

1 Document Purpose

- 1.1 The purpose of this document is to provide guidance to a project bid submitter to help complete an application. It covers both the form itself and all the appendices. It provides additional explanation why information is required, links to helpful information on different websites, and a notes on how certain sections will be scored using the assessment form (also uploaded as a template on the host webpage). A template document does not exist for all appendices. Guidance is provided on structure and content for these.
- 1.2 Information may overlap between the form and specific appendices.
- 1.3 Reading this guide will help to complete documents in the right order to avoid duplication. It is recommended that all template documents are download and stored and read alongside this guide before starting to prepare an application.
- 1.4 Documents that are word templates and excel templates must be submitted in their original format and not converted to a .PDF. This will make it easier to extract information from the document when assessing the bid. A PDF copy must be in addition not instead of the interactive document.

2 The CIL Infrastructure Fund Project Bid Assessment Form

- 2.1 This form contains three parts
 - Part A - completed for all projects.
 - Part B further split into two sections.
 - ✓ Section 1 - only complete for delivery stage projects with known costs.
 - ✓ Section 2 - only complete for funding for the feasibility stage of a project.
 - Part C - completed for all projects
- 2.2 A complete bid must have the bid submission form and all appendices A to F submitted. CIL Joint Committee requests completion of all documents in a concise way that makes the project, its support for development and communities and benefits easy to explain and understand.
- 2.3 The applications are scored from a maximum score of 95. The assessment score is not the only factor that informs allocation recommendations and decisions.

2.4 In the CIL infrastructure funding bid assessment form, each question relates to information provided in the application. Each question is given a scoring range. It is possible to cross-reference that scoring to parts of the funding bid form and its appendices. The maximum score for each section will help understand the breadth of information that might need in the application against different topic areas.

3 Part A

3.1 Project information

3.1.1 This section will provide critical information about the project including who the primary point of contact will be for the CIL Joint Committee to discuss the project with.

3.1.2 Information about the potential funding bid recipient is necessary as this will help understand risk of allocation and provide information that could help expedite the preparation of legal instructions to enter into a CIL grant funding agreement, in the event of a funding allocation being successful.

3.1.3 A bid submitter should know if they have been impacted by the Subsidy Control Act 2022, as the organisation is required to maintain a record of grant funding received or secured. An initial assessment at bid submission stage under the requirements of act is necessary and to inform potential future funding allocation recommendations.

3.1.4 The Subsidy Control Act 2022 created the legal framework in the UK for public authorities to regulate public subsidies and provide financial assistance to enterprises to support a number of areas including public interest objectives whilst at the same time ensuring subsidy decisions are transparent, proportionate, and do not distort competition. Allocation of CIL infrastructure fund receipts is covered by the act.

3.1.5 The information about villages, towns, settlements, and/or Wards benefiting from the proposed infrastructure project will help identify the scale and breadth of its impact on communities and different council administrative areas in which development has already, or it can be evidenced is likely to take place.

3.2 Project description, context, objectives, and outcomes section

3.2.1 This section must set out clearly and concisely

- ✓ A description of what the project will deliver.

- ✓ Explain why the project is needed.
- ✓ List the key objectives and outcomes of the project.
- ✓ Provide information about the need for planning permission to deliver the project, and what stage that may be at.

3.2.2 This information will inform consideration of benefits and help identify any potential risks that can be listed in appendix D – risk assessment.

3.2.3 Information provided will assist in scoring under questions 1, 2 two and 6d in the assessment form.

3.3 Infrastructure owner section

3.3.1 Information in this section will to understand

- ✓ if the project is supported by the owners, freehold or leasehold of the asset.
- ✓ who is responsible for current/ future maintenance.
- ✓ how would be responsible for finding the future maintenance costs.
- ✓ identify any potential risk including future costs burdens to the councils

3.3.2 Risks to the project could be identified here and added into appendix D – risk assessment.

4 Part B

4.1.1 The CIL infrastructure fund is a restricted funding stream. Once the paid CIL receipts are allocated, councils cannot make decisions to allocate CIL infrastructure fund receipts to projects until more CIL payments are made.

4.1.2 It is important to understand the possibility of completing a discrete phase of a project if it is not possible to allocate all the funds requested in a bid application.

4.2 Section 1 – for feasibility applications only

4.2.1 CIL receipts can in some circumstances be allocated to the feasibility stage of a project. This is only likely if it can be clearly demonstrated to act as an enabler to infrastructure delivery. Other funding sources for this stage should be explored before a feasibility project bid is submitted.

4.2.2 This section must provide information about the actions completed to look for other funding sources and report the outcome of those explaining why the approach was either unsuccessful in full or part.

