

# CIL PROCESS FLOW CHART FOR SELF BUILD EXEMPTION

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## Stage 1 – Planning Process

## Notes

**Applicant must assume liability to pay levy by completing an Assumption of Liability Form**

→ Applicants can apply for an exemption at any time, as long as development has not started yet.



**Applicant must certify that the scheme will meet the criteria as Self Build development**

→ Criteria:

- ✓ Anyone who builds or commissions their home for their own occupation
- ✓ On completion, relevant supporting evidence must be provided
- ✓ The property must remain the person claiming Self Build Relief's principle residence for a minimum of 3 years. If they sell or rent the property, the charge becomes payable in full



**Submit 'Self Build Exemption Claim Form – Part 1' to the Council**

→ Both Self Build Exemption Claims Form – Part 1 and the Assumption of Liability form must be submitted to the Council before development commences.



**The Council must notify the applicant in writing, confirming amount of exemption granted**

→ If development commences before the Council has granted CIL Self Build Relief the levy charge must be paid in full.

## Stage 2 – Commencing and completing building work

**Applicant must submit a commencement notice to the Council**



The commencement notice must be submitted before the development has commenced. This must state the date on which the development will commence and the Council must receive it on or before that date. An applicant who fails to submit the commencement notice in time will immediately become liable for the full levy charge.

## Stage 3 – Once building work is complete

**Applicant must submit additional supporting evidence to confirm that the project is self build**



Completion is defined as the issuing of a Building Control Completion Certificate. If the evidence required in Self Build Exemption Claim Form – Part 2 is not submitted to the Council within 6 months of the date on the Building Control Completion Certificate, the full levy charge becomes payable.



**Applicants must provide evidence that the property is still their principle residence 3 years after building work is completed**



This can take the form of a Council Tax bill.

## Useful Website Links

The following links provide information on claiming self build relief from CIL and how to download the forms.

<https://www.gov.uk/guidance/community-infrastructure-levy#Self-Build-Exemption>

[https://www.planningportal.co.uk/info/200126/applications/70/community\\_infrastructure\\_levy/5](https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/5)