

Basingstoke and Deane Borough Council

Spending Neighbourhood CIL in areas without Town or Parish Councils - Guidance Note

(Version 2, revised July 2026)

Introduction

1. Basingstoke and Deane Borough Council collects the Community Infrastructure Levy (CIL) from new development, charged per square metre of floorspace in accordance with the council's adopted **Charging Schedule**.
2. Under the CIL Regulations, a proportion of CIL receipts must be passed to town and parish councils in areas where development occurs. This is known as **Neighbourhood CIL (NCIL)**. In areas without a town or parish council, the borough council retains the NCIL on behalf of the relevant ward or parish meeting area in which it has been collected and invites the local community to bring forward applications to spend the NCIL on locally identified, community-led infrastructure projects.
3. In Basingstoke town (excluding areas covered by parish councils), NCIL will be spent on a **ward basis**. In areas covered by **parish meetings**, NCIL will be spent in those areas where the CIL has been collected.
4. This guidance note accompanies the NCIL application form and is intended to help communities without town or parish councils access the NCIL that has been collected in their area. It should be read alongside the council's **CIL Spend Protocol**.

How much NCIL is available?

5. The amount of NCIL available reflects the level of CIL-chargeable development occurring within the ward or Parish Meeting area each year. Up to 15% of the total CIL collected in the ward or Parish Meeting area per annum will be allocated as NCIL. This amount is subject to a cap of £100 per existing council tax dwelling, indexed to 2013 prices. Where CIL-chargeable development occurs over multiple years, the amount of NCIL available will accumulate over time.
6. In accordance with the CIL Regulations, the borough council will publish information about how much NCIL is available in each local area every six months, in April and October. This will be provided on the borough council's website and also shared directly with parish meetings and relevant ward councillors. The amount of funding available in areas without town or parish councils can be found [here](#).

Who can apply to the council to use the NCIL?

7. It is possible for any individual to nominate a project for NCIL funding; however, the Nominator must have the support of a suitable Delivery Organisation or public sector body that is willing and capable of delivering the project. Suitable Delivery Organisations may include, but are not limited to:
 - Community or voluntary groups
 - Residents' or amenity associations
 - Sports clubs
 - Registered charities or trusts
 - Community Interest Companies (CICs)
 - Public sector organisations (including Basingstoke and Deane Borough Council) and other infrastructure providers
8. Delivery Organisations receiving funding to deliver projects are expected to be appropriately formalised and able to demonstrate suitable governance and financial management. The Delivery Organisation will be required to enter into a legal agreement with Basingstoke and Deane Borough Council to secure the funding is spent correctly and within the relevant timescales. As a minimum, Delivery Organisations should normally have:
 - A written constitution or governing document
 - A named management committee or governing body
 - A bank account in their own name (funds cannot be paid into personal accounts)
9. Registered charities or CICs should provide relevant registration details where applicable. Please see the bidding form for further information on the type of information required.
10. Although parish meetings can nominate projects, their remits are very narrowly defined in law, and they will not generally be able to deliver projects themselves.
11. Where a Nominator is unable to identify a suitable Delivery Organisation, they should contact the Planning Policy Team (CILinfrastructure@basingstoke.gov.uk) for advice before submitting an application. In some circumstances the council may be able to deliver the project or help identify an appropriate organisation that is willing and able to do so.
12. Applications can be submitted **at any time**.

How will the borough council review applications?

13. Before submitting an application to BDBC, nominating parties are expected to engage with local representatives (parish meetings, ward councillors etc) to confirm their support for the proposal.

14. Where an area is served by a Parish Meeting, applications must demonstrate that the proposed project has the support of the Parish Meeting and at least one local ward councillor.
15. In Basingstoke town (excluding areas covered by parish councils), applications must demonstrate the support of at least two local ward councillors.
16. The Parish Meeting and each supporting ward councillor will be expected to complete a **Local Representative Support Form** (set out at Appendix 2). This will confirm: their support for the proposal; their agreement that there is wider community support for the project; and their view that, in the context of other potential spending options, the proposed scheme represents the best use of NCIL funding in their area. Completed Local Representative Support Forms must be submitted to BDBC as part of the application.
17. In the same way that Parish Councils can decide how their NCIL should be spent, the borough council will leave the decisions about how NCIL should be used to local representatives and **will not assess or compare the merits of individual projects**. Applications will be approved subject to funding being available and sufficient evidence being provided to demonstrate compliance with the CIL Regulations, other legal requirements and local community support.
18. However, where two competing bids have been submitted for the same NCIL funds, and there is insufficient funding available to support both proposals, BDBC will consult with ward councillors, Parish Meetings (where relevant) and the local community to assess the relative merits of the bids. BDBC will be the final decision-maker in determining which bid receives the funding.

