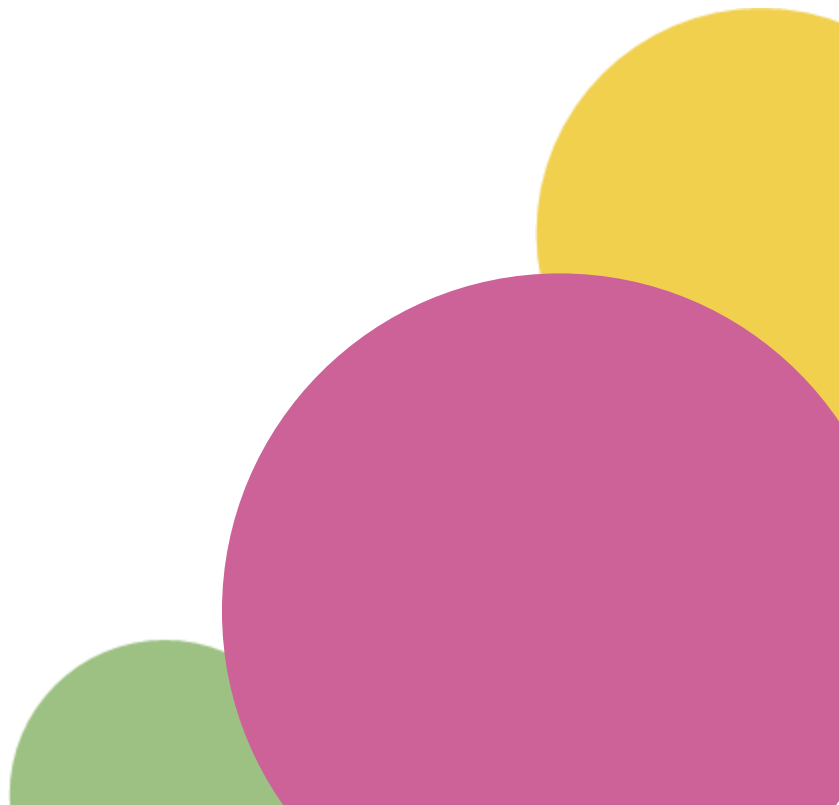




Waverley Borough Council

Strategic CIL Bidding Cycle 2024/25

Application Pack



Contents

Introduction.....	3
Guidance	4
Strategic CIL Bid - Application Form.....	10
Appendix 1: Strategic CIL Bid Scoring Criteria	16

Introduction

The 2024/25 Strategic Community Infrastructure Levy (CIL) bidding cycle is open for bids from 12th July 2024 until 25th October 2024.

The guidance within this application pack aims to provide assistance to those completing a Strategic CIL Bid Application Form.

The Strategic CIL Bid Application Form is included within this application pack. We strongly advise that potential bidders read the guidance contained within this application pack prior to completing an application form. If submitting a bid, all questions on the application form should be answered in full and evidence provided where relevant.

All your personal information will be held and used in accordance with the General Data Protection Regulations (GDPR). For details of how we gather, define and use your information, please see our [Privacy Notice](#).

If you are interested in preparing a bid, but are unsure about any aspect, we would encourage you to contact the CIL Team via CIL@waverley.gov.uk.

Completed application forms should be submitted alongside all supporting evidence to CIL@waverley.gov.uk by the deadline of 25th October 2024.

Guidance

1) What is CIL?

The Community Infrastructure Levy (CIL) is a charge on certain types of development within Waverley. The money we collect is then used to fund the infrastructure needed to support new development. The Council has been collecting CIL since March 2019.

In accordance with the CIL Regulations 2010 (as amended), the expenditure of CIL funds is divided as follows:

- 5% is retained by Waverley Borough Council to fund the administration associated with the operation of the CIL.
- 15% is for 'Neighbourhood CIL which is made available to Parish and Town Councils (capped at £100 per council tax dwelling) where development has taken place, or 25% (uncapped) in areas with a 'made' Neighbourhood Plan.
- 70-80% is for 'Strategic CIL' which will be allocated to strategic infrastructure projects by Waverley Borough Council, in accordance with the approved CIL Governance arrangements. This is the portion of CIL subject to allocation through this CIL bidding cycle.

