



## Community Infrastructure Levy (CIL) Guidance Note 5 - Instalment Policy

**Takes effect on 1 January 2013**

### Community Infrastructure Levy (CIL) Instalment Policy

In accordance with Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended by the Community Infrastructure Levy (Amendment) Regulations 2011) Bristol City Council will allow the payment of CIL by instalments, as set out in the following table.

<b>BRISTOL CITY COUNCIL CIL INSTALMENT POLICY</b>		
<b>Total CIL Liability</b>	<b>Number of Instalments</b>	<b>Payment Period</b>
Up to £35,000	1	100% payable within 60 days of the commencement date
Greater than £35,000	4	20% payable within 60 days of the commencement date 20% payable by the date that is six calendar months after the commencement date 30% payable by the date that is 12 calendar months after the commencement date 30% payable by the date that is 18 calendar months after the commencement date

The Instalment Policy only applies in cases where the persons liable for paying CIL have complied with all the relevant regulations and requirements. These requirements are set out in the CIL Instalment Policy Guidance Note on the following page.

## **CIL Instalment Policy Guidance Note**

Regulation 70 of the Community Infrastructure Levy Regulations 2010 (as amended by the Community Infrastructure Levy (Amendment) Regulations 2011) sets out the requirements that must be complied with in order to benefit from the CIL Instalment Policy.

The CIL Instalment Policy will only apply in the following circumstances:

1. Where the Council has received a CIL Assumption of Liability form prior to commencement of the chargeable development (Regulation 70(1)(a)), and
2. Where the Council has received a CIL Commencement Notice prior to commencement of the chargeable development (Regulation 70(1)(b))

If either of the above requirements are not complied with, the total CIL liability will become payable upon the date that the Council deems the chargeable development to have commenced on. In addition, surcharges may apply due to the CIL Assumption of Liability Form and / or the CIL Commencement Notice not being submitted to the Council prior to the commencement of the chargeable development.

Once the development has commenced, all CIL payments must be made in accordance with the CIL Instalment Policy. Where a payment is not received in full on or before the day on which it is due, the total CIL liability becomes payable in full immediately (Regulation 70(8)(a)).

In summary, to benefit from the CIL Instalment Policy, the relevant forms must be submitted to the Council prior to the commencement of the chargeable development, and all payments must be paid in accordance with the CIL Instalment Policy.