastructure Plan etc.  | Yes [ ] No [ ]  |
| If yes, state the relevant plan and/or strategy |  |
| Does the construction of new homes and other types of development in the local area contribute towards the need for the project? | Yes [ ] No [ ]  |
| If yes, list the contributing developments |  |
| How will the project address the infrastructure needs arising from the local area? |  |
| Is the project identified in the Council’s Infrastructure Delivery Plan (IDP) and/or does it reflect the priorities set out in the Infrastructure Funding Statement (IFS)? |  |

1. ***What are the benefits of the infrastructure project?***

|  |  |
| --- | --- |
| What are the social benefits of the project for Sevenoaks District residents? |  |
| What are the economic benefits of the project for Sevenoaks District residents? |  |
| What are the environmental benefits of the project for Sevenoaks District residents? |  |
| How will the project help tackle the challenge of climate change, in line with the Council’s Climate Change Strategy? |  |

Please note that consideration will be given to social value in the assessment of the above benefits. Depending on the project put forward, officers may contact you following your submission for further information pertaining to this.

1. ***How is the infrastructure project being funded?***

|  |  |
| --- | --- |
| What is the total cost of the project? | £ |
| What amount of CIL funding are you applying for? | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| What other funding sources have you identified to deliver the project?For each funding source please state the financial contribution and indicate the status of the funds (already paid / agreed in principle / application pending / early investigation stage) | Funding source  | Funding amount  | Status of the funds  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |

|  |  |
| --- | --- |
| Will the project be fully funded if this application is successful? | Yes [ ] No [ ]  |
| Is this application for staged payments? | Yes [ ] No [ ]  |
| If yes, please indicate the required frequency and timetable |  |

1. ***Other funding opportunities explored***

|  |  |
| --- | --- |
| Have you applied to the relevant Town or Parish Council for CIL funding for the project? | Yes [ ] No [ ]  |
| What amount of CIL funding did you apply for? | £ |
| Was the application successful? | Yes [ ] No [ ]  |
| If you have not applied to the relevant Town or Parish Council for CIL funding for the project, explain why |  |
| Has the project already benefited from CIL funding through the CIL Spending Board? | Yes [ ] No [ ]  |
| If yes, why is further funding required? |  |
| Has the project benefited from other funding from Sevenoaks District Council? E.g. a grant or community fund, Section 106 etc. | Yes [ ] No [ ]  |
| If yes, state the amount and type of funding |  |
| Has the project, at any stage, benefited from any CIL exemption as laid out in the Community Infrastructure Levy Regulations 2010 (as amended)? | Yes [ ] No [ ]  |
| If yes, state why CIL funding is still required following an exemption |  |

1. ***How deliverable is the infrastructure project?***

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| --- | --- |
| Do you have the legal right to deliver the project?If no, you must provide documentation showing that the person/organisation that does, is supportive of the project | Yes [ ] No [ ]  |
| What is the anticipated start date for delivery of the project? |  |
| What is the anticipated completion date for delivery of the project? |  |
| If this application is successful, what is the anticipated date that the funding will need to be made available? |  |
| Does land need to be purchased in order to deliver the project? | Yes [ ] No [ ]  |
| Is planning permission required in order to deliver the project? | Yes [ ] No [ ]  |
| If yes, has a planning application been made? | Yes [ ] No [ ]  |
| If yes, what is the planning application reference?If no, state why |  |
| Are any other consents required? If yes, state the consent required e.g. listed building, conservation area, other government bodies etc. | Yes [ ] No [ ]  |
| Has this consent been obtained? | Yes [ ] No [ ]  |
| Who will be responsible for ongoing maintenance, once the project is complete? |  |
| Are funding arrangements in place for maintenance?If yes, state what the arrangements are | Yes [ ] No [ ]  |

1. ***Does the infrastructure project have local support?***

|  |  |
| --- | --- |
| Has the project undergone public consultation, or is any planned?If yes, please summarise the outcome | Consultation undertaken [ ] Consultation planned [ ] No consultation [ ]  |
| Does the project have local support? Please select all that apply and provide evidence e.g. a signed letter or email, for all ticked entries. | Relevant Sevenoaks District ward member [ ] Relevant Town or Parish Council [ ] Other local support e.g. a business, community group etc [ ]  |

1. ***Important contact details for the CIL Spending Board***

|  |  |
| --- | --- |
| Who will attend the CIL Spending Board in support of this application? | Name:Role / job title:Organisation:Email address:Phone number: |
| Who will be responsible for the legal contract? | Name:Role / job title:Organisation:Email address:Phone number: |
| Who will be legally responsible for receiving the CIL funds, if this application is successful? | Name:Role / job title:Organisation:Email address:Phone number: |

1. ***Declaration***

I confirm that I am authorised to submit this application form for CIL funding on behalf of the organisation I represent. At the time of submission, the information contained in this application (including any appendices and/or supporting documents) is correct and true to the best of my knowledge. If CIL funding is awarded and circumstances change prior to the completion of the project, the organisation I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is awarded to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position |  |

Privacy Notice

The personal data that is collected in this application form is reasonably necessary for the public task of processing your application for CIL funding. This includes considering whether to grant the application and to ensure the effective management of CIL funding, if approved.

If your application is unsuccessful, then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council’s other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council’s other legal obligations. Any information relating to this application that is deleted will be done so in accordance with the Council’s standard record retention practice. Unless otherwise stated we will generally handle personal information in accordance with the Council’s Privacy Policy, which can be found on our website [here](https://www.sevenoaks.gov.uk/privacy).