Neighbourhood CIL

Information and Guidance Notes

October 2026

Part A – Information for applicants

1. About the fund

The Community Infrastructure Levy (CIL) is a planning charge introduced by the Planning Act 2008. Waverley Borough Council (WBC) has charged CIL on most new development in the borough since 1 March 2019. The money helps pay for the infrastructure that a growing population needs.

Because Farnham has a "made" Neighbourhood Plan (first made on 28 July 2017 and updated following the 2020 referendum), FTC receives 25% of the CIL collected from development in the town council area, with no annual cap (Regulation 59A of the CIL Regulations 2010, as amended). This is known as the Neighbourhood CIL. It is normally paid to FTC twice a year, by 28 April and 28 October (Regulation 59D).

FTC has used most of its Neighbourhood CIL to deliver infrastructure projects itself. It also wants local organisations to be able to bid for funding for projects that they will deliver and make the process as accessible as possible. As such it is creating three elements micro (up to £10,000, small (£10,000 up to £25,000) and standard (over £25,000).

Local government reorganisation: From 1 April 2027, Waverley Borough Council will be replaced by the new West Surrey Council, which will become the CIL charging authority for Farnham. FTC will continue to receive and administer its Neighbourhood CIL for the foreseeable future. References to WBC in this guide will be updated once arrangements are confirmed after April 2027.

2. What the money can be spent on

The law sets one test for how a town council may use Neighbourhood CIL. Under **Regulation 59C** of the CIL Regulations 2010 (as amended), FTC must use it to support the development of the town council area, or any part of it, by funding:

- 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.

"Infrastructure" is defined broadly. It includes roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities, and open spaces. Government guidance confirms that the neighbourhood share can also be spent on things that are not strictly infrastructure, provided they address the demands that development places on the area.

Your application must show how the project helps Farnham cope with growth eg more people using a facility, space or route; new needs arising from new homes; or added pressure on existing community assets. This is the most important part of any application. A good project that has no link to the demands of development cannot be funded from CIL, though it may be eligible for FTC's other grant schemes.

Examples of projects that may be suitable:

- play areas, outdoor gym and youth facilities
- sports pitches, pavilions, changing rooms and other recreational facilities
- improving community halls and buildings to increase capacity or accessibility (for example ramps, accessible toilets, extensions, hearing loops)
- footpaths, cycle routes, cycle parking, wayfinding and public seating
- green space, tree planting, biodiversity and habitat improvements

- local flood and drainage improvements
- public-access defibrillators and community safety measures
- heritage, cultural and learning facilities that are open to the public

Draft funding priorities for Farnham. The list below is based on the Farnham Neighbourhood Plan and FTC's current strategic priorities and may be subject to change. It also takes into account a number of priorities in the WBC infrastructure Development Plan work.

- open space, play, sport and recreation
- community buildings and spaces
- green infrastructure, biodiversity, air quality and climate resilience (including flood and drainage)
- provision for young people
- the town centre environment and publicly accessible heritage
- sustainable travel: walking, cycling, accessibility and road safety

3. What the fund will not pay for

- projects that have already started or been completed before FTC's decision (no retrospective funding)
- ongoing running costs, salaries, or routine maintenance and repair
- VAT that your organisation can reclaim
- items that WBC has advised town and parish councils it considers ineligible and likely to result in a reclaim: firework displays, carnivals, Christmas lighting, grounds maintenance, verge mowing or hedge cutting, and improvements to existing allotment sites such as locker rooms or toilets;
- projects that mainly benefit an individual or a profit-distributing business
- activities promoting a political party or campaign, or promoting religious belief (community facilities run by faith groups are welcome to apply)
- contributions to reserves, repayment of debts or loans, or fundraising costs
- stand-alone feasibility studies although design and professional fees forming part of a larger capital project that takes place are proposed to be eligible within the normal CIL application limits.
- projects that conflict with FTC policies or with the Farnham Neighbourhood Plan
- projects outside the town council area, unless they clearly support the development of the Farnham area or substantially benefit Farnham residents

4. Who can apply

Applications are welcome from not-for-profit organisations delivering a project in, or for the benefit of, the Farnham Town Council area, including:

- registered charities and charitable incorporated organisations (CIOs)
- constituted community and voluntary groups, residents' associations and sports clubs
- community interest companies (CICs) and other bodies with an asset lock
- schools and other public bodies, for facilities that will be open to the wider community
- faith organisations, for community facilities and services open to all

Applications must come from the organisation that will deliver the project, not from an individual. Membership organisations must show that the wider community will benefit and can use the facility. A small group without a formal constitution may apply through an established organisation that agrees to hold and account for the funds (an "accountable body").

