

Appendix 3 – Summary of Adopted Instalments Policy

Cheltenham Borough Council / Gloucester City Council / Tewkesbury Borough Council

Community Infrastructure Levy

Payment by Instalments Policy

Community Infrastructure Levy (CIL) Instalments Policy

In accordance with Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended), the Councils of Gloucester City, Cheltenham Borough and Tewkesbury Borough have produced this Instalments Policy for publication.

This policy allows persons liable to pay CIL to do so by instalments. As required by regulations, the time the first payment is due is calculated from the date the development is commenced at which time a demand notice will be issued setting out the Instalments Plan in detail.

Failure to submit the assumption of liability form (CIL Form 1), prior to commencement of development, will disqualify an applicant from paying by instalments and the total amount liable will become payable within 60 days of commencement of development.

In accordance with Regulation 83, failure to notify the charging authority of commencement through the submission of a statutory commencement notice (CIL Form 6) will result in the total amount liable, along with any surcharges and interest specified in the regulations, becoming payable immediately.

Failure to pay an instalment on or before the due date identified in the statutory demand notice will result in the total outstanding amount liable, along with any surcharges and interest specified in the regulations, becoming payable immediately.

This Instalments Policy will take effect from 1st January 2019.

Table 1: Schedule of Instalments

Total Amount of CIL Liability	Number of Instalments	Payment periods and Proportion of CIL Due			
		1 st Instalment	2 nd Instalment	3 rd Instalment	4 th Instalment
£100,000 or less	Two	50% payable within 60 days of commencement of development	50% payable within 6 months of commencement of development		
£100,001 to £1,000,000	Three	33% payable within 60 days of commencement of development	33% payable within 6 months of commencement of development	34% payable within 12 months of commencement of development	
£1,000,001 and above	Four	25% payable within 60 days of commencement of development	25% payable within 6 months of commencement of development	25% payable within 12 months of commencement of development	25% payable within 24 months of commencement of development