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## Community Infrastructure Levy (CIL) - Form 7: Self Build Exemption Claim Form Part 2 To be submitted within 6 months of completing the self build dwelling

Please note that 'Completion' for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

This form must be sent to the Charging/Collecting Authority within 6 months of the completion of the self build dwelling. The applicant may otherwise be liable for the full levy charge.

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

See [here](#) for guidance on CIL generally, including "relief from the Levy".

### Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

### Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming self build exemption.

#### Application Details

Applicant Name:

Local authority planning application number:

Please provide the full postal address of the application site:

If postal address/postcode not known, or original relief claim was submitted with reference to grid reference, please provide:

Easting:  Northing:

Description:

### Section B: Submission of Evidence

Please confirm below what evidence you are providing to support your claim for self build CIL exemption.

1. Please enclose a copy of **all** of the following items:

- (a) A compliance certificate for this development issued under either:   
-regulation 17 (completion certificates) of the Building Regulations 2010 **or**  
-section 51 of the Building Act 1984 (final certificates)

What date was the compliance certificate issued (DD/MM/YYYY)?

- (b) Title deeds of the property to which this exemption relates (freehold or leasehold)   
(c) Council Tax certificate

## Section B: Submission of Evidence cont'd

2. Please enclose two further proofs of occupation of the home as sole or main residence

Please enclose a copy of **two** of the following items **showing your name and the address of the property**:

- |                                   |                          |
|-----------------------------------|--------------------------|
| Utility Bill                      | <input type="checkbox"/> |
| Bank Statement                    | <input type="checkbox"/> |
| Local electoral roll registration | <input type="checkbox"/> |

3. Please also enclose a copy of **one** of the following:

- |   |                          |
|---|--------------------------|
| (a) An approved claim from HM Revenue and Customs under 'VAT431NB: VAT refunds for DIY housebuilders'               | <input type="checkbox"/> |
| (b) Proof of a specialist Self Build or Custom Build Warranty* for your development                                 | <input type="checkbox"/> |
| (c) Proof of an approved Self Build or Custom Build Mortgage# from a bank or building society for your development. | <input type="checkbox"/> |

\*A Self Build or Custom Build Warranty is a warranty and Certificate of Approval issued by a Warranty provider which provides a 'latent defects insurance' policy and which is accompanied by certified Stage Completion Certificates (SCC) issued to the owner/occupier of the home.

#A Self Build or Custom Build Mortgage is an approved mortgage arranged to purchase land and/or fund the cost of erecting a home where the loan funds are paid to the owner/occupier in stages as the building works progress to completion.

## Declaration

I/We confirm that the details given are correct.

Date (DD/MM/YYYY):

Name: