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| Runnymede Borough Council  **Strategic CIL Application Form** |

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| Complete this form to apply for Strategic Community Infrastructure Levy (CIL) Funding. Prior to completion of the form, please ensure you review the detailed guidance for applicants available at [www.runnymede.gov.uk/community-infrastructure-levy-cil/spend-cil](https://www.runnymede.gov.uk/community-infrastructure-levy-cil/spend-cil).  Supplementary information and evidence can also be submitted to support bids. A checklist of potential supporting evidence is attached at Appendix A to assist with this exercise.  If any of the information is incomplete, or supporting information missing, it will impair our ability to consider your project for CIL funding.  If there is any information you wish us to keep confidential, please identify this clearly. However, please be aware of the Council’s duties under the Freedom of Information and Environmental Information legislation.  You should submit as much information as possible to enable the Council to make funding decisions. **Please complete a separate application form for each of your infrastructure projects.**  Please return completed form to [**IDCteam@runnymede.gov.uk**](mailto:IDCteam@runnymede.gov.uk) no later than midnight on **Tuesday 20 May 2025.** |

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| 1. **Project Details** |

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| **Project name/title:** |  |
| **Proposed location:**  *Provide a plan/map indicating the location of the proposed works or accurately describe the location.* |  |
| **Project aim and description:**  *Brief description of the proposal, its overall project aim, and what you are hoping it will achieve.* |  |
| **Project details:**  *Provide detail of the works proposed, including description of various elements of the project.* |  |
| **Is the project already on the Council’s Infrastructure Delivery Schedule?**  [*LINK to the IDS*](https://www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents/14) | Yes  If yes, please provide the IDS ‘project description’:  No |
| **Does the project propose?**  *Please tick all those that apply. \*See guidance notes* | Provision of new infrastructure  Improvement of existing infrastructure  Replacement of existing infrastructure  Operation  Maintenance\* |
| **Has this project already been started?**  *\*See guidance notes – projects applying for CIL funding must not have commenced.* | Yes  No |
| **Looking at the Council’s Infrastructure & Prioritisation SPD, what type of infrastructure and priority level does the project come under?**  *E.g. Schools – Essential; Green Space – Policy High Priority etc. See guidance notes.*  [*LINK to the SPD*](https://www.runnymede.gov.uk/planning-policy/infrastructure-delivery-prioritisation-spd) | Please provide details: |

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| 1. **Contact Details** |

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| **Project Manager / Lead Officer Details:** |  |
| **Service Area / Organisation Name:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Telephone number:** |  |
| **Project partners (if applicable):** |  |

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| 1. **Identifying the Strategic Need & Benefits** |

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| **Please confirm how the project meets a local need or demand that has arisen or been exacerbated as a result of new development:**  *Please explain what need or demand has arisen as a result of new development.*  *\*See guidance notes* |  |
| **How would the project support or enable growth or planned development in Runnymede?**  *Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.*  *\*See guidance notes* |  |
| **Is the project identified within a relevant local strategy / policy?** | Yes  If yes, please provide further detail under the following question.  No |
| **Please tick those that apply and provide any relevant strategy / policy details:** | Runnymede 2030 Local Plan  Surrey County Council Local Transport Plan  Surrey Infrastructure Plan / Study  Runnymede Local Cycling and Walking Infrastructure Plan  RBC Corporate Business Plan  RBC Climate Change Strategy & Action Plan  RBC Empowering our Communities Strategy  RBC Economic Development Strategy  RBC Health & Wellbeing Strategy  RBC Asset Management Strategy & Policies  RBC Sustainable Fleet Management Strategy  RBC Electric Vehicle Strategy  Masterplan / Development Brief  Other (please state below) |
| Describe ‘Other’ strategy/policy(ies) and provide links to relevant websites (if available): |
| Provide further details about **how** the project will help deliver the objectives of the strategy(ies) / policy(ies) identified: |
| **Does the project meet at least one of the Runnymede Borough Council’s Corporate Priorities 2022-2026?**  *Please tick all those that apply*  [*LINK to Council Priorities*](https://www.runnymede.gov.uk/strategies-policies/corporate-business-plan-strategies) | **Corporate Business Plan 2022 – 2026:** *sets out priority areas of work including services required by law to deliver.*  **Climate Change:** *to play a key role in creating a greener environment and effective response to climate change.*  **Empowering our Communities:** *to support groups and societies within initiatives to strengthen their communities and to represent and advocate for our residents’ interests.*  **Health & Wellbeing:** *to improve the health and wellbeing of our residents, working in partnership with the NHS and other stakeholders.*  **Economic Development:** *to support sustainable growth in the local economy.* |
| Please provide brief details about how the project will help meet the Council’s corporate priorities: |

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| **What benefits will the scheme deliver to the local/wider area?**  *Please tick all those that apply* | Economic improvements  Social improvements  Environmental improvements |
| Explain the benefit(s) in more detail: |
| **What geographic area will the project benefit?** | Neighbourhood  Town / Village  Borough-wide  Cross-boundary / beyond |
| Please provide details: |
| **Does the proposal have any impacts on individuals/groups with protected equality characteristics?**  *Includes gender, race, age, religion, sexuality, disability.* | Yes  No  To be confirmed |
| Please explain if and how any specific equalities groups would be affected by the project and what advice you have sought: |
| **Has the project already benefitted from stakeholder engagement / discussions with the local community?** | Yes  No  Ongoing |
| Please provide details, and if there is demonstrable public support/objection, explain to what degree:  *(Relevant documentary evidence can be appended)* |

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| 1. **Deliverability** |

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| **When can the infrastructure be delivered?**  *\*See guidance notes* | Start on site:  Within 1-2 years (short-term)  Within 3-5 years (medium-term)  Over 5 years (long-term)  Unknown |
| **What are the key delivery stages and proposed timeline for the project?** |  |
| **Which organisation will be responsible for delivering the infrastructure?** |  |

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| **Potential Barriers and Minimising Risk** | |
| **Do you / your organisation own or lease the land/property where the project is to be delivered?** | Yes  No  If ‘No’, do you have permission of the land/property owner? |
| **What enquiries have you made into possible regulatory requirements the project may trigger? Who have you spoken to for professional advice? What was the outcome of your enquiries? (e.g. Planning, building control, environmental controls, procurement requirements)** | Please provide details: |
| **If you have identified match funding as part of the project but it has not yet been secured, please provide what back- up/contingencies you have in place to ensure successful project delivery should match-funding be unsuccessful:** | Please provide details: |
| **What ongoing or future liabilities in relation to management or maintenance are associated with the project. Who will be responsible for these?**  *If applicable, please indicate whether any third parties have agreed to future arrangements* | Please provide details: |
| **Has any work been carried out to date to assess the feasibility of the project?** | Yes  No |
| Please provide details: |

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| 1. **Project Costs & Funding[[1]](#footnote-2)** |

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| **Project Costs (Table A)**  *Please complete the table below providing a breakdown of the different elements of your project. Please make clear if funding is being sought for revenue costs (e.g. on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.* | |
| **Project Item** | **Amount (£)** |
| *Concept and Design Costs (if applicable)* |  |
| *Capital Costs (please itemise e.g. materials / equipment)* |  |
|  |  |
| *Revenue Costs (please itemise e.g. project management / labour / ongoing maintenance)* |  |
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| *Contingency Costs (If applicable)* |  |
| *VAT (If applicable)* |  |
| *Other - please provide description* |  |
| **TOTAL PROJECT COSTS** |  |

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| **Match funding opportunities (secured or realised) (Table B)**  *Please give details of other sources of funding that you intend to put towards the project. This includes your own capital funding/resources. If match-funding has been secured, please provide the date it was secured and deadline (if any) for expenditure. If not secured, please provide likely date of confirmation of outcome.* | | |
| **Source of funding (description)** | **Status (Secured / Not Secured, and Timescales)** | **Amount (£)** |
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| **Please detail why CIL funding is specifically needed to secure delivery of the project and/or how it will add value to the project e.g. by optimising match-funding opportunities:**  *\*See guidance notes* | Please provide details: |

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| **FINAL COMMUNITY INFRASTRUCTURE LEVY BID AMOUNT (Table C)**  *Please use the figures you have provided in the tables above to calculate and confirm the full amount of CIL Funding the project requires.* | |
| *Total Project Costs (Table A)* |  |
| *Total Match Funding Available (Table B)* |  |
| ***CIL BID AMOUNT BEING REQUESTED*** |  |

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| **Date form completed** |  |

Thank you for completing this form. Please read and sign the declaration below and submit the form to [**IDCteam@runnymede.gov.uk**](mailto:IDCteam@runnymede.gov.uk) no later than **midnight on Tuesday 20 May 2025.**

**Declaration**

In making this application for strategic CIL funding I declare that, to the best of my knowledge, the information I have provided is correct, and that I am authorised to make this application on behalf of the organisation and any parties named in the form above.

Signed:

Name:

Organisation:

Date:

**Privacy Notice**

By signing this form, the applicant agrees to Runnymede Borough Council checking all supplied information for the purposes of informing decision making. The Council has internal policies and controls in place to try to ensure that the data applicants provide is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Information about the collection, processing, access to and protection of personal data, and your legal rights in respect of the personal information we collect from you, is described in our full Council Corporate Privacy Notice, available on our website at: [www.runnymede.gov.uk/council-local-democracy/privacy-statement](https://www.runnymede.gov.uk/council-local-democracy/privacy-statement).

**Appendix A: Checklist of Potential Evidence to Support Applications**

Submission of the following supporting documents is useful to support applications:

​​☐​ Business Plan including any milestones

​​☐​ Risk register including any mitigation measures

​​☐​ Any consents / permissions that may have been sought/attained

​​☐​ Detailed breakdown of costings, including the information on which these are based (for example: quotations)

​​☐​ Plans or drawings of proposals

​​☐​ Map/plan of project location, including addresses

​​☐​ Written confirmation any other sources of funding already secured

​​☐​ Any stakeholder consultation evidence

​​☐​ Feasibility Study

​​☐​ Website link to relevant strategy / policy(ies) within the form

**Where relevant, please supply the documents listed above, and any other relevant documents signposted in the form, alongside your application. Should any of these documents be missing then your application may be delayed until we have received the information within them.**

1. *Please note that information provided to the Council may be subject to disclosure under the Freedom of Information or Environmental Information legislation* [↑](#footnote-ref-2)