An organisation that receives an award from this CIL fund may not apply again until 12 months after the date of that award (6 months for statutory bodies).

5. How much you can apply for

	Micro award	Small award	Standard award
Amount	£500 to £10,000	£10,001 to £25,000	£25,001 upwards
Match funding	Not required, though welcome.	25%	CIL should not usually exceed 50% of the total project cost.
Quotes	Two written quotes for any item over £1,000; one quote below that.	Two written quotes for any item over £1,000; one quote below that.	Three written quotes, or confirmation that a formal tender will be run for building or construction works
Financial information	Latest annual accounts, or the last three months' bank statements if your organisation is under a year old.	Latest annual accounts, or the last three months' bank statements if your organisation is under a year old.	Latest independently examined or audited accounts, plus your current year's budget.
Decision by	Town Clerk under delegated authority in consultation with Mayor and Leader	Recommendation of Strategy & Resources Working Group to Council	Full Council

For larger projects please talk to us before applying. Larger projects may be better handled as a partnership with FTC, or through Waverley/West Surrey Council's strategic CIL process.

CIL is intended to be funding of last resort. Applicants should show that they have looked at other sources first, including their own reserves. Volunteer time and donated materials can count towards your contribution; please put a reasonable value on them.

6. Timetable

The fund runs in two rounds a year, timed to follow FTC's receipt of CIL in April and October. Dates to be confirmed against the committee calendar. Micro applications may be submitted throughout the year.

	Opens	Closes	Decision
Round 1 Autumn	1 October	30 November	January/March Council
Round 2 Spring	1 January	28 February	March/April Council

We strongly encourage you to contact us before applying, and for standard awards this is expected. A short conversation can save a lot of work and helps us spot eligibility problems early.

7. How applications are assessed

1. **Acknowledgement.** We will confirm receipt within ten working days.
2. **Validation.** An officer checks that the application is complete and meets the basic eligibility requirements, including the legal test in Regulation 59C. If anything is missing, you will have ten working days to supply it.
3. **Scoring.** Valid applications are scored independently by an officer and a panel of councillors using FTC's published scoring matrix. The criteria are: addressing the demands of development (25%), community benefit and reach (25%), deliverability and sustainability (20%), value for money and funding (20%), and fit with local priorities (10%).

4. **Recommendation.** A report with the scores and an officer recommendation goes to the Strategy & Resources Working Group and then Full Council. Meetings are public and you are welcome to attend Council and speak in support of your application under the public participation arrangements.
5. **Decision.** Apart from Micro awards determined under the scheme of delegation, all awards are decided by Full Council. Council may award less than the amount requested, or attach conditions.

Any councillor or officer with an interest in an application will declare it and take no part in assessing or deciding it. An officer who has helped an organisation prepare its application will not score that application.

The fund is competitive and not every eligible project can be funded. There is no right of appeal, but we will give feedback on request and you may apply again in a later round.

8. If your application is successful

- You will receive an offer letter setting out the amount, purpose and any conditions. Funding is not committed until you have signed and returned the acceptance, including an undertaking to repay the funds if the project does not go ahead or the money is not used as agreed.
- Bank details are collected securely at this stage, not on the application form. Payment can only be made to a bank account in the organisation's name.
- Payment is normally made against invoices once costs have been incurred. Where a small organisation would otherwise struggle with cash flow, up to 50% may be paid in advance.
- Any planning permission, building regulations approval, landowner consent or other permission must be in place before funds are released.
- Projects must start within 12 months and be completed within 24 months of the award. FTC must spend its CIL within five years of receiving it, or WBC (West Surrey Council from April 2027) can require it to be repaid (Regulation 59E).
- Please tell us in writing before making any material change to the project, its cost or its timetable.
- Within three months of completion you must send a short completion report with photographs, final costs, copies of invoices and an update on use. Any unspent funds must be returned.
- You must acknowledge FTC's support in publicity and, where appropriate, on site, for example: "Supported by Farnham Town Council through the Community Infrastructure Levy".
- If equipment or property funded by the award is sold or stops being used for the agreed purpose within five years, FTC may require all or part of the award to be repaid.
- FTC publishes details of all CIL spending in its annual report under Regulation 121B by 31 December each year. Your organisation's name, the project and the amount awarded will be included.
- Your organisation is responsible for all future running, insurance and maintenance costs. FTC takes on no ongoing commitment.

