

Self Build Annex or Extension Claim Form

To be submitted before development commences

Please complete using block capitals and black ink.

Section A: Claiming Exemption - General Information

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

Application Details:

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the main dwelling (including postcode):

Section B: Nature of exemption

Please tick ONE box

The development is a residential annex within the definition in Regulation 42A(2)

The development is a residential extension within the definition in Regulation 42A(3)

Section C: Self build declaration

Please tick ALL boxes

I declare that I will occupy the main dwelling as my sole or main residence for a period of 3 years from completion of the annex/extension.

I declare that the amount of de minimis State Aid received in the last 3 years prior to the submission of this application for relief is less than 200,000 Euro

I understand that my claim for exemption will lapse where development commences prior to the collecting authority informing me of its decision.

I understand that my claim for exemption will lapse where a commencement notice is not submitted to the levy collecting authority prior to the commencement of the chargeable development to which this exemption applies

I understand the meaning of a 'disqualifying event' for the purposes of a residential annex exemption (as defined in Regulation 42C) and that where a disqualifying event occurs I must inform the collecting authority within 14 days

'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).

Information about de minimis State Aid for the purposes of CIL exemption can be found here:

Section C: Self build declaration con't

Name- Claimant:

Date (DD/MM/YYYY):

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

*On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You **must** then submit a commencement notice to the collecting authority prior to starting work on site. Failure to do so will result in the CIL charge becoming payable in full.*