

# Lewes District Council

## Community Infrastructure Levy

Infrastructure Projects Funding Application Form 2024

### 1. Infrastructure Project Overview

Which pot is this bid applicable to?	<ul style="list-style-type: none"><li><input type="radio"/> Strategic</li><li><input type="radio"/> Local Pot</li><li><input type="radio"/> Community</li><li><input type="radio"/> Community Small Projects</li></ul>
Type of Infrastructure item being bid for?	<ul style="list-style-type: none"><li><input type="radio"/> Green infrastructure</li><li><input type="radio"/> Utilities</li><li><input type="radio"/> Modes of transport</li><li><input type="radio"/> Community facilities</li><li><input type="radio"/> Education</li><li><input type="radio"/> Health</li><li><input type="radio"/> Emergency services</li><li><input type="radio"/> Other</li></ul>
Project Title	
Project Description	

Project Location:	
Project Contact:	Name:  Address:       Telephone:  Email:

## 2. Project Planning

<p>Has the project got all of the necessary planning permissions available?</p> <p><i>(for example Listed Building Consent, Lawful Development Certificate)</i></p> <p><i>Does the project require planning consent?</i></p>	
<p>If you have Planning Permission or Listed Building Consent please list this here:</p>	
<p>If not, how far is it in the process? Was there any pre-app? What is the initial advice?</p>	

<p>If you have Building Regulations please give the Council Building Control reference of Approved Inspector Details:</p>	
<p>Which of the following applies:</p>	<ul style="list-style-type: none"> <li>○ Landowner (<i>please supply title deeds and register</i>)</li> <li>○ Leasehold (<i>leases over 7 years must be registered at the Land Registry – please provide this/ a copy of your lease/ or a license to occupy</i>)</li> <li>○ Freehold (<i>please supply freehold title copies</i>)</li> <li>○ Do not own the land (<i>please supply a license to occupy or landowner consent</i>)</li> </ul>
<p>Has the appropriate land owner consent been sought if required?</p> <p><i>Please attach evidence of this to the application. For example Owner consents, copies of the lease, Land Title Deeds/license to alter</i></p>	
<p>What is the timescale for implementation of the project?</p>	<ul style="list-style-type: none"> <li>○ 0-12 months</li> <li>○ 1 year to 2 years</li> <li>○ 2- 5 years</li> <li>○ 5+ years</li> </ul>

### 3. Project Funding

<p>What is the total cost of the Infrastructure to be provided by the project? (£)</p> <p><i>i.e the physical works</i></p>	
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<p>How much are you seeking from CIL? (£)</p>	
<p>Are you able to claim VAT back on any part of this project? If yes, can you confirm that VAT has been excluded from the amount of CIL Funds requested?</p>	
<p>Please list the sources and amounts of matched funding.</p> <p><i>Please attach any evidence of matched funding to this bidding application</i></p>	<p>Funding Source</p> <p>Secured Yes/No</p> <p>If not Secured when will this be confirmed?</p> <p>Amount (£)</p>
<p>Is there is a day to day revenue cost associated with the project? If yes, please detail how this is to be funded.</p>	
<p>Have quotations been sought in respect of the proposed works/equipment?</p> <p><i>Please provide evidence to detail the cost of the projects, and where possible more than 1 quote would be expected.</i></p>	

## 4. Project Management

Who will manage your project and how they will ensure its delivery?	
Partners – Please list other organisations that will help deliver the project (if applicable)	
If applicable, who will maintain the project in the future?	

## 5. Links to other CIL Funding Regimes

Does this project cover more than one CIL Charging Authority? (Please note that LDC CIL Covers areas outside of the SDNP)	<input type="radio"/> Yes <input type="radio"/> No
<p>If the answer is “yes” please state which Authority</p> <p><i>(i.e South Downs National Park, Wealden, Mid-Sussex)</i></p>	
<p>Is matched funding being provided from the other Authority? Or has a letter of support been provided?</p> <p><i>Please attach relevant evidence to the bid application- for cross boundary infrastructure it is strongly advised to apply for matched funding from the relevant authority.</i></p>	

## 6. Bid Justification

<p>Does the project feature on the IDP (Infrastructure Delivery Plan)? If so which sections?</p>	
<p>Does the project feature in a Neighborhood Plan?</p> <p><i>(if it does please provide references to which plan and section)</i></p>	
<p>Does the project feature in any other plan or document?</p> <p><i>If yes please detail which</i></p>	
<p>How will the proposal help address the demands of development in the area?</p> <p><i>(please discuss local and recent development relating to this project and how the development has led to a need for this infrastructure)</i></p>	
<p>Does the project have the support of the community?</p> <p><i>Please detail what type of support and who from. i.e Letters, Community consultation.</i></p>	
<p>Have S106 Funds been identified for this project?</p> <p><i>If so, please provide details of the development from where this comes from and amount.</i></p>	

