

Report subject	Harmonising Community Infrastructure Levy (CIL)
Meeting date	27 July 2022
Status	Public
Executive summary	<p>The Community Infrastructure Levy (CIL) is a levy that local authorities can charge on development in their area. CIL income can be used to contribute towards the funding of infrastructure needed to support new development.</p> <p>BCP Council currently operates three legacy approaches in the implementation of the levy. This report and accompanying appendices are looking to harmonise these legacy approaches to deliver a single policy approach to be implemented across the charging authority area. These policy changes will be implemented as part of the Planning Harmonisation and Improvement Project.</p> <p>Internal auditors have reviewed the current CIL processes and identified a series of actions. The response to these actions is set out in the report, with many actions already implemented or in the process of being implemented through the Planning Harmonisation and Improvement Project. Cabinet is asked to note the progress against these actions.</p> <p>Officers will prepare a CIL guidance note for applicants, to reflect the recommendations below. This will ensure that the current three ways of working are harmonised into a single BCP Council approach.</p> <p>Cabinet is also asked to note that requests from the NHS to fund infrastructure projects will be kept under review, given the current demand on CIL funding.</p>
Recommendations	<p>It is RECOMMENDED that Cabinet recommend to Council:</p> <ul style="list-style-type: none"> a) Approval of the proposed BCP CIL Instalment Policy; b) Approval of the proposed BCP CIL Payment in Kind Policy; and c) Approval of the BCP CIL Discretionary Relief Statement.
Reason for recommendations	<p>To adhere to the CIL Regulations 2010 (as amended).</p> <p>To ensure CIL audit recommendations are followed up and implemented.</p> <p>To ensure applicants are fully aware of the CIL process and the necessary steps to follow.</p>

Portfolio Holder(s):	Councillor Philip Broadhead – Portfolio Holder for Development, Growth and Regeneration Councillor Bobby Dove – Portfolio Holder for Community Safety and Regulatory Services
Corporate Director	Jess Gibbons – Chief Operations Officer
Report Authors	Luke Bennett – Senior Planning Officer Steve Dring – Planning Policy Manager
Wards	Council-wide
Classification	For Decision

Background

1. The Community Infrastructure Levy (CIL) is a levy that local authorities can charge on development in their area. CIL income can be used to contribute towards the funding of infrastructure needed to support new development. BCP Council currently operates three legacy approaches in the implementation of the levy.
2. Planning is currently undergoing a Planning Harmonisation and Improvement Project to harmonise the three legacy processes into a single improved process. The focus of the Project is to implement a single planning software system later this year. Ahead of the launch of the new software several processes need Cabinet approval as they will necessitate a change in policy. This report seeks to harmonise the CIL policies for the BCP Council area.
3. The CIL policies are the operational policies we use to collect CIL. The operation of CIL was subject to a review from Internal Audit. This review made recommendations to ensure that the CIL process is transparent and fit for purpose. To assist meeting these recommendations this report seeks to harmonise the CIL policies across the BCP Council area. The harmonisation of the CIL policies will allow for fairness and equality within the planning department's implementation of CIL across the authority area providing a better planning service for all.
4. It is proposed that the CIL policies outlined within this report will be implemented when a new single Planning software system becomes operational later in the year, as they are intrinsically linked.
5. This report does not propose changes to the three legacy charging schedules that set out the types of development and rates per square metre. Whereas the decision to harmonise CIL policies can be agreed by Cabinet and Council, the CIL Charging Schedule must go through statutory consultation and examination.
6. The timetable for a new BCP wide CIL Charging Schedule follows the BCP Local Plan process and is set out in the Draft Local Development Scheme (2022) – see separate Cabinet report:
 - Autumn 2023: Consultation on Preliminary Draft Charging Schedule (Reg 15)
 - Winter 2023: Publication of Draft Charging Schedule (Reg 16)
 - Spring 2024: Draft Charging Schedule Submitted for Examination (Reg 19)

- Summer 2024: Examination (Reg 23)
- Winter 2024: Adoption of the Charging Schedule (Reg 25)

CIL Draft Instalment Policy

7. Regulation 69B of the CIL Regulations 2010 (as amended) states that a charging authority which wishes to allow persons liable to pay CIL to do so by instalments must publish on its website an instalment policy.
8. An instalment policy was adopted by each of the legacy authorities outlining the phasing and timescales for payment. We propose using the Poole and Christchurch approach as a basis moving forward with the addition of CIL payments under £10,000 to be paid in full. This is set out in the CIL Draft Instalment Policy in Appendix 1. Bournemouth's legacy approach for payments over £75,000 requires 3 instalments to be paid over 360 days whereas this will now be aligned to 4 instalments over 720 days, allowing applicants and developers more time to pay these higher amounts.
9. The introduction of a minimum threshold of £10,000 will remove additional work for officers in splitting up smaller payments into instalments. Developers will have 60 days from commencement of the works to pay the amount in full up to £10,000.

