

Cambridge Community Infrastructure Levy



**Preliminary Draft Charging Schedule
Consultation Document – Draft Version**

March 2013

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1. INTRODUCTION

1.1 BACKGROUND

- 1.1.1 This consultation document sets out Cambridge City Council's preliminary rates of Community Infrastructure Levy (CIL). The CIL was introduced under the Planning Act 2008 and is a levy that Local Authorities can charge on new developments to fund infrastructure needed to support development.
- 1.1.2 The CIL regulations 2010¹ with subsequent amendments, and statutory guidance², give guidance to councils implementing the levy. Before a CIL charging schedule is adopted it must go through two formal rounds of consultation followed by an independent examination. The first formal stage is the development of a Preliminary Draft Charging Schedule (PDCS) for consultation. The PDCS is informed by a number of evidence base documents, which have been published alongside, and should be read in conjunction, with this document. These are, [the Cambridge and South Cambridgeshire Infrastructure Delivery Study](#) (IDS) and the [Draft Cambridge CIL Viability Assessment](#).
- 1.1.3 The Preliminary Draft Charging Schedule is set out in Chapter four. The rest of the document provides background to the charging schedule, drawing on the supporting evidence, and raises a number of issues related to the governance and implementation of the levy.
- 1.1.4 CIL charge setting involves two specific public consultation periods as the Council moves from preliminary proposals to formal examination process. The Preliminary Draft Charging Schedule is the first stage of consultation on the proposed CIL charge. It is an opportunity to comment on whether the Council should proceed to formally adopt a charge and at what level or levels the charge(s) should be set. Comments, responses and representations will be taken into account prior to the Draft Charging Schedule consultation stage later this year.

1.2 INFORMAL CONSULTATION AND ENGAGEMENT TO DATE

- 1.2.1 A wide range of stakeholders were consulted throughout the evidence gathering process. The Infrastructure Delivery Study and the CIL Viability Assessment contain further details on the informal consultation that has taken place with key stakeholders.
- 1.2.2 Together with South Cambridgeshire District Council a Joint Stakeholder Consultation Meeting was held which had input from the development industry, the County Council, Cambridge University and Colleges and other key stakeholders on December 8th 2012. The purpose of this consultation

¹ DCLG, Community Infrastructure Levy Regulations 2010 (as amended)

² DCLG, CIL Guidance, December 2012

meeting was to provide stakeholders with an opportunity to inform the CIL viability assessment.

2. CONTEXT

2.1 WHAT IS CIL?

- 2.1.1 The Community Infrastructure Levy is a charge that local authorities can levy on all new development in their area to fund infrastructure improvements. It was first introduced in April 2010 and is now a major plank of the localism agenda whereby statutory provisions provide for an end to tariff based approaches to planning obligations (S.106), such as that currently operated by the Council, by April 2014. The CIL Regulations have been amended twice, in 2011 and 2012, and further regulation will be forthcoming based on new statutory CIL Guidance introduced in December 2012.
- 2.1.2 The CIL will be run in parallel with, and partly replace, the existing process of planning obligations known as 'Section 106' agreements. Planning obligations will continue to be used alongside CIL to provide on site infrastructure requirements and affordable housing. CIL breaks the link between developer funding and the development site. CIL funds once collected will be spent on an approved list of infrastructure to support development in the area.
- 2.1.3 Funds raised through the CIL will be used to help pay for a wide range of community infrastructure required to support the needs of sustainable development. It will not fund 100% of the costs of the infrastructure requirements and will therefore only ever be one element in a range of potential funding sources that need to be used to ensure that community infrastructure is effectively delivered.

2.2 WHAT DEVELOPMENT IS LIABLE FOR CIL?

- 2.2.1 CIL is chargeable on new build floorspace only. Liability to pay CIL arises when, on completion of the development, the gross internal area of new build is 100 square metres or above. The development of any new dwelling, even if it is less than 100 square metres, is also liable to pay CIL. The levy is chargeable on the basis of a calculation related to pounds (£) per square metre (sq m) on net additional floorspace. Existing floorspace that has been in legal use within a period of six months prior to planning permission being granted is not liable for CIL.
- 2.2.2 CIL will not be charged on changes of use that do not involve new additional floorspace or on structures which people do not normally go into or do so only intermittently for the purpose of inspecting or maintaining fixed plant or machinery. Affordable housing development and the majority of development by charities is exempt from the charge.
- 2.2.3 The Preliminary Draft Charging Schedule (section 4.1) sets out details of the types of development on which it is proposed to introduce a levy. In summary, it is proposed to place a CIL charge on residential development, retail development and student housing development.

