

CIL Expenditure Application Form

Bids over £10,000



1. Organisation(s) proposing the project

If this is a joint project, who will be leading on delivery?

2. Project name

3. Project location

Address:

Post code:

4. Description of proposed Infrastructure

What do you want to provide for the community?

5. Project Aims

What is the purpose of the project? What are the community benefits that you want to provide?

6. The type of proposed Infrastructure (please tick):

Provision of health facilities	
Provision of leisure and community facilities -	
Provision of 'off-site' open space	
Strategic Green Infrastructure (Bids for EV charging points will be declined, as these will be provided by the District Council)	
Maintenance of new and existing open space/strategic green infrastructure	
Strategic flooding	
Provision of waste infrastructure	
Public transport improvements	
Provision of library facilities	
Provision of additional pre-school places at existing establishments	
Provision of primary school places at existing schools	
Provision of secondary, sixth form and further education places	
Church Bids – Will only be considered if evidence is provided detailing need in regards to community use.	

7. Who will benefit from the proposed Infrastructure?

8. How have you identified need and support?

Please provide details of any community consultation that has taken place and any additional documentation that supports the project e.g. Village / Parish/ Neighbourhood Plan, letters of support from the Parish Council and/or Ward Member. Does the project support growth and/or mitigate existing infrastructure inadequacies?

9. Existing Infrastructure

Ownership - If your application is successful you may need to be able to provide a copy of the land ownership documents.

How do you hold the land or buildings at present?

Freehold ☐ Leasehold ☐ Do not own the land ☐

If you have a leasehold or do not own the land please state the name and address of the owner and the date of expiry of the lease (if applicable).

If you do not own the land, do you have permission from the landowner to implement your project? If so, please provide evidence.

What is the area (size in square meters (m²) or hectares (Ha)) of the land?

What is the existing Infrastructure constructed from and what is the approximate age?

10. Usage of the existing Infrastructure

please give details of the current use (if applicable)

Group/Organisation Name	Number of users per week/month

(Please continue on a separate sheet if necessary)

What will be the expected increase in users/ new usage after the scheme has been completed?

Group/Organisation Name	Number of users per week/month

11. General Information

Have you liaised with Building Control and Planning regarding this project?

Please state the name of the officer dealing with this

If you have Planning Permission please give the reference number

If you have Building Regulations please give the Council Building Control reference number or Approved Inspector Details

Please ensure you seek independent advice as to whether planning permission is required before embarking on your project.

Have quotations been sought in respect of the proposed works/equipment? Please note it is recommended that a minimum of three quotes using a common specification should be obtained.

Please submit your Business Plan with this application detailing your tender process and financial information, including three quotes for each element of the project. Please note application forms not accompanied by a business plan will be deemed invalid until one is supplied.

Quotes within the business plan should be provided on the basis of the quote being held static for a 6-month period.

☐ I have attached the Business Plan for the project

12. Please provide a summary of the project costs

(including quotes to substantiate your figures where possible)

Type of cost	£
	£
	£
	£
	£
	£
Net Cost	£
VAT	£
Total Cost	£

13. Funding for this project

(it is very important that you can demonstrate that the funding you are seeking covers the total cost of the project)

Funding Source	Secured Yes/No	If not secured – when will you know	Amount £
Amount being applied for from CIL Fund			
Total Funding			£

Has any State Aid been received or offered to your organisation from other Government organisations or other BMSDC funding sources in the last three years? If so, how much? E.g. Local Authority Grants, SCC Locality funds

Are you receiving any Voluntary or free services and/or labour to support this project? If so, please provide details:

14. Predicted timescale for commencement and completion

When do you expect the project to start and finish? Are there any key milestones or payment stages in which the work will be completed?

Start:

End:

Key Milestones/Payment Stages:

15. How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?

16. Prioritisation Criteria – Please indicate how your project meets the following criteria

Criteria	Comments
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable	
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	
It represents key infrastructure (essential)	
Value for money	
Clear benefits	
Community support	
Deliverability	
Affordability (from CIL funds)	
Timeliness	
By releasing CIL money can you achieve infrastructure provision through collaborative spend? (i.e Infrastructure providers PC/TCs BMSDC infrastructure provision or LEP/Government funding)	
Supports housing and employment growth	
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	

Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	
Does the provision of this infrastructure address a current inadequacy in infrastructure terms	
By releasing CIL funds, it would allow infrastructure to be realised such that CIL funds are like the last piece of the jigsaw puzzle	
Will the infrastructure be capable of being used by the wider community	
By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth	
How does this project address green principles (natural/ biodiversity considerations)	
How does this project address sustainability principles(sustainable modes of transport including connectivity to cycle paths footpaths)	
How does the project address issues of community safety	
What funding measures are necessary with this project to address state aid implications	

17. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I will ensure any funds not spent once the project is complete or if the project fails to be completed will be repaid to the District Councils.

I declare that I am authorised to make this application and that the information given in this application is correct.

Signed	Name
Position	Date
Telephone	Email

Have you remembered to include the following:

- Application Form ☐
- Copies of any consultation documents (relating to Question 8) ☐
- Estimates/quotes ☐
- Letter of support from Parish/Town Council and/or Ward Member ☐
- Site or Location Plan ☐
- Business Plan ☐

NOTE: Dependent on the proposal, some applications may require additional information to support the application

Submitting your application

Please return the completed forms and supporting documents to:-

CILExpenditure@baberghmidsuffolk.gov.uk

The Infrastructure Team
Babergh and Mid Suffolk District Councils
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

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The information may be sent to other Council Departments and other local and government authorities in order to check the information and assess and determine your application.

We may also need to check the information with private sector organisations at a later stage of the application process.

We may also use the information to notify you of relevant council initiatives.

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Your CIL Expenditure Project BUSINESS PLAN (TEMPLATE)

Project

Provide a summary of your project, what it delivers, its legal structure and ownership, and information about any locations or facilities.

It should answer the question: what infrastructure deficit are you trying to solve? Potentially use a case example to describe problems members of the community have raised in response to the infrastructure deficit. Describe how your project resolves that deficit and benefits your community. You should also describe in more detail the infrastructure to be provided, how it will be produced or supplied, pricing, and if there is an upgrade or extension for it in the future.

Community Support

This section provides an overview of opinion within the community relating to existing infrastructure provision and what you are proposing. Include survey results and refer to consultations and letters of support.

Financial Plan

This section should say how much CIL you are bidding for and how much money is being funded from other sources. You should include your estimated Costs and detail any revenue the infrastructure provision is anticipated to provide. You must provide three quotes for each element of the project.

Operating Plan

You need to outline how you currently and/or will continue to develop and maintain the infrastructure to be provided. This will include budgeting and plans for future maintenance. What are the envisioned phases for future growth and the capabilities that need to be in place to realize growth?