

Community Infrastructure Levy (CIL) Additional Information Form (AIR) - Additional Guidance

Below sets out detailed guidance on how to complete sections 6 and 7 of the CIL AIR form.

Section 6

The headings below relate to the columns in the table in section 6 of the AIR form:

- Section 6(i) Existing Gross Internal Area (GIA) – if there is existing floorspace which is being utilised as part of the proposed development, enter the relevant floorspace in here and then ensure details are provided in section 7. If there is no existing floorspace, then enter 0.

The figure in column 6(i) should be the ‘Total Floorspace’ shown in section 7 for ‘GIA to be retained’ and ‘GIA to be demolished’ added together – see ‘Section 7’ below.

- Section 6(ii) GIA to be lost through change of use or demolition – this should link to details of existing floorspace provided in section 7 – see ‘Section 7’ below. If there is not existing floorspace, then enter 0.
- Section 6(iii) Total GIA proposed – this should be the total floorspace for the entire new development, including existing floorspace that is going to be retained.
- Section 6(iv) Net additional GIA following development – as instructed on the form, this should be the total floorspace for the entire new development (the figure provided in column 6(iii)) minus any floorspace being lost through change of use or demolition (the figure provided in column 6(ii)).

Do not deduct any existing floorspace that is being retained as part of the proposed development – this will be deducted during the CIL calculation stage, if the Planning Officer agrees that it is ‘in-use’ (as described in section 7).

Section 7

If there is no existing floorspace related to the proposed development, then this section does not need to be completed.

Detail of existing floorspace must be provided in section 7, indicating whether that floorspace is to be retained **or** demolished as part of the proposed development. In addition to providing measurements, applicants must indicate whether the existing floorspace is in-use or not (as per the definition on the form).

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sqm) to be retained.	Proposed use of retained gross internal area.	Gross internal area (sqm) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>

- Total floorspace – enter a total for columns ‘GIA to be retained’ and ‘GIA to be demolished’. These two totals added together should be the same as the figure included in column 6(i) in section 6.

4					Yes <input type="checkbox"/>	No <input type="checkbox"/>	or Still in use: <input type="checkbox"/>
	Total floorspace						

Example of an incorrect AIR form

NOTE 2: In this scenario, 6(ii) should be the amount of floorspace being demolished, i.e., 20.18sqm (shown in the second total in section 7)

NOTE 3: 6(iii) should be the total size of the proposed development, including existing retained and new floorspace.

NOTE 1: If there is existing floorspace, the total in 6(i) should be the same as the total of existing floorspace given in section 7. In this case, 109.6sqm in section 6 is correct, but the left hand total in section 7 is incorrect, as the garage is being demolished, not retained (also see NOTE 5) – the totals in section 7 should be 89.42sqm and 20.18sqm respectively, together totalling 109.6sqm as shown in the 6(i) total.

Development type	(i) Existing gross internal floorspace (square metres)	(ii) Gross internal floorspace to be lost by change of use or demolition (square metres)	(iii) Total gross internal floorspace proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal floorspace following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)	109.6	109.60	410.93	301.33
Social Housing, including shared ownership housing (if known)				
Total residential floorspace				
Total non-residential floorspace				
Total floorspace	109.6	109.60	410.93	301.33

Note 4: 6(iv) should be the figure in 6(iii) minus 6(ii), i.e., total size of the proposed development minus any floorspace being demolished. Existing floorspace being retained should not be deducted from this figure, as it is for the planning officer to determine whether this will be deducted during the CIL calculation stage, if it is considered 'in-use'

7. Existing Buildings continued

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sq ms) to be retained.	Proposed use of retained floorspace.	Gross internal area (sq ms) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.	
					Yes	No	Date:	or Still in use:
1	BUNGALOW	89.42	DWELLING	0	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Date:	or Still in use: <input checked="" type="checkbox"/>
2	GARAGE	20.18		20.18	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Date:	or Still in use: <input checked="" type="checkbox"/>
3					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	or Still in use: <input type="checkbox"/>
4					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	or Still in use: <input type="checkbox"/>
Total floorspace		109.6		20.18				

NOTE 5: Section 7 row 2 – the floorspace cannot be retained and demolished. In this scenario, the garage was being demolished, and therefore the first total in this table should be 89.42sqm, not 109.6sqm - also see NOTE 1. The second total here is correct – 20.18sqm.