2.3 WHAT ARE THE BENEFITS OF SETTING A CIL?

2.3.1 Most development has some form of impact on the infrastructure needs of an area and, as such, it is fair that the development contributes towards the cost of those needs. Those needs could be environmental, social and/or economic in nature. The proceeds of CIL will be spent on local infrastructure required to support the development of the area. The key benefits of a CIL are:

- Local communities will benefit from improved services as the money raised can be spent on a wide range of infrastructure;
- Developers and landowners will be able to determine more transparently, and at an early stage, the level of contributions they are required to make towards infrastructure provision;
- CIL should reduce the need for protracted planning obligations negotiations; and,
- CIL Regulations provide for an end to tariff based approaches to planning obligations (S.106 Agreements), such as that currently operated by the Council by April 2014. If the Council did not introduce CIL there would be a significant loss of funding for infrastructure.

2.4 WHAT HAPPENS TO PLANNING OBLIGATIONS (S.106 Agreements)?

2.4.1 Although CIL replaces some elements of Planning Obligations, they will still be an important on-going site-specific role. Planning Obligations will still be used for site-specific infrastructure or mitigation required to make a development acceptable in planning terms. This could include the provision of affordable housing, local open space, access roads, habitat protection etc. In addition, on very large developments this could also extend to strategic infrastructure such as new schools, primary healthcare, strategic highway and transportation improvements as they are needed as part of the development. The principle is that all eligible developments must pay a CIL as well as, any site specific requirement to be secured through Section 106 Agreements.

2.4.2 For the purpose of providing a context for introducing a CIL it has been necessary to make some assumptions about the likely scale and relationship that may exist between the CIL and planning obligations. These assumptions can be found in the viability assessments undertaken to support the CIL and ultimately are reflected in the levy charge rates proposed in the Preliminary Draft Charging Schedule.

2.4.3 Latest CIL guidance obliges the Council to 'set out at Examination a draft list of the projects and types of infrastructure that are to be funded in whole or part by the levy'. Following CIL adoption, this draft list will form the basis of the Council's 'Reg 123 List' of CIL funded projects for which S.106 planning obligations cannot be sought. This list has to be published and any revisions to it would be subject to appropriate consultation. This requirement is specifically designed to prevent 'double charging' of developers

2.4.4 During the CIL consultations and adoption process the Council will consider further its ongoing use of S.106 planning obligations, in particular which categories of infrastructure provision are best funded through CIL and which, being site-specific measures, should remain for negotiation through S.106. Further detail on the future approach to planning obligations will be set out as part of a review to the Councils Planning Obligations SPD. The Planning Obligations SPD will be developed alongside the CIL.

2.5 WHAT CAN CIL BE SPENT ON?

2.5.1 CIL will pay for infrastructure to support new development. Infrastructure could be physical (e.g. roads); it could be green (e.g. open spaces) or it could be social (e.g. schools, community buildings). It can be used to pay for strategic infrastructure serving a wide area, such as guided busway improvements, or it could be localised infrastructure to help reduce the impact of new development on the road network. The Levy can be spent on 'the provision, improvement, replacement, operation or maintenance of infrastructure'.

2.5.2 In addition to new infrastructure, CIL receipts can also be used to expand and enhance existing infrastructure or for the on-going maintenance or operational costs of providing infrastructure. These costs must be directly related to the additional demands arising from new development. The up-front and continuing costs of preparing and implementing a CIL can also be drawn from CIL receipts subject to annual percentage ceilings.

2.5.3 A capped 15% proportion of CIL revenue will need to be spent on locally determined infrastructure in areas where development takes place. This will rise to 25% for those areas with an adopted neighbourhood plan in place. The Councils approach to devolution of S.106 through Area Committees may provide a template for managing these funds but the exact nature of how the 'meaningful proportion' will work has yet to be laid out in regulations.

