

PARISH COUNCIL ANNUAL CIL REPORT

Reporting by local councils (Regulation 62A)

1. A local council must prepare a report for any financial year (“the reported year”) in which it receives CIL receipts.

2. The report must include:

- a. the total CIL receipts for the reported year;
- b. the total CIL expenditure for the reported year;
- c. summary of CIL expenditure during the reported year including
 - i. the items to which CIL has been applied; and
 - ii. the amount of CIL expenditure on each item; and
- d. details of any notices received in accordance with regulation 59E, including:
 - i. the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;
 - ii. the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.
- e. the total amount of:
 - i. CIL receipts for the reported year retained at the end of the reported year; and
 - ii. CIL receipts from previous years retained at the end of the reported year.

3. The local council must:

- a. publish the report:
 - i. on its website;
 - ii. on the website of the charging authority for the area if the local council does not have a website; or
 - iii. within its area as it considers appropriate if neither the local council nor the charging authority have a website, or the charging authority refuses to put the report on its website in accordance with paragraph (ii); and
- b. send a copy of the report to the charging authority from which it received CIL receipts, no later than 31st December following the reported year, unless the report is, or is to be, published on the charging authority’s website

Name of Parish Council:

Financial Year: ****/** (covering period from 1st April **** to 31st March ****)

a) CIL Receipts

Reporting year: Total amount of CIL received in financial year (****/**)	£
Previous years: Total amount of CIL received in financial year (****/**)	£
TOTAL RECEIVED	£

b) CIL Expenditure

Total amount of CIL spent in financial year (****/**)	£
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c) Items on which CIL has been spent

Infrastructure scheme / project	CIL expenditure (amount)

d) Monies requested / recovered from Parish Council (Reg 59E, 59F)

Monies which have been requested, or recovered, from the Parish Council in the financial year (****/**)	£
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e) CIL retained

i. Total amount of CIL received in financial year (****/**) and retained (unspent) at the end of the reported year (****/**)	£
ii. Total amount of CIL received in previous years and retained (unspent) at the end of the reported year (****/**)	£
Total CIL receipts retained (unspent)	£

Signed: _____ Position: _____

Verified: _____ Position: _____

To be published on the website and a copy sent to the Planning Obligations team no later than 31st December following the reported financial year.