

**Caerphilly County Borough Council  
Community Infrastructure Levy**

**Guidance Note 2:  
Instalment Policy**

**Takes Effect From 1 July 2014**

**Community Infrastructure Levy Guidance Note 2:  
Instalment Policy**

**2.1 Instalment Schedule**

2.1.1 In accordance with Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended) Caerphilly County Borough Council will allow the payment of CIL by instalments, as set out in the following table.

<b>Total CIL Liability</b>	<b>Number of Instalments</b>	<b>Payment Period</b>
Up to £10,000	1	100% within 60 days of the commencement date.
Greater than £10,000 and less than £40,000	2 (equal instalments)	Instalment 1 - within 60 days of the commencement date Instalment 2 – within 180 days of commencement date
Greater than £40,000 and less than £100,000	4 (equal instalments)	Instalment 1 - within 60 days of the commencement date Instalment 2 – within 180 days of commencement date Instalment 3 – within 360 days of commencement date Instalment 4 – within 540 days of commencement date.
Greater than £100,000 and less than £200,000	5 (equal instalments)	Instalment 1 - within 60 days of the commencement date Instalment 2 – within 180 days of commencement date Instalment 3 – within 360 days of commencement date Instalment 4 – within 540 days of commencement date. Instalment 5 - within 720 days of commencement
Greater than £200,000	6 (equal instalments)	Instalment 1 - within 60 days of the commencement date Instalment 2 – within 180 days of commencement date Instalment 3 – within 360 days of commencement date Instalment 4 – within 540 days of commencement date. Instalment 5 - within 720 days of commencement Instalment 6 – within 900 days of commencement

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### **2.2 Implementation of the Policy**

2.1.2 Regulation 70 of the Community Infrastructure Levy Regulations 2010 (as amended) sets out the requirements that must be complied with in order to benefit from the CIL Instalment Policy. The CIL Instalment Policy will only apply in the following circumstances:

1. Where the Council has received a CIL Assumption of Liability form prior to commencement of the chargeable development (Regulation 70(1)(a)), and
2. Where the Council has received a CIL Commencement Notice prior to commencement of the chargeable development (Regulation 70(1)(b))

2.2.2 If either of the above requirements are not complied with, the total CIL liability will become payable within 60 days of the commencement of the chargeable development. In addition, surcharges may apply due to the CIL Assumption of Liability Form and / or the CIL Commencement Notice not being submitted to the Council prior to the commencement of the chargeable development.

2.2.3 Once the development has commenced, all CIL payments must be made in accordance with the CIL Instalment Policy. Where a payment is not received in full on or before the day on which it is due, the total CIL liability becomes payable in full immediately (Regulation 70(8)(a)).

2.2.4 In summary, to benefit from the CIL Instalment Policy, the relevant forms must be submitted to the Council prior to the commencement of the chargeable development, and all payments must be paid in accordance with the CIL Instalment Policy.