

# GUIDANCE NOTE 8

## Community Infrastructure Levy

### Payment by Instalment Policy

#### Instalment policy

In accordance with regulation 69B of the Community Infrastructure Levy (Amendment) Regulations 2014, Norwich City Council (the charging authority) will allow the payment of CIL by instalments as set out in the table below.

Amount of CIL Liable	Number of Instalments	Payment Periods and Amounts
Up to £59,999	1	Total amount payable within 60 days of commencement of development.
Amounts between £60,000 to £999,999	2	1. 60 days after commencement 25% 2. 360 days after commencement 75%
Amounts between £1,000,000 to £1,999,999	3	1. 60 days after commencement 20% 2. 360 days after commencement 30% 3. 540 days after commencement 50%
Amounts equal to or over £2,000,000	4	1. 60 days after commencement 15% 2. 270 days after commencement 15% 3. 540 days after commencement 20% 4. 720 days after commencement 50%

In a few cases on larger developments we will accept transfer of land by instalment. These will be negotiated on a case by case basis with the planning officer dealing with the case.

Note: The total amount of CIL is that amount shown on the Liability Notice and will include any payment in kind as assessed by an independent person.

This policy came into effect on 15<sup>th</sup> July 2013

#### Instalment Policy Guidance notes

Regulation 70 of the Community Infrastructure Levy (Amendment) Regulations 2014 sets out the requirements that must be complied with in order to benefit from the CIL Instalment Policy.

The CIL instalment policy will apply in the following circumstances.

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

If either of the above requirements are not complied with, the total CIL liable will become payable within 60 days of commencement of the development.

In addition surcharges may apply. (Please read [Guidance note 8](#)) if either the CIL [Assumption of Liability form](#) and or the CIL [Commencement notice](#) have not been submitted prior to the commencement date of the development.

Once the development has commenced the CIL payments must be made in accordance with the CIL instalment policy. Where there is a breach in payments, the total CIL liability will become payable in full immediately (Regulation (70) (7)).