CIL Draft Payment in Kind Policy

10. There may be circumstances where the charging authority and the person liable for the levy will wish land and/or infrastructure to be provided, instead of money, to satisfy a charge arising from the levy. Regulation 73B of the CIL Regulations 2010 (as amended) states that a charging authority which wishes to allow infrastructure payments in its area must publish a policy document which sets out the conditions in detail.
11. Christchurch was the only legacy authority to state that payment in kind was a possible means of settling the levy. Bournemouth and Poole remained silent on the matter neither confirming nor denying whether payment in kind would be accepted.
12. The proposal is to allow payment in kind across the BCP Council area and this is set out in the CIL Draft Payment in Kind Policy in Appendix 2.
13. There may be time, cost and efficiency benefits for the charging authority in accepting completed infrastructure from the party liable for payment of the levy. Payment in kind can also enable developers, users and authorities to have more certainty about the timescale over which certain infrastructure items will be delivered.

CIL Draft Discretionary Relief Statement

14. It is proposed that a policy for discretionary charitable relief, discretionary social housing relief or discretionary relief for exceptional circumstances is not adopted by BCP Council. Only the mandatory forms of relief shall be applied, and claims submitted for discretionary relief will not be considered. The CIL Draft Discretionary Relief policy is set out in Appendix 3.
15. Poole was the only legacy authority that previously made discretionary relief available. Since the original adoption of CIL in Poole on 2 January 2013 not a single claim for

discretionary relief has been made as the mandatory forms of relief have been sufficient to meet the needs of the applicants.

CIL Audit Recommendations

16. Internal Audit have made the following recommendations to improve the operation of CIL in the BCP Council area. Some of the recommendations have already been implemented others are dependent upon the outcome of Smarter Structures and the implementation of Planning Harmonisation and Improvement Project.

Recommendation R3 - An independent officer reviews all planning applications received and confirms they have been assessed, invoiced and coded correctly and in a timely manner, including checks on exemptions awarded.

17. Work towards this recommendation is ongoing with the legacy arrangements in place. There is now one CIL/Planning Obligations Team but where it sits is to be determined through a wider service restructure. The team currently sits within Business Support through Smarter Structures. The CIL checking process will be simplified by the implementation of the new Planning software system later this year (2022) as all officers will be operating on one system.

Recommendation R4 - Formal processes are determined and documented for the monitoring of overdue CIL monies and escalation and authorisation of CIL enforcement decisions.

18. The CIL/Planning Obligations Team carry out the day-to-day monitoring with formal procedures outlined within Appendix F of the BCP Debt Management Policy (April 2022 – see Appendix 5 of this report). In relation to this some CIL forms and notices are currently published online and attributed to the relevant application. A full review of all CIL forms and notices suitable for publication online will be carried out and effective from the implementation of the new Planning software system later this year as per recommendation R3.

Recommendation R5 - In line with the CIL Regulations 2010, interest on late payments across all geographic areas of the council should be applied at the nationally set rate of 2.5% above the Bank of England base rate.

19. Interest on late payments across Bournemouth, Christchurch and Poole is applied at the nationally set rate of 2.5% above the Bank of England base rate, and this interest is applied at the same time as the surcharge is raised.

Recommendation R6 - The structure of the CIL/Planning Obligations Team is reviewed to ensure operational management arrangements are in place.

20. There is now one CIL/Planning Obligations Team with interim operational management allocated to the Interim Planning Policy Manager. The structure of the Contributions Team is subject to ongoing review through Smarter Structures and is to be determined.

Recommendation R7 - Future CIL spending priorities are formally considered and endorsed for detailed inclusion in the 2020/21 Infrastructure Funding Statement.