2) What can CIL be spent on?

The CIL Regulations 2010 (as amended) state that the Council must spend Strategic CIL funds on 'the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area'.

Strategic CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development.

3) What is infrastructure?

The Planning Act 2008 prescribes that infrastructure includes: roads and other transport facilities, flood defences, schools and educational facilities, medical facilities, sporting and recreational facilities and open spaces. The Council will spend Strategic CIL in accordance with this definition. Bids failing to meet this definition will be assessed as invalid.

4) What is not eligible for Strategic CIL funding?

The following will not be eligible for Strategic CIL funding:

- Projects that do not meet the requirements of the CIL Regulations 2010 (as amended)
- Projects that are not defined as 'infrastructure'
- Projects which aim to remedy pre-existing deficiencies, where they will not be made more severe by new development.
- Projects that have commenced prior to a CIL bid application being submitted
- Ongoing revenue costs for existing infrastructure
- Annual maintenance or repair for existing infrastructure
- VAT that you can recover

Organisations interested in preparing bids, but unsure about the eligibility of their proposal for Strategic CIL, are encouraged to contact the CIL Team via CIL@waverley.gov.uk.

5) Strategic CIL Bidding Cycle 2024/2025 Timetable

The following timetable will apply for the 2024/2025 Strategic CIL bidding cycle:

Dates	Process
12 th July – 25 th October 2024	CIL bidding round open
November – December 2024	Officers validate and score the bids received against the Strategic CIL Bid - Scoring Criteria
January-February 2025	Valid bids reviewed by the CIL Executive Working Group and recommendations made
March - April 2025	Decisions made by the Executive or Council

6) How much Strategic CIL is available?

The amount of Strategic CIL funds available to bid for this year, is viewable via [our developer contributions database](#). The amount of CIL available for bidding is shown under 'Available Strategic CIL'. The Council cannot allocate more funds than are available, applicants are encouraged to consider the Strategic CIL available when developing a bid.

7) How are Strategic CIL bids assessed?

The Council has approved the CIL governance arrangements allowing for an annual bidding cycle for the allocation of Strategic CIL receipts to enable the delivery of specific infrastructure projects that will support development in the Borough.

The assessment will include the use of a 'scoring' criteria for evaluating bids for infrastructure. The 'Strategic CIL Bid Scoring Criteria' which will be used for assessing bids in the 2024/25 cycle is included in [Appendix 1](#).

We advise applicants to carefully consider the scoring criteria when preparing a bid; as we will use it to help determine how well the proposed infrastructure project delivers benefits to residents and businesses within Waverley. We will only assess a bid using the information provided; any supporting evidence or additional information should accompany the submission of a bid.

The scoring of valid bids will be presented to the CIL Executive Working Group; who will meet to discuss and consider the merits of each valid bid. In addition to the scoring, the CIL Executive Working Group will discuss and consider each bid against the available Strategic and Neighbourhood CIL, as well as the potential strategic impact of each project. Following this, the CIL Executive Working Group will make recommendations to the Executive and/or Council on the allocation of Strategic CIL funding. The Executive and/or Council will then consider the recommendations of the CIL Executive Working Group.

It should be noted that the CIL Bidding process is competitive and not all applications will receive funding. It is also not necessary for the CIL Executive Working Group to allocate all CIL funds

available in each bidding round. If schemes are not deemed high priority, the CIL shall not be allocated and will be reserved for the next CIL bidding cycle. There is no right of appeal against decisions on the allocation of Strategic CIL funding.

8) What is the CIL Executive Working Group?

The CIL Executive Working Group has been established by Waverley Borough Council to develop the detailed arrangements for the allocation, spending and reporting of CIL receipts, and to oversee the arrangements thereafter; and, to make recommendations to the Executive and/or Council on the allocation and expenditure of Strategic CIL. The CIL Executive Working Group membership is comprised of nine Waverley Councillors.

