



## **Community Infrastructure Levy (CIL) Policy, Guidance & Application Form Godalming Town Council**

### **Part A – Policy and Guidance**

#### **1. Introduction**

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and implemented on 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of that development.

Godalming Town Council (GTC) receives 25% of CIL funds collected by WBC from development within the Godalming parish area. These funds are available to spend on local projects that address the demands development places on the area.

In accordance with the CIL Regulations, the local proportion of CIL should be used for:

- The provision, improvement, replacement, operation, or maintenance of infrastructure; or
- Anything else concerned with addressing the demands that development places on the area.

The definition of infrastructure is broad and includes (but is not limited to):

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

GTC encourages potential applicants to discuss ideas with the Chief Executive Officer before submitting a formal application.

#### **2. CIL Policy**

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, where applicable, sponsoring applications.

Funds must be spent within five years of receipt, though GTC may choose to accumulate funds to support larger or strategic projects.

The level of available CIL receipts will depend on the rate of local development and cannot be considered a continuous funding stream.

All final decisions for approval and disbursement of CIL funds will be made by the Management Committee, where awards are under £50,000, or by Full Council, where awards are £50,000 or more.

### 3. Who Can Apply

Applications may be submitted by:

- Godalming Town Council Committees; or
- External not-for-profit organisations, including statutory infrastructure providers, community groups, schools, and registered charities.

Membership organisations must demonstrate wider community benefit. Facilities funded through CIL should be accessible to a range of people within the community.

**Note:** If an external organisation has been granted CIL funds for a project, it may not apply for further CIL funding (for any project) until twelve months have elapsed since the previous award.

### 4. What Is Not Eligible

The following will not normally be funded:

- Projects completed prior to submitting an application
- Ongoing revenue or running costs
- Routine maintenance or repair
- Projects promoting or benefiting political parties or causes
- Projects conflicting with existing Town Council policies
- Recoverable VAT

In some cases, it may be determined that alternative funding sources are more appropriate.

### 5. What a Project Should Demonstrate

Projects should clearly demonstrate:

- How they address the impacts created by new development
- A wider community benefit, not limited to the applicant organisation
- A clear and deliverable plan with sound governance
- The ability to attract additional resources (match funding or partnership support)

CIL should be considered **funding of last resort**, and applicants must show that other potential funding sources have been explored first.

### 6. Application and Assessment Process

Applications should be submitted via email to: **[office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)**

The process is as follows:

1. Officers validate applications against requirements of the Community Infrastructure Levy Regulations 2010 and the Council's Neighbourhood CIL policy
2. Validated applications are considered by the Management Committee.
3. The Management Committee will make the final decision on awards up to £50,000; applications of £50,000 or more, that are approved by the Management Committee, are forwarded to Full Council for final decision and prioritisation against available funds.

Meeting dates for consideration of CIL applications by Management Committee are published on the Council's website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk).

Where a project is also applying for **Strategic CIL** from Waverley Borough Council, GTC will accept an initial application using WBC's CIL form to avoid duplication.

## **7. Guidance on Completing the Application Form**

Below is guidance to assist applicants completing the CIL Funding Application Form:

**Questions 1–3:** Applicant and main contact details. Each participating organisation must sign the declaration section.

**Questions 4–5:** Type and legal status of organisation. If registered as a charity, provide the registration number. Confirm whether VAT can be reclaimed, failure to declare this will invalidate an application.

**Question 6:** Location of project (full address and postcode).

**Question 7:** Project summary – description, purpose, and community benefit.

### **Questions 8–12:**

- Project cost breakdown and sources of funding.
- Indicate other contributions or match funding sought.
- Declare any previous CIL or grant awards from GTC or WBC.

### **Questions 13–14:**

- Explain how the project meets infrastructure needs arising from development.
- Provide community support evidence (letters or endorsements).
- Projects aligning with the following local priorities are encouraged:
  - Transport improvements (roads, cycling, pedestrian safety)
  - Open space and recreational improvements
  - Youth provision
  - Biodiversity enhancement
  - Community facilities
  - Flood and drainage works

### **Questions 15–16:**

- Demonstrate deliverability within 24 months of approval.
- Explain long-term sustainability and revenue funding arrangements.

### **Questions 17–19:**

- Non-public sector applicants must provide the latest audited accounts (including reserves).
- State whether planning permission is required and whether it is secured.

## **8. Supporting Information and Post-Approval Process**

- Applications must include or later provide competitive quotes for the works proposed.
- Following approval, written confirmation will be required agreeing to reimburse GTC if the project does not proceed.
- No funds will be released until such confirmation is received.
- Planning approval and any other pre-commencement conditions associated with an award must be met in full before any CIL funds are released.
- Applicants must provide proof of tenure (Freehold/Lease or licence to occupy), the acceptable length and type of which will be determined by Members when considering each application.

- Projects must commence within 24 months of Management Committee or Full Council approval.
- Applicants must hold a bank account in the organisation's name.

The CIL award covers capital expenditure only. GTC will not assume ongoing maintenance or operational responsibilities.

#### **9. Publicity and Acknowledgement**

Recipients must acknowledge Godalming Town Council's support in any publicity or signage relating to the project.

GTC reserves the right to use project images or descriptions for public information or promotional purposes.

The assessment process is competitive, and not all applications will be funded. There is no right of appeal.



Supporting Our Community

### CIL FUNDING APPLICATION FORM

1. Applicant organisation	
2. Name and position of main contact	
3. Applicant contact details (phone no, email and address)	
4. Type of organisation  If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought		
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost		

10. Detail of additional sources of funding available

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings

13. How does the project help address the demands of development in the area. What evidence is there to support this?

<p>14. What evidence is there of support from the community</p>	
<p>15. Proposed timescales for the project</p>	
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	
<p>18. Do you need planning permission to carry out the works?</p>	
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	

## Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Chief Executive Officer of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_