21. A basic list of priorities is presented annually to the Future Infrastructure Programme Board for agreement and publication in the Infrastructure Funding Statement (IFS). The IFS is to be published annually by 31 December reporting on expenditure from the previous financial year.

Recommendation R8 - A governance framework is implemented, including a documented decision-making process covering all aspects of CIL expenditure, corporate oversight and direction of CIL spend and a BCP Apportionments and Allocations policy, for agreement by relevant senior officers and Councillors.

22. The governance framework sees CIL Admin (5%), Neighbourhood Portion (15 or 25%) and Harbour and Heathland Mitigation top sliced from CIL. The allocation of Neighbourhood Portion (NP) funds is determined by the CIL NP Allocations Panel with the Strategic funds allocated by the Future Infrastructure Programme Board in accordance with the types of infrastructure listed in the Infrastructure Funding Statement (IFS). This framework is now operational providing a documented decision-making process for all CIL expenditure and providing oversight / direction of spend with spending outlined annually in the Council's IFS. With this framework now operational and transparent there is no longer a need for a separate BCP Apportionments and Allocations policy.

Recommendation R9 - The budget holder liaises with Accountancy annually to consider the application and use of the CIL Administration Fund, including whether all applicable costs have been identified.

23. Finance provide quarterly updates on the CIL Admin position to the Head of Planning and these funds are allocated accordingly to the administration of CIL.

CIL Guide for Applicants

24. There are currently three legacy CIL guides for applicants on the BCP website for Bournemouth, Christchurch and Poole respectively. As part of the harmonisation of CIL it is proposed that one guidance document is produced including all relevant information and signposting for applicants with development liable to pay CIL, including the recommendations proposed in this report. Links to the existing guides are available in the background papers at the end of the report.

Contributions to NHS infrastructure

25. The Systems Leadership Team of the 'Our Dorset' integrated health care system set up a task and finish group to explore the potential for CIL to fund National Health Service (NHS) healthcare infrastructure. The findings identified a cost per dwelling to cover the impact of an increase in population upon health care infrastructure. Whilst the Council welcomes the opportunity to continue to work with the NHS to deliver infrastructure there are insufficient CIL funds available currently to fund essential Council infrastructure as well as funding NHS infrastructure. This will remain under review and future funding of NHS infrastructure projects will continue to be explored.

Options Appraisal

26. The following Options have been set out with regards to the harmonisation of CIL policies and procedures. While a mix and match of the recommendations is possible for simplicity just two options have been set out within this report:

Option 1 – Continue with existing policies and procedures from legacy authorities

Option 2 – Adopt the proposed new BCP wide policies and procedures set out in this report

Option 1 Advantages:

- Applicants and developers who are regular users of the planning service are aware of the legacy policies and procedures for the three areas.

Option 1 Disadvantages:

- Three different approaches across a multitude of CIL processes within one charging authority area will be confusing for applicants and developers.
- Onerous on Council Officer time for those working across the three areas to ensure the three different processes are followed.
- Lack of ownership on the policies and procedures from BCP Council.
- Enforcing and adhering to three legacy approaches can be time consuming and delay the planning process.

27. Option 2 Advantages:

- One uniformed approach will simplify the process for Council Officers and applicants alike removing unnecessary delays in the planning process.
- Provides clear direction from the Council to the applicant.
- The best elements of the legacy approaches will be taken forward in the new BCP-wide approach.
- The changes are not drastic so will be simple for applicants and developers to come to terms with.

Option 2 Disadvantages:

- Familiarisation period for applicants and developers to get used to new policies and processes.
27. Option 2 is recommended. The harmonisation of the legacy approaches concerning the policies and processes involved in the operational delivery of CIL is fundamental to providing applicants and developers with the best service possible and allowing Council Officers to administer the levy effectively.

Summary of financial implications

28. The CIL instalment policy will allow the larger payments to be made proportionally over an extended period. On the other hand, the introduction of a threshold will reduce the time period before the payment is due in full.
29. The adoption of a CIL payment in kind policy will allow the applicant to mitigate the impact of their development with land and/or infrastructure, instead of money, to satisfy a charge arising from the levy. For example, where an authority has already planned to invest levy receipts in a project there may be time, cost and efficiency benefits in accepting completed infrastructure from the party liable for payment of the levy. Payment in kind can also enable developers, users and authorities to have more certainty about the timescale over which certain infrastructure items will be delivered.
30. It is proposed discretionary relief from CIL will not be made available as there are sufficient measures in place for mandatory relief as outlined within the CIL Regulations 2010 (as amended) for charities, social housing and self builds.
31. With regards to the CIL audit recommendations it has been agreed that interest on late payments across Bournemouth, Christchurch and Poole is applied at the nationally set rate of 2.5% above the Bank of England base rate, and this interest is applied at the

same time as the surcharge is raised to ensure a consistent approach across the three areas.

