



Discretionary CIL Householder Review Scheme application form

Use this form to apply for the Discretionary CIL Householder Review

✔ [Our Privacy Statement](#) explains more about how we use the data you give us on this form.

Information you might need

You will need to have as much information as possible before making your application for a CIL Householder Review due to the fact that you can't save the form as you go. Below are further details on the important information you may be asked to supply with this application.

- Copies of all CIL forms submitted to the Council
- Copy of CIL liability notice
- Copy of CIL Demand Notice
- Copy of CIL Invoice from Council
- If CIL has been paid, a copy of Payment receipt from council
- Written statement outlining the full reasons why you consider the CIL calculation or exemption or relief due has been incorrectly considered and supporting evidence such as copies of correspondence with the council to detail the case
- Copy of Land registry title deeds confirming ownership of the property subject to the application
- Evidence that the home is the applicants own home and principal residence which may comprise of Council Tax bill and/or utility bills

Applications must be made by the person (or persons in the case of joint liability) who assumed CIL liability for the development in question. If you are an agent acting on behalf of an applicant, the Grant of Authority to Act form must be completed by the applicant and supplied with your application.

The CIL Householder review scheme closes on 31st May 2025.

The development in respect of which CIL has been paid or is CIL liable must have been a householder development in West Berkshire that falls into one of the following categories;

- a. An extension to a person's own home in excess of 100sqm
- b. Development of a residential annex (change of use/conversion of an existing building or newly constructed annex) within the grounds of a person's own home
- c. A new build dwelling that has been built or commissioned to be built as a person's own home and principal residence

Please download and read the Protocol for CIL Householder Review and the Enforcement Policy which can be accessed at the bottom of this page for full details of eligibility criteria before making your application. If you have any queries please email CILreview@westberks.gov.uk.


Any written statement and supporting evidence should include;


- a. Evidence should be provided to demonstrate that the applicant would have met the exemption or relief criteria, if the correct process had been followed, prior to commencement of development.
- b. Evidence should be provided to demonstrate the precise nature of the mistake made on the part of the applicant at the time of making an application for relief, exemption or offset or the nature of the mistake made on the part of the Council in determining the CIL Liability.
- c. Evidence should be provided to demonstrate that if relief or exemption had been granted prior to commencement of development, the development would continue to meet the minor development exemption, residential annex or extension exemption, or self-build exemption (whole house) and no disqualifying event has occurred.

Start >

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Downloads

 [CIL Householder Review Scheme Grant of Authority To Act Form \(PDF\) \[86KB\]](#) [↗](#)

 [Protocol for CIL Householder Review \(PDF\) \[112KB\]](#) [↗](#)