## 7. Project Barriers and Risk

Please show what barriers and risks apply	Yes	No	Unknown
Physical and environmental impacts (e.g. flood risk, contamination, topography, biodiversity, noise, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approvals and licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ownership, acquisition or compulsory purchase order issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependency on other projects going ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any constraints are identified, please provide further details, including the extent to which the issues concerned can be overcome by mitigation

## 8. Environmental Impacts

Will your project if implemented have a negative, positive or neutral environmental impact?	<input type="radio"/> Positive <input type="radio"/> Negative <input type="radio"/> Neutral
<p>If there is anticipated be an impact, please detail the level and type of impact this will have on the environment.</p> <p><i>Negative impact examples could include increase in carbon emissions, reducing green space. Positive impacts could include improving air quality, increase in biodiversity.</i></p>	

<p>Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?</p> <p><i>E.G Electric Vehicles, renewable energy sources, recycled products.....</i></p>	
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## 9. Health Impacts

<p>Will your project, if implemented, have a negative, positive, or neutral impact on health?</p>	<ul style="list-style-type: none"> <li>○ Positive</li> <li>○ Negative</li> <li>○ Neutral</li> </ul>
<p>If there is anticipated to be an impact, please detail the level and type of impact this will have on people's health.</p> <p><i>Negative impact examples could include increased availability in exercise space, community groups etc.</i></p>	
<p>Please detail any mitigation measures which are to be used in the project to minimize any negative impacts to the people's health?</p>	

## 10. Equality and Fairness

The Public Sector Equality Duty requires the Council, in the exercise of its functions and in its decision making, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a characteristic and those who do not share it;

- Forster good relations between people who share a characteristic and those who do not share it.

There are nine protected characteristics covered by the Public Sector Equality Duty: age, disability, sex, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, religion or belief and sexual orientation. We also recognise that socio-economic status can be a significant barrier to equality.

Further information on the Council's equality and fairness policy is available on our [website](#).

Which Protected group will the project benefit/affect the most?	
Please explain how you have given consideration to the different needs of people and steps have been taken to minimise the potential disadvantages and maximise equality of opportunity.	

## 11. Subsidy Control Act Information

Please supply with this application:

- A copy of your constitution / a link to the website which shows your constitution (ie, company articles, charity articles, constitution for a trust, constitution for an unincorporated association)
- Subject to a successful bid, who would be signing the Grant Agreement (which will be a Deed) on behalf of the organisation?

If your constitution specifies that they need a resolution approving the completion of the Grant Agreement and authorising the named signatories to sign the Grant Agreement, we will want to see a copy of this resolution before we complete.

Payment of successful bids

- Should this bid be successful how would you propose payment be received? Although we can't agree to or guarantee any specific payment structure, please let us know how you would prefer to receive the grant funding. All payments are usually made in arrears (once you have incurred the costs and provided us with evidence of expenditure). For example, one lump sum payment or instalments.

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Please answer the following questions to help us determine whether this bid would constitute a subsidy (as defined by the SCA)

Does your organisation offer goods or services on the market? (we will classify you as an "enterprise" if you answer yes to this question).	
Does your organisation also carry out other functions or activities, which are not offering goods and services on the market? If so, please explain in detail what your organisation does.	
Where do you get your working capital or funding from for your organisation?	
Will your organisation make a charge for people to use, or benefit from, the Project?	
Where does the profit from your organisation go? For example, do you distribute profit to shareholders or do you use it to fund any other projects.	
Does your organisation have employees (how many) or volunteers (how many)?	

Please see the below information on Minimal Financial Assistance and the Subsidy Control Act

Following the UK's exit from the EU, there are new rules governing subsidies (previously referred to as State Aid). All funding measures (with limited exceptions which are not relevant here) are now subject to the Subsidy Control Act 2022, which came into force on 4 January 2023. Further details of the Subsidy Control Act 2022 and the Subsidy Control Regime can be found in the BEIS Technical Guidance here: <https://www.gov.uk/government/collections/subsidy-control-regime>

If your application is successful, the Council reserve its right to offer you a Minimal Financial Assistance (MFA) subsidy under the Subsidy Control Act 2022, subject to your agreement to, and compliance with, the terms and conditions relating to MFA and any other terms of the subsidy specified by the Council, including the completion of a Grant Agreement.

As part of the Application process, the Council require written confirmation that receipt of the CIL Grant you have applied for, will not exceed your MFA threshold of £315,000 cumulated over this and the previous two financial years.

This means you (the MFA financial threshold applies at company group level) must provide the Council with written confirmation that You have not received more than £315,000 in MFA subsidies or comparable types of subsidies between 1 April 2022 and the date on which You complete and return any MFA Confirmation to the Council.

Please note that the information that you provide in the table below, will need to be updated by you just before a Grant Agreement is completed, if your application is successful.