9. Your information

FTC will use the information you provide to assess your application, administer any award and meet its legal reporting duties. Financial information will be shared only with councillors and officers involved in the decision. Information held by FTC may be disclosable under the Freedom of Information Act 2000. For more details see FTC's privacy notice at www.farnham.gov.uk.

10. Contact us

Farnham Town Council, South Street, Farnham, Surrey GU9 7RN

Telephone: 01252 712667

Email: cil@farnham.gov.uk

Website: www.farnham.gov.uk

Part B – Guidance notes for completing the application form for applications above £10,000. A separate process is available for micro applications (up to £10,000)

These notes follow the question numbers on the application form. Keep answers short and factual; we would rather have clear evidence than long descriptions. Small award applicants may answer more briefly.

Section A – About your organisation (Q1–7)

- **Q1–2.** Give your organisation's full legal name and its legal form. Include charity, company or CIC registration numbers if you have them.
- **Q3–4.** The main contact will receive all correspondence. A second person (for example the chair or treasurer) must also sign the declaration, so that the application has the support of the organisation and not just one individual.
- **Q5.** We do not collect bank details at application stage. We only need to know that you hold an account in the organisation's name, preferably needing two signatories.
- **Q6.** Tell us whether you can reclaim VAT, fully or partly. If you can, apply for the cost excluding VAT. Failing to declare that you can reclaim VAT will make the application void at any stage, and any award may be recovered.
- **Q7.** List any funding from FTC (including other grant schemes), WBC or Surrey County Council in the last three years, with dates and amounts. For micro grants one year is sufficient.

Section B – Your project (Q8–16)

- **Q8–9.** Give the full address and postcode. A simple map or plan is helpful.
- **Q10.** Explain whether you own, lease or licence the land or building. If you lease it, give the remaining term. If you do not own it, include written consent from the owner. For building works, FTC may expect security of tenure (normally of at least ten years) that exceeds the expected life of the investment.
- **Q11.** Describe what you will do, what it will cost and what difference it will make, in no more than 250 words.
- **Q13 – the key question.** Explain how your project addresses the demands that development places on Farnham. Useful evidence includes: user numbers over time; waiting lists or turn-aways; proximity to new housing; usage surveys; capacity problems; or a need identified in the Farnham Neighbourhood Plan, Farnham's strategic plan or another plan.
- **Q14.** Tell us how many people use the facility now, how many more will use it as a result of the project, and who they are. Say whether the project will reach people who are disadvantaged or under-represented, and how the facility will be open to the wider community (opening hours, charges, booking arrangements).
- **Q15.** Evidence of support might include letters from users, partner organisations or residents' associations, consultation results, or support from a ward councillor.
- **Q16.** Refer to any specific policy or objective of the Farnham Neighbourhood Plan, FTC strategy or other relevant plan.

Section C – Delivery (Q17–20)

- **Q17.** List the permissions needed and their status, with reference numbers. Funding will be conditional on all permissions being in place.
- **Q18.** Give realistic start and finish dates and any deadlines (for example match funding that must be spent by a certain date). Projects must start within 12 months of the award.
- **Q19.** Tell us who will manage the project, their relevant experience, and the main risks and how you will handle them.

- **Q20.** Explain the running, insurance and maintenance costs after completion and how you will meet them. CIL cannot be used to cover these costs.

Section D – Costs and funding (Q21–24)

- **Q21.** Break the cost down into items and show which quotes support each figure. Attach the quotes. If you have not chosen the cheapest quote, explain why.
- **Q22.** List every source of funding, including your own contribution and in-kind support, and say whether each is secured, applied for (with decision date) or planned. Tell us straight away if any other application is decided while ours is being considered.
- **Q23.** Explain why CIL is needed and which other funders you have approached, with outcomes. Where appropriate, FTC can provide a letter of in-principle support to help with other funding bids.
- **Q24.** Give headline figures from your latest accounts, including unrestricted reserves. If your reserves could fund the project, explain why they are committed elsewhere. This information is treated as confidential to councillors and officers involved in the decision.

Sections E–G – Checklists and declaration

- Complete the document checklist and the eligibility checklist. Incomplete applications cannot be validated.
- The declaration must be signed by two people from the applicant organisation, and by any partner organisation involved in delivery. Electronic signatures are accepted.

Sending your application

Email the completed form and attachments to cil@farnham.gov.uk by the closing date for the round.

Please name files clearly (for example "OrgName – Quote 1.pdf"). If you cannot apply by email, please contact us to arrange another way.