

CIL Application Ref No: Total Applications
E-mail: CIL@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



28 November 2022

Dear ,
Via Email:

Geoff Hall
Executive Director

Environment and Planning

Community Infrastructure Levy (CIL) Infrastructure Funding

Regulation 59, Community Infrastructure Regulations (2010), as amended

Offer Letter of CIL Infrastructure Funding

I am pleased to be able to inform you that Community Infrastructure Levy (CIL) funding has been awarded for the project as follows:

CIL Funding Awarded: £

To:

CIL Funding Ref No: **Total Applications**

Project Name

As submitted: https://west-norfolk-consult.objective.co.uk/portal/cil_folder/cilappsfy

A specific requirement of this funding offer is:

- Successful applicants of CIL funding will be expected to maintain communication with the Borough Council, on the progress of their project;
- Where funding has been agreed 'in principle' or where staged payments are agreed, the scheme applicant will be expected to provide information to justify funding being transferred;
- Applicants should continue to provide information until the scheme has been completed and all CIL funding has been spent;
- At a minimum, an annual report must be submitted to CIL@west-norfolk.gov.uk providing information on the progress of each scheme, funding has been allocated to.;
- A requirement to submit this information, forms part of the agreement that the successful applicant is required to sign, between themselves and the Borough Council of King's Lynn and West Norfolk; and
- If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed, the Borough Council may require the applicant to repay some or all of those funds.

Please see attached a copy of the terms and conditions for the funding (Appendix 1), which you will need to accept and return to CIL@west-norfolk.gov.uk, as a requirement for the approval of funding.

Please do not commence work on the elements of the project for which funding has been granted until the terms and conditions and this offer letter have been reviewed and the signed acceptance of funding returned.

The Council's standard terms are that, should you accept this offer, **the project should commence within 12 months of the final confirmation of funding**. However, we note that from the timetabling as per your application form, you will not be able to achieve commencement of the project within this timescale. Please contact the Council using the contact details contained within this letter, to agree a realistic and achievable commencement timeframe.

For the purpose of this document, commencement is defined as when the works regarding the infrastructure construction or improvement begin at the relevant site. If you are unable to comply with such agreed timeframe, the Council may consider either a revised timetable or the possible withdrawal of the CIL offer for this project.

On completion, you are required to provide confirmation that the project has been completed to the Council's satisfaction, and where appropriate, a building control completion certificate.

Please sign and return one copy of the Acceptance of Offer Form (Appendix 2), as your agreement to the Terms and Conditions. If you do not return the attached form, the CIL funding will be withdrawn prior to the next round of funding applications and will be reallocated to another project.

If you no longer wish for CIL to be allocated to your project, please notify the CIL Officer and this offer will be withdrawn. Withdrawal of CIL allocation does not prevent you for reapplying for CIL for this or any other project.

If you have any queries, please do not hesitate to contact the CIL Team by email, CIL@west-norfolk.gov.uk.

Yours Sincerely

Amanda Driver
CIL Monitoring and Compliance Officer
Environment and Planning Services
On behalf of CIL Collecting Authority: Borough Council King's Lynn and West Norfolk

Appendices:

Appendix 1 – CIL Funding - Terms & Conditions

Appendix 2 – Acceptance of Offer Form (to be completed & returned)