Surrey Heath Borough Council Call for CIL
Projects 2025

Project Application Form and Guidance

# Guidance notes

## What is CIL and how is it allocated?

The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the borough. The council has been collecting CIL since 1 December 2014.

An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated to parishes and wards for infrastructure projects which are required in the communities where development took place (25% is allocated to parishes with an adopted Neighbourhood Plan).

The funds for parished areas are paid to parish councils and bids can be made to them.

## Payment of funds for CIL Projects 2025

Successful projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project and submission of verifiable invoices. In some cases, the council may require checks to show the project has been satisfactorily completed. The original invoices/receipts need to be submitted to the council as proof of expenditure. You must have a bank account in the name of your organisation into which the council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

The assessment process is competitive, and not all applications will be funded. There is no right of appeal against the decision.

## Publicity

The applicant will need to agree to publicise the support of Surrey Heath Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

## Completing the application form

The deadline for submission of completed applications to the Council for this funding round is **4pm, 13 October 2025**.

To discuss a potential project or for further guidance, please contact cil@surreyheath.gov.uk.

Please submit the completed application form and supporting evidence via email to cil@surreyheath.gov.uk

# Autumn 2025 CIL Projects Application Form

## Overview

Applications are invited for infrastructure projects to be considered for funding from the CIL main fund. Applications must align with the CIL 123 list (see annex 2).

To bid for funding, you will need to fill out the following application form and submit relevant supporting material, as necessary. This should include a letter of support from your Ward Councillor(s). Please ensure the information you provide is correct and complete to the best of your knowledge.

## Please Note

Failure to answer all the questions on this form could impact upon the consideration and success of your application.

### Section A: Applicant Contact Information

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Organisation name |  |
| Organisation address |  |
| Name of main contact |  |
| Position of main contact |  |
| Phone number for main contact |  |
| Email address for main contact |  |
| Type of organisation (If a charity, please provide registration number) |  |
| Is the organisation able to reclaim VAT? |  |

### Section B: Project Overview and Strategic Case

| **Question** | **Answer** |
| --- | --- |
| 1. Project Title
 |  |
| 1. Summary of the project proposal
 |  |
| 1. Full address of project location
 |  |
| 1. Project partner/s (if applicable)
 |  |
| 1. How will the proposed project help address the pressures caused by development in the borough?
 |  |
| 1. What problem is the project addressing, and what are the expected outcomes?
 |  |
| 1. Please provide details of any supporting council policy, strategy, programme, action plan, etc.
 |  |
| 1. How does the proposal align with the [Council’s Strategy](https://www.surreyheath.gov.uk/about-council/strategy-policy-and-management/council-strategies/council-strategy).
 |  |
| 1. Please outline, if applicable, how the project will be inclusive to all.
 |  |
| 1. Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which elements of the project, the funding secured is required to deliver.
 |  |
| 1. Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?
 |  |
| 1. Please set out the detailed breakdown of the estimated project cost and provide supporting costing documentation (e.g. planned spend profile, project cost estimates, supporting quotes, procurement policy).
 |  |
| 1. Please set out the proposed project delivery plan, including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.
 |  |
| 1. Please specify whether planning permission is required, and if it has already been secured (stating reference number).
 |  |
| 1. Is there any additional information that may support the application?

Remember to include a letter of support from your ward councillor(s). |  |

### Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Amount** | **Detail** |
| CIL funding sought |  |  |
| Infrastructure provider contribution |  |  |
| Third party contribution |  |  |
| Total cost of project |  |  |

When you have completed the application, please read and sign the declaration below and submit the application form as directed.

# Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Surrey Heath Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council’s CIL officer of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the council’s statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Surrey Heath Borough Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored by the council for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the council’s privacy policy, please see:<https://www.surreyheath.gov.uk/council/information-governance/how-we-use-your-data>

All organisations involved with the application will need to sign and date the form.

### Applicant organisation signature

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Supporting organisation signature (if applicable)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 2**

Surrey Heath Borough Council Community Infrastructure Levy: Regulation 123 List The following list of infrastructure projects may be funded or part funded through the Community Infrastructure Levy (unless otherwise stated).

1. Shared Suitable Accessible Natural Greenspace (SANG) – Shared SANG includes SANG provided for development which cannot secure its own SANG solution.1
2. Open Space (with the exception of Shared or On-Site SANG) which is not directly related to a development.2
3. Sustainable Local Transport Projects and Pedestrian Safety. Improvements which are not directly related to a development.2
4. Play Areas & Equipped Playing Space which are not directly related to a development.2
5. Indoor Sports & Leisure Facilities which are not directly related to a development.2
6. Community Facilities not directly related to a development.2
7. Sustainable Strategic Transport Projects.2
8. Climate change projects.2
9. Digital Infrastructure Projects.2

1 Development sites which cannot provide their own SANG solution will contribute to shared SANG solutions by way of a CIL payment. Development which is required to provide its own bespoke SANG solution will continue to be secured by S106 obligations in line with CIL Regulations 122 & 123. Nothing in this footnote overrides the Borough Council’s obligations as the competent authority for the purposes of its duties under the Conservation of Habitats & Species Regulations (2017) as amended.

2 Provision, improvement, replacement, operation or maintenance to reduce the incremental impact of development on off-site infrastructure which is not provided or required as avoidance/mitigation on or near individual development sites. This Regulation 123 List excludes projects for infrastructure which are directly related to an individual site i.e. on or near site infrastructure to avoid/mitigate impact arising from that site. The Borough Council may apply CIL, continue to seek S106 obligations, or a mix of S106 and CIL, toward on or near site infrastructure in line with the Infrastructure Delivery SPD and in accordance with Regulations 122 and 123 of the Community infrastructure Levy Regulations 2010 (as amended).

NOTE: To enable delivery of new residential units that are not CIL liable but nonetheless include a net increase in residential units the Council will require such development to contribute toward the cost of the ongoing management and maintenance of SANG through a Unilateral Undertaking. This is to meet the requirements of the Conservation of Habitats and Species Regulations 2017, (or as subsequently amended). The Council will levy a contribution of £112.50 per square metre for the residential floorspace created. This is the management and maintenance cost of SANG.

The types of development affected include: Change of use to Residential use through the Prior Approval process under the General Permitted Development Order 2015 (or as subsequently amended); Self / custom build homes; Affordable Housing and Starter Homes as defined in the National Planning Policy Framework (NPPF); Applications where less than 100sqm residential floor space is created; Conversions to residential use from other use classes (as set out in the Town and Country Planning Use Classes Order), through planning permission, where not CIL liable; Conversions to a C2 use where the development may be considered to give rise to likely significant effect to the SPA.

For residential conversions within use class C3 (Residential) and C4 (Houses of Multiple Occupation), where no additional floorspace is created but the overall number of units increases, avoidance measures must also be provided through the allocation of SANG, with contributions charged as set out in paragraphs 6.7-6.10 of the Thames Basin Heaths Special Protection Area Avoidance Measures Supplementary Planning Document (2019).

The development types above may not form an exhaustive list of residential developments providing net additional units that are not CIL liable. The Council will seek appropriate SANGs contributions for any other residential development types that are not CIL liable but are required to provide avoidance measures for their impact on the Thames Basin Heaths Special Protection Area.