Pursuant to sections 36 and 37 of the Subsidy Control Act 2022, You confirm that the amount of MFA subsidy received by You, in the current three-year period is:

<b>Fiscal Year</b>	<b>Date subsidy given</b>	<b>Nature of subsidy given</b>	<b>Name of Provider giving the subsidy</b>	<b>Details of subsidy received (including the scope of the Project(s))</b>	<b>Value (£)</b>
				<b>TOTAL</b>	

## 12. Supporting Documents

The following list of documentation is designed as a guide to assist you with what documentation may be relevant to support this bid. Please note this list is not exhaustive and you may wish to attach documents not mentioned on this list:

- Copies of relevant planning documents (Planning, Building Control)
- Land ownership details and evidence
- Quotes for proposed project
- Project planning information (budget, project plan etc)
- Risk Planning details
- Details relating to the Governance of the project
- Evidence of Community support (Crowd funding, Community Consultations, letters of support)
- Evidence of matched funding
- Cross Boundary Project information
- License copies/details

## 13. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I am authorised to make this application and that the information given in this application is correct.

Signed	Name
Position	Date
Telephone:	Email:

Once this form is completed, please send to

[CIL.Lewes@lewes-eastbourne.gov.uk](mailto:CIL.Lewes@lewes-eastbourne.gov.uk)

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

## Appendix

### Minimal Financial Assistance Information

The content of this Appendix is given by way of information only. You should complete your own investigation to ensure that you are entitled to receive the prospective Minimal Financial Assistance. If you are not entitled to receive the Minimal Financial Assistance, you may have to repay the grant.

This information does not replace or constitute legal or financial advice.

- For the purposes of the Subsidy Control Act 2022 you are an “enterprise” and the Council is exercising the function of a “Public Body”. The rules in the Subsidy Control Act 2022 provide that an enterprise is any entity (including persons, groups of persons under common ownership, groups of persons under common control) who is engaged in an economic activity that entails offering goods or services on a market, to the extent that the person is engaged in such an activity. This applies regardless of its legal status and the way in which it is financed.
- The MFA financial threshold applies at group company level, can include a group of businesses operating under common control and includes a national business which operates from multiple sites across the UK.
- The total amount of Minimal Financial Assistance granted by Public Bodies to a single enterprise shall not exceed £315,000 over a three year period. **This covers any Subsidy received from any part of the UK and includes other public bodies. It is not limited to Subsidy received from the Council.**
- A three-year period means:
  - The elapsed part of the current financial year (i.e., from 1 April), and
  - The two financial years immediately preceding the current financial year.
- The financial assistance threshold of £315,000 over a three-year period is across all UK measures and includes any:
  - Minimal Financial Assistance;
  - SPEI assistance;
  - aid given under the EU State aid de minimis regulations if by virtue of the Northern Ireland Protocol; and
  - subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to this section of the Act coming into effect (being 4 January 2023).
- Subsidy can include the forms of financial assistance listed below, please note that this list is not exhaustive. You should take these into account when

identifying the amount of Minimal Financial Assistance that you may have been granted.

- A direct transfer of funds (such as grants or loans);
- A contingent transfer of funds (such as loans or rent guarantees);
- The forgoing of revenue that is otherwise due;
- The provision of goods or services (such as a benefit in kind where no payment is received or where payment is received);
- The purchase of goods or services (where payment is given in return);
- Grants;
- Relief from any tax, duty or other impost which would otherwise be payable (including credits against tax liabilities);
- Loans on favourable terms, reduced interest rates, and interest payment holidays;
- Providing guarantee or loan facilities other than on market terms, or otherwise in circumstances where facilities of that amount or on those terms would not be available in the market;
- Using land, equipment, personnel, information or other valuable resources at less than market price;
- Guarantees against third party liabilities;
- Guarantees against losses;
- Guarantees to buy for a minimum value, or preferred supplier status;
- Deferring any obligation to pay;
- Capital investment other than on market terms (including investing in businesses in trouble);
- Interest rate relief;
- Tax credits;
- State guarantees or holdings;
- State provision of goods or services on preferential terms;
- Direct subsidies;
- Tax exemptions;
- Preferential interest rates;
- Acquisitions of land or buildings either gratuitously or on favourable terms;
- Provision of goods and services on preferential terms;
- Indemnities against operating losses;
- Reimbursement of costs in the event of success ;
- State guarantees, whether direct or indirect, to credit operations preferential re-discount rates;
- Dividend guarantees;
- Preferential public ordering;
- Reduction of, or exemption from, charges or taxes, including accelerated depreciation;
- Reduction of social contributions;
- Deferred collection of fiscal or social contributions;
- Assistance financed by special levies;
- Capital transfers;
- Certain State holdings in the capital of undertakings.
- Retail Relief

- Minimal Financial Assistance shall be deemed granted at the moment there is a binding commitment from the Council to the enterprise, irrespective of the date of payment of the Minimal Financial Assistance to the enterprise.