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Huntingdonshire DISTRICT COUNCIL
Tel: 01480 388388
www.huntingdonshire.gov.uk

Community Infrastructure Levy (CIL) Liability Notice
Regulation 65, Community Infrastructure Levy Regulations 2010 (as amended)

Damon Bentwood
Wykeham House
Market Hill
Huntingdon
PE29 3NR

CIL Ref: 24/02031/FUL
Liability Notice Ref: 24/02031/FUL/0001

14th April 2025

Dear Damon Bentwood

CIL Liability

This notifies you that you will be liable to pay an amount of Community Infrastructure Levy to the Collecting Authority on commencement of development as set out below:

Amount of Community Infrastructure Levy Liability: £0
Name of Collecting Authority: Huntingdonshire District Council
Planning Reference: 24/02031/FUL
Description of Chargeable Development: Change of use from residential dwelling (Use Class C3) to offices (Use Class E). No internal or external changes proposed.
Location: Wykeham House Market Hill Huntingdon PE29 3NR

This charge has been levied under Huntingdonshire District Council CIL Charging Schedule and S211 of the Planning Act 2008. Further details on payment procedure can be found overleaf.

How we calculated this figure

We calculated this figure from the following information in accordance with Reg. 40 of the CIL Regulations 2010 (as amended):

Floor Space and Rates

Type	Rate £	Total Area m^2	Existing Building m^2	Chargeable Area m^2 *
Bus B1, B2 and B8 Com. Agri.	£0	378.71	378.71	0.00

Demolition Area: m^2
Chargeable Value**: £0
No Relief
CIL Liability**: £0

* Chargeable area includes deduction for existing buildings to remain in use and apportionment of area of building/s to be demolished, as noted above and in accordance with the CIL Regulations 2010 (as amended).** **CIL Liability/Chargeable Value includes adjustment for indexation.**

New liability notices may be issued

Any change in the details contained in this notice will lead to the collecting authority issuing a new liability notice. This will not apply to changes to the chargeable amount that are due to changes in the index figure, as per Regulation 40 Community Infrastructure Regulations 2010 (as amended).

Please note **it is your responsibility** to notify us if:

- There is a change in the liable party (please use CIL form 4 Transfer of Assumed Liability CIL, form 2 Assumption of Liability or form 3 Withdrawal of Assumption of Liability).
- The liable party's contact details change.
- If any buildings are demolished before the CIL liable date, defined below.
- If, prior to the day planning permission first permits development any buildings to be demolished or converted change in their eligibility to be deducted from your CIL liability. For example, if existing buildings that were "in use" for a continuous period of at least six months cease to be "in use" or, conversely, are brought back into use.

The CIL liable date is the "day planning permission first permits development", which is defined in the CIL Regulations 2010 (as amended), as noted below for development granted planning permission after 23rd February 2014:

- Planning permission first permits development on the day that planning permission is granted for that development
- In the case of a phased planning permission, planning permission first permits a phase of the development –
    a) for any phase of an outline planning permission which is granted in outline
    i. on the day of final approval of the last reserved matter associated with that phase: or
    ii. if earlier, and if agreed in writing by the collecting authority before commencement of any development under that permission, on the day final approval is given under any pre- commencement condition associated with that phase: and
    b) for any other phase:-
        i. on the day final approval is given under any pre-commencement condition associated with that phase: or
        ii. where there are no pre-commencement conditions associated with that phase, on the day planning permission is granted.
- A pre-commencement condition in this aspect is a condition imposed on a phased planning application which requires further approval to be obtained before a phase can commence.
- In the case of a grant of outline planning permission which is not a phased planning permission, planning permission first permits development on the day of the final approval of the last reserved matter associated with the permission.
- In the case of a general consent, planning permission first permits development:-
    a) On the day on which the collecting authority received a notice of chargeable development submitted in accordance with regulation 64 in respect of that development: or
    b) If no notice of chargeable development is submitted in accordance with regulation 64, the day on which the last person is served a notice of chargeable development in accordance with regulation 64A (3).

Please note, "in use" means part of the building has been in lawful use for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development.

Self-Build Exemption

Self-build residential extensions, annexes or dwellings may be exempt from paying the levy if they meet the necessary criteria. Any such proposals must apply for such an exemption before commencement of development on the appropriate forms, which can be accessed via the Planning Forms webpage.