Compliance with legislation (CIL Regulations)

19. In accordance with the CIL Regulations¹, NCIL must be used:

‘To support the development of the local council’s area on:

- *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’*

20. The borough council will review whether proposals would comply with this regulation on a case-by-case basis. It should be noted that NCIL should not generally be spent on maintenance unless it can be clearly demonstrated that it is linked to mitigating the impact of development on the area.

¹ Regulation 59 of the Community Infrastructure Levy Regulations 2010, as amended

21. “Infrastructure” includes (but is not limited to) roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, open spaces, community facilities and sports facilities. Examples of projects that could be suitable would be: improvements to local footpaths, refurbishing or extending a community facility (to provide additional capacity) or creating or improving open spaces or play areas.

Local Community Support

22. Government guidance states:

“The use of neighbourhood funds should match priorities expressed by local communities.”²

23. Applications must include clear evidence of community engagement. Engagement should be conducted at the neighbourhood level, be proportionate to the level of NCIL and the scale of the proposed project. This could include discussions at local resident or community group meetings or the results of community surveys. Forms of evidence could include minutes of the Parish Meeting or letters of support.
24. The support of Parish Meetings (where relevant) and ward councillors (as set out above) will be seen as integral to demonstrating local community support.

Demonstrating Value for Money

25. Nominators must demonstrate that best value has been achieved to comply with the council’s procurement requirements. The application should indicate the total cost of the project (i.e. not just the elements for which NCIL funding is sought), the amount of NCIL funding that is being applied for, and details of any other sources of funding.
26. Applications must include evidence of competitive quotes:
- **For schemes of less than £5,000**, one written quote is required.
 - **For schemes between £5,000–£29,999**, at least three written quotes are required.
 - **For schemes over £30,000** please contact the council for bespoke advice.
27. There is an expectation that the lowest cost quote will be chosen unless there is a specific reason for doing otherwise.
28. The responsibility to secure ongoing maintenance, revenue liability or ongoing future funding of the project related to the application lies with the Delivery Organisation. The borough council may require documentary evidence of how such responsibilities, and any future funding will be met.

² Paragraph: 145 Reference ID: 25-146-20190901, Revision date: 01 September 2019

Submitting an application

29. Please complete the application form and return it to the Planning Policy Team:
CILinfrastructure@basingstoke.gov.uk
30. The council aims to determine applications within six weeks.
31. The Nominator will need to sign the declaration at the end of the form. The borough council will send all correspondence about this application to the Nominator listed on the form.
32. Once a bid is successful and funding is approved, the main contact will become the Authorised Representative of the Delivery Organisation (this can also be the same individual as the original Nominator).
33. Work should not commence prior to confirmation of funding from the borough council. Delivery Organisations that proceed with appointing a contractor and commencing work prior to receiving the borough council's approval and confirmation of funding do so at their own risk.
34. If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as BDBC will not cover the costs for VAT if they can be claimed back by the Delivery Organisation. Failing to declare the ability to reclaim VAT will automatically void the application at any stage.
35. It is the Nominator's responsibility to determine if planning permission, building regulations approval, Listed Building Consent or a highways licence are required for a project. If planning permission is required for the scheme, please provide details on what stage of the process has been reached.
36. A timeline of the project must be supplied, specifically including a start and estimated completion date.
37. Please also indicate if the project is reliant on any other project(s) starting first, and disclose information regarding the ownership of the building(s)/land.

Payment of CIL funding

38. The Delivery Organisation will be responsible for delivering the project and paying the contractor. The council will release funds upon submission of receipts or invoices and evidence that the work has been completed in accordance with the approved application. Work can be invoiced in phases, as long as evidence is provided for completion of that phase of work.

39. Successful projects should be able to commence within the twelve months following the acceptance of the application. If projects have not commenced within 12 months, the agreement of the funding will be deemed to have lapsed. If it is not possible to meet these timescales, the Authorised Representative of the Delivery Organisation can request a twelve-month extension by contacting CILinfrastructure@basingstoke.gov.uk, provided they can show good reason for the delay.
40. If the Delivery Organisation implementing the project is unable to meet these requirements, the borough council reserves the right to withhold, vary or terminate payment of funding /or require any or all the CIL award to be repaid.

Data protection

41. Applications will be handled in line with the council's **Privacy Statement**.
42. Requests for information will be processed under the Freedom of Information Act or Environmental Information Regulations.
43. Details of funded projects will be published annually in the Infrastructure Funding Statement.