4.2.3 Also explain how the feasibility allocation will act as an enabler to future delivery.

4.3 Section 2 – for the delivery phase of projects with known costs

- 4.3.1 It is not always possible to allocate the full funding amount requested by a bid application.
- 4.3.2 It is helpful to understand the ability to deliver discreet phases of a project to complete and become useable, and the amount that would be required to complete each phase. If costs can be split into phase this would be helpful.
- 4.3.3 Information on future maintenance of infrastructure once a project is complete is important because of the continuing pressure on council finances. It is important to understand if the project will add an additional cost burden to a local authority as a result of the allocation of CIL receipts to the project and its delivery.
- 4.3.4 Information may overlap with the contents of Appendix B - Project costs and funding tracker.
- 4.3.5 The information provided will inform scoring against question 9 on the assessment form.

5 Part C

5.1 Communities supported by the project

- 5.1.1 The section should provide a concise overview of how the project will support increased use, the sector of the community that will benefit and provide an understanding of how restricted access to use it will be.
- 5.2.2 If an opportunity exists to widen future access this should be explained.

5.2 Development supported by the project

- 5.2.1 This section overlaps with Appendix E – CIL regulation 59 compliance assessment.
- 5.2.2 Consider completing Appendix E first, and it may only be necessary to simply state, see Appendix E, instead of duplicating detail.
- 5.2.3 This information will help assess if the bid complies with the underlying CIL infrastructure fund receipts allocation compliance requirements.

5.3 Council Priorities, corporate compliance and fit

- 5.3.1 The three member councils of the CIL Joint Committee have published their own council priorities

- ✓ [Cheltenham Borough Council](#)
- ✓ [Gloucester City Council](#)

✓ [Tewkesbury Borough Council](#)

5.3.2 A copy of the latest available shared published Infrastructure List can be viewed through the CIL Joint committee webpage.

5.3.3 Information in this section will inform scoring against questions one and two on the assessment form.

5.4 Deliverability

5.4.1 This question partly overlaps with Appendix D – Risk assessment. It is vital to understand the scale of risk in considering the allocation of public funds to projects. If deliverability barriers exist e.g. known escalating costs and insufficient contingency budget, recently identified constraints not known at commencement of development stage that will delay project delivery timescale and lead to increased costs, they all have an impact on risk of the project not having sufficient funds to complete it. This adds risk in allocating CIL infrastructure fund receipts to projects when others could benefit and delivery is more likely.

5.4.2 This section relates to question 5 – deliverability on the funding bid assessment form.

5.5 Wider Community benefits and implications

5.5.1 The content of this section of the funding bid form supports assessment of the project under the assessment form questions 6, 7 and 8.

5.5.2 It is important to understand if the project has the support of the relevant community and demonstrate new development it will benefit and understand what feedback community consultation has provided and how the project has reacted to this.

5.6 Supporting Sustainability objectives, enhancement of biodiversity and climate change initiatives section

5.6.1 The content of this section has a relationship with Appendix C – climate change assessment.

5.6.2 The content of this section of the funding bid form alongside Appendix C supports assessment of the project under the assessment form questions 6e.

5.6.3 Benefit may exist in completing Appendix C - climate change assessment so the key points can be extracted into the form.

6 Appendix A - Site location plan

6.1 CIL infrastructure fund project bids will be received in council areas that members of the CIL Joint Committee are not familiar with. For this reason, it is important to understand the location of the project and its context.

6.2 Dependent on the type of project a 1:1250, 1:2500 or 1:5000 site location plan scale might be appropriate. The plan must be of a scale that identifies the project in context of nearby development, e.g. near a village, and where similar or identical facilities are nearby to include the location of those. The more helpful information contained on the site location plan the better. Please do not over clutter it as this will make difficult to interpret.

6.3 All site location plans must contain at minimum the following

1. Relevant copyright
2. A north point
3. The relevant scale produced, preferably also with a scale bar – the scale must not be distorted in any way
4. A key that references all information added to the base plan
5. Identifies the project location

6.4 It would also be helpful if it is possible to add the following

- Council administrative boundaries, where the location is close to a boundary or development in another council area could benefit from the project and name them.
- Parish and/or town council boundaries and name each so that relationships can be understood where development or similar facilities may exist cross-border
- Identify the general location of development(s) supported by the project.
- Identify other similar or identical facilities

7 Appendix B - Project costs and funding tracker

7.1 This is a downloadable spreadsheet. It contains formulae that can automatically add up total project costs where potentially funded from multiple sources.

7.2 Information from here will help assess the project against questions 3 and 4, and for feasibility projects question 12 on the assessment form.

8 Appendix C – Climate Change Assessment

- 8.1 Supporting sustainable development actions to reduce carbon emissions is a high priority for the three member councils of the CIL Joint Committee. Completing the climate change assessment tool will generate an overview of how the project is likely to meet these objectives.
- 8.2 Each sheet of the tool contains helpful information on how to complete it.