2.5.4 The Council can retain up to 5% of revenue received to meet its costs in administering the levy

2.5.5 CIL breaks the link between the development and the development site. Unlike contributions received via S.106 Planning Obligations, CIL funds, once collected, will go into a central pot. The CIL will not generate sufficient funds to pay for the entire infrastructure needs across the authority area and the Council will need to set out its intentions for how revenue raised from the levy will be spent, by means of a prioritised list of infrastructure. As stated above this list is known as a 'Reg 123 List', and latest statutory guidance requires that the Council produces a Draft Reg 123 List at CIL Examination.

2.5.6 The governance and prioritisation of future CIL spend is the responsibility of the Charging Authority (Cambridge City Council). However, in practice (and in line with statutory guidance) the prioritisation of projects will need to be

undertaken in partnership with other infrastructure providers including Cambridgeshire County Council and South Cambridgeshire District Council. During the CIL consultations and adoption process the Council will consider further what governance arrangements need to be put in place to guide this process.

3. EVIDENCE BASE

3.1 JUSTIFICATION FOR A CAMBRIDGE CIL

3.1.1 Local authorities need to ensure that the CIL rate does not put at serious risk the overall development of their area. The CIL Regulations are clear that in setting rates, the charging authority must aim to strike an appropriate balance between:

- a. The desirability of funding from CIL (in whole or part) the actual and expected estimated total cost of infrastructure required to support the development of its area, taking into account other actual and expected sources of funding; and
- b. The potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.

3.1.2 The Charging Schedule has to be informed by an appropriate evidence base, which should include:

- An up to date Local Plan
- An Infrastructure funding gap
- A broad assessment of the likely impact of CIL on the viability of development across the District.

3.2 AN UP TO DATE DEVELOPMENT PLAN

3.2.1 Statutory guidance sets out that councils must have an up to date development strategy for the area in which they propose to charge.³ As set out in the National Planning Policy Framework for England, where practical levy charges should be worked up and tested alongside the Local Plan.⁴

3.2.2 In Cambridge the CIL charging schedule is being worked up and tested alongside the Local Plan Review. The charging schedule is scheduled to go to examination after the Local Plan has been examined in late 2013/early 2014.

3.3 AN INFRASTRUCTURE FUNDING GAP

3.3.1 According to statutory guidance a charging authority needs to identify the total cost of infrastructure that it desires to fund in whole or in part from the levy. This is known as the infrastructure funding gap.

3.3.2 In order to do this the Council, in collaboration with South Cambridgeshire District Council commissioned Peter Brett Associates to produce the Cambridge and South Cambridgeshire Infrastructure Delivery Study (IDS)(The IDS should be read in conjunction with this consultation document). The IDS considers what additional infrastructure is needed in the Cambridge City and South Cambridgeshire areas to support development and what other funding sources are available (for example, core Government funding for

³ Para 4, Community Infrastructure Levy Guidance, December 2012

⁴ Para 175, National Planning Policy Framework for England

infrastructure, which will continue following the introduction of a levy, anticipated planning obligations and anticipated necessary highway improvement schemes funded by anyone other than the charging authority) based on appropriate available evidence.

- 3.3.3 The IDS serves a dual purpose, as it is also a key part of the evidence base for the Cambridge Local Plan Review. Objectively assessed infrastructure requirements are one of the key soundness tests at Local Plan Examination. The IDS supports the Local Plan in this and will also form part of the Councils case at submission and examination of the Local Plan.
- 3.3.4 The role of the IDS is not to provide absolute assurances as to how the Council intends to spend CIL, but to illustrate that the intended CIL targets are justifiable given local infrastructure need and based on appropriate available evidence. It is not a formal investment programme and does not entail commitment by the Council or other statutory providers.
- 3.3.5 The IDS is a 'live' document that will be updated to take account of changing needs and circumstances as the Cambridge Local Plan emerges and over the plan period. Planned growth levels are not likely to change to the point that the aggregate funding gap is reduced to a point where a CIL would not be justifiable. However the IDS will be updated to reflect changes in planned growth before a Draft Local Plan is published for consultation and before a Draft Charging Schedule is published for consultation in Summer 2013.
- 3.3.6 Latest national CIL guidance (December 2012) introduces a clear thread between Local Plan making evidence on infrastructure need (The IDS), the evidence on the aggregate infrastructure gap that proves the need for CIL (The IDS), and the draft Regulation 123 list, now required at CIL examination, that sets out the charging authorities spending plans. During the CIL consultations and adoption process the Council will consider further what prioritisation arrangements need to be put in place to agree a Regulation 123 List. The IDS and the update to the IDS will inform this prioritisation process.

