

Guidance for applications to the Council's CIL Fund (2025)

May 2025

- 1.1 This guidance is for those intending to apply to the Council's CIL fund (2024).
- 1.2 Applications are invited from **Thursday 01 May 2025**. Applications must be submitted to cil@epsom-ewell.gov.uk by the end of **Sunday 15 June 2025**.
- 1.3 All the information needed to apply is on the Council's website at [Community Infrastructure Levy Fund | Epsom and Ewell Borough Council](#). This includes:
- The application form provided by the Council
 - The CIL Spending Protocol sets out how CIL spending for both [Strategic](#) and [Neighbourhood CIL](#) funds are administered in EEBC and governance arrangements for how the Council will spend its CIL monies collected.
 - The [Infrastructure Delivery Plan](#) to support The Local Plan Regulation 19 (November 2024)
 - The [Infrastructure Funding Statement](#) (the IFS reports how much CIL has been collected and is available to spend)
- 1.4 It is **highly recommended** that before drafting applications, **any potential applicant carefully reads their relevant section of the spending protocol and supported documents listed above**, as they contain context and vital information on the process, what projects can be funded and how applications will be considered. It is also recommended that potential applicants speak to the Council's Developer Contributions Officer at cil@epsom-ewell.gov.uk

2. Who can apply to the CIL fund?

- 2.1 Any organisation that can successfully deliver an infrastructure project that supports growth in the Epsom and Ewell Borough Council planning authority area can apply for funding.
- 2.2 [Major infrastructure projects](#) (Strategic CIL) are most likely to be delivered by infrastructure providers such as Surrey County Council (SCC), as Highways Authority and Education Authority, other transport providers and organisations such as the Environment Agency and Integrated Care Boards (ICB) and Health Trusts.
- 2.3 For smaller projects and partial funding towards larger projects, organisations can submit bids for the [Neighbourhood Portion](#) (Neighbourhood CIL).
- 2.4 The process is considered open to all given its publication on the Council's website.

3. Timescales

- 3.1 On the 18 January 2024 Licencing and Planning Policy Committee approved the Epsom and Ewell CIL Spending Protocol which sets out the governance arrangements for spending CIL funds in the borough, the CIL spending protocol was updated and approved by LPPC on 11 March 2025.
- 3.2 Applications for CIL funding are invited from **Thursday 01 May 2025**. Applications should be submitted to cil@epsom-ewell.gov.uk or the online form on the CIL webpage by the end of **Sunday 15 June 2025**.
- 3.3 All bids will be assessed technically for compliance with the regulations at stage one by the CIL team, only shortlisted bids that meet the technical requirements will progress to stage two. All bids will be assessed fairly against eligibility and prioritisation criteria see **Section 4 (Part B) for Strategic Bids** and **Section 6 (Part C) for Neighbourhood Bids** of the [CIL Spending Protocol](#).
- 3.4 The Council will aim to notify all applicants of the outcome of their application as soon as practicable.
- 3.5 For those applicants who do not meet the criteria¹ set out at stage 1 of the CIL Spending Protocol receive the outcome as an unsuccessful CIL Bid, Council officers will offer to work with the organisation to clarify what information is needed to support an application, to assist with any further applications.
- 3.6 If a project is not considered ready for this funding round by the prospective applicant, note the process will reopen at similar times in 2026.and updated guidance will be publicised nearer the time.

4. What projects can be funded ?

- 4.1 See **Part B** (Strategic) and **Part C** (Neighbourhood) of the [CIL Spending Protocol](#), 'What can CIL be spent on'?

¹ 4.2 and 6.2 Any bids not meeting all the above criteria will be invalid and not be assessed further, although officers may ask for further information to see if these can be addressed.(p.10 &19, CIL Spending Protocol)

- 4.2 Applications for funding for maintenance can be considered a grey area. The Council must spend its CIL funds on the provision, improvement, replacement, operation, or maintenance of infrastructure² needed to support the development of the area.
- 4.3 When considering how much to apply for, applicants need to be mindful of the amount of money available. Seeking a large proportion of the available funding, meaning few other projects could be funded, is unlikely to be successful unless the significant importance of that infrastructure to EEBC (planning authority area) can clearly be demonstrated. The amount of monies available for both Strategic and Neighbourhood CIL can be found in the latest [IFS](#)
- 4.4 Applications for maintenance will be considered on a case-by-case basis. Whilst the above gives some guidance, it is not possible to fully set out what will and will not be considered suitable for funding in relation to maintenance.
- 4.5 Application must not be retrospective - that is to replace money already spent, or to cover items or services that have already been purchased. Organisations should not commit themselves to a project or any spending if they are relying on CIL, before any final decision is made.

² Infrastructure is defined as including roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities, and open spaces (S216, Planning Act 2008, as amended by Regulation 63).

5. Determining Applications

- 5.1 Please carefully read the [CIL spending protocol](#) and the relevant section **Part B, Strategic Fund** or **Part C Neighbourhood Fund** – Factors considered when determining whether schemes should be funded by CIL, to understand how applications will be considered and the outcome determined. Please note, any applications for schemes that are not considered infrastructure in accordance with the CIL regulations will not be successful, and any further scoring would not be able to outweigh that.
- 5.2 Guidance for the application forms has been provided in the below table. Please make sure all responses to the questions are clear and concise.

