



Community Infrastructure Levy Assessment criteria for CIL bids

Annex A

Assessment criteria for CIL bids – quick reference guide

The table below sets out the criteria that all bids for CIL funds will be assessed against. The purpose of the criteria is to determine how well the proposed scheme delivers benefits to the residents and businesses of New Forest District.

Each question should be answered under a separate heading in the application (e.g. C1, C2, etc.) to help us assess your bid. Provide clear, specific information and include evidence where available (e.g. policies, survey results, quotes, drawings, or letters of support). Not all questions require the same level of details; this will depend on the scale of the proposed project

Section C – Community and Infrastructure

Including detailed project plans, risk registers and other supporting documentation can enhance scores in this section. Documentation can be uploaded in GoVocal, at the end of the application.

Question C1 scores a maximum of **20 points**. This score reflects the significance of the Local Plan, including how well the project meets the objectives.

ALL OTHER QUESTIONS WILL BE SCORED OUT OF A MAXIMUM OF 10.

Ref	Question	Guidance
C1	<p>Explain how your proposed project meets the requirements of the Local Plan 2016–2036 Part 1: Planning Strategy and the Infrastructure Delivery Plan.</p> <p>Identify the relevant policies in Local-Plan-2016-2036-part-1-Planning-strategy and explain how your project aligns with them.</p>	<p>Quote the relevant Local Plan and Infrastructure Delivery Plan sections (for example, policies on community services, infrastructure and facilities such as STR8) and briefly explain: (1) what the policy requires, (2) how your project helps to deliver it, and (3) who will benefit and where.</p>
C2	<p>Explain in detail how your proposed project will benefit the community. Providing supporting documents will help us understand your case.</p>	<p>There could be many direct and indirect benefits that your project would provide. Identify and explore all potential benefits, additional documentation that supports this section can be helpful.</p>
C3	<p>Does the provision of this proposed infrastructure project address a</p>	<p>Explain what the current shortfall/problem is, who is affected, and how your project will address it. Include baseline evidence where possible (e.g. current capacity/condition, usage</p>

Ref	Question	Guidance
	<p>current inadequacy in infrastructure terms? Please provide baseline evidence e.g. pre and post project</p>	<p>levels, waiting lists, safety incidents, survey feedback) and describe what will change after delivery (e.g. increased capacity, improved access, reduced risk). For example: no play facilities in the area, bid is for a new playground</p>
C4	<p>How will the infrastructure be capable of being used by the wider community? (provide evidence / surveys undertaken to support this)</p>	<p>Provide examples of how the project will benefit the wider community. Example: New kitchen in a community hall, list all the groups that may use the facility both internal and external. Provide a local community survey in which participants surveyed show support for this project</p>
C5	<p>How does the project affect security and safety in the community? E.g. safeguarding, lighting accessibility, traffic safety</p>	<p>Describe any security and safety improvements and how risks will be managed. Where relevant, include safeguarding arrangements, lighting/CCTV, secure access/anti-vandal measures, accessibility and safe routes, traffic management, and any relevant policies, risk assessments, or crime/safety data.</p>
		<p>Tip: In section C, focus on clear outcomes and evidence (need, benefits, who benefits, and how you know). Strong bids usually include supporting documents such as photos, condition surveys, consultation results, letters of support, and/or usage data.</p>

Section D - Green credentials of the project

Each question receives maximum score of 10 points

Ref	Question	Guidance
D1	How will the project positively support the Council's climate change activities?	Explain how your project supports climate action. Consider the whole project lifecycle (design, construction, operation and maintenance). Include practical measures such as improved energy efficiency, renewable energy, low-carbon materials, reduced waste, sustainable drainage, travel/transport benefits, biodiversity gains, and—where possible—quantify expected carbon/energy savings.
D2	How does the proposal affect green infrastructure principles? Policy DM9 (Green Infrastructure Linkages)	Clearly show alignment with NFDC climate goals. Higher scores will be achieved when evidence that the project impact will reduce carbon emissions. Example could be installation of solar, energy efficient infrastructure, new walking routes, wildlife corridors, etc.
D3	How does the project address green/sustainability principles/infrastructure? Policy DM2 and supporting Local Plan objectives.	Describe how sustainability is built into the project (in line with Policy DM2 and relevant Local Plan objectives). For example: resource efficiency, durable materials, minimising environmental impacts, water efficiency, sustainable drainage, biodiversity enhancement, and how the facility will operate sustainably over time. If you have relevant design/specification documents, include them.
		Tip: If your project has climate and environmental benefits, be specific and include evidence (e.g. specifications, calculations, or supplier information) and explain how benefits will be maintained over time.