DEMONSTRATING A FUNDING GAP

- 3.3.7 The IDS looked at the following infrastructure categories:
- Physical – Transport, energy, water and drainage, waste, and telecommunications;
 - Social – Education, health care, leisure and recreation, community and social, and emergency services; and,
 - Green – Green space
- 3.3.8 The IDS calculates that the total cost of infrastructure provision in Cambridge and South Cambridgeshire is likely to be in the region of £2.2bn (see Table 1 below). The infrastructure funding gap identified for Cambridge and South Cambridgeshire is £1.8bn.

3.3.9 Further detail can be found in the [‘Cambridge and South Cambridgeshire Infrastructure Delivery Study’](#).

Table 1 – Cambridge and South Cambridgeshire Infrastructure Funding Gap

	Infrastructure Requirements	Funding (Public)	Funding (Private)	Infrastructure Funding Gap
Infrastructure requirements within Cambridge	£234,324,845	£16,520,000	£31,948,239	£185,856,606
Infrastructure Requirements South Cambridgeshire District Council	£484,729,965	£39,750,000	£32,732,371	£412,247,594
Infrastructure Requirements (Cross Boundary Sites)	£198,653,046	£7,430,000	£81,716,643	£109,506,403
Strategic Infrastructure	£1,293,920,000	£92,300,000	£79,846,531	£1,121,773,469
Total	£2,211,627,856	£156,000,000	£226,243,784	£1,829,384,072

3.4 LOCAL PLAN AND CIL VIABILITY ASSESSMENT

3.4.1 The CIL Regulations require that consideration is given to ‘the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area’. The NPPF states that where CIL is to be introduced, the development and consideration of the rate should be undertaken as part of the same exercise of viability testing as the Local Plan wherever possible.⁵

3.4.2 This is the approach that has been taken by the Council. Viability consultants Dixon Searle LLP were commissioned to undertake viability modeling work on planned development across Cambridge. This piece of work will also examine the viability of the Strategic Housing Land Availability Assessment (SHLAA) and emerging Local Plan policies. The Cambridge CIL Viability Assessment should be read in conjunction with this report.

3.4.3 The consultants used a residual land value appraisal approach to assess the financial capacity of a range of residential and non-residential development scenarios in Cambridge to pay a CIL charge. The methodology they used follows a standard development appraisal, using assumptions (worked up in

⁵ NPPF, para 175

consultation with the development industry) on land values, build costs, sales values and planning policy considerations (40% affordable housing, high quality design standards). The methodology has been through successful CIL examinations with other authorities. Further detail is provided in the viability assessment.

3.4.4 The consultants have found that it is viable at the current time to levy a CIL charge on new residential development, retail development and student accommodation development. When setting the proposed rates the Council has borne in mind the viability advice and also some overriding messages from the Government and CIL front-runners. These messages are as follows:

- Keep it simple – Increasing the complexity of the charge makes CIL calculation and collection increasingly difficult;
- The CIL charge is mandatory, if it makes development unviable then development may not go ahead. Therefore authorities should carefully consider where they set the CIL charge to avoid making desired development unviable; and,
- Bear in mind the type of development that is likely to come forward in the next three to five years, the standard time frame of a charging schedule before it is reassessed.

3.4.5 The CIL Regulations allow for different rates to apply for different zones in which development would be situated or by reference to intended use of development. It is not proposed to differentiate charging rates by zones in Cambridge but there is some differentiation by use.

