



**Waverley Borough Council**  
Council Offices, The Burys,  
Godalming, Surrey  
GU7 1HR  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

CIL Team - Planning Policy  
**Planning and Economic Development**  
E-mail: [CIL@waverley.gov.uk](mailto:CIL@waverley.gov.uk)  
Direct Line: 01483 523089  
Date: 01 February 2021

Liability Ref: LN00000667

Dear Sir/Madam,

**Community Infrastructure Levy (CIL)  
LIABILITY NOTICE  
Regulation 65, Community Infrastructure Levy Regulations (2010), as  
amended**

**Site Address:** LAND COORDINATES 488295 135098  
PORTSMOUTH ROAD HINDHEAD  
**Planning Ref:** WA/2020/0484  
**Description:** Erection of a new dwelling and associated  
works (as amplified by plans statement  
received 19/05/2020 and Tree survey AIA  
and Tree Protection Plan received  
21/12/2020).

**CIL Liability**

No party has assumed liability for this development. Failure to assume liability before development commences may result in the CIL collecting authority imposing a surcharge.

This notifies you that liability of **£30,775.32** of Community Infrastructure Levy to Waverley Borough Council as CIL collecting authority will be due on commencement of development of planning permission WA/2020/0484. This charge is levied under WBCs CIL Charging Schedule, and S211 of the Planning Act 2008. Further details on the CIL payment procedure can be found in the attached notes.

**WBC**

Description	Chargeable Area	Rate/sq m	Index	Area Charge	Relief	Total
Residential dwellings - 10 or less (Zone A) - 452	65.02 sqm	£452.00	1.047	£30,775.32	£0.00	£30,775.32

CIL Total for this charging authority

Total Liability for WBC **£30,775.32**

**Total CIL Liability**

**£30,775.32**

Area Totals (sqm)

Total Development	65.02
Demolitions*	0.00
Existing Use*	0.00
Chargeable Area (WBC)	65.02

\* Demolished floorspace and existing floorspace are only included above if eligible for deduction from the chargeable area.

### How we calculated this figure

We calculated this figure using the formula below as set out in Schedule 1 of the CIL Regulations 2010 (as amended):

$$\text{The CIL Total Area Charge} = \text{Chargeable Area (A)} \times \text{Rate (R)} \times \text{Index (I)}$$

The Chargeable Area is the gross internal area of the total development less the floorspace of any existing buildings which are eligible deduction.

**To be eligible for deduction, the existing buildings must be situated on the relevant land on the day planning permission first permits the chargeable development and be 'In Use'.**

A building is defined as being 'In Use' if part of the building has been in continuous use for a period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development.

The charge will be index linked based on the following formula:

$I_p/I_c$  where  $I_p$  is the index figure for the year in which planning permission was granted and  $I_c$  is the index figure for the year the charging schedule took effect (2012), using the national All-in tender price index published by the Building Cost Information Service (BCIS).

### New liability notices may be issued

Any change in the details contained in this notice which affect the calculation of the chargeable amount will lead to the Council issuing a new liability notice. Changes requiring a new calculation of the chargeable amount may arise from:

- A change to the liable party.
- Granting of a Community Infrastructure Levy relief.
- Any existing buildings deducted from the CIL-liable floorspace are subsequently found not to have qualified as being 'In Use' (defined above) for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development.

**Please note it is your responsibility to notify us if:**

- There is a change in the liable party. In this case, please complete a [Withdrawal of Assumption of Liability form](#) and or a [Transfer of Assumed Liability form](#).
- The liable party's contact details change.
- There are any changes in the floorspace details involved in the chargeable development. In this case, please submit a new [Planning Application Additional Information Requirement Form](#).

### **Are you eligible for relief from CIL?**

Relief is not offered.

### **When will this CIL amount be due for payment?**

If the payment procedure is followed correctly, this CIL amount will be payable in the following manner:

The CIL amount will be payable in one instalment as follows:

The total amount is payable within 90 days of commencement of development.

