Westminster Neighbourhood CIL Application Form

FAIRER
WESTMINSTER

Instructions

1
What is the purpose of this application form?

This is the form to apply for funding from the Westminster City Council's Neighbourhood Community Infrastructure Levy (NCIL).

NCIL is part of a charge on new development to help fund infrastructure in Westminster. It must be spent on new or existing public infrastructure needed to support development or growth, or on anything else that is concerned with addressing the demands that development or growth places on an area. NCIL is allocated via an applications process, to allow the local community to propose projects that positively shape the area and improve the lives of community members.

The purpose of this application is to collect information about the eligibility and priority of a project. It will help the council decide how to spend this portion of CIL in your area.

2
How do I complete this form?

The council accepts applications from Westminster any organisation or individual seeking NCIL funding for an infrastructure project.

Responses need not be limited to the space provided, but you should aim to provide information clearly and concisely. Please feel free to add pages or supplementary documents, as needed.

The form is currently available as a downloadable pdf. Please use a pdf form filler to input responses directly into the document. If you require the document in an alternative format, please email NCILprojects@westminster.gov.uk. Alternatively, you can print out the form, complete it by hand, and scan it as a pdf. Please email completed forms to NCILprojects@westminster.gov.uk.

3
What should I keep in mind prior to and whilst I complete the form?

The application form is an opportunity to make the case for your infrastructure project. Responses should demonstrate how the meets the eligibility criteria and reflects the policy considerations and priorities set out in national CIL regulations and the local policy, the Westminster CIL Spending Policy Statement. Applicants are encouraged to provide a narrative setting out how the project will positively shape the local community.

Before applying, prospective applicants are encouraged to reach out to council officers for advice and guidance. Officers can assist with infrastructure project development, understanding relevant regulation and policy requirements, and any other aspect of the process. You can email the team at NCILprojects@westminster.gov.uk.

You are also encouraged to familiarise yourself with our local CIL policy. You can read it here. Our website has helpful guidance and advice which explains those policies and how they should be applied to real-world projects. This guidance is in the form of FAQs here.

If you have any questions, email the team at **NCILprojects@westminster.gov.uk**

1 Applicant details

Applicant Type

☐ Organisation

☐ Individual

Applicant Name

If the application is made by an organisation, then please provide the organisation's name; if an individual then please provide the individual's name.

Named Contact *(For organisation applications only)*

Email Address

Telephone No.

Project Name

Project Location

Project Description

Provide an overview of the project. What is it? Why is it important? What are the aims and outcomes? Who will use the infrastructure/who will it benefit? Also provide any helpful context, for example if the project is part of a larger programme.

If you need additional space, you can submit a detailed Project Description as an attachment to your application.

Proposed start date

Proposed delivery date

Delivery partners

If you are using a contractor, consultancy, etc., please provide their name and contact information including the name of your contact. If Westminster City Council will deliver the project on your behalf, please provide the name of the officer.

Management and maintenance

Please provide details for the management, maintenance, programming, administration, and any other relevant requirements over the expected lifespan of the infrastructure.

Studies and plans

Please list any technical feasibility studies, design work, or other work undertaken for the project. These documents should be included as attachments with the completed application form.

If this investigative/preparatory work is part of the NCIL funding request, ensure these are included in the list of elements to be funded by NCIL in Section 3.

Agreement of relevant stakeholders

If your project requires the agreement of stakeholders such as infrastructure providers, land owners, etc., please list their names and contact information including the name of your contact, and explain why you require their agreement. If you have not yet secured agreement, explain why not.

Project Details

Confirmation that project is not required by a planning condition or planning agreement

Projects or anything else which must be delivered as part of a planning condition or a developer contributions agreement such as a Section 106 agreement or Section 278 agreement are not eligible for NCIL. You must tick the box below to confirm that the project is not made ineligible by this criteria.

☐ Project is **not** required by planning condition or planning agreement

☐ Project is required by a planning condition or planning agreement

Planning permission

☐ Not required   ☐ Required – application submitted but not yet decided

☐ Required and consented   ☐ Required – application not yet submitted

If planning permission is required but you do not yet have consent (either because an application has been submitted by not yet decided or an application has not yet been submitted), please provide details.

Please list and provide details of any other legal powers or regulatory consents required.

Total NCIL funding request

State the amount of NCIL you are seeking. Generally it will be the total cost of the project minus funding from other sources, such as other grants and gifts and your own contributions, if there are any.

Neighbourhood CIL Funding Pot

State which Neighbourhood Area funding pot you wish the funding to be provided from. Further guidance here.

Total project cost

This should be the total cost of the project, not just the elements for which NCIL funding is sought

Other funding

Provide the funder name, amount, and any other information of other funding sources

Funder	Amount (£)	Notes

CIL funding needs details

Please provide a line-item budget of every element for which CIL funding is sought

Quotes

Summarise all quotes. Full quotes should be submitted with the application as attachments.

Value for money

Explain why the project is cost-effective and represents good value for money.

Future financial security *(Only for requests to fund operations costs)*

If you are requesting funding to operate the infrastructure for a time-limited period, please explain how the project will be funded after the time-limited period of NCIL funding.

Required consultees

Please tick the box next to each of the consultees listed below to confirm you have engaged with them. Also provide names in the space provided.

Attach all relevant correspondence with each required consultee.

If you did not engage with a required consultee, please explain why.

Further guidance is available here.

☐ Councillors (from the local ward)

Engage with the members representing the ward where the project is located. Find the councillors here.

Names:

☐ Confirm that relevant correspondence is attached

☐ Neighbourhood Forum[s]

Engage with the Neighbourhood Forum associated with the Neighbourhood Pot from which you are seeking funding. If your project is located in a Neighbourhood Area different to that from which you are seeking the funding, also engage with the Neighbourhood Forum for the area within which your project is located. If your project relates to more than one Neighbourhood Area (for example, it is located close to a boundary with another area, or a significant portion of users come from another area), then please engage with all relevant Neighbourhood Forums.

Include the name of the Neighbourhood Forum and the name of the person at the forum.

Name[s]:

☐ Confirm that relevant correspondence is attached

☐ Business Improvement District[s]

Name[s]:

☐ Confirm that relevant correspondence is attached

Other consultation/engagement
Please provide details of all consultation and engagement undertaken.

Local community support
Please demonstrate support for the project by the local community

Council funding priorities

Does the project or an element of the project deliver any of the council's five priorities for infrastructure funding?

☐ Enabling delivery of affordable housing

☐ Green transition

☐ Sustainable and active travel

☐ Community facilities

☐ Accessible and inclusive public spaces

If so, please explain how the project delivers the priority/priorities selected.

Supporting growth

How does the project address the impacts of development or otherwise support the growth of the City?

Plan-led

Is the project identified in, supported by, or otherwise aligned with the Neighbourhood Plan, if there is one, and Westminster City Council plans and strategies?

Carbon impact
Has a carbon impact estimate been produced? If no, then why not? If yes, please note if the project is 'zero carbon'. If the project is not zero carbon, what mitigation measures can be undertaken?

Equalities
Describe how the project aligns with the council's commitment to equalities.

Anything else
Please provide any additional information to support your application.