

GUIDE FOR TOWN AND PARISH COUNCILS 2025

INTRODUCTION

The Community Infrastructure Levy (CIL) is a charge on developers and landowners made when CIL liable planning permissions are implemented. It allows Collecting Authorities, in this instance Newark and Sherwood District Council, to help fund the infrastructure that is needed as a result of development. Town and Parish Councils in CIL liable areas also qualify for a share of CIL receipts.

This guide is aimed at helping members of Town and Parish Councils in Newark and Sherwood District understand more about CIL. It looks at main legislative areas of CIL and provides information on the apportionment of CIL monies, what it can be spent on, and annual reporting requirements.

The CIL team at Newark and Sherwood District Council welcome the opportunity to work with you. Please don't hesitate to contact us for help and support via email to CIL@newark-sherwooddc.gov.uk

1. WHAT IS CIL?

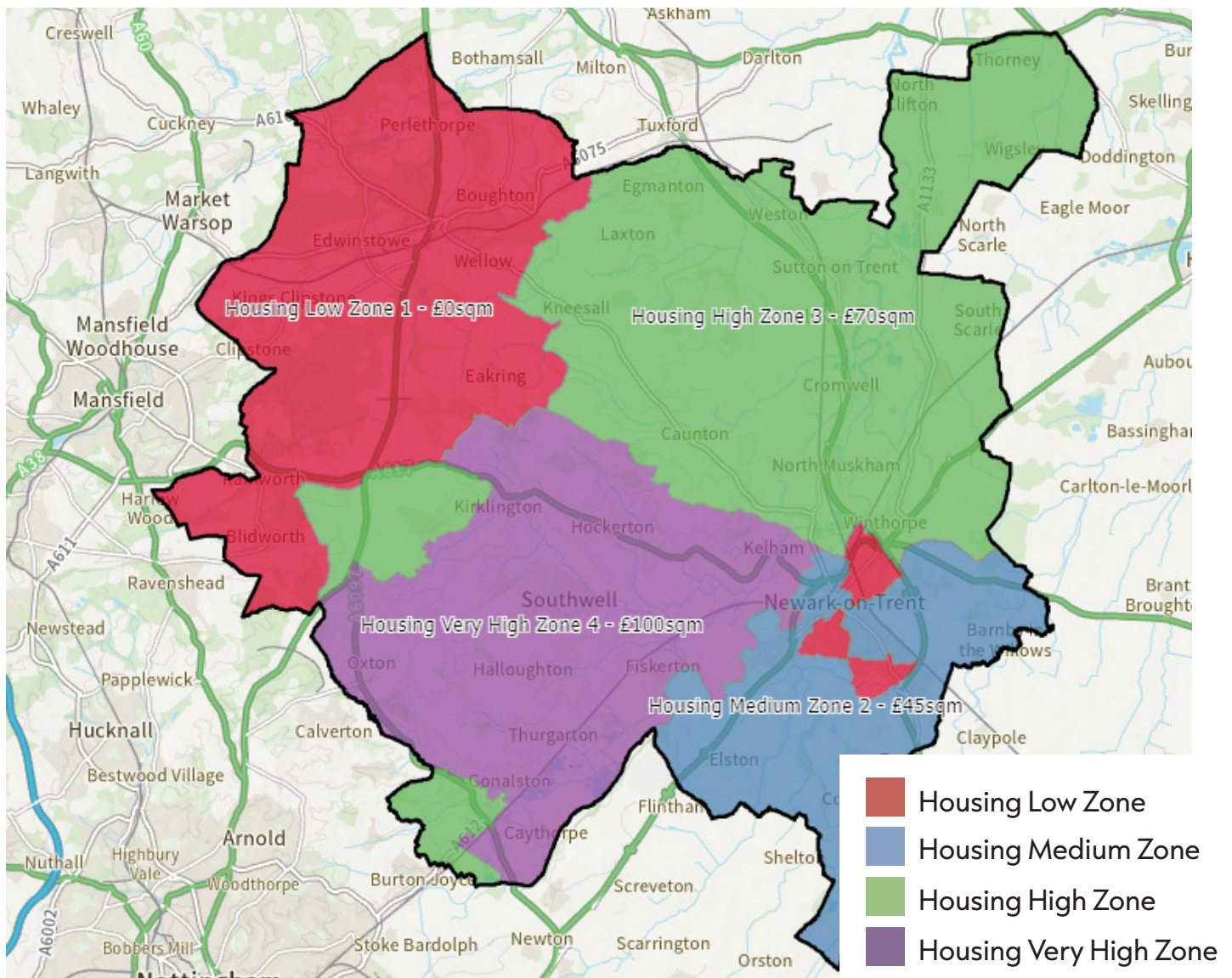
The Community Infrastructure Levy (CIL) was introduced by the Government through the Planning Act 2008. It provides a fair and transparent means for ensuring that new development contributes to help fund new and improved infrastructure, such as Education, Open Space, and Transport improvements.

Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy. There are several exemptions which can be applied for which may result in non-payment of the levy, for example if a new dwelling is a Self Build development. Further details of exemptions can be found on our website www.newark-sherwooddc.gov.uk/cil

2. IS CIL PAYABLE IN ALL AREAS OF THE NEWARK AND SHERWOOD DISTRICT?

CIL is payable on new retail floorspace in all areas of the district. However, not all areas qualify for CIL on residential development. This is because there are viability constraints in certain areas of the district (a viability assessment has informed the approach taken). There are also different CIL rates for different areas. See the CIL Charging Schedule for information on CIL rates in each area of the district: [NSDC CIL Charging Schedule.pdf](#)





Residential CIL Rates

Apartments (All Zones) £0/sqm

Housing Low Zone 1 £0/sqm

Housing Medium Zone 2 £45/sqm

Housing High Zone 3 £70/sqm

Housing Very High Zone 4 £100/sqm



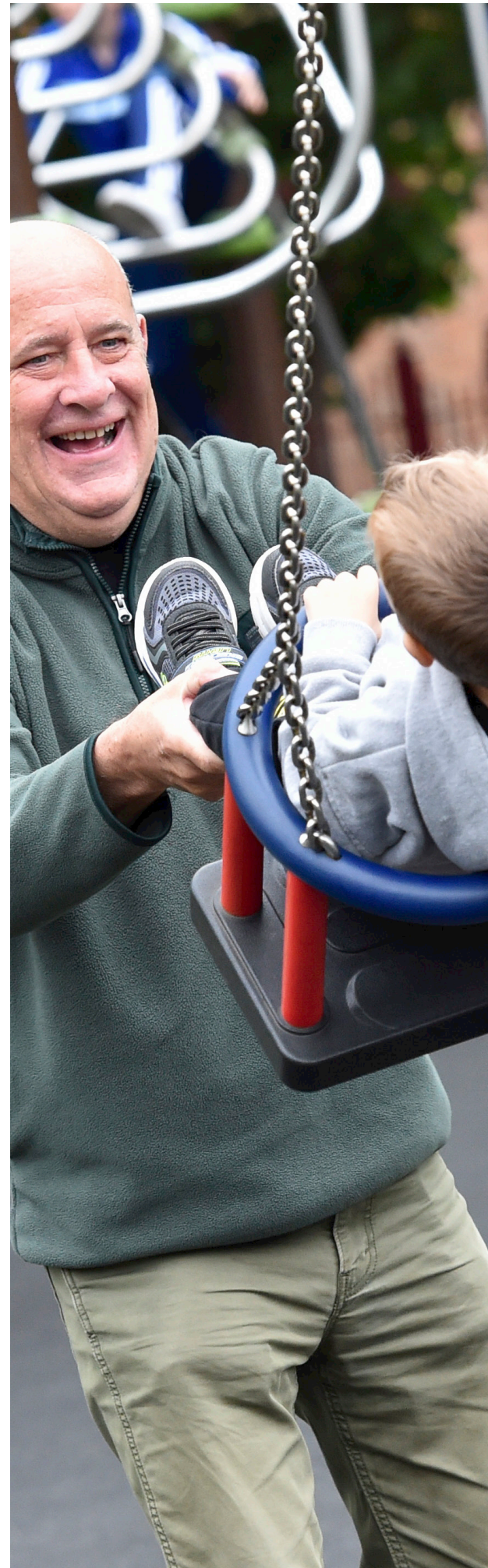
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3. HOW MUCH CIL WILL TOWN AND PARISH COUNCILS RECEIVE?

The Community Infrastructure Levy (CIL) includes a "meaningful proportion" requirement, mandating that charging authorities pass a portion of CIL funds to local communities where development occurs. Within the qualifying CIL areas, the following applies:

- Following deduction of a 5% admin fee by Newark and Sherwood District Council, Town and Parish Councils with a neighbourhood plan in place will receive 25% of CIL monies received from developments in their town / parish area.
- Following deduction of a 5% admin fee by Newark and Sherwood District Council, Town / Parish Councils without a neighbourhood plan will receive 15% of CIL monies received from developments in their town / parish area, capped at £100 per dwelling (indexed for inflation).
- Areas without a Town and Parish Council but with a neighbourhood plan in place will receive 25% uncapped. The District Council will consult with the community about how funds can be used, including to support priorities set out in neighbourhood plans.
- Areas without a Town and Parish Council or a neighbourhood plan in place will receive 15% capped at £100/dwelling (indexed for inflation). The District Council will consult the community to agree how best to spend the neighbourhood funding.

Communities without a Town or Parish Council can still benefit from the neighbourhood portion. If there is no Town or Parish Council, the charging authority will retain the levy receipts and engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding.



4. WHAT CAN TOWN AND PARISH COUNCILS SPEND CIL MONIES ON?

Town and Parish Councils must use the CIL receipts passed to them to support the development of the Town / Parish Council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

Examples of infrastructure projects include:

- New or improved play facilities in public green spaces e.g. play equipment, resurfacing, fencing
- New or improved sports facilities in public green spaces e.g. sports pitches, changing rooms, goal posts
- Improvements to village halls
- New or improved public footpaths and cycle paths
- Signage
- Benches and bins

Please get in touch if you have any queries on projects. You can email us at cil@newark-sherwooddc.gov.uk

5. WHAT CAN'T CIL BE SPENT ON?

CIL can't be used for a Town and Parish Councils' day-to-day running costs, for example wages and utilities bills.

6. WHEN WILL TOWN AND PARISH COUNCILS RECEIVE CIL?

The District Council will pay CIL to Town and Parish Councils at the start of the new financial year.

A letter will be sent prior to funds being transferred. This will include a breakdown of funds received from each development.



7. WHAT ARE YOUR RESPONSIBILITIES FOR REPORTING ON CIL?

It is a legal requirement for Town and Parish Councils receiving CIL monies to publish an annual report.

Town and Parish Councils in receipt of CIL monies must prepare a report for any financial year ("the reported year") in which they receive CIL receipts. The form in Appendix A can be used for annual reporting. Should Town or Parish Councils wish to produce their own report without using the form, it must include the following:

- The total CIL receipts for the reported year.
- The total CIL expenditure for the reported year.
- Summary details of CIL expenditure during the reported year including:
 - (i) the items to which CIL has been applied and
 - (ii) the amount of CIL expenditure on each item.
- Details of any notices received in accordance with regulation 59E of CIL Regulations, including:
 - (i) the total value of CIL receipts subject to notices served in accordance with regulation 59E of CIL regulations during the reported year and
 - (ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E of CIL regulations in any year that has not been paid to the relevant charging authority by the end of the reported year.
- The total amount of:
 - (i) CIL receipts for the reported year retained at the end of the reported year and
 - (ii) CIL receipts from previous years retained at the end of the reported year.

The Town and Parish Council must:

- Publish the report, either:
 - (i) on its website; or
 - (ii) on the website of the charging authority for the area if the Town or Parish Council does not have a website; or
 - (iii) within its area as it considers appropriate if neither the Town or Parish Council nor the charging authority have a website, or the charging authority refuses to put the report on its website in accordance with paragraph (ii); and
- Send a copy of the report to the charging authority from which it received CIL receipts, no later than 31 December following the reported year, unless the report is, or is to be, published on the charging authority's website.



8. WHAT IF A TOWN OR PARISH COUNCIL CAN'T IDENTIFY CIL FUNDED PROJECTS - IS THERE A TIME LIMIT ON SPENDING THE FUNDS?

Town and Parish Councils have five years from the receipt of CIL funds to spend it. If a project has not been identified, Newark and Sherwood District Council can ask them to repay the funds. If the monies are not spent in accordance with the regulations, the District Council may demand that it is repaid.

9. HOW COULD LOCAL COMMUNITIES BECOME INVOLVED IN IDENTIFYING CIL PROJECTS?

There are a variety of methods that could be used to engage with communities. The District Council would encourage Town and Parish Councils to reach out to their communities using as many different methods as possible.

Digital consultation is a quick method which would reach out to a wide audience. Social media platforms provide a good resource for public consultation. Face-to-face consultation can also be helpful, creating a more personal approach and allowing time for discussion.

WHERE CAN TOWN AND PARISH COUNCILS FIND OUT MORE ABOUT CIL?

The Government has published detailed guidance on CIL on its website at:
www.gov.uk/guidance/community-infrastructure-levy

