

This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues.

## Community Infrastructure Levy (CIL) - Form 6: Commencement Notice

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

This notice must be received by the charging/collecting authority prior to commencing your development. Failure to do so may result in you losing the ability to pay the levy in instalments and you may also incur a surcharge.

If you have received an exemption or relief from the levy, failure to submit this form, and for it to be received by the charging/collecting authority, prior to commencing your development could nullify that exemption or relief and make you liable for the levy.

See [here](#) for guidance on CIL generally, including "what is a Commencement Notice and when it is issued".

### Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

### Details of Development

A: Planning Application reference /  
Notice of Chargeable Development:

B: Development Commencement Date:

C: Liability Notice reference:

Development permitted by A will commence on B. This will trigger the levy liability described in C.

Site address:

Description of development:

### Details of person sending this notice

Title:  First name:

Last name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address (optional):

Please state your interest in the site:

Liable Party    Landowner    Applicant    Agent

Other (please give details)

### Details of collecting authority to whom the notice is being sent

Title:  First name:

Last name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address (optional):

### Declaration

By signing this I acknowledge that if the intended date of commencement changes, failure to notify the CIL collecting authority before development commences of this date with a new commencement notice will result in the CIL amount being due for payment in full on the date of commencement. I also acknowledge that failure to notify the CIL collecting authority of the intended date of commencement by submitting a commencement notice in advance of this date may result in the CIL collecting authority imposing a surcharge of 20% of the amount of CIL due for payment, up to a maximum of £2,500. I confirm that a copy of this notice has been served on all persons known to me as an owner of the land on which the chargeable development will be built.

For the purpose of CIL, an owner is an owner of a freehold interest in the relevant land or a leasehold interest in the relevant land of 7 years or more from the date planning permission first permits the chargeable development.

Signed:

Date (DD/MM/YYYY):

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.