



LOCAL COMMUNITY INFRASTRUCTURE LEVY

# Making a Local CIL Application



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# 1. The purpose of local CIL

The Community Infrastructure Levy (CIL) is a charge collected from new developments. 25% of the amount collected is allocated locally by ward councillors and is known as 'local CIL'. The local CIL spending process is guided by a priority list for each ward, which were developed by ward members in consultation with their local communities.

In accordance with the CIL Regulations (59C), local CIL should be spent on supporting the development of the local council's area, or any part of that area, by funding:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) anything else that is concerned with addressing the demands that development places on an area.

While this can relate to a wide range of social and physical infrastructure, particular items that local CIL can fund include:

- Air quality and climate action
- Open / green spaces and nature
- Community facilities
- Facilities / services / support for children and young people
- Facilities / services / support for older people
- Health and social care
- Community safety
- Active and sustainable transport
- Street and local environmental improvements
- Arts and culture
- Sports
- Educational facilities
- Libraries
- Street markets

# 2. How to apply for local CIL funding

If you have an idea for a project that could be funded by local CIL, the first step is to contact the ward councillors where the project is based and ask if they would be willing to sponsor it.

Once you have agreement from at least one of the ward councillors you can complete a local CIL application form. This requires detailed information about the project including the amount of funding required, the timescale for delivery, project management, and how it addresses the impact of new development on the area and supports growth.

### **3. Choosing your project for local CIL funding**

As consultation has been carried out on the local CIL funding priorities it is expected that funding allocations should usually relate closely to these priorities. The current [local CIL priority lists](#) for each ward can be found on the [local CIL spending webpage](#) along with examples of previously funded projects.

The CIL collection process is quite lengthy, and it is not always certain when the funds will be received from developers. Therefore, only the local CIL which has been cleared through the Council's accounts will be available for ward members to allocate. Therefore, any local CIL allocations should not exceed the amount of (unallocated) money which has been collected in the ward. The ward balances are updated regularly and are published on the [local CIL spending webpage](#).

Camden recently adopted a Strategy for Diversity in the Public Realm. This intends to increase diversity, inclusion, equity, and equality in Camden's public realm to ensure that:

- it reflects and celebrates the diversity of Camden's communities
- our residents feel connected to, and part of their borough
- Camden is a better place to live, visit and work, with people benefitting from improved wellbeing and sense of place

A key part of this is empowering people with protected characteristics who have often historically been underrepresented in Camden's public realm, to design and develop a public realm that is for everyone. Therefore, we are actively encouraging projects that promote diversity and equality, and applications from diverse / underrepresented groups.

#### **Key matters to consider before making an application**

An application to allocate local CIL can only be taken forward when:

- It has the support of at least one ward councillor.
- The project meets local CIL spending criteria and addresses an identified spending priority.
- There is a clear description of the project outlining how much money is likely to be needed and for what purpose.
- Every party with a legal interest in or responsibility over the land / buildings where the project will be undertaken agrees to it taking place.
- Sufficient local CIL funds have been collected in the ward and are available to deliver the project / the relevant part of the project.
- A project manager or party has been identified who is responsible for delivering the project.
- There is a clear timetable for the delivery of the project and there is a deadline for the funds to be spent.
- The project does not create an ongoing cost to the Council, and typically any ongoing maintenance costs would need to be covered by the local CIL request.
- The project promotes diversity, inclusion, equity, and equality wherever possible.

## Deciding who should deliver the project

It will be important to identify a responsible delivery organisation / body (and wherever possible a Project Manager) at an early stage in the allocation process. This party will be responsible for the day-to-day management of the project including any procurement of goods / services and the funds would be released to them when needed. They would need to be able to ensure that the project can be delivered. The Project Manager could be a member of a community organisation or an officer within a Camden Service depending on the nature of the project.

It is likely that any projects carried out in streets and public spaces or on Council-owned land would need to be designed and delivered by, or in conjunction with Camden services. They may need to be fitted around existing work plans and take account of existing staffing levels. The costs of any feasibility or design work, as well as project management, and any ongoing maintenance costs will need to be funded as part of the local CIL allocation. These factors will affect the nature, timescales, and cost of projects.

If you need advice about who to propose as a Project Manager, please contact us before submitting your local CIL application form at [CIL@camden.gov.uk](mailto:CIL@camden.gov.uk).

## Submitting the completed application form and application processing

The completed application form should be returned to the ward councillors who are responsible for sending it to the Council's Infrastructure & Growth Team for assessment. Please do not send the form to the team directly as this may cause delays while it is checked whether the Members support the proposal and how much funding they wish to allocate.

The assessment criteria for Local CIL applications are set out in the next section of this guide.

Please note that the time taken to process and assess a local CIL application for decision will vary depend on the complexity of the proposal and the need for any consultation with Council services or other stakeholders. Applications for more complex projects will take longer to process than more straightforward applications.

Decisions on applications for local CIL funding are taken by the Executive Director for Investment, Place and Opportunity, and take place every two to three months. Funds are only released after applications are approved by an Executive Director decision.

Please bear these timescales in mind when preparing applications and ensure you have factored in sufficient time for assessment and decision to take place before funding will be received.

## Assessment criteria for proposed CIL allocations

All applications will be considered against the following criteria and some explanation will be needed of how these are met. Answering all the questions on the application form will help to ensure a fair consideration of the proposal.

- **How does the project support growth / address the impacts of development in the area?** Support for the development of the area is a prerequisite for the spending of local CIL.
- **Who will benefit from the project and how does it reduce or tackle inequality?** Projects should be of benefit to local people, and tackling inequality is a core principle of We Make Camden.
- **How does the project promote diversity and inclusion?**
- **Is there an ongoing revenue cost (to Camden or otherwise) which has not been met through the project funding, and, if so, how will this be addressed?** Projects that create an ongoing revenue cost to the council are unlikely to be funded as this will interfere with other work carried out by Camden.
- **Will the project affect Camden service provision or impose other costs on the Council?** Projects which could bring negative impacts on service provision or budgets should be avoided.
- **Is the project receiving funding from elsewhere?**
- **Is it an identified local CIL priority for the ward?**
- **Is it included in an adopted Council plan, strategy, or neighbourhood plan?**
- **Does it meet We Make Camden ambitions?**
- **Does the project have the written support of at least one ward member?** Where any ward member states that they do not support the funding of a project, the decision on whether to fund it will be taken in consultation with the Cabinet Member for New Homes, Jobs and Community Investment, and the funding may be delayed or not agreed.
- **Do any of the members have a connection with the project?** Where this is the case or not clear, the decision to fund the project will be taken in consultation with the Cabinet Member for New Homes, Jobs and Community Investment.

Please note that if your application is successful, you may be required to submit monitoring information to the Council. This would typically include evidence of expenditure such as receipts, bank statements, or annual accounts, as well as a report on whether the project met its objectives and any outcomes. A site visit by a Council Officer may be required in some cases.

# The Local CIL Application Process