9) What makes a good Strategic CIL bid?

We advise applicants to carefully consider the 'Strategic CIL Bid Scoring Criteria', included in [Appendix 1](#), when preparing a bid. Other aspects to consider when compiling a successful bid include:

- Ensuring the application form is fully complete, and all relevant supporting evidence is included with the bid. We will only assess a bid using the information provided; any supporting evidence or additional information should be included within the submission.
- Ensuring that your proposed project meets the definition of infrastructure, as defined by the Planning Act 2008. Bids failing to meet this requirement will be assessed as invalid.
- If landowner consent is required to deliver the project, gaining and evidencing this within the bid submission.
- Ensuring that you include evidence of existing demand on infrastructure and how your project will address this existing demand. Where the project intends to remedy pre-existing deficiencies, you must evidence how those deficiencies will be made more severe by new development.
- Make clear how much CIL funding is required for the project. Applications left blank or unknown will not be prioritised.
- Carefully considering the timing of your project. Within your application you must include a detailed timeline of the project. Applications that do not have a start date will not be prioritised. We understand that delays can occur, however, extended delays will call into question the deliverability of the project.
- If your project is large, consider breaking it down into phases. Funding may be easier to secure in smaller more manageable phases. Large-scale projects will be more successful if there are strong communication links between all involved parties and where match funding is successfully utilised.
- It may be that the proposed project could be delivered by means of a lower cost option, alternative proposal, or through a phased approach. If this is the case, we would suggest that you should complete a separate application form which details the alternative approach, this will then be assessed by the Council as a separate bid.
- In order to demonstrate value for money, we would strongly advise that you provide multiple quotes for the proposed infrastructure.
- If your project needs planning permission or requires other approvals, we would strongly advise that you start progressing these before you apply for funding. Projects that require planning permission, but have not obtained the relevant consents, are likely to score lower overall; this in turn will decrease the likelihood of success in regard to obtaining Strategic CIL funding.

10) Can I submit multiple bids?

Yes. It may be that your organisation has a number of different infrastructure projects that it wishes to bid for. There is no limit to the number of projects an organisation can submit.

However, we would encourage applicants to carefully consider the 'Strategic CIL Bid Scoring Criteria', included in [Appendix 1](#) and the amount of Strategic CIL available for bidding.

It may be that a particular project could be delivered by different costed options, through an alternative proposal, or through a phased approach. If this is the case, we would encourage that you complete a separate application form which details the alternative approach. Each submission will then be assessed by the Council as a separate bid.

11) What projects have been allocated Strategic CIL funding previously?

Projects allocated Strategic CIL funding in past bidding cycles are available to view via [our developer contributions database](#), under the 'Strategic Allocated' or 'Strategic Spent' sections.

12) What happens following the decision of the Executive/Council?

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

For projects which are successfully allocated funding, applicants will be required to agree to an Offer Letter and a set of Terms and Conditions. Projects should not commence prior to the completion and return of an acceptance letter.

13) Commencement of projects

No project should commence prior to the notification of successful Strategic CIL funding; commencing a project prior to this will result in a bid being deemed as invalid.

If you have been notified that you have been successful in your Strategic CIL bid, your project should not commence until the completion and return of an acceptance letter. Should you accept the offer, the project should commence within eighteen months of the final confirmation of funding. For the purposes of this document, commencement is defined as when the works regarding the infrastructure construction or improvement begin at the relevant site. If this commencement requirement is likely to impact a project the Council would welcome a discussion with successful applicants.

Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

14) Payment

If a bid is successful and allocated Strategic CIL funding, payment will only be made after completion of the project to the satisfaction of the Council and after the submission of verifiable invoices. You must have a bank account in the name of your organisation into which the Council will pay the funding. If this payment procedure is likely to impact the delivery of a project the Council would welcome a discussion with successful applicants; we suggest that this should also be flagged within any submitted application.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the applicant.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

15) Publicity

If a bid successfully secures Strategic CIL funding, the applicant will need to agree to publicise the support of Waverley Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material.

