

CIL Expenditure Application Form

Footpaths, Bridleways & Cycling Routes



1. Organisation(s) proposing the project

If this is a joint project, who will be leading on delivery?

(The Project will need to be led by Suffolk County Council in partnership as they would be the delivery agent – Name of lead officer to be included)

2. Project name

Including any reference to the Council's Local Cycling & Walking Infrastructure Plan (LCWIP)

3. Project location

(Please provide a route map of the proposed project)

Address:

Post code:

4. Description of proposed Infrastructure

What do you want to provide for the community? Please provide as much detail about the physical works as possible

5. Project Aims

What is the purpose of the project? What are the community benefits that you want to provide?

6. The type of proposed Infrastructure (please tick):

New Cycle Route	<input type="checkbox"/>
Extension to a existing Cycle Route	<input type="checkbox"/>
New Footpath Route	<input type="checkbox"/>
Extension to a existing Footpath Route	<input type="checkbox"/>
New Bridleways Route	<input type="checkbox"/>
Extension to a existing Bridleways Route	<input type="checkbox"/>
Extension to existing to Public Right Of Way	<input type="checkbox"/>
Upgrade to existing Public Right Of Way	<input type="checkbox"/>
Dropped kerbs for active travel	<input type="checkbox"/>
Pedestrian crossing (please specify type)	<input type="checkbox"/>
Pedestrian and cyclist crossing (please specify type)	<input type="checkbox"/>
Pedestrian guard rails or cyclist segregation infrastructure	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

7. What would be the benefits from the proposed Infrastructure?

8. How have you identified need and support? Who would benefit?

Please provide details of any community consultation that has taken place and any additional documentation that supports the project e.g. Village / Parish/ Neighbourhood Plan, letters of support from the Parish Council and/or Ward Member. Does the project support growth and/or mitigate existing infrastructure inadequacies?

9. Existing Infrastructure

Ownership - You will need to specify who owns the land and provide a copy of the land ownership documents.

Is the ownership one of the following;

Freehold Leasehold Do not own the land

If you have a leasehold or do not own the land please state the name and address of the owner and the date of expiry of the lease (if applicable).

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If you do not own the land, do you have permission from the landowner to implement your project? If so, please provide evidence.

What is the existing Infrastructure constructed from and what is the approximate age and how to you intend to improve it.

Need to know	How	Please tick which of these applies & provide detail for each element in the box below
Highway boundary-how much land have we got	Check Highway boundary on Insight, speak to Highway records, check land registry	
Adjacent landowners	We may need to use area for site compound/welfare facility. If there is no land near costs can be greater.	
What is underground-can you see covers and trenches?	Need a stats enquiry, possibly need trial holes and a Ground Penetration Radar Survey (GPR), speak to utility companies.	
What is above-are there cables?	This can affect construction methods and increase costs	
Will the scheme need lighting?	Is there a system of street lighting nearby? Speak to street lighting team.	

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Will the scheme need electric for traffic signals	Where will this come from, speak to UKPN and ITS team.	
Do we know what traffic uses the road and its speed?	Arrange for an automatic traffic count (ATC) survey.	
Ecology-what is currently in place, will there be tree or vegetation removal?	Arrange surveys with ecology team, speak to local groups about natural habitat. Think Biodiversity Net Gain (BNG) may need compensatory planting	
Topographical Survey	Gathers data about natural and man-made features of the land and the terrain.	
Are there any planned works for the location?	Speak to Asset managers at Suffolk Highways.	
Are legal traffic orders required?	Gauge local support	
How will the work be delivered, traffic management	Will the road need to be closed, where will the diversions be? What other work is planned in the area.	
Desired dates of works.	Some towns have embargos where you cannot work in high summer or around Christmas	

Please provide the detail with a heading for each section above that applies:

10. Usage of the existing Infrastructure

please give details of the current use (if applicable)

Group/Organisation Name	Number of users per week/month

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(Please continue on a separate sheet if necessary)

What will be the expected increase in users/ new usage after the scheme has been completed?

Group/Organisation Name	Number of users per week/month

11. General Information

Before any application is successful you will need to have applied for and obtained any formal approvals that are required (Planning Permission).

Have you liaised with Planning regarding this project?

Have Planning advised that no planning permission is required?
(Please provide evidence)

Please state the name of the officer dealing with this

If you have Planning Permission please give the reference number

Has the lead partner Suffolk County Council confirmed that no formal Highways approved is required

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Please submit your Business Plan with this application detailing your tender process and full financial information. Please note application forms not accompanied by a business plan will be deemed invalid until one is supplied.

I have attached the Business Plan for the project

12. Please provide a summary of the project costs

(including quotes to substantiate your figures where possible)

Type of cost	£
	£
	£
	£
Net Cost	£
VAT	£
Total Cost	£

13. Funding for this project

(it is very important that you can demonstrate that the funding you are seeking covers the total cost of the project)

Funding Source	Secured Yes/No	If not secured – when will you know	Amount £

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Amount being applied for from CIL Fund	
Total Funding	£

Has any State Aid been received or offered to your organisation from other Government organisations or other BMSDC funding sources in the last three years? If so, how much? E.g. Local Authority Grants, SCC Locality funds

Are you receiving any Voluntary or free services and/or labour to support this project? If so, please provide details:

14. Predicted timescale for commencement and completion

When do you expect the project to start and finish? Are there any key milestones or payment stages in which the work will be completed?

Start:	End:
Key Milestones/Payment Stages:	

15. How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?

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16. Prioritisation Criteria – Please indicate how your project meets the following criteria

Criteria	Comments
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable	
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into or the Local Cycling and Walking Infrastructure Plan (LCWIP)	
It represents key infrastructure (essential)	
Value for money	
Clear benefits	
Community support	
Deliverability	
Affordability (from CIL funds)	
Timeliness	
By releasing CIL money can you achieve infrastructure provision through collaborative spend? (i.e Infrastructure providers PC/TCs BMSDC infrastructure provision or LEP/Government funding)	
Supports housing and employment growth	
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	

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Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	
Does the provision of this infrastructure address a current inadequacy in infrastructure terms	
By releasing CIL funds, it would allow infrastructure to be realised such that CIL funds are like the last piece of the jigsaw puzzle	
Will the infrastructure be capable of being used by the wider community	
By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth	
How does this project address green principles (natural/ biodiversity considerations)	
How does this project address sustainability principles(sustainable modes of transport including connectivity to cycle paths footpaths)	
How does the project address issues of community safety	
What funding measures are necessary with this project to address state aid implications	

17. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I will ensure any funds not spent once the project is complete or if the project fails to be completed will be repaid to the District Councils.

I declare that I am authorised to make this application and that the information given in this application is correct.

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Signed	Name
Position	Date
Telephone	Email

Have you remembered to include the following:

- Application Form
- Copies of any consultation documents (relating to Question 8)
- Estimates/quotes
- Letter of support from Parish/Town Council and/or Ward Member
- Site or Location Plan
- Business Plan

NOTE: Dependent on the proposal, some applications may require additional information to support the application

Submitting your application

Please return the completed forms and supporting documents to:-

CILExpenditure@babberghmidsuffolk.gov.uk

The Infrastructure Team
Babergh and Mid Suffolk District Councils
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

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The information may be sent to other Council Departments and other local and government authorities in order to check the information and assess and determine your application.

We may also need to check the information with private sector organisations at a later stage of the application process.

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