Battle Town Council

Appendix A

Guidance for Use of Local CIL and application process.

Introduction

The Community Infrastructure Levy (CIL) is a **tax that local authorities charge on most new developments** in their area. The levy is not payable on social housing or self-builds.

Battle Town Council (BTC) receives 15% of the CIL for developments taking place within the Parish of Battle with Rother District Council (RDC) receiving the remaining 85% (Strategic CIL) on applications agreed before 2021.
Now the Parish has a Neighbourhood Plan, the local CIL payments to BTC are 25% on applications agreed since 2021.

This local CIL is held by BTC, and is either to be spent by the Council directly, or distributed to other providers of infrastructure projects. The funding is to support infrastructure improvements that the local community will benefit from. **Infrastructure includes social, environmental and communications infrastructure.** Priority for CIL funding will be given to infrastructure that is needed as a result of the development that has generated a CIL payment.

In line with the Council's CIL Policy, a rolling Plan for the use of CIL funds will be reviewed annually. (See appendix C)

This includes the current status of the potential projects (see Appendix D)

The CIL Policy does allow for some flexibility, though, because the community's needs and priorities change, which may result in a new project being considered for funding between the annual reviews.

Projects may be fully funded, part funded, have future receipts ring-fenced or not funded. Projects that are not funded will remain on the list for consideration in the future.

CIL receipts from Netherfield developments are ringfenced for projects to benefit Netherfield.

Process for allocation of funding

1. Ensure your project meets the criteria set in the CIL Policy
   (It is recommended that contact is made with the Clerk in the first instance)

2. Projects will be prioritised using the following categories
- Beneficiaries
- Benefit classification
- Cost
- Infrastructure category
- Partner (If appropriate)
- Status

3. **Complete CIL funding application form** (Appendix B).

4. **The application, if eligible, will be considered by the F&GP Committee.** A project evaluation form will be completed by the Committee (Appendix C). Results will be published) and applicants will be notified if the outcome of the meeting. **Representative of the applicants are encouraged to attend this meeting.**

Projects that are accepted for funding will be added to the list of future projects. The current list of projects that have been accepted can be found in (Appendix D)

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Appendix B

CIL APPLICATION FORM 2025-2026

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: ……..

Address: ……

…… Post Code: ……

Description of your organisation's activities. Please list your aims and objectives.

……

……

B. Contact Details

Name of contact: ……

Position: ……

Address for correspondence (if different from above):

……

……Post Code: ……..

C. Your project or scheme

Please give us the following information about your project

Project or scheme……..

Site of Project…… Post Code……..

a) Description of project or scheme for which grant is intended

……

……

b) Who will benefit from the proposed project or scheme and how many of these are Town Council area residents?

……

……

c) Total cost of project or scheme: £…….. d) How much are you applying for? £……

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

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d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

……

……

D. Previous Applications

Has your organisation previously applied for a grant from this Town Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

……

……

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

……

……

……

F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Clerk at the Town Council for advice before submitting this application.

G. Account detail

To enable payment, in the event of a successful application, please provide the following information

Organisation sort code: …….. Account number: ……

Account name: ……..

By submitting this application you are agreeing to Battle Town Council's Grant Awarding Policy terms and conditions and also agree to allow The Town Council to use the awarding of a grant to your organisation, to publicise The Council's work in the community when your project is completed.

Signed ……. Date ……

Please return to Carol Harris, Town Clerk, Battle Town Council, The Almonry, High Street, Battle, East Sussex TN33 0EA. All applications will be considered by the Finance & General Purposes Committee. Successful grant payments will sent to the named contact above.