9 Appendix D – Risk Assessment

- 9.1 The CIL Joint Committee has not created a template for this appendix.
- 9.2 It should be short and concise so that potential risks relating to the project are clearly understood. Only the submitter of a bid application will know the current and/or potential future risks. They could include, for example
- planning permission due to expire soon
 - no other funding sources available to deliver the project or support the feasibility stage to scope the project
 - other funding sources cannot be explored unless match funding is secured first
 - timeline to complete the work is restricted
- 9.3 Please ensure that the document contains the following information
1. Title - Appendix D Risk assessment
 2. Project name
 3. Date completed

10 Appendix E – CIL regulation 59 compliance assessment

- 10.1 The purpose of this appendix is to demonstrate how the bid application meets the statutory requirement that underpin the allocation of CIL infrastructure fund receipts. The project must meet the definition of infrastructure (of a strategic scale) and support development in the CIL charging authority area. Below there is an extract of CIL Regulation 59 of the CIL Regulations 2010 (as amended) as applicable on 28 May 2026.

'59. Application to infrastructure

- (1) *A charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.*
- (2) *CIL applied by the Mayor to funding infrastructure must be applied to funding the provision, improvement, replacement, operation or maintenance of roads or other transport facilities, including, in particular, funding for the purposes of, or in connection with, scheduled works within the meaning of Schedule 1 to the Crossrail Act 2008.*
- (3) *A charging authority may apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so would support the development of its area.*
- (4) *For the purposes of this regulation, any reference to applying CIL includes a reference to causing it to be applied, and includes passing CIL to another person for that person to apply to funding the provision, improvement, replacement, operation or maintenance of infrastructure.*
- (5) *This regulation is subject to regulations 59A, 59E, 59F, 60 and 61.’*

10.2 Definition of infrastructure for CIL purposes

10.2.1 Infrastructure is defined in [s216 of the Planning Act 2008](#) including “(a) roads and other transport facilities, (b) flood defences, (c) schools and other educational facilities, (d) medical facilities, (e) sporting and recreational facilities, and (f) open spaces.” This is not an exhaustive list.

10.2.2 CIL Regulation 59 states that “A charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area”.

10.2.3 The definition of infrastructure is further explained in [Planning Practice Guidance: CIL](#) – spending the levy section (*Paragraph: 144 Reference ID: 25-144-20190901 – revision date 01.09.2019*). This includes reference to play areas, park, and green spaces cultural and sports facilities, healthcare facilities, academies/free schools, district heating schemes, police stations and other community safety facilities.

10.2.4 It can also be used to increase the capacity of existing infrastructure or repair failing infrastructure. It is still necessary to demonstrate in these circumstances it would support development of that area.

10.3 Development the proposed project supports

10.3.1 This is a critical link that must be established for any CIL infrastructure fund project bid to be considered a valid bid for allocation of CIL infrastructure fund receipts.

10.3.2 Development could be associated with allocated sites within an adopted Development Plan including that shared [Joint Core Strategy 2011-2031](#) (December 2017), and for each council area The [Cheltenham Plan 2020](#) (July 2020) or the [Gloucester City Plan 2011-2031](#) (January 2023) or the [Tewkesbury Borough Plan 2011-2031](#) (June 2022). The development could be associated with strategic development sites in an identified allocations or identified at settlement locations which in combination are of local strategic significance.

10.3.3 Other development may have come forward that was not allocated in the Development Plan.

10.3.4 It is possible that some projects will benefit significant development across all three council areas, and multiple development sites. In such cases there will be too many to provide all the detailed information for. In this circumstance, the overview table that identifies the key sites should be completed, bullet pointing the main developments that would benefit should be completed as an alternative to specific sites table(s).

10.3.5 Application specific tables should be completed where specific development sites in an area are known to evidence supported and benefit from the project.

10.3.5 Application specific information can be obtained by visiting public access and using a specific application reference number search or the map search option. In the map search option please make sure you have the search option set to all time. This can be changes by clicking on the funnel logo option.

- [Cheltenham Borough Council](#)
- [Gloucester City Council](#)
- [Tewkesbury Borough Council](#)

10.3.6 For specific developments identified please copy and paste the template table before completing it.

11 Appendix F - Project timeline and delivery programme overview

- 11.1 There is no template document for this appendix. It could be submitted in a variety of formats for example
- a) generated from project monitoring software that is already in use to track the project stages and delivery time scales and milestones.
 - b) set out in a table in a word document that identifies each key stage of the project and the anticipated milestones and dates.
- 11.2 In submitting this it is important to explain how urgent the potential CIL funding might be to deliver all or part of the project.
- 11.3 Please ensure that the document contains the following information
- 4. Title - Appendix F Project timeline and delivery programme overview
 - 5. Project name
 - 6. Date completed