

Appendix 2 – The Process for Introducing Community Infrastructure Levy

Step 1 – Preliminary Draft Charging Schedule (PDCS)

Publish for consultation its PDCS taking into account viability evidence. The PDCS will set out how much developments will be expected to pay and potential differential rates.



Step 2 – Draft Charging Schedule (DCS)

To publish the DCS together with relevant evidence, a statement of the representations procedure and confirmation that the DCS and relevant evidence are available for inspection and where they can be inspected over a minimum of 4 weeks.



Step 3 – Submission and Examination

Submission of DCS with copies of all representations received and any other background information for examination before an independent Planning Inspector (the Examiner). The Examiner's recommendations will be based on legal compliance, economic viability of the DCS along with its consistency with national guidance and how reasonable and realistic it is.



Step 4 - Adoption

Following receipt of the Examiner's report the charging schedule is adopted following the approval of Cabinet (including any recommended modifications).



Step 5 – Applying the Adopted Charging Schedule

From adoption, CIL is applied.



Step 6 – Monitoring & Reporting

Annual reports detailing the collection and application of CIL funds, the total amount of receipts retained and spent in that year by the end of December each year will be published on the Authority's website.