Strategic CIL Bid - Application Form

Section A: Applicant Contact Information	
Contact:	
Organisation:	
Address:	
Phone no:	
Email Address:	

Section B: Project Overview	
Project Title:	
Description of the project proposal:	
Full Address of project location (if applicable):	
Landowner (If landowner consent is required to deliver the project, this must be gained and evidenced as part of this bid application. Please note landowner consent is not the same as planning permission):	
Identify any project partners and their role within the bid:	
I confirm that to the best of my knowledge this project is eligible for CIL funding; this project would use CIL to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development in Waverley (Tick to confirm) <input type="checkbox"/>	
I confirm that to the best of my knowledge this project is infrastructure as defined by section 216(2) of the Planning Act 2008 (Tick to confirm) <input type="checkbox"/>	
I confirm that this project has not commenced, nor am I attempting to claim Strategic CIL funds for monies already spent (Tick to confirm) <input type="checkbox"/>	

Section C: Project Specifics	
1) How does this project support the development of Waverley?	
2) Are you or your organisation capable of carrying out this project? <i>If the applicant is not the land owner, evidence should be provided that the landowner is supportive of this project and its delivery. If the project delivery is reliant on the cooperation of other parties evidence of a commitment to support this project should be provided.</i>	
3) Will the project contribute towards the delivery of the adopted/emerging Waverley Borough Council Local Plan?	
4) How does this project link to the Waverley Borough Council Corporate Strategy?	
5) How does this project support the aims and targets of the Council's Climate emergency? <i>When completing a bid application please ensure you have read the Council's Climate change strategy and action plan and include detail on how the project will support the aims and targets of these documents. For example, include details of how the project will actively reducing emissions or utilise renewable energy.</i>	
6) How does this project provide a public benefit? <i>Please include detail, with evidence, of the how the public benefits will be provided. Indicate which geographical area(s) will receive this benefit. You may wish to reference published documents which demonstrate the need for this project, for example:</i>	
7) Is this project supported by the local community and other stakeholders? <i>You must provide evidence of any support referenced alongside this application form; without evidence it will not be taken into account within the Scoring Criteria. Consider providing detail and evidence of support from the: local community, county council, borough council, parish council, relevant service providers, and any other relevant stakeholders.</i>	

Section D: Project Finances	
1) What is the total cost of the project?	
2) What is the amount of CIL funding being sought for this project?	<i>Please indicate whether the requested amount of CIL is required to deliver the project.</i>
3) Provide a detailed summary of the CIL funding request and what it will be used for.	<i>This must include a breakdown of what the CIL funding will be used for within the project, e.g. include quotes received, state specific values for feasibility works and building costs.</i>
4) What funding does this project currently have?	<i>If the project currently has funding, please include details of the source, amount and any conditions associated with the funding (e.g. deadlines for expenditure).</i>
5) Have you previously sought or received CIL funding for this project?	<i>If yes, provide details.</i>
6) Has or is this project expected to receive funding through Section 106?	<i>If known, please give details of the relevant planning permissions and whether these funds have been collected.</i>
7) Does this project have or unlock additional funding from other sources?	<i>If applicable, include further detail, e.g. status of funding, details of identified or secured sources, amount applied for, amount secured, deadlines for expenditure.</i>
8) How is this project value for money (VfM)? How will the project use public resources in a way that creates and maximises public value? (<i>Please consider the HM Treasury Guidance, including multiple quotes for the project, showing, costs against benchmark costs, detailing potential benefits and outcomes for the Borough (both direct and</i>

indirect), references to the alternative funding sources available and the need for CIL, and the added value which CIL could bring to the scheme)

9) Is there a related revenue spend for this project?

If so, include detail or how this will be funded. Including details of funding amount, source and whether this has been agreed/secured.

10) In the eventuality that the full amount of CIL requested is not awarded, how would this impact the project?

If this Council were unable or unwilling to allocate this project the full amount of funding requested within this application form, would it still be possible to deliver this project? If only a partial award of funding were to be offered, is there an alternative amount of funding that would still allow delivery of the project (to standards specified within this application)? If the Council were to only award partial funding, how would the funding gap for this project be addressed?

As detailed within the guidance at the start of this application pack, if your project could be delivered by: a lower cost option, alternative proposal, or through a phased approach, we would encourage you to submit separate application form detailing the alternative approach,

11) Would the Council's standard payment procedure (as per page 7) be likely to impact the delivery of a project?

Please provide detail. If this was a matter for concern, and the project was successful in being allocated Strategic CIL funding, we would welcome a discussion with successful applicants on this matter.

Section E: Project Delivery

1) Provide a detailed project plan

This must include: specific dates (including proposed project commencement date), key tasks and milestones, phasing, and resources required at each stage.

2) What is the overall timescale for the delivery of this project?

3) Is the delivery of this project dependent on other projects?

If so, provide further detail of this project's link's to associated projects, and how this has the potential to impact the delivery of this project.

4) Is this project ready to commence once CIL funding is secured?

If no, include details as to why this project will not be ready to commence once CIL funding is secured. For example, awaiting to secure other funding sources and/or planning permission.

5) Does this project require planning permission to be delivered?

If your project needs planning permission or requires any other planning approvals, we strongly advise that you start progressing these before you apply for Strategic CIL funding. Projects that require planning permission, but have not obtained the relevant consents, are likely to score lower overall; this in turn will decrease the likelihood of success in regard to obtaining Strategic CIL funding.

You should include confirmation of planning consents (including the relevant planning references). If you have not yet received the required planning permission but there is a pending planning application, or pre-application advice we would advise that you provide details of such (including the relevant planning references).

6) Are there any physical or environmental factors that may impact this project?

If so, include details about the measures that will be used overcome these factors.

7) Are there any licences or other approvals required for this project?

If your project needs licences or requires other approvals, we strongly advise that you start progressing these before you apply for Strategic CIL funding. If these are required, please provide details including any approvals, discussions or advice that has been received from the relevant approving body.

8) What measures have been explored to minimise this risk of the project not being delivered?

Consider including details on contingency plans and the measures that have been explored to minimise the risk of the project not being delivered.

9) What are the arrangements for on-going maintenance after the competition of this project?
<i>Consider including details on responsible parties, costs, and funding arrangements.</i>

Section F: Equality and Diversity

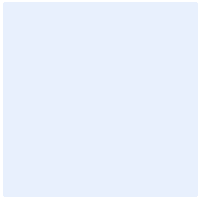
1) Will any protected group benefit or be affected by this project?
<i>If the Council consider it necessary, please be aware that you may be required to complete an Equality Impact Assessment.</i>

Section E: Declaration

<p>To the best of my knowledge the information I have provided on this application form is correct.</p> <p>I/We confirm that if Waverley Borough Council agrees to allocate Strategic CIL funds for the project specified within this application, then these funds will be used exclusively for the purposes described within this application form.</p> <p>I/We recognise the Council’s statutory rights as the CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.</p> <p>Privacy Notice: By signing this form, the applicant agrees Waverley Borough Council Community Infrastructure Levy (CIL Bid Application) Privacy Notice.</p> <p>All organisations involved with the application will need to sign and date the form.</p>

Applicant signature:

Signed:



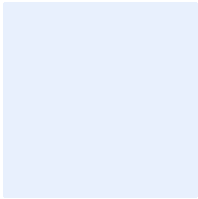
Click or tap here to enter text.

Organisation: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supporting organisation signature (if applicable):

Signed:



Click or tap here to enter text.

Organisation: Click or tap here to enter text.

Date: Click or tap to enter a date.

Once completed, please email your application form and supporting evidence to:

CIL@waverley.gov.uk.