**You must notify Waverley Borough Council of the date on which you intend to commence development by submitting a valid [Commencement Notice](#).**

Payment of the CIL chargeable amount will be due in full on the day that development commences. If a valid commencement notice has not been submitted before development commences, payment of the CIL amount will be due in full on the day that the collecting authority believes the development to have commenced. Interest and surcharges may also be applied.

Some or the entire CIL chargeable amount may also be paid by transferring land to the CIL charging authority or another beneficiary agreed with the charging authority. Please see the note on [Paying CIL in the Form of Land](#) for further information.

### **Consequences of non payment**

If you fail to follow the payment procedure described above, the collecting authority may impose surcharges on this liability. Persistent failure to pay CIL liabilities due may result in the collecting authority imposing surcharges, serving a CIL stop notice prohibiting further development on the site and/or taking action to recover the debt due. Further information can be found on the Waverley Borough Council website at [www.waverley.gov.uk/CIL](http://www.waverley.gov.uk/CIL).

**The amount of CIL liability in this notice is a local land charge**



This CIL liability has been registered as a local land charge against the land affected by the planning permission in this notice. This charge will be cancelled on full payment of this liability.

### **Do you think we have made a mistake in our calculations?**

You can ask us to review our calculation by requesting a Review under Section 113 of the CIL Regulations. To do this, please send a letter or email marked "Request for S113 Review" stating why you think the Liability Notice is incorrect to: [CIL@waverley.gov.uk](mailto:CIL@waverley.gov.uk) or CIL, Planning Policy, Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey, GU7 1HR. This request for review has to be within 28 days of the Liability Notice issue date.

If you are unhappy with the calculation following this review, you can appeal to the [Valuation Office Agency](#). This request for appeal should be within 60 days of the Liability Notice issue date.

Please see the [CIL Regulations](#) for further information.

### **Recipients of this Liability Notice**

Other recipients of this notice include the following (where relevant):

- Those jointly liable to pay CIL or those who have jointly assumed liability to pay CIL.
- Each person known to the authority as an owner of the relevant land.
- The person who has applied for planning permission or submitted a notice of chargeable development, where this is different to those above.

<b>Name and address of all recipient(s) of this notice</b>
Mr Paul Hayward Manor Copse
Miss Felicity Meares 48 Chestnut Way Bramley GU5 0JB

Please note, the agent acting on behalf of the applicant may also receive a copy of the Liability Notice.

### **Next Steps**

We require a [CIL Form 2: Assumption of Liability](#) to be submitted stating who will be liable to pay the CIL charge on the commencement of the development. This form must be submitted prior to commencement. In the absence of this form, liability to pay the CIL charge will automatically default to the land owner.

One of the development parties must notify the Council of the intended commencement date of the chargeable development by submitting a [Commencement Notice](#) to the Council no later than the day before the day on which the chargeable development is to be commenced. A copy must also be served on each person known as an owner of the relevant land.

Please email the completed Commencement Notice to: [CIL@waverley.gov.uk](mailto:CIL@waverley.gov.uk)

Alternatively, you can post the Commencement Notice to: CIL, Planning Policy, Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey, GU7 1HR.

The Council will send an acknowledgement of receipt of the valid Commencement Notice to the person who submitted it. It is in the liable person's interest to ensure that they receive all relevant acknowledgements before commencing the development.

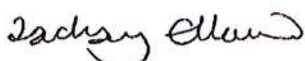
On receipt of the valid Commencement Notice the Council will issue a [Demand Notice](#) to the liable person(s) setting out the total CIL chargeable amount payable on commencement of the development and precise details of payment arrangements.

#### **Further Information**

Further information and all CIL forms are available on the Planning Portal website at [www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil](http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil) and the Waverley Borough Council website at [www.waverley.gov.uk/CIL](http://www.waverley.gov.uk/CIL).

For further information or if you have any questions regarding CIL please contact us at [CIL@waverley.gov.uk](mailto:CIL@waverley.gov.uk).

Yours faithfully,



Zac Ellwood  
Head of Planning & Economic Development