Section E - Funding and financial information about the project

This section will be scored, maximum 10 points

Ref	Question	Guidance
E1	What is the total cost of the proposed project excluding VAT (£)	Provide the total cost of the project (excluding VAT). Use the best available, up-to-date figures and ensure your total matches the detailed budget/quotes you submit. If costs are estimates, explain the basis (e.g. supplier quote, quantity surveyor estimate, cost plan) and the date obtained.
E2a	Please specify the amount of CIL grant requested (£)	State the amount of CIL funding you are requesting
E2b	Breakdown of costs	<p>Please identify the associated costs with the work being undertaken. Make sure it is consistent with your cost breakdown and any match funding, and explain any assumptions (e.g. VAT treatment, contingencies).</p> <p>Note professional fees can only be included in the cost of a CIL funded project where they are directly related to delivering the infrastructure. CIL cannot be used for general revenue costs.</p>
E3	Please provide short explanation of how and when the cost of the proposed project was obtained e.g. quotations included in this application	<p>Have other sources of funding been investigated or secured?</p> <p>It's important to set out how much you need and why to understand whether your proposal is reliant or partly reliant on CIL. The more information you provide, the better NFDC will be to understand the circumstances around your funding options.</p> <p>e.g. match funding sources, personnel resources dedicated to the project, how the quality of your project will be enhanced by public funding and what alternative you considered.</p>

Ref	Question	Guidance
E4	Do you have match funding support?	<p>Demonstration that your project has approved match funding shows shared financial commitment which reduces risk for the project. This would strengthen a bid, as it ensures that the project is not under resourced.</p> <p>Those applicants with match funding will receive higher scores.</p>
E5	<p>Please detail all sources of match funding including CIL application and confirm which has been secured (£) Please complete table below</p>	<p>List each funding source, the amount applied for/secured, the status (secured/applied for/planned), and any conditions or deadlines. Include evidence where possible (e.g. award letter/email, fundraising plan). If match funding is not yet secured, explain how and when it will be confirmed and what happens if it is not obtained.</p>
E6	Is your organisation VAT registered?	<p>Organisations that are not VAT registered may not be able to reclaim VAT, or only able to part claim VAT, therefore this can become a real cost. This affects the overall budget and should be reflected in your total project cost and funding request.</p>
		<p>Tip: Your budget should be clear and realistic. Provide recent quotes/cost estimates, show what CIL will pay for, and explain any match funding and VAT assumptions.</p>

Section F – Deliverability

This section will be scored, maximum 10 points

Ref	Question	Guidance
F1	Proposed start date	<p>Provide a realistic start date and briefly explain what needs to happen before you can start (e.g. funding confirmation, planning permissions, procurement, contractor availability). If the start date depends on external approvals, note the dependency on your planned milestone dates.</p> <p>It would be useful for applicants to include a project plan with their bid submission, particularly for high-cost projects.</p>
F2	Proposed completion date (all supplier invoices received and paid for)	<p>Provide the completion date when the project is expected to be finished and all invoices will be received and paid. Ensure this date reflects procurement lead times and any construction/programme risks.</p> <p>Including detailed project plans, risk registers and other relevant supporting documentation can enhance the scores in this section?</p>
F3	Project timescale (please specify dates). It would be helpful for applicants to submit an approximate timeline to complete the project.	<p>Include a simple timeline with key milestones and dates. For example: design/specification complete, quotes received, permissions secured, tender/procurement, start on site, main works, commissioning/installation, opening/hand-over, final payments. If relevant, include who is responsible for each milestone.</p>
F4	Does the project require planning permission? If so, has planning permission been granted? Have you received pre-application advice from	<p>This section helps demonstrate deliverability. Confirm whether planning permission and/or Building Control consent is required and the current status (not required / pre-application advice received / application submitted / permission granted). If permission is not yet granted, explain your plan and timetable for obtaining it and any key risks or dependencies.</p>

Ref	Question	Guidance
	NFDC?	If the project does not require planning permission, please confirm how you have reached this conclusion.
F5	If yes to F4, please provide planning application reference number or building control reference number	If you have a reference number, provide it here and state the current status (submitted/validated/awaiting decision/approved). If Building Control is relevant, provide the application details or confirmation of required route.
F6	Do you own the land where the project is located?	Please indicate.
F7	If you do not own the land, please specify who the landowner is?	<p>Tell us who owns the land/building and provide evidence of ownership where possible (e.g. title register/lease). If you do not own it, confirm what rights you have to carry out the work (e.g. lease, licence, agreement) and that the term is long enough for the project benefits to be realised.</p> <p>CIL expenditure framework key principle</p> <p>Infrastructure projects that are funded by using CIL funds shall be carried out on publicly owned or controlled land/buildings or where public access is guaranteed (unless exceptional circumstances apply). However, where leased buildings or land is involved and a CIL Bid is made for infrastructure the lease must be long (i.e. no shorter than 25 years with a break clause no sooner than 15 years. Shorter leases will normally be regarded as unacceptable.</p>

Ref	Question	Guidance
F8	If you do not own the land, do you have permission for your project from the landowner.	Confirm whether you have written permission/consent from the landowner to carry out the project. If yes, attach a letter/email of consent (or heads of terms). If permission is not yet in place, explain what discussions have taken place and when you expect written consent to be secured.
		Tip: NFDC terms and conditions of grant fund is to deliver the project within 2 years from signature of the grant agreement.

Section G Maintenance

This section will be scored, maximum 10 points

Ref	Question	Guidance
G1	Are funding arrangements in place for maintenance?	Please indicate
G2	Specify your ongoing maintenance plan for grant funded items <ul style="list-style-type: none"> • who is responsible, • annual cost estimate, • funding source, • lifecycle replacement (if relevant). 	<p>Tell us how the asset will be maintained after the project is delivered and how ongoing costs will be funded. We need assurance that the investment will be looked after and remain usable for the community. If applicable, include who owns the asset, who will maintain it, and evidence that revenue funding is available.</p> <p>Provide maintenance plan information to cover this grant-funded item: who will maintain it, what routine maintenance is required, annual cost estimate, funding source (e.g. hire income