



## Planning Advice Note for Applicants/Agents Information Required When Submitting an Application

- **Application Form**

A completed application form.

**Note:** you must sign and date the relevant ownership certificates and declaration.

- **Fee**

The correct fee must be submitted with the application. See the Planning Portal or our website for further information.

- **Plans, Drawings and Supporting Information**

The table ('Plans and Drawings and Supporting Information') below lists the types of plans, drawings and supporting information that might be required. You must provide enough information to describe your proposal.

All plans and drawings **must** have a scale bar, key dimensions, original paper size and scale (e.g. 1:200 at A3) clearly marked on them.

Plans and Drawings and Supporting Information
Location Plan (scale 1:2500 or 1:1250) with site outlined in red (including all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)) and north point. The location plan should include one/two road names and the direction of north. A blue line should be drawn around any other land owned by the applicant.
Block Plan (scale 1:500) or Site Plan (scale 1:200) Existing/Proposed – if the proposal will alter an existing building footprint or create a new building footprint. The block plan should include the proposed development in relation to the site boundaries and other existing buildings on the site and all buildings, etc. on land adjoining the site.
Site Levels (scale 1:200) – if the proposal will lead to a change in the level of the land or the proposed development is on land of differing levels.
Floor Plans – Existing and Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a floor.
Elevation Drawings – Existing and Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a building.

Design and Access Statement for;  
Any Major application,  
any application for one or more dwelling houses;  
for the provision of 100 sq m or more of floorspace in a conservation area; or  
Listed Building Consent

- **Electronic Supporting Documents Limitations**

When making electronic submission of supporting documents individual files should not be larger than **5MB**.

Only the following file types can be submitted electronically for applications:

- Plans: pdf
- Documents: pdf
- Photographs: jpg/peg, tif/tiff, pdf

- **Local List/Additional Information Requirements**

There are additional requirements set out in the 'Local List for All Applications' and 'Additional Information' tables below.

Table 1 – Local List for All Applications

Sets out requirements where failure to submit the relevant information specific to your application will result in the application not being registered and being made invalid.

Table 2 – Additional Information

Sets out information that may be necessary to enable the council to determine your application efficiently. If such information is not submitted the council may decide to refuse the application due to a lack of supporting information.

Both tables provide general guidance. We encourage applicants to seek pre-application advice to ascertain the exact level of information required for your proposed development.

**Table 1 - Local List For All Applications**

A	<b>Heritage Statement</b> including photographs and an impact assessment , if the proposal will affect a conservation area, a listed building or a scheduled monument.
B	<b>Flood Risk Assessment</b> if the site is in the Environment Agency's Flood Zone 1 (and over 1 ha) or in Flood Zones 2 or 3 or is identified as being at flood risk in surface water mapping.
C	<b>Ecology and Protected Species Survey</b> if the development is likely to affect statutorily protected species, or is in a Site of Special Scientific Interest (SSSI) or in a Special Protection Area (SPA).
D	<b>Tree Survey</b> if there is a Tree Preservation Order (TPO) on or affecting the site.
E	<b>Community Infrastructure Levy additional information form (Form 0) <u>Maidstone Only</u>.</b>  A completed Form 0 will be required for all applications for full planning permission (including householder, and reserved matters following an outline application) and for applications for lawful development certificates.

**Table 2 - Additional Information**

1	<b>Air Quality Assessment</b>  <b>Threshold:</b> Proposals that are likely to generate high levels of air pollution, such as significant industrial developments, for example large factories producing high levels of pollutants such as Nitrogen Dioxide, OR;  Significant proposals that are located in any Air Quality Management Area (AQMA) or would result in a significant increase in traffic passing through any AQMA. <b>Further advice is available in Paragraph 124 of the National Planning Policy Framework (2012) and at <a href="http://planningguidance.planningportal.gov.uk">http://planningguidance.planningportal.gov.uk</a>.</b>
2	<b>Contaminated Land Investigation</b>  <b>Threshold:</b> When previous uses on or adjoining the site could have given rise to contamination such as landfill sites, former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (including on farms), OR;  When an initial desktop and walkover study suggests that contaminants may be present.
3	<b>Noise Impact Assessment</b>  <b>Threshold:</b> Proposals that generate high levels of noise such as noisy sports; industrial developments using noisy machinery, such as joinery workshops; refrigeration plant and equipment, OR;  New housing adjacent to major sources of noise, including roads, railways and industrial sources.