32. Concerning the spending of Strategic CIL a basic list of priorities is presented to the Future Infrastructure Programme Board for agreement and publication in the Infrastructure Funding Statement published annually. The implemented governance framework also provides a documented decision-making process covering all aspects of CIL expenditure, corporate oversight and direction of CIL spend. As part of this the budget for the administration of CIL has been reviewed with the potential appointments of additional posts in the future CIL structure to be allocated from the Administration Fund. SVPP invoicing costs will be looked at going forward.

Summary of legal implications

33. Regulation 69B of the CIL Regulations 2010 (as amended) states that a charging authority which wishes to allow persons liable to pay CIL to do so by instalments must publish on its website an instalment policy. Without an instalment policy it would not be possible to pay by instalments and therefore make the payment of CIL by applicants virtually impossible given the sums of money involved and the readiness of funds in relation to the chargeable development.
34. Regulation 73B of the CIL Regulations 2010 (as amended) states that a charging authority which wishes to allow infrastructure payments in its area must publish a policy document which sets out the conditions in detail. Failure by the Council to do so would not make it possible to settle the levy through this means.

Summary of human resources implications

35. There is now one CIL/Planning Obligations Team with interim operational management allocated to the Planning Policy Manager. The structure of the CIL/Planning Obligations Team is subject to ongoing review and is yet to be determined. The review may result in potential appointments of additional posts, possibly including a team manager. Once this review has been completed as part of the wider restructure then there will be greater clarity from a human resources perspective with regards to job roles and team structure.

Summary of sustainability impact

36. The impact on sustainability in relation to climate change is negligible when considering the impact of the harmonisation of CIL processes. There would not be a negative impact regarding sustainability.

Summary of public health implications

37. There are no public health implications.

Summary of equality implications

38. There are no equality implications.
39. The proposed CIL harmonisation will ensure equality across the charging authority area with the same framework and processes being followed regardless of where in the charging authority area the application site may be located. The proportion of instalments and payment deadlines proposed through the draft instalment policy is aligned with the legacy Poole and Christchurch approaches (plus the addition of no

instalments for payments under £10,000), with only a slight alteration to the legacy Bournemouth approach. This is also to the benefit of the applicant allowing four instalments of payment for CIL charges over £75,000 over a longer period. Therefore, Bournemouth applicants are not unduly impacted by this change.

40. The draft discretionary relief statement proposes not to adopt a policy for discretionary charitable relief, discretionary social housing relief or discretionary relief for exceptional circumstances. Only the mandatory forms of relief shall be applied by BCP Council and claims submitted for discretionary relief will not be considered.
41. Regulation 43 of the CIL Regulations 2010 (as amended) outlines the criteria necessary to obtain mandatory charitable exemption from paying CIL with the chargeable development to be used wholly or mainly for charitable purposes and directly facilitate the carrying out of the charitable institution's charitable purposes.
42. Mandatory social housing relief is a discount that can be applied to most social rent, affordable rent, and 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.
43. Mandatory social housing relief can also apply to dwellings where the first and subsequent sales are for no more than 70% of their market value ("First Homes"). Regulation 49 of the CIL Regulations 2010 (as amended) defines where social housing relief applies.
44. Given the availability of these mandatory forms of relief from the levy there is not a need to also make discretionary relief available and charities or social housing providers will not be unduly affected by this.

Summary of risk assessment

45. The only notable possible risk is the change in some of the processes adopted by the legacy authorities as applicants accustomed to the legacy approaches will have to familiarise themselves with the new single approach. However, the changes are minimal and are tweaks as opposed to an overhaul. To mitigate this risk BCP Council will need to ensure that applicants are reasonably informed through signposting on the Council's website. Hence the need to produce a single BCP CIL guide for applicants.
46. Non-implementation of the recommendations would result in a much greater risk by delivering a disjointed approach across the charging authority area which could cause confusion and frustration amongst applicants, and an unnecessary burden on officer workloads in delivering three different legacy approaches.

