Basic CIL Process Diagram

Please note: This diagram summarises the CIL Process and is provided for guidance only. Please ensure you also refer to the CIL Regulations 2010 (as amended) and the Council's CIL webpages www.southend.gov.uk/cil to ensure you comply with the relevant requirements.

1. **Stage 1 CIL Liable Development**
   - Applicant submits CIL Form 1
   - Additional Information

2. **Stage 2**
   - Council issues CIL Liability Notice and CIL charge is placed on Land Charges Register
   - Planning permission granted

3. **Stage 3**
   - Liable Party applies for any relief or exemption being sought
     (it is advisable to seek this as early as possible to avoid delays)

4. **Stage 4**
   - Liable other interested Party submits CIL Form 6 Commencement Notice
     This must be before any works (including site preparation) begin on site

5. **Stage 5**
   - Council acknowledges CIL Commencement Notice and issues Demand Notice followed by an invoice (if payment required)

- Applies to Self-Build Whole House only: Liable party must send CIL FORM 7 Part 2 Self-Build Whole House Form within 6 months of completion

- Relief Granted
  - Claim Decision Letter issued and revised Liability Notice issued (unless claim submitted at an earlier stage and relief or exemption already included in original Liability Notice)

- No relief or exemption sought
  - Finalised CIL Charge removed after full CIL payment OR, if relief/exemption granted, when clawback period ends (Stage 6 & Stage 7)

- Local Land Charges Register
  - CIL Charge removed after full CIL payment OR, if relief/exemption granted, when clawback period ends (Stage 6 & Stage 7)

- Permitted Development
  - (e.g. Prior Approval applications or where application for planning permission is not required)

- Applicant submits CIL Form 5: Notice of Chargeable Development Forms (acknowledged on receipt)