Appendix 1: Strategic CIL Bid Scoring Criteria

Applicant	
Project location	
Project description	
Amount of CIL funding requested	
Total project cost	

Mandatory Requirements

For a project to be scored, all mandatory requirements must be satisfied:

- This application form must be completed satisfactorily.
- The organisation must be capable of carrying out the proposed project*.
*If landowner consent is required to deliver the project, this must be gained and evidenced as part of the bid application.
- The project must meet the terms of the CIL Regulations 2010, as amended:
 - The project must be clearly defined as 'infrastructure'; as per the Planning Act 2008
 - Funding must be for the provision, improvement, replacement, operation or maintenance of infrastructure to support the development in its area.
 - CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision, unless those deficiencies will be made more severe by new development.

Scoring Criteria

If a project fulfils the mandatory requirements, Officers will assess it against the following scoring criteria, on a sliding scale basis:

Delivering Growth (45)				
1) Will the project contribute towards the delivery of the adopted/emerging Local Plan?				
Strong link to the delivery of the Local Plan (15)	Some link to the delivery of the Local Plan (10)	Very little direct delivery of the Local Plan (5)	No contribution to delivery of the Local Plan (0)	
2) What is the status of the project in the Infrastructure Delivery Plan (IDP)?				
Critical (20)	Essential (15)	Desirable (10)	Other (5)	Not in the IDP (0)
3) Does the project link to the Waverley Borough Council Corporate Strategy?				
Strong link to Council priorities (10)	Some link to Council priorities (5)		No link to Council priorities (0)	
Environment (10)				
4) Does the project support the aims and targets of the Council's Climate Emergency?				

Strong support (10)	Some support (5)	No/limited support (0)
Community Support (30)		
5) Is there evidence of a public benefit of the project?		
Evidence of local and wider public benefit (10)	Evidence of local public benefit (5)	No/limited evidence of public benefit (0)

6) Is there evidence that the local community support the project?				
Significant evidence of community support (20)	Some evidence of community support (10)	No/limited evidence of community support (0)		
Project Cost (35)				
7) What evidence is there to suggest that the project is value for money (VfM)? Will the project will use public resources in a way that creates and maximises public value? (Considering: HM Treasury Guidance , comparison of quotes provided, costs against benchmark costs, potential benefits and outcomes for the Borough (both direct and indirect), alternative funding sources available and the need for CIL, the added value which CIL could bring to the scheme)				
Excellent evidence that all aspects of the project are VfM (20)	Good evidence that most aspects of the project are VfM (15)	Some evidence that aspects of the project are VfM (10)	Limited evidence that the project is VfM (5)	Evidence does not demonstrate project is VfM/Unknown (0)
8) Does the project have or unlock additional funding from other sources (e.g. grants or match-funding)?				
Over 75% funding from other sources (10)	50-74% funding from other sources (7)	25-49% funding from other sources (5)	Up to 25% funding from other sources (3)	No funding from other sources / Unknown (0)
9) If the project has or unlocks funding from other sources, what is the status of this funding?				
Subject to CIL, funding secured/approved (5)	Alternative funding not currently applied for/secured/approved (3)		No funding from other sources/ Unknown (0)	
Deliverability (30)				
10) What evidence is there to suggest the project is deliverable? (considering: proposed timescales for delivery; feasibility; if planning permission would be required; what type of bid is the project, e.g. feasibility, preliminary works or project; is there a project plan which includes timetabling and resources; what measures have been explored to minimise the risk of the project not being delivered)				
Excellent evidence that supporting the deliverability of the project (20)	Good evidence supporting the deliverability of the project (15)	Some evidence supporting the deliverability of the project (10)	Limited evidence supporting the deliverability of the project (5)	Evidence does not support deliverability of the project /Unknown (0)
11) Have details been given as to how on-going maintenance will be provided for <u>and</u> the identification of the responsible party for the maintenance?				

Evidence of provider and cost for maintenance (10)	Evidence of provider but no cost for maintenance; <i>or</i> no evidence of provider but cost for maintenance (5)	No/limited evidence of provider or cost for maintenance (0)
-------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

Project Score	/150
----------------------	-------------