Background papers

[BCP Council Debt Management Policy \(1st April 2022\)](#)
[Bournemouth CIL Guide for Applicants and Developers \(2017\)](#)
[Christchurch CIL Guide for Applicants and Developers \(2017\)](#)
[Poole CIL Guide for Applicants and Developers \(2014\)](#)

Appendices

Appendix 1 – Draft BCP CIL Instalment Policy
Appendix 2 – Draft BCP CIL Payment in Kind Policy

Appendix 3 – Draft BCP CIL Discretionary Relief Statement

Appendix 4 – CIL Audit Recommendations Update

Appendix 5 – Details of Community Infrastructure Levy (CIL) Debt Recovery Procedure taken from Appendix F of the BCP Council Debt Management Policy (1st April 2022).

Community Infrastructure Levy (CIL) Draft Instalment Policy



Effective from 2022

CIL payments under £10,000

To be paid in full within 60 days of commencement (no instalments).

CIL payments between £10,000 and £75,000:

1 st	Instalment	25% payable by 60 days from commencement
2 nd	Instalment	75% payable by 360 days from commencement

CIL payments greater than £75,000:

1 st	Instalment	20% payable by 60 days from commencement
2 nd	Instalment	20% payable by 360 days from commencement
3 rd	Instalment	30% payable by 540 days from commencement
4 th	Instalment	30% payable by 720 days from commencement

Additional Information:

Where an outline planning permission permits development to be implemented in phases, each phase of the development is a separate chargeable development and will be collected in accordance with this Instalment Policy. Nothing in this Instalment Policy prevents the person with assumed liability to pay CIL, to pay the outstanding CIL (in whole or in part) in advance of the instalment period set out in this policy.

In accordance with Regulation 70 of the CIL Regulations 2010 (as amended) the BCP CIL Instalment Policy will only apply where the Council has received a valid CIL Assumption of Liability form and CIL Commencement Notice prior to commencement of the chargeable development.

If either of the above requirements are not complied with, the total CIL liability will become payable immediately. In addition, surcharges will apply due to the CIL Assumption of Liability Form and / or the CIL Commencement Notice not being submitted to the Council prior to the commencement of the chargeable development.

Once the development has commenced, all CIL payments must be made in accordance with the CIL Instalment Policy. Where a payment is not received in full on or before the day on which it is due, the total CIL liability becomes payable in full immediately.

In summary, to benefit from the CIL Instalment Policy, the relevant forms must be submitted to the Council prior to the commencement of the chargeable development, and all payments must be paid in accordance with the CIL Instalment Policy.

APPENDIX 2

Community Infrastructure Levy (CIL) Draft Payment in Kind Policy



Effective from 2022

In accordance with Regulations 73, 73A, 73B and 74 of the CIL Regulations 2010 (as amended) BCP Council as the charging authority for the area will allow the payment of CIL by land payments or infrastructure payments.

The infrastructure to be provided should be related to the provision of those types of infrastructure listed in the Council's most recent Infrastructure Funding Statement, and land should be used to provide or facilitate the provision of identified infrastructure to support the development of the charging authority's area.

Additional Information:

In most cases, CIL will be paid to the Council in the form of money. The CIL Regulations 2010 (as amended) allow the Council as the CIL charging authority to introduce a policy which details alternatives to cash payments through the provision of land or infrastructure.

The Council may accept full or part payment of a CIL liability by way of the transfer of land or to receive infrastructure as payment. Any agreement relating to such a payment must be made before the chargeable development commences.

The value of any land or infrastructure offered by way of payment must be determined by a suitably qualified independent person to be instructed by the Council yet paid for by the developer/applicant.

The Council is not obliged to accept any offer of payment in kind by way of land or infrastructure.

APPENDIX 3

Community Infrastructure Levy (CIL)

Draft Discretionary Relief Statement



Effective from 2022

BCP Council has not adopted a policy for discretionary charitable relief, discretionary social housing relief or discretionary relief for exceptional circumstances. Only the mandatory forms of relief shall be applied by BCP Council and claims submitted for discretionary relief will not be considered.

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APPENDIX 4

CIL Audit Recommendations Update

ID	Recommendation	Priority Rating	Target date	Status	Update
Transport & Engineering and Planning - Management of Complaints & Freedom of Information Requests 2020/21					
371	<i>R3 - It is recommended that an independent officer reviews all planning applications received and confirms they have been assessed, invoiced and coded correctly and in a timely manner, including checks on exemptions awarded.</i>	High	19/11/21	Ongoing	Legacy arrangements remain in place. There is now one CIL/Planning Obligations Team but where it sits is to be determined through the wider restructure. The team currently sits within Business Support through Smarter Structures. The CIL checking process will be simplified by the implementation of the new Planning software system later this year (2022) as all officers will be operating on one system.
372	<i>R4 - It is recommended that formal processes are determined and documented for the monitoring of overdue CIL monies and escalation and authorisation of CIL enforcement decisions.</i>	Medium	20/05/22	Implemented	The CIL/Planning Obligations Team carry out the day-to-day monitoring with formal procedures outlined within Appendix F of the BCP Debt Management Policy (April 2022).
				Ongoing	Some CIL forms and notices are currently published online attributed to the relevant application. A full review of all CIL forms and notices suitable for publication online will be carried out and effective from the implementation of the new Planning software system later this year as per recommendation R3.
373	<i>R5 - It is recommended that in line with the CIL Regulations 2010, interest on late payments across all geographic areas of the council should be applied at the nationally set rate of 2.5% above the Bank of England base rate.</i>	Medium	20/05/22	Implemented	Interest on late payments across Bournemouth, Christchurch and Poole is applied at the nationally set rate of 2.5% above the Bank of England base rate, and this interest is applied at the same time as the surcharge is raised.

APPENDIX 4

ID	Recommendation	Priority Rating	Target date	Status	Update
374	<i>R6 - It is recommended that the structure of the CIL/Planning Obligations Team is reviewed to ensure operational management arrangements are in place</i>	Medium	20/05/22	Implemented	There is now one CIL/Planning Obligations Team with interim operational management allocated to the Interim Planning Policy Manager.
				Ongoing	The structure of the CIL/Planning Obligations Team is subject to ongoing review through Smarter Structures and is yet to be determined.
375	<i>R7 - It is recommended that future CIL spending priorities are formally considered and endorsed for detailed inclusion in the 2020/21 Infrastructure Funding Statement.</i>	Medium	20/05/22	Implemented	A basic list of priorities is presented annually to the Future Infrastructure Programme Board for agreement and publication in the Infrastructure Funding Statement (IFS). The IFS is to be published annually by 31 st December reporting on expenditure from the previous fiscal year.
376	<i>R8 - It is recommended that a governance framework is implemented, including a documented decision-making process covering all aspects of CIL expenditure, corporate oversight and direction of CIL spend and a BCP Apportionments and Allocations policy, for agreement by relevant senior officers and Councillors.</i>	High	19/11/21	Implemented	The governance framework sees CIL Admin (5%), Neighbourhood Portion (15 or 25%) and Harbour and Heathland Mitigation top sliced from CIL. The allocation of Neighbourhood Portion (NP) funds is determined by the CIL NP Allocations Panel with the Strategic funds allocated by the Future Infrastructure Programme Board in accordance with the types of infrastructure listed in the Infrastructure Funding Statement (IFS). This framework is now operational providing a documented decision-making process for all CIL expenditure and providing oversight / direction of spend with spending outlined annually in the Council's IFS. With this framework now operational and transparent there is no longer a need for a separate BCP Apportionments and Allocations policy.
377	<i>R9 - It is recommended that the budget holder liaises with Accountancy annually to consider the application and use of the CIL Administration Fund, including whether all applicable costs have been identified.</i>	Medium	20/05/22	Implemented	Finance provide quarterly updates on the CIL Admin position to the Head of Planning and these funds are allocated accordingly to the administration of CIL.

APPENDIX F

Details of Community Infrastructure Levy (CIL) Debt Recovery Procedure

Where payment is due we will:

- Send a bill showing the amount owed, how to pay and who to contact in the event of a query.
- Send a reminder notice.*
- Issue 1st CIL notice
- Issue 2nd CIL notice
- Refer the case back to Department

*If the first instalment is not paid, the right to pay by instalments can be removed and the full amount will become due.

In accordance with The Community Infrastructure Levy Regulations 2010 surcharges can be imposed and interest added for late payment. A stop notice can also be served, prohibiting further development until payment is made in full.

Further recovery action could include:

- A Liability Order can be obtained to enable the Council to:
 - seize assets
 - request committal to prison