

MVDC CIL Process Flowchart

APPLICATION

Planning Permission **Required**

Submit **Form 1: Additional Information** with your Planning Application for validation

Planning Permission **Not Required**
(Permitted Development)

Submit **Form 5: Notice of Chargeable Development**

PRIOR TO COMMENCEMENT

Submit **Form 2: Assumption of Liability**. If liability changes at any time before the final payment, submit a **Form 3: Withdrawal of Assumption of Liability** or a **Form 4: Transfer of Assumed Liability**

If the development meets criteria, submit the appropriate relief claim form.

- **Form 7: Self Build Exemption Claim – Part 1**
- **Form 8: Residential Annex Claim**
- **Form 9 Residential Extension Exemption Claim**
- **Form 10: Charitable and/or Social Housing Relief Claim**

MVDC issue **Liability Notice** to Liable Party. If liability has not been assumed, liability is passed to the landowner

Land charge applied

Submit **Form 6: Commencement Notice**

COMMENCEMENT

MVDC issue **Demand Notice** on Commencement date detailing due dates and payment procedure. Instalments may be applied for larger developments

CIL Paid in full or according to instalments

Land charge removed and receipt issued

If the development commences prior to submission of this notice, surcharges will be applied and instalments will not be offered

Enforcement action taken in the event of non-payment