3.4.6 **Residential development** - The headline finding is that suitable overall parameters for charging CIL in the City were found to be between £100/sq.m to £150/sq.m. Within those parameters the consultants have suggested that there are two possible approaches to charging a CIL on residential development:

- A single city wide residential rate
- Differential residential charging rates based on three zones. A lower value zone (north east and east of the city), a medium value zone (northwest and south west) and a higher value zone (Market and Newnham)

3.4.7 The Council's recommendation, bearing in mind, that a differential charging approach across a small city like Cambridge could get quite complicated, unwieldy and difficult to administer; that there is not much planned growth in the higher value area and so a higher charge in that area would be of little value; and, taking the emerging development strategy into account, is to have a single city wide residential charging rate of £125/sq.m

- 3.4.8 **Retail** - Parameters for retail charging are recommended in the range of £0/sq.m to £125/sq.m so that a rate or rates within that range could be selected/aligned to the balance of supply. At £0/sq.m to £75/sq metre a charging rate would be responsive to city centre comparison retail and out of centre smaller convenience stores. At the upper end of these parameters, £125/sq.m, retail warehousing, supermarkets, and new city centre convenience shop development have the potential to be more viable. Further detail is contained in the Viability Assessment.
- 3.4.9 The Council recommends a single approach based on a retail rate set at the relatively low level of £75/sq.m. The type of retail development that is most relevant to plan delivery, city centre comparison retail, informs this rate.
- 3.4.10 **Student accommodation** – The consultants recommend consideration of a students housing CIL charging rate of not more than £125/sq.m. A proposed rate of £125/sq.m is supported by the Council
- 3.4.11 **Other non residential uses:** The viability assessment concludes that in the current depressed market conditions many commercial uses would not be viable if a CIL charge was applied to them at this time.
- 3.4.12 The [Cambridge CIL Viability Assessment](#) accompanies this document.

Consultation Question 1

Do you agree with the assumptions and methodology used in the CIL Viability Assessment? If not please explain why.

4. COMMUNITY INFRASTRUCTURE LEVY PRELIMINARY DRAFT CHARGING SCHEDULE

4.1 PRELIMINARY DRAFT CHARGING SCHEDULE

- 4.1.1 The Preliminary Draft Charging Schedule for Cambridge City Council is set out in Table 2 below and has been prepared in accordance with the Town and Country Planning Act 2008 and the Community Infrastructure Regulations 2010 (as amended).
- 4.1.2 Cambridge City Council, as the Planning Authority, is the Charging Authority (CA)

Table 2: Cambridge City Council Preliminary Draft Charging Schedule

Use	Charge £/sq.m
Residential (C3; C4 including sheltered accommodation)	£125
Retail (A1 – A5 and sui generic uses akin to retail*)	£75
Student Accommodation	£125
All other development including B, C1, C2 and D class uses	£0

* sui generis akin to retail includes petrol filling stations; shops selling and/or displaying motor vehicles; retail warehouse clubs.

4.2 HOW WILL THE CHARGABLE AMOUNT BE CALCULATED?

- 4.2.1 CIL charges will be calculated in accordance with CIL Regulation 40 (as amended). To facilitate understanding this shall mean that CIL will be charged on the net additional floorspace created (gross internal area), taking into account any existing buildings on the site which were in lawful use at the time of the grant of planning permission and due to be demolished before completion of the chargeable development. The chargeable amount will be an amount equal to the aggregate of the amounts of CIL chargeable at each of the relevant rates as set out in this charging schedule.
- 4.2.2 The chargeable amount will be index linked using the Royal Institution of Chartered Surveyors' All-in Tender Price Index figures for the year in which the planning permission is granted and the year in which this charging schedule took effect

Consultation Question 2:

Do you agree with the proposed CIL rates for (a) residential, (b) retail, (c) student accommodation and (d) all other uses? If not what do you think the rates should be and why?

5. IMPLEMENTING THE COMMUNITY INFRASTRUCTURE LEVY

5.1 HOW WILL CIL BE COLLECTED?

5.1.1 The council will issue a notice of liability as soon as practicable on or after the day on which a planning permission first permits development stating the chargeable amount in relation to the development. The responsibility to pay the levy runs with the ownership of land on which the liable development will be situated and is a local land charge. Payment of the levy is due from the date the chargeable development commences. A commencement notice must be submitted to the council no later than the day before the day on which the chargeable development is to be commenced. It is the intention of the council to prepare and make available to appropriate documentation and templates on its website prior to implementing the CIL.

5.2 PAYMENT BY INSTALMENT

5.2.1 Regulation 69B of the amended Community Infrastructure Regulations (2011) permits a charging authority to allow persons liable to pay CIL to do so by instalments following the publication of an instalment policy. Where there is no instalment policy in place or where an instalment policy is not applicable, the amount must be paid in full at the end of the period of 60 days beginning at commencement of development.

5.2.2 The council intends to put an instalment policy in place once the charging schedule has been adopted.

Consultation question 3:

Do you have any views on how the council should apply an instalments policy (in accordance with Regulation 69b of the CIL Regulations)? Please give reasoning with your answers.

5.3 PAYMENT IN KIND

5.3.1 The Regulations provide the potential for a charging authority to accept payments in kind for CIL, in the form of a transfer of land to be used for infrastructure provision (as set out in Regulations 73 and 74). The value of the land needs to be equal to the amount of the CIL that would have been paid – with the land value being assessed by an independent valuer. It is in lieu of CIL, and is in addition to any transfer of land which may be required via Section 106 Agreements. It is the city council's prerogative to agree to a transfer.

5.4 EXEMPTIONS FROM CIL

5.4.1 The CIL regulations offer mandatory exemptions and discretionary relief from CIL for certain types of development

MANDATORY EXEMPTIONS FROM CIL

5.4.2 The CIL Regulations offer mandatory relief for the following types of development:

- Where the overall chargeable amount of a scheme is less than £50 (Regulation 40)
- Development of less than 100sqm provided that it does not result in the creation of a new dwelling (Regulation 42)
- The conversion of any building previously used as a dwelling house to two or more dwellings
- The conversion of, or works to, a building in lawful use that affects only the interior of the building
- Those parts of a development that are to be used as affordable housing (Regulation 49)
- Development by registered charities for the delivery of their charitable purposes (Regulation 43)
- Structures or buildings that people do not normally go into, or go into only intermittently for maintenance (e.g. sports pitches, sub-stations or wind turbines)(Regulation 6)

DISCRETIONARY RELIEF FROM CIL

5.4.3 The regulations allow Charging Authority's to permit discretionary relief from CIL (e.g. where a reduced or nil payment may be accepted). These cases are likely to be rare but could include the following:

- Development by charities for investment activities (as defined by Regulation 44)
- Development by charities where relief would normally constitute State Aid (as defined in Regulation 45)
- Where the city council considers there are exceptional circumstances to justify relief (as defined in Regulation 55).

5.5 DISCRETIONARY CHARITABLE RELIEF

5.5.1 It is not the intention of the Council to offer this type of relief at present. At this stage the need for a discretionary relief in addition to mandatory relief is not considered justifiable and moreover, would impose an additional level of complexity in the administration and management of the CIL charge. A policy to this kind could be introduced at any stage though and this position can be kept under review.

5.6 EXCEPTIONAL CIRCUMSTANCES RELIEF

5.6.1 Regulation 55 of the CIL Regulations permits a charging authority to grant relief from liability to pay CIL in 'exceptional circumstances'. This may only happen if a planning obligation of greater value than the chargeable amount has been entered into in respect of the planning permission that permits the chargeable development and the CA considers that payment of the levy would have an unacceptable impact on the economic viability of development. In such cases a developer would be expected to demonstrate this (as set out in Regulation 57) via an 'open book' approach with an agreed

independent valuer (paid for by the developer). Relief can also only be granted if it does not constitute 'notifiable state aid' (as defined in European Law).

5.5.2 It is not the intention of the Council to offer this type of relief at present. The circumstances in which a policy of this nature would be likely to be used would be extremely rare given that the CIL rate is set based on viability evidence, moreover it would impose an additional level of complexity in the administration and management of the CIL charge. A policy to this kind could be introduced at any stage though and this position can be kept under review.