If you wish to apply for one of these exemptions all applications must be received and have a formal decision issued by the Council prior to commencement of development and on the CIL Forms SB7 - 1 Self-Build Dwellings or SB2 Self-build Annex or Extensions all of which can be found on the Planning Forms page of the Councils website at www.huntingdonshire.gov.uk/planning.

If exemption for self-build dwellings or self-build annex and extensions is granted it is subject to a disqualifying event not occurring within three years of completion of development.

Are you eligible for relief from CIL?

If you are a charity or intend to use the development for social housing or feel that there are exceptional circumstances affecting your development you may be eligible for a reduction (partial or entire) in this CIL liability. Please see the document published by the Department for Communities and Local Government 'Information to assist collecting authorities in making arrangements for the collection and enforcement of the Community Infrastructure Levy' for more information.

If you wish to apply for this relief it should be submitted prior to the commencement of development and on the CIL Form 'Claiming Exemption or Relief', which can be found on the Planning Forms page of the Councils website at www.huntingdonshire.gov.uk/planning.

If relief is granted it is subject to a disqualifying event not occurring within seven years of commencement of development.

When will this CIL amount be due for payment?

The date for payment of the CIL Charge will be based on the Huntingdonshire District Council CIL Instalment Policy, a copy of which is attached and can be viewed on the Council's website. Please note that this instalment policy may alter but we will send a revised Liability Notice if appropriate.

Precise details of your payment arrangements and options will be contained in the Demand Notice that will be sent following submission of a valid Commencement Notice (CIL form 6).

Some, or the entire amount, may also be paid by transferring land to the CIL charging authority or another beneficiary agreed with the Charging Authority. See the accompanying note "Paying CIL in the Form of Land" for more information.

You are required, as part of the payment procedure, to ensure that the CIL Collecting Authority (Huntingdonshire District Council) is notified before development commences of:

a. Who will pay the amount, by assuming liability using CIL form 2 'Assumption of Liability';
b. The date on which you intend to commence development, by submitting a valid Commencement Notice (CIL form 6).

A blank Commencement Notice for you to complete is enclosed with this notice.

If this procedure is not followed, payment of the CIL amount will be due in full on the day that development commences. If a valid Commencement Notice has not been submitted before

development commences, payment of the CIL amount will be due in full on the day that the Collecting Authority believes the development to have commenced.

Consequences of non-payment

If you fail to follow the payment procedure described above, the Collecting Authority may impose surcharges on this liability. Persistent failure to pay CIL liabilities due may result in the Collecting Authority imposing surcharges, serving a CIL Stop Notice prohibiting further development on the site and/or taking action to recover the debt due. Please see the document published by the Department for Communities and Local Government, 'Consequences of failing to following the CIL Payment procedure' for more information.

The amount of CIL liability in this notice is a local land charge

This CIL liability has been registered as a local land charge against the land affected by the planning permission in this notice. This charge will be cancelled on full payment of this liability or at the end of the claw-back period where relief or exemption has been given.

Do you think we have made a mistake in our calculations?

You can ask us to review them in writing within 28 days of the issue date of this Liability Notice. If you are unhappy with the calculation following this review, you can appeal to the Valuation Office Agency. Please see the Council's website for information on the 'Appeals Procedure'.

This notice has also been copied to the following recipients, including all liable party/s, for information, in the following capacities:

Damon Bentwood
Wykeham House
Market Hill
Huntingdon
PE29 3NR

Planning Applicant
Land Owner
Liable Party

*the planning applicant can be one of, Planning Application Applicant, Notice of Chargeable Development Applicant, or recipient of Deemed Notice of Chargeable Development.

Yours sincerely

C. Kerr

Clara Kerr
Chief Planning Officer

Paying CIL in the form of land

In certain circumstances you may be able to pay some or your entire CIL amount in the form of land. This depends on five conditions:

- Your Charging Authority must agree to the transfer;
- The Charging Authority must have the intention of using the land to help provide infrastructure to support the development of its area;
- The person transferring the land to the Charging Authority as payment must have assumed liability to pay CIL beforehand (using CIL form 2);
- The land to be transferred must have been valued by a suitably qualified and experienced independent person. This Charging Authority must give their approval to the valuation of the land by this person. The valuation must represent the fair market price for the land on the day it is valued;
- Development on the site must not have commenced before a written agreement with the Charging Authority to pay some or the entire CIL amount in land has been made. This agreement must state the value of the land being transferred.