4	<p><b>Draft Planning Obligation/Section 106 Agreement</b></p> <p><b>Threshold:</b> Where a Planning Obligation is reasonably likely to be required.</p> <p>The need for a planning obligation will depend upon the type of development proposed. Typically an agreement will be required for the provision of community and highway infrastructure. This may include items such as affordable housing provision, education, library, youth and community and off site highway improvements, in accordance with Local Plan Policies.</p> <p>If you are not seeking to make a planning obligation in accordance with local Plan policy, a fully detailed and appropriately formatted viability assessment should be submitted in accordance with the current version of the Kent Viability Protocol.</p>
5	<p><b>Renewable Energy Assessment</b></p> <p><b>Threshold:</b> Buildings (new build or conversions) with a floorspace of 2,500 sq.m or more gross floorspace. Residential developments providing 25 or more residential units.</p>
6	<p><b>Retail and Town Centre Uses Impact Assessment</b></p> <p><b>Threshold:</b> All new retail, leisure and office proposals, including extensions, outside a town centre of 2,500 sq m or more gross floorspace. The scope of the Assessment should include:</p> <p>The impact on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal;  The impact on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made; and  For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.</p>
7	<p><b>Structural Survey or Statement</b></p> <p><b>Threshold:</b> Where it is important to know whether or not the building(s) are capable of conversion rather than reconstruction for example barn conversions OR:</p> <p>Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.</p>
8	<p><b>Transport Assessment</b></p> <p><b>Threshold:</b> Residential developments of 40 dwellings or more and other developments including non-residential proposals of 2,500 square metres or more gross floor space.</p>

9	<p><b>Tree Survey and Arboricultural Implications Assessment</b></p> <p><b>Threshold:</b> When proposals could have an impact on significant trees on or adjoining the site, whether or not the trees are protected by a Tree Preservation Order (TPO) or conservation area status.</p>
10	<p><b>Ventilation and Extraction Details</b></p> <p><b>Threshold:</b> All applications for hot-food take-aways, bars/pubs, restaurant uses and launderettes etc should include this information, and it will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
11	<p><b>Minerals Assessment</b></p> <p><b>Threshold:</b> If the site is located within a Minerals Safeguarding Area as identified within the Kent Minerals and Waste Local Plan 2013 – 2030 (KMWLP) (<a href="http://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/planning-policies/minerals-and-waste-local-plan/minerals-and-waste-local-plan">http://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/planning-policies/minerals-and-waste-local-plan/minerals-and-waste-local-plan</a>) unless it is exempted by one of the exceptions as set out by KMWLP Policy DM7 or it is located within a Minerals Safeguarding Area identified for “Hard Rock: Kentish Ragstone” or “Industrial Sands – Sandgate Formation”.</p>
12	<p><b>Public Art Guidance - Maidstone Borough Council Only</b></p> <p>Maidstone Borough Council has produced Public Art Guidance which is intended to be used by applicants, agents and planning officers to assist with the commissioning of public art. It has a borough wide remit that acts as a material planning consideration in the assessment of planning applications which result in the net increase of 50 dwellings or more or a net increase of 2000sqm or more for commercial. Further details can be found at:</p> <p><a href="http://www.maidstone.gov.uk/data/assets/pdf_file/0010/12070/Public-Art-Guidance-November-2017.pdf">http://www.maidstone.gov.uk/data/assets/pdf_file/0010/12070/Public-Art-Guidance-November-2017.pdf</a></p>
13	<p><b>CIL Assumption of Liability Form – <u>Maidstone Borough Council Only</u></b></p> <p>From 1 October 2018 all planning permissions in Maidstone that result in:  New build residential floor space of more than 100sqm (including retirement and extra care homes) or  The creation of a new dwelling if less than 100sqm or  The conversion of a building to residential that is no longer in lawful use or  The creation of more than 100sqm of new build floor space for retail development. Will be CIL liable</p> <p>Residential development: including extensions over 100sqm, annexes and self build homes will be CIL liable. However an exemption for these may be applied for which will need a separate approval.</p> <p>CIL is a non negotiable financial levy and is calculated on the Gross Internal Area of development. The person liable to pay the CIL will need to sign the Assumption of Liability Form and send it to the Council so that a liability notice can be issued.</p> <p><a href="https://ecab.planningportal.co.uk/uploads/1app/forms/form_1_assumption_of_liability.pdf">https://ecab.planningportal.co.uk/uploads/1app/forms/form_1_assumption_of_liability.pdf</a></p>



