

## caring for Claygate Village

15% of money received through the Community Infrastructure Levy, collected by Elmbridge Borough Council (EBC) from development in Claygate, is paid to Claygate Parish Council. Any CIL monies due are confirmed by EBC at the end of 6 month periods ending in March and September and paid to Claygate Parish Council shortly thereafter. The funds are available to spend on local projects in Claygate. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Claygate Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at [clerk@claygateparishcouncil.gov.uk](mailto:clerk@claygateparishcouncil.gov.uk) on 01372 467000.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website – [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk) and on the noticeboards at the Village Hall, Church Road and Boots on Hare Lane.

Please return the completed application forms and supporting information to:  
[clerk@claygateparishcouncil.gov.uk](mailto:clerk@claygateparishcouncil.gov.uk) at least 2 weeks prior to a meeting of the full Claygate Parish Council

# Claygate Parish Council CIL Funding Application Form

<b>1. Applicant organisation</b>	
<b>2. Name and position of main contact</b>	



<p><b>3. Applicant contact details (phone no, email and address)</b></p>	
<p><b>4. Type of organisation</b></p> <p><b>If a charity, please provide registration number</b></p>	
<p><b>5. Is the organisation able to reclaim VAT?</b></p>	
<p><b>6. Location of project</b></p>	



**7. Summary of the project proposal**

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**8. Estimated project cost**

**Up to £500 –  
One Quote  
requested**

**£500 - £1500  
– Two  
Quotes  
requested**

**£1500 +  
Three  
quotes  
requested**

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**9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme**

	<b>Amount</b>	<b>Detail</b>
<b>CIL funding sought</b>		
<b>Any other Local authority contribution eg EBC and/or SCC</b>		
<b>Third party contribution</b>		
<b>Total cost</b>		

<p><b>10. Detail of additional sources of funding available</b></p>	
<p><b>11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding</b></p>	



<p><b>12. Please indicate whether the organisation has previously received CIL or other funding sources from either Claygate Parish Council and/or Elmbridge Borough Council. If yes, provide amounts and timings</b></p>	
<p><b>13. How does the project help address the demands of development in the area. What evidence is there to support this?</b></p>	



<p><b>14. What evidence is there of support from the community</b></p>	
<p><b>15. How does this project help mitigate climate change?</b></p>	
<p><b>16. Proposed timescales for the project</b></p>	
<p><b>17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</b></p>	



<p><b>18. If the organisation is not in the public sector please provide details of the organisation's finances</b></p> <p><b>Please include a copy of the most recently audited accounts, including details of unrestricted reserves</b></p>	
<p><b>19. Do you need planning permission to carry out the works?</b></p>	
<p><b>20. If planning permission is required is it in place to carry out the works? If so, please provide the application number</b></p>	





## Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk). Statutory Information, then Privacy Policy.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted March 2021