If you are interested in paying CIL in this way therefore, and have not commenced development on the site in question, you should discuss this possibility with your Charging Authority.

It should be noted that the agreement to pay in land may not form part of a planning obligation entered into under section 106 of the Town and Country Planning Act 1990. The agreement may however allow the transfer of land in instalments as long as it is in line with the payment proportions and due dates set out in your Demand Notice.

You should pay any outstanding CIL amount left after the transfer of land in the form of money in line with the payment due dates contained in your Demand Notice.

Community Infrastructure Levy (CIL) Instalment Policy

In accordance with Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended), Huntingdonshire District Council will automatically allow the payment of CIL by instalments. The instalments permitted will be linked to the amount payable (the chargeable amount) as recorded on the Demand Notice.

As permitted under Regulation 9 (4) of the Community Infrastructure Regulations 2010 (as amended), where outline planning permission which permits development to be implemented in phases has been granted, each phase of the development as agreed by Huntingdonshire District Council is a separate chargeable development and the instalment policy will, therefore, apply to each separate chargeable development and associated separate liable amount chargeable.

This policy will **not apply** if any one or more of the following applies:

a) A commencement notice has not been submitted prior to commencement of the chargeable development, as required by Regulation 67 of the Community Infrastructure Regulations 2010 (as amended);
b) On the intended date of commencement
    i. Nobody has assumed liability to pay CIL in respect of the chargeable development;
    ii. A commencement notice has been received by Huntingdonshire District Council in respect of the chargeable development; and
    iii. Huntingdonshire District Council has not determined a deemed commencement date for the chargeable development and, therefore, payment is required in full, as required by Regulation 71 of the Community Infrastructure Regulations 2010 (as amended);
c) A person has failed to notify Huntingdonshire District Council of a disqualifying event before the end of 14 days beginning with the day on which the disqualifying event occurs, as per the Community Infrastructure Regulations 2010 (as amended)
d) An instalment payment has not been made in full after the end of the period of 30 days beginning with the day on which the instalment payment was due, as per the Community Infrastructure Regulations 2010 (as amended)

Where the instalment policy is not applicable, the amount must be paid in full at the end of the period of 60 days beginning with the notified or deemed commencement date of the chargeable development or the date of the disqualifying event, whichever is the earliest, unless specified otherwise within the Community Infrastructure Levy Regulations 2010 (as amended).

Huntingdonshire CIL Instalment Policy		
Total CIL liability	Number of instalments and amount payable	Payment period
Amount less than £16,000	Payable as one instalment	100% payable within 120 days of the commencement date
Amount between £16,000 and £50,000	Payable in three instalments	1st instalment of 25% payable within 120 days of commencement date 2nd instalment of 50% payable within 210 days of commencement date 3rd instalment of 25% payable within 270 days of commencement date
Amount above £50,000 but less than £100,000	Payable in three instalments	1st instalment of 25% payable within 120 days of commencement date 2nd instalment of 50% payable within 240 days of commencement date 3rd instalment of 25% payable within 365 days of commencement date
Amount between £100,000 and £500,000	Payable in three instalments	1st instalment of 25% payable within 150 days of commencement date 2nd instalment of 50% payable within 300 days of commencement date 3rd instalment of 25% payable within 450 days of commencement date
Amount over £500,000	Payable in three instalments	1st instalment of 25% payable within 180 days of commencement date 2nd instalment of 50% payable within 450 days of commencement date 3rd instalment of 25% payable within 720 days of commencement date
NB: If 25% or more of the chargeable development is occupied at any time before the chargeable amount has been paid in full then the outstanding amount will be due in full within the instalment time given or 60 days whichever is the lesser unless otherwise agreed in writing with the Council BEFORE commencement of development.		

This policy will come into effect on 1 May 2012, the date of the approval of the Huntingdonshire Community Infrastructure Levy: Charging Schedule 2012.