Section heading	Information Required
PROJECT TITLE	The project/scheme name should be a summary of the proposal and only consist of a few words.
INFRASTRUCTURE PROVIDER/ORGANISATION MAKING THE BID	Name and contact
PROJECT ADDRESS	The location of the project needs to be provided so that the Council can understand where the site is in relation to existing and proposed development in the area. Please provide a site location address, including a site location map and post code.
BRIEF DESCRIPTION OF THE PROJECT	Provide a brief description of the proposed project/scheme. If available and relevant to your proposal you can provide supporting documentation relating to specifications from external suppliers as attachments, keep this section a brief summary of the project/scheme.
HO WILL BE RESPONSIBLE FOR MANAGING / IMPLEMENTING THIS PROJECT	The organisation should provide details of the lead contact for delivering the project/scheme. We must be provided with an email address and direct number for contacting this person as we may need to discuss the application further.
Part A Project Benefits	
Please describe the project and its purpose and why you would like to deliver this project	<p>This is the applicant’s opportunity to demonstrate the public benefits of the project/scheme, focusing on the economic, social and environmental benefits and how it will make a difference to the borough and the residents of EEBC</p> <p>Applicants may also describe who exactly the project/scheme will benefit or refer to particular groups within the community. It is also important for applicants to explain the overall public benefits of the scheme and likely timescales for the benefits to occur.</p>

<p>How will the scheme help support the ongoing development of Epsom and Ewell Borough, taking account of where development has or is proposed to take place and the capacity of existing infrastructure to meet those additional demands.</p>	<p>Applicants must clearly demonstrate the need for the project/scheme and supply evidence of commenced or proposed development to justify the need. In terms of identifying the planning reference numbers of schemes, please contact the CIL Team as soon as possible.</p> <p><u>Strategic CIL Bids</u> The project/scheme proposed must be identified within the Infrastructure Delivery Plan and the type of infrastructure must be referred to in the Infrastructure Funding Statement. It is expected that the project/scheme is part of an existing plan, programme or strategy. Please provide a link or a copy of this documentation. Applicants must make sure that any proposed project/scheme can demonstrate how it supports growth as a result of development in EEBC</p> <p><u>Neighbourhood CIL Bids</u> In what way would the investment improve the facility? What benefits will the project bring to the local community and/or users of the facility? What would the consequences be of not carrying out the project?</p> <p>Please consider and briefly cover: Who will be the main beneficiaries of the improvements? Can everyone in the community use the facility? Are there restrictions, or specific target groups? Are there membership or entrance fees – if so, please give detail.</p>
<p>Is the project likely to be directly linked to and necessary as a result of foreseeable development and therefore a separate S106 contribution or 278 may be justified?</p>	<p>Complete if applicable</p>
<p>Part B Funding Breakdown & CIL Funding Request</p>	
<p>Please state the amount of CIL funds that you would like to allocate</p>	<p>As per table in the application form</p>
<p>Which elements of the project are you seeking CIL funding for?</p>	<p>Applicants are encouraged to consider all sources of funding when making their applications,</p>
<p>Has the facility or your organisation benefited from CIL funding previously</p>	<p>If you answer yes please provide the name of the project and further details such as amount of money allocated, the date the funding was agreed and if the project has already started.</p>

Part C Project Delivery	
Will your group/organisation be managing the delivery of the project?	The organisation should provide details of the lead contact for delivering the project/scheme.
Please indicate the timetable for the delivery of this project, including key milestones?	Milestones should include information on when the transfer of CIL funds is likely to be required, which in some circumstances will enable phased payments to be agreed. Please note that CIL funds are not released in advance of delivery. Instead, successful organisations will be reimbursed upon proof of successful completion of the project. Projects are more likely to be successful if they are a position to deliver to completion in the financial year following successful bidding.
Does your organisation own the land/building/facility in questions? Do you need and have planning permission to implement the project?	If your organisation is not the owner of the property in question, please give details of the owners and whether you have their permission to undertake the project.
Please specify who will be responsible for ongoing maintenance and how this will be funded	Name and contact
<p>Part D Summary of your bid</p> <p><i>Please summarise your bid in the box below in no more than 300 words. Ensure you cover the key points from the main body of the form so that it can stand alone.</i></p> <p><i>Please note anything you include in this section is likely to form part of public papers in deciding your bids.</i></p> <p>Please note anything you include in this section is likely to form part of public papers in deciding your bids.</p>	
Part C List of additional material submitted in support of this bid	<p><i>We welcome additional material that will help assessors understand your project. Please list below any photographs, plans, publicity material etc you are attaching in support of your bid.</i></p> <p><i>Please note any material you provide may be used in public documents. Please be aware by providing these you are giving us permission to reproduce the image(s). Please note below any items you do not wish to be used in that way.</i></p>

6. Right of challenge

- 6.1 Applicants will be notified by email of the outcome of their application.
- 6.2 As the charging authority, it is the Council's decision on how it spends its CIL money, as long as it is spent in accordance with CIL regulations. The Council has set out the mechanism and governance for the process of allocating funds in its CIL Spending Protocol. **There is no formal right of challenge to the decision.**

7. GDPR and availability of information

- 7.1 Applications submitted will be treated in line with the Council's Privacy Notice Any requests for information will be dealt with via the [Council's Freedom of Information process](#)
- 7.2 The Council will not as routine publish applications received but will publish a list of those projects allocated CIL funding and how much. The amount of money collected from CIL will continue to be reported in the IFS.

8. Contact

- 8.1 Any queries relating to this application process, or CIL generally, should be directed to the Community Infrastructure Team, by emailing cil@epsom-ewell.gov.uk Please make the nature of your query clear in the subject of the email.