COMMUNITY INFRASTRUCTURE LEVY VALIDATION CHECKLIST

This checklist applies to major applications proposing:

- **10 or more residential units; or**
- **1,000 sqm or more of gross floorspace.**

Those requirements apply to full, outline and hybrid applications, relevant reserved matters applications, and Section 73 applications that change Gross Internal Area (GIA) or the configuration of proposed uses.

Phased development
Where a development is phased for CIL purposes, a complete set of the relevant CIL information identified below must be provided for each phase. Each phase of a phased planning permission is treated as a separate chargeable development for CIL purposes.

Section 73 applications
Where a Section 73 application changes the GIA and/or configuration of uses within chargeable development, information must be provided for both the existing permission and the proposed Section 73 scheme. The CIL Supporting Statement must include a reconciliation schedule clearly identifying and explaining the changes between the two schemes.

Development carried out under permitted development rights, including development subject to prior approval, may be liable for CIL and may require submission of a Notice of Chargeable Development before commencement.

The CIL Regulations 2010 (as amended) prescribe how CIL liability is calculated. Applicants must provide sufficient and accurate information to enable the Council to determine whether a development is liable for CIL and, where applicable, calculate the charge.

Failure to provide the required information may result in the application being made invalid or in further information being requested before CIL liability can be determined.

Planning Application stage

Required:

- CIL Form 1: Additional Information which gives details about existing and proposed floorspace and lawful us;

Strongly recommended:

- CIL Form 2: Assumption of Liability which gives details about who will pau the CIL due. This is not required to validate the planning application, but early submission can simplify CIL administration if permission is subsequently granted;
- Existing and proposed colour-coded GIA plans;
- Excel GIA schedule; and
- CIL Supporting Statement.

Existing and proposed colour-coded GIA plans

An additional set of existing and proposed floorplans (not elevations or sections) with measured internal areas, colour-coded by existing or proposed planning uses.

The set of plans should:

- Be drawn at 1:50, 1:100 or 1:200 scale
- Show every relevant floor of every existing and proposed building
- Identify floorspace proposed to be demolished or retained.
- Include key, drawing number, revision, building / block / phase reference, scale and scale bar
- Use a consistent colour key across existing and proposed plans (see below table).
- Allocate ancillary and common areas, such as plant rooms, bin stores, cycle stores, corridors, cores and other internal ancillary space, to the use they mainly serve.

Colour	LBBD CIL Category	Former Use Class at adoption (2015)	Current Use Class
	Residential	C1, C2, C2A, C3, C4, C5*	C1, C2, C2A, C3, C4, C5*
	Supermarket / superstore of any size	A1	E(a), where the actual use is a supermarket/superstore
	Business: R&D, light industry, general industrial,	B1(b), B1(c), B2, B8	E(g)(ii), E(g)(iii), B2, B8
	All other non-residential use	A2, A3, A4, A5, D1 (part) D2 (part)	Relevant Class E uses, F1/F2 uses and Sui Generis uses not otherwise falling within a specific LBBD charging category
	Office B1(a)	B1	E(g)(i)
	Municipal leisure	D2 (part)	E(d), F2(c), F2(d), and/or Sui Generis depending on the particular leisure use
	Qualifying publicly funded health	D1 (part)	E(e) and potentially F1, depending on the actual use
	Qualifying education	D1 (part)	F1(a)
	Existing retained GIA		
	Existing demolished GIA		

Excel GIA schedule

GIA schedule in Excel format, covering each existing and proposed building with usage split. The schedule should be separately identified, as applicable:

- phase;
- building/block;
- floor;
- existing/proposed;
- CIL use/rate category;
- existing GIA;

- existing GIA to be retained;
- existing GIA to be demolished;
- proposed GIA;
- common/ancillary GIA; and
- total GIA in sqm.

Totals must reconcile with the CIL Form 1 and colour-coded plans.

CIL Supporting Statement

A standalone CIL Statement or a clearly identified CIL section within the Planning Statement. It should reconcile the CIL Form 1, existing and proposed plans, GIA schedule and explain deductions, reliefs, allocation of common areas and phasing, including:

- **Existing development**: describe the existing buildings and uses, total existing GIA, floorspace to be retained and demolished, and the basis of any existing-floor-space deduction.
- **Business-rates / existing GIA evidence**: where relevant, provide business-rates GIA information and photographs and explain any difference between that information and the GIA used for the CIL submission.
- **Evidence of lawful use**: where an existing-floor-space deduction is claimed, provide evidence supporting the claimed lawful use. Examples may include leases, tenancy documents, statutory declarations or other suitable evidence. Applicants should note that existing floorspace will generally only be eligible for deduction where the relevant building has been in lawful use for a continuous period of at least six months within the three years ending on the day planning permission first permits the chargeable development. Evidence should clearly demonstrate compliance with this requirement.
- **Proposed development**: state total proposed GIA, new GIA, retained GIA and the split by use/rate category.
- **Common and shared areas**: explain how common parts have been allocated where they serve one or more uses. The methodology must match the plans and Excel schedule.
- **Relief and exemptions**: identify any relief/exemption being claimed and distinguish this from a NIL LBBD charging rate.
- **Measurement methodology**: confirm that Gross Internal Area (GIA) has been measured in accordance with the current RICS Code of Measuring Practice or any successor RICS professional standard applicable at the time of submission.

Statements supporting S73 proposals must clearly identify where changes occur (phase, use/CIL category).

LBBD CIL rates - 2026

LBBD's Annual CIL Rate Summary 2026 applies from 1 January to 31 December 2026. Rates are indexed annually, so applicants should always check the rate summary for the year in which planning permission is granted.

Use	Former Use Class at adoption (2015)	Current Use Class	2026 indexed LBBD rate

Supermarkets and superstores of any size	A1	E(a), where the actual use is a supermarket/superstore	£274.51 per sqm
Business: R&D, light industry, general industrial, storage/distribution	B1(b), B1(c), B2, B8	E(g)(ii), E(g)(iii), B2, B8	£7.84 per sqm
All other non-residential uses	A2, A3, A4, A5, D1 (part) D2 (part)	Relevant Class E uses, F1/F2 uses and Sui Generis uses not otherwise falling within a specific LBBD charging category	£15.69 per sqm
Office (B1a)	B1	E(g)(i)	NIL
Municipal leisure	D2 (part)	E(d), F2(c), F2(d), and/or Sui Generis depending on the particular leisure use	NIL
Qualifying publicly funded health	D1 (part)	E(e) and potentially F1, depending on the actual use	NIL
Qualifying education	D1 (part)	F1(a)	NIL

Zone	LBBD area	Charging Schedule residential rates (2015)	2026 indexed residential rate
1	Barking Town Centre, Leftley and Faircross	£70	£109.80 per sqm
2	Barking Riverside	£25	£39.22 per sqm
3	Rest of borough	£10	£15.69 per sqm

LBBD also collects the Mayoral CIL (MCIL). A nil LBBD rate does not necessarily mean that no CIL is payable overall; MCIL will also be considered separately.

Amendments during determination

If an amended plan changes GIA, use, retained/demolished floorspace or phasing, you will be required to provide a revised set of plans and amended CIL Form 1. Where the amendment affects information contained in the GIA schedule or CIL Statement, revised versions must also be submitted.

Planning Permission stage

If your planning permission is granted, the Council will issue you with a liability notice specifying the Mayor of London and Barking and Dagenham CIL liability that will be due when the development commences.

If relevant, the person who has assumed liability can apply for relief from payment of CIL. Certain types of development, such as social housing or for charitable purposes, may qualify for relief from CIL. Relief or exemption application must be submitted and approved before commencement of development. Relief cannot normally be granted retrospectively.

For more information have a look at the development types that are eligible for relief. All reliefs must be applied using the relevant CIL relief form. A decision on eligibility for relief must be received before commencement of a development. Relief cannot be granted once a development has commenced so applications should therefore be made as early as possible in the process.

Prior to starting works

If a CIL Form 2: Assumption of Liability was submitted at Application Stage, review and amend information as necessary. If a CIL Form 2: Assumption of Liability was not been submitted, it must be submitted before any material work commences.

The person who has assumed liability to pay the CIL must submit a CIL Form 6: Commencement Notice confirming the start date to the Council before any material work commences.

Failure to submit the required forms within the prescribed timescales may result in surcharges and other consequences under the CIL Regulations.

Upon receipt, the Council will issue you with a CIL Demand Notice setting out payment details.

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