5.7 MONITORING

- 5.7.1 As required by Regulation 62, the city council will publish an Annual CIL Report (for the financial year), which shows:
- The amount of CIL collected
 - The amount of CIL that has been spent
 - Information on how CIL funds have been spent (i.e. which infrastructure projects, and how much has been used to cover administrative costs)
 - The amount of CIL retained at the end of the reporting year.

5.8 NEXT STEPS

- 5.8.1 Consultation on a Preliminary Draft Charging Schedule is the first step in a 12 – 15 month statutory process towards adoption of a CIL Charging Schedule. The next key dates in the process are outlined below.
- 5.8.2 Once consultation has finished, we will consider all of the representations received, using them to refine the CIL charging rates, if necessary. We will then publish a Draft Charging Schedule. This will be subject to a further round of public consultation in the summer of 2013, prior to being submitted to the Secretary of State for examination. At this stage, an independent Inspector will consider the 'soundness' of the CIL Charging Schedule at a public examination

Stage	Timetable
Consultation on Preliminary Draft Charging Schedule	March 18 th – April 29 th (6 weeks)
Consultation on Draft Charging Schedule (DCS)	Summer 2013 (4 weeks)
Submission of Draft Charging Schedule to Examiner	January/February 2014
Examination hearing (by independent inspector)	Spring 2014
Adoption at Full Council	Spring 2014

6. HOW TO COMMENT ON THIS DOCUMENT

6.1 YOUR VIEWS

6.1.1 Once you have looked through the Preliminary Draft Charging Schedule, please send us your comments. Please be aware that your comments will be published on the Council's website together with your name. There are a number of ways in which you can do this:

- Using **the Council's online consultation system** - This is the Council's preferred means of receiving representations because it is the fastest and most accurate method and it will help us to manage your representations quickly and efficiently. Separate instructions on how to use the electronic system are provided on the Council's website and officers in the planning policy team are always available to help if you have any queries. Please go to the following link: ----- ;
- By email at policysurveys@cambridge.gov.uk or ldf@scamb.gov.uk using the electronic response form on the Council's websites; or,
- Using **a response form** - If you do not have access to a computer, a paper form can be completed and sent to the Council. Copies of the response form are available from the Planning Policy team.

6.1.2 Your views are important to us, and we recognise that the planning system is not always easy to understand and find your way around. We want to make sure that as many people as possible have an opportunity to have their say as the new Community Infrastructure Levy is prepared. You can contact us using one of the following methods

- You can phone us on 01223 457000 (ask to speak to someone in the Planning Policy team); or,
- You can email us at policysurveys@cambridge.gov.uk.

6.2 CONSULTATION QUESTIONS

6.1.3 The key questions on which we require your input are:

- 1 **Do you agree with the assumptions and methodology used in the CIL Viability Assessment? If not, please explain why?**
- 2 **Do you agree with the proposed CIL rates for (a) residential, (b) retail, (C) student accommodation and (d) all other uses? If not what do you think the rates should be and why?**
- 3 **Do you have any views on how the Council should apply an instalments policy (in accordance with Regulation 69b of the CIL Regulations)? Please give reasoning with your answers.**
- 4 **Do you have any other comments on the PDCS or evidence base documents? Please provide reasoning with your answers**

6.3 FURTHER INFORMATION

- Cambridge and South Cambridgeshire Infrastructure Delivery Study, Peter Brett Associates on behalf of Cambridge City Council, September 2012,
<http://www.cambridge.gov.uk/democracy/ieListDocuments.aspx?CId=184&MId=686&Ver=4>
- Draft Cambridge City Council Local Plan Review – Viability, Community Infrastructure Levy Viability Assessment, Dixon Searle LLP on behalf of Cambridge City Council
<https://www.cambridge.gov.uk/public/ldf/CIL/Appendix%20%20-%20CIL%20Viability%20Assessment%20FINAL%20DRAFT.pdf>
- CIL frequently asked questions, December 2012, Planning Advisory Service <http://www.pas.gov.uk/pas/core/page.do?pageId=1242969>
- Community Infrastructure Levy Guidance, December 2012, DCLG
<https://www.gov.uk/government/publications/community-infrastructure-levy-guidance>
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