## Local Requirements Guidance Notes and Thresholds - Information Required When Submitting an Application

(Valid from 1 April 2015)

**Please note** that this is a list of all of the local requirements that *could* apply to your application. You will need to look at the threshold (if any) for each applicable document to see if it will be required.

### Local List for All Applications:

#### **(A) Heritage Asset - Assessment of Significance and Impact**

##### **Description and Scope**

Applications affecting heritage assets or their settings should be accompanied by an assessment of significance and impact in line with **Section 12 of the National Planning Policy Framework (2012) and the National Planning Practice Guidance**. The significance of the heritage assets and the extent of the impact of the proposals on the heritage assets and their settings should be assessed using appropriate expertise.

In all cases the level of detail provided should be proportionate to the importance of the heritage assets and the extent of the proposed development. It should be sufficient to adequately understand the potential impact of the proposal on the significance of the heritage assets and their settings. It will normally include, amongst other things, reference to the statutory list description and the Kent County Council Historic Environment Record and details of the expertise and sources that have been consulted.

Heritage Assets are defined in the NPPF as "*A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).*"

Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, applicants should submit an appropriate desk-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.

Further information is available in **Section 12 of the NPPF and the National Planning Practice Guidance which are available on the Department for Communities and Local Government website or at <http://planningguidance.planningportal.gov.uk>.**

Photos and photomontages provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

## **(B) Flood Risk Assessment**

### **Description and Scope**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. An FRA will also be required for any development other than minor development in a designated critical drainage area, which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding. The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment.

**Paragraphs 103 and 104 of the National Planning Policy Framework and the Technical Guidance to the National Planning Policy Framework (2012)** provides guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. Please also refer to National Planning Practice Guidance at <http://planningguidance.planningportal.gov.uk>.

## **(C) Ecological Survey and Report**

### **Description and Scope**

Where a proposed development is likely to affect statutorily protected species, information should be provided on possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.

It is most likely that protected species will be affected by proposals which relate to;

- Traditional timber framed buildings
- Disused or undisturbed buildings,
- Pre or early twentieth century buildings
- Rural buildings and buildings near to woodland
- Buildings with large roof timbers, large roof voids, uneven roofs with gaps, or wood cladding or hanging tiles especially on south facing walls
- Roofs warmed by the sun
- Trees with cavities, damage or loose bark
- Lakes, rivers and streams on or adjacent to the application site
- Heathland or adjacent to the application site
- Meadows, grassland, parkland and pasture or adjacent to the application site
- Ponds or slow moving water bodies or adjacent to the application site
- Rough grassland and previously developed land
- Woodland including scrub and hedgerows
- Coastal habitats, and
- Veteran trees, tunnels, cellars, ice houses, old mines and cave systems especially with high humidity, close to woodland or with many crevices

Government planning policies for biodiversity are set out in **Section 11 of the National Planning Policy Framework (2012) and National Planning Practice Guidance** or at <http://planningguidance.planningportal.gov.uk>. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists.

## **(D) Tree Survey / Arboricultural Assessment**

### **Description and Scope**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required in accordance with the current edition of British Standard BS5837. This information should be prepared by a qualified arboriculturalist using the methodology set out in the BS. This should help to ensure that development is suitably integrated with trees and the potential conflicts are avoided.

### **Threshold**

When proposals could have an impact on significant trees on or adjoining the site, whether or not the trees are protected by a Tree Preservation Order (TPO) or are located within a conservation area.



