

Community Infrastructure Levy (CIL) Charging Schedule Review

Draft CIL Charging Schedule for Sevenoaks District Council (August 2026)

Statement of Representations Procedure

In accordance with Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended), Sevenoaks District Council intends to submit a Draft Community Infrastructure Levy (CIL) Charging Schedule for public examination under Section 212 of the Planning Act 2008 (as amended by Section 114 of the Localism Act 2011).

This Statement of Representations Procedure has been prepared in accordance with Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended). The purpose of this notice is to explain how comments (known in the Community Infrastructure Levy Regulations as representations) may be made on the Draft CIL Charging Schedule before it is submitted for independent examination.

1. Consultation Period

The public consultation will take place between 6 August 2026 and 17 September 2026. The consultation closes at 11.59pm on 17 September 2026.

Comments received after the closing date may not be considered. All duly made comments received during the consultation period will be submitted to the independent Examiner appointed to examine the Draft CIL Charging Schedule.

2. Consultation Documents

Sevenoaks District Council has published the following documents for public consultation:

- The Draft CIL Charging Schedule (August 2026)
- Local Plan and CIL Viability Assessment Stage 2 – Final Report (2026)
- Local Plan and CIL Viability Assessment Stage 2 – Final Report (2026) appendices
- Infrastructure Delivery Plan (IDP) Report (2026)
- Infrastructure Delivery Plan (IDP) Schedule (2026)
- This Statement of Representations Procedure

The following background document is also available to view:

- Infrastructure Funding Statement 2024/25

3. Viewing the Consultation Documents

The published documents can be viewed:

- Online on the Council's website:
<https://engagement.sevenoaks.gov.uk/strategic-planning/draft-cil-charging-schedule-review>
- Hard copies can be viewed at the Council's offices:

Sevenoaks District Council
Council Offices
Argyle Road
Sevenoaks
Kent
TN13 1HG
Opening hours are Monday to Thursday: 8.45am to 5pm and Friday: 8.45am to 4.45pm.
- Hard copies may also be viewed at libraries across the District and at each Town and Parish Councils.

If you require documents in an alternative format, please contact the Council using the details below.

4. Making Comments

Comments on the Draft CIL Charging Schedule and any of the evidence documents may be made:

- Online: <https://engagement.sevenoaks.gov.uk/strategic-planning/draft-cil-charging-schedule-review>
- By email to: Planning.Policy@sevenoaks.gov.uk
- By post to: The Strategic Planning Team, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, TN13 1HG, using our downloadable questionnaire. This is available for printing online:
<https://engagement.sevenoaks.gov.uk/strategic-planning/draft-cil-charging-schedule-review>
- Responses to the consultation, particularly from organisations, should be submitted through the online survey, available at the link above. Where respondents are unable to access the online survey, the Council will accept responses by email or by post.

The closing date for comments is **11.59pm on Thursday 17 September 2026**.

If you, or anyone you know who may be interested in the consultation, requires assistance to access the consultation materials or has any questions regarding the

consultation, please contact the Strategic Planning team on 01732 227000 or by email at planning.policy@sevenoaks.gov.uk.

5. Public Examination and Requesting the Right to be Heard

The Draft CIL Charging Schedule must undergo an independent Public Examination before Sevenoaks District Council can formally approve and adopt it.

In accordance with Regulation 21 of the Community Infrastructure Levy Regulations 2010 (as amended), any person who makes a representation may request the opportunity to be heard by the Examiner. Such a request must be made in writing before the end of the consultation period on 17 September 2026.

Respondents may request to be heard by the Examiner through the online consultation survey or by including the request in a written response submitted by email or post.

6. Requests for Notification

Representations may be accompanied by a request to be notified (at a specified address) of any of the following:

- That the Draft CIL Charging Schedule has been submitted to the Examiner in accordance with section 212 of the Planning Act 2008;
- The publication of the recommendations of the Examiner and the reasons for those recommendations; and
- The approval of the CIL Charging Schedule by the charging authority.

Respondents may request notification through the online consultation survey or by including the request in a written response submitted by email or post.

The Council is required to make all comments received on the Draft CIL Charging Schedule available for public inspection and submit them to the independent Examiner as part of the Community Infrastructure Levy examination process. We are therefore unable to accept anonymous comments, or comments from those who do not wish for their comments to be made public.

7. Withdrawal of Comments

Any person who has submitted comments on the Draft CIL Charging Schedule may withdraw those comments at any time by giving notice in writing to the Council either by email or by post at the addresses in Section 4.

8. Data Protection

Representations will be processed by Sevenoaks District Council for the purposes of preparing and examining the Community Infrastructure Levy Charging Schedule. Please note that representations cannot be treated as confidential. Copies of representations may be made publicly available and submitted to the independent examiner. Personal data will be processed in accordance with the UK General Data

Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Council's Privacy Notice.