

CIL validation requirements

Requirements for all applications

Your application must include:

- 1) The [CIL Additional Information Requirement Form 1](#) (external download)
- 2) An additional set of existing plans (not elevations or sections) with measured internal areas colour coded by existing lawful planning uses. You should use the colour key shown in Table 1.

Area Use	Colour
Hotel use	
Hotel ancillary use (cycle/bin storage/plant)	
Retail use (A1 – A5 & Sui Generis uses akin to retail)	
Retail ancillary use (A1 – A5 & Sui Generis uses akin to retail) (cycle/bin storage/plant)	
Office use	
Office ancillary use (cycle/bin storage/plant)	
Residential use	
Residential ancillary use (cycle/bin storage/plant)	
Student housing – direct let	
Direct let Student housing ancillary (cycle/bin storage/plant)	
Student housing – nomination	
Nomination Student housing ancillary (cycle/bin storage/plant)	

Table 1: Planning use colour key

- 3) An additional set of proposed plans (not elevations or sections) with retained buildings/floorspace highlighted and measured internal areas colour coded by

chargeable use. All internal space must be allocated to a use. Use the colour key shown in Table 1.

- 4) A CIL statement including the following information:-
- a) A copy of the business rates GIA for the existing property, with photos of the related property, and confirmation that this is the existing GIA or an explanation for any difference
 - b) A description of and evidence of any claimed lawful use of the building in the last three years e.g. copy of lease/tenancy, statutory declaration etc
 - c) An explanation of the rationale behind the allocation of common parts to particular uses on the plans referred to above especially where those common parts are used by one or more of the uses in the key
 - d) A floor by floor GIA schedule (ideally in Excel spreadsheet format) for each existing and proposed building with usage split
 - e) Confirmation that the GIA is measured as per RICS Code of Measurement Practice (6th ed)

Additional information required for some applications

If your application is for:

- full/outline planning permission, including householder applications with new build of 100sqm (GIA) proposed;
- full/outline planning permission, consisting of at least one dwelling;
- the last reserved matters following an outline planning permission; or
- a lawful development certificate

A further set of documents 1 to 4 is required for section 73 applications containing chargeable development. One set is for the original consent and another set is for the section 73 development, where the latter changes the overall internal area (GIA) and/or the configuration of various proposed uses.

Where development is phased, versions of documents 1 to 4 should be submitted for each CIL phase.

If a plan is amended during the course of an application when the amended plan is submitted a colour version as per section 3 above must also be submitted and an amended CIL Form 1 in respect of any changes to GIA.

NOTE: Although not a validation requirement, it is also advisable to submit [CIL Form 2 \(Assumption of Liability\)](#)