## **(E) CIL Additional Information Form – Maidstone Borough Only**

### **Description and Scope**

The Community Infrastructure Levy Regulations 2010 as amended, introduced a charge on all new development to help fund infrastructure projects to support the development in the local area. CIL is a non negotiable financial levy and is calculated on the Gross Internal Area of development.

From 1 October 2018 all planning permissions in Maidstone that result in the following will be CIL liable:

- New build residential floorspace of more than 100sqm (including retirement and extra care homes or
- The creation of a new dwelling if less than 100sqm or
- The conversion of a building to residential that is no longer in lawful use or
- The creation of more than 100sqm of new build floor space for retail development.

Note: Residential development: including extensions over 100sqm, annexes and self build homes will also be CIL liable, however an exemption for these may be applied for which will need a separate approval.

Maidstone has an adopted charging schedule which provides further details on the charging rates of the Community Infrastructure Levy in the borough and those developments that can be made exempt:

<http://services.maidstone.gov.uk/docs/October%202017%20Approved%20Community%20Infrastructure%20Levy%20Charging%20Schedule.pdf>

Following the introduction of the Community Infrastructure Levy all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to submit an additional information form.

[https://ecab.planningportal.co.uk/uploads/1app/forms/cil\\_questions.pdf](https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf)

## **Guidance for Additional Information:**

*(That may be necessary to enable the council to determine your application efficiently. If such information is not submitted the council may decide to refuse the application due to a lack of supporting information.)*

### **(1) Air Quality Assessment**

#### **Description and Scope**

Where development is proposed inside, or adjacent to an Air Quality Management Area (AQMA), or could lead to significant impact on an AQMA, or where the development could in itself result in the designation of an AQMA, or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan. Applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. **Further advice is available in Paragraph 124 of the National Planning Policy Framework (2012) and at <http://planningguidance.planningportal.gov.uk>.**

#### **Threshold**

Proposals that are likely to generate high levels of air pollution, such as significant industrial developments, for example large factories producing high levels of pollutants such as Nitrogen Dioxide, OR;

Significant proposals that are located in any Air Quality Management Area (AQMA) or would result in a significant increase in traffic passing through any AQMA

### **(2) Contaminated Land Investigation**

#### **Description and Scope**

Applications may also need to be accompanied by a land contamination assessment, which should include an extended assessment of contamination in line with **Paragraphs 118 – 122 of the National Planning Policy Framework (2012) and at <http://planningguidance.planningportal.gov.uk>**

Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

#### **Threshold**

When previous uses on or adjoining the site could have given rise to contamination such as landfill sites, former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (including on farms), OR;

When an initial desktop and walkover study suggests that contaminants may be present.

### **(3) Noise Impact Assessment**

#### **Description and Scope**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise, should be supported by a noise assessment prepared by a suitably qualified person.

**Further guidance is provided in Paragraph 123 of the National Planning Policy Framework (2012) at <http://planningguidance.planningportal.gov.uk>.**

#### **Threshold**

Proposals that generate high levels of noise such as noisy sports; industrial developments using noisy machinery, such as joinery workshops; refrigeration plant and equipment, OR:

New housing adjacent to major sources of noise, including roads, railways and industrial sources.

### **(4) Draft Planning Obligation/Section 106 Statement**

#### **Description and Scope**

Planning obligations (or "Section 106 Agreements") are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or "developers"), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a draft Section 106 Agreement to be submitted with the application. Further advice on planning obligations is available on the attached link: <https://www.gov.uk/guidance/national-planning-policy-framework>

For Maidstone Borough Council only see link for specimen draft S106 Agreement. [http://www.maidstone.gov.uk/\\_data/assets/pdf\\_file/0005/23639/Specimen-Draft-Section-106-Agreement-August-2016.pdf](http://www.maidstone.gov.uk/_data/assets/pdf_file/0005/23639/Specimen-Draft-Section-106-Agreement-August-2016.pdf)

#### **Threshold**

Where a Planning Obligation is reasonably likely to be required.

The need for a planning obligation will depend upon the type of development proposed. Typically an agreement will be required for the provision of community and highway infrastructure. This may include items such as affordable housing provision, education, library, youth and community and off site highway improvements, in accordance with Local Plan Policies.

