



## **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

### **EXEMPTION AND RELIEF GUIDANCE #3**

### **EXEMPTION FOR CHARITIES**

This guide explains how to claim exemption from CIL for development by a charity and which is to be used for charitable purposes.

#### **Eligibility**

**Buildings for use by charities:** Your development is eligible to claim exemption if you are a charitable institution, you own a material interest in the land and the development is a building that will be used wholly or mainly for charitable purposes.

#### **Process**

1. You must submit your claim before the development starts by completing Form 2: Assumption of Liability and Form 10: Charitable and/or Social Housing Relief (available on the [Planning Portal](#)) and including all documentation specified on the form.
2. Your claim will be valid if it includes all the information and documents set out in the form.
3. When we receive your claim we will contact you if there is any information or documents missing.
4. As soon as possible after receiving your valid claim we will tell you in writing of our decision.
5. You must not start your development until you receive our decision on your claim.

6. If the first liability notice for your development was issued prior to 1 September 2019 and you are granted an exemption, you must submit a Form 6: Commencement Notice at least one day prior to commencing works or you will lose your exemption and the CIL Charge will be payable immediately and in full. Late Payment Interest will accrue until the Charge has been paid in full.
7. If the first liability notice for your development was issued after 1 September 2019, you are granted an exemption and do not submit a Form 6: Commencement Notice to us at least one day before the day you start your development, you will receive a surcharge to the value of 20% of the CIL charge that would have been payable, or £2,500.00, whichever is the lower amount. Your exemption will remain in place.
8. Exemption for charities will be withdrawn if, within 7 years of the date of the commencement of the development, any of the following 'disqualifying events' occur:
  - The owner of a relevant interest ceases to be eligible for charitable relief.
  - The whole of a relevant interest is transferred to a person who is not eligible for charitable relief.
  - A relevant interest which is a lease is terminated before the end of its term and the owner of the reversion is not eligible for charitable relief.

You must tell us in writing within 14 days of any disqualifying event occurring.

9. If a disqualifying event occurs and you fail to notify us we will send you a demand notice (invoice) for the full, non-exempted, amount of CIL payable for your development. Surcharges may also be applicable.
10. You must pay the amount set out in the demand notice.

If you have any questions or need help please contact the Infrastructure team.

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