

# **Lichfield District Council**

## **Guidance for Applicants**

### **Community Infrastructure Levy**



Community Infrastructure Levy

Updated June 2021

## **Guidance Notes**

### **Introduction**

Lichfield District Council is obligated, under The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 to produce a statement, known as the Infrastructure Funding Statement (IFS) of the infrastructure projects or types of infrastructure which the Council intends will be, or may be, wholly or partly funded by CIL.

The IFS alongside the Infrastructure Delivery Plan (IDP) comprises infrastructure projects necessary to deliver sustainable growth and improve quality of life for residents across the district. In order to be included on the list a project must meet the criteria set and be approved by Cabinet.

A project being included on the IFS and/or IDP does not signify a guarantee of CIL funding. Whether a project receives CIL funding will depend on the Council's priorities at the time of the application for funding being made, and the amount of CIL funding available. The District Council will ensure timely release of funds when invoices are received for satisfactorily completed works.

If you require any guidance or assistance in applying for CIL funding, please contact [cil@lichfielddc.gov.uk](mailto:cil@lichfielddc.gov.uk) or telephone 01543 308192.

### **What CIL can and cannot fund**

CIL Regulations state that funds must be spent on 'infrastructure necessary to support growth'.

The Planning Act 2008 provides a wide definition of infrastructure which can be funded by the levy, including (but not exclusively) transport, flood defences, schools, hospitals, other health care, social care, play areas, parks and green spaces, cultural and sports facilities, district heating schemes, police stations and other community safety facilities.

CIL can only be spent on capital projects, although associated revenue spending to maintain those capital items is also permissible.

It can be used to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support development.

Changes made to the CIL regulations in September 2019 means there is now further flexibility in how CIL is used, and CIL can be used in order to expand, improve or repair existing infrastructure to support development; on its own or jointly with funds from other councils, to fund infrastructure located outside an administrative area, but that will benefit, the development of the district, there remains to be some limitations. If infrastructure has already been provided then CIL should not be put towards it unless it was provided to support future development and growth. In addition to this, where developer contributions may have been obtained via other sources, such sources may not be used for additional CIL income.

## **Application process**

A stakeholder can apply, during the bidding period, for a project to be included on the CIL Infrastructure List. After establishing that a project meets all the pre-application criteria, the stakeholder should submit a completed CIL Infrastructure List Expression of Interest form to LDC.

If the project meets the stated criteria and scores 60% or over, a recommendation will be made taken to SIG, Overview & Scrutiny Committee followed by Cabinet. A decision will then be made by Cabinet, whether to approve the recommendation.

If an application is unsuccessful, the applicant will be advised why and, if appropriate, whether they should consider re-applying at a different time.

## **Scoring criteria**

A copy of the scoring criteria and details of sources of evidence and potential match funding can be found on the LDC website. Applicants are advised to consider this information before completing the Expression of Interest form.

Eligible projects will be scored on their ability to meet the criteria set out below; extra weighting will be given to the scores awarded for good fit with the Council's infrastructure priorities.

### **Deliverability and funding of proposed project**

Proposed projects will be considered with regard to the following criteria:

- The ability of the applicant to deliver the expected benefits on time and within budget.
- Level for financial commitment from the applicant organisation.
- The level of match funding that the project has been secured.

## **Section One: Your Organisation, Your Project Proposal and Details**

Please provide contact details including the name of the person that will receive correspondence concerning the bid application. We may wish to request additional information or clarification during the bid evaluation process and therefore you may wish to include contact details of the person within your organisation best able to provide response. Please ALSO use this section to provide a brief summary of your project and its location. You may choose to use maps and plans to articulate the location or details of your project; if so these should be simple and easy to understand. They should also be attached electronically at the end of the form. You should also indicate in this section the arrangements in place for the sound and proper implementation for the project for example who will manage the project.

## **Section Two: Evidence of Need**

Please use this section to provide your reasons why you think your project should be prioritised for CIL Funding. A copy of the District Council's Infrastructure Delivery Plan and Infrastructure Funding Statement can be found online at [www.Lichfielddc.gov.uk](http://www.Lichfielddc.gov.uk). Please indicate in this section the arrangement for the sound and proper implementation of the project for example the professional competencies /previous experience you may wish to include supporting evidence; this should be attached electronically at the end of the form.

The money collected from CIL can only be used to fund infrastructure projects in the area that are needed as a result of development:

- Is this project necessary to support local growth?
- Has the applicant provided evidence of need?
- Has the application provided evidence of stakeholder support (where applicable)?
- Does the project offer wider as well as local benefits?
- Does the project contribute towards the delivery of infrastructure by a provider (including the County Council) where it can be satisfactorily demonstrated that the infrastructure would not otherwise be delivered; i.e. that all other possible funding sources are insufficient?
- Does the project contribute to the delivery of the District Council's Corporate Plan?
- Does the project deliver specific objectives and policies of the Lichfield Local Plan Strategy?
- Does the project deliver specific objectives and projects within the Infrastructure Funding Statement and/or Infrastructure Delivery Plan?
- Is this project identified as a priority in a relevant Neighbourhood Plan or Settlement policies within the currently adopted Local Plan Strategy?

Bids are unlikely to be successful unless it can be reasonably demonstrated that there are no other funding mechanisms or streams available that could deliver the project being proposed.

## **Section Three: Evidence of Stakeholder Support**

Details should be provided to demonstrate how the proposal has captured the ambitions of local and interested communities or organisations about the details of the project through a variety of engagement techniques. It would be expected that partner support is evidence in a Letter of Support; they should be attached electronically at the end of the form.

## **Section Four: Finance, Deliverability and Current funding for the Project**

This section provides you with the opportunity to illustrate at what stage in development your project is and how you will develop your project to enable it to become deliverable. This section provides you with the opportunity to request the amount of CIL funding required to enable your project to be delivered. We would also like to understand the other funding streams that are supporting your project and when this funding will become available. Evidence of grant funding support should be attached electronically at the end of the form. Please include in your response proposals for the ongoing maintenance and upkeep of the item of infrastructure. You should also include the costs associated with the implementation of the project for example professional fees, regulatory fees.

### **Section Five: Constraints and Risks**

In this section you should identify the constraints and risks that will shape how your project will be delivered and how you intend to address these constraints. We would expect that the information in this section shapes your response to Section Four in terms of deliverability. You should also include a complete risk assessment which includes actions to manage those risks identified.

### **Section Six: Declaration**

Consideration should be given to who in your organisation should sign the Declaration. Information submitted through the Expression of Interest will, if successful, be used to form the Grant Agreement.