If you are not seeking to make a planning obligation in accordance with Local Plan policy, a fully detailed and appropriately formatted viability assessment should be submitted in accordance with the current version of the Kent Viability Protocol.

## **(5) Renewable Energy Assessment**

### **Description and Scope**

An effective means of raising the standard of new and refurbished buildings with regard to energy and other forms of sustainable construction is to achieve a reduction of carbon dioxide emissions through the use of energy efficiency measures, such as passive solar design, and/or renewable energy technologies, such as solar water heating, photovoltaics, wind power, biomass heating and ground source heating/cooling.

A Renewable Energy Assessment should:

- Calculate the predicted carbon dioxide emissions per annum,
- Assess the technical feasibility of renewable energy technologies for the application site,
- Calculate the carbon dioxide saving as a percentage of site predicted carbon dioxide emissions, and

### **Threshold**

Buildings (new build or conversions) with a floorspace of 2,500 sq.m or more gross floorspace or more.

Residential developments providing 25 or more residential units.

## **(6) Retail and Town Centre Uses Impact Assessment**

### **Description and Scope**

Paragraphs 23 – 27 of the National Planning Policy Framework set out that Local Planning Authorities should ensure the vitality of town centres. For town centre use developments, which are retail, leisure and office uses, outside of town centres and not in accordance with up to date local plan Local Planning Authorities should require an impact assessment is carried out if the development is over a proportionate, locally set floorspace threshold or in the absence of such a threshold, 2,500 sq m.

**Further guidance is provided in Paragraphs 23 to 27 of the National Planning Policy Framework (2012) and at <http://planningguidance.planningportal.gov.uk>.**

### **Threshold**

All new retail, leisure and office proposals, including extensions, outside a town centre of 2,500 sq m or more gross floorspace. The scope of the Assessment should include:

- The impact on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- The impact on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made.
- For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

## **(7) Structural Survey or Statement**

### **Description and Scope**

A structural survey will be required in support of an application if the proposal involves substantial demolition, reconstruction or alteration. It will also be required in order to demonstrate that certain types of building (for example traditional farm buildings, listed buildings etc) are structurally sound and capable of being developed without the need for substantial demolition and reconstruction. The report should be prepared by a Chartered Structural Engineer with expertise in the type of work involved and should, amongst other things, justify the extent and nature of any proposed structural work and/or the need for demolition.

### **Threshold**

Where it is important to know whether or not the building(s) are capable of conversion rather than reconstruction, OR:

Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.

## **(8) Transport Assessment**

### **Description and Scope**

**Paragraph 32 of the National Planning Policy Framework (2012)** advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development generates significant amounts of transport movement. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in **Guidance on Transport Assessment**, (March 2007) published by the Department for Transport. Also refer to National Planning Practice Guidance or at <http://planningguidance.planningportal.gov.uk>.

### **Threshold**

Residential developments of 40 dwellings or more and other developments including non-residential proposals of 2,500 square metres or more gross floorspace.

## **(9) Ventilation / Extraction Details**

### **Description and Scope**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Class A3 (ie restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (ie drinking establishments - use as a public house, wine bar or other drinking establishment) and A5 (ie hot food takeaways - use for sale of hot food for consumption off the premises), uses. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

### **Threshold**

All applications for hot-food take-aways, bars/pubs, restaurant uses and laundrettes etc should include this information, and it will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

## **(10) CIL Assumption of Liability Form – Maidstone Borough Only**

### **Description and Scope**

Maidstone Council needs to know who is liable to pay the Community Infrastructure Levy in order that the liable person can be issued with a liability notice by the Council. CIL is non negotiable and failure to complete this form will result in the liability defaulting to the landowner.

Maidstone has an adopted charging schedule which provides further details on the CIL charging rates for the borough:

<http://services.maidstone.gov.uk/docs/October%202017%20Approved%20Community%20Infrastructure%20Levy%20Charging%20Schedule.pdf>

### **Threshold**

All planning applications that are CIL liable will need to have someone assuming liability for payment. To assist the Council in the CIL collection process, liable parties are encouraged to submit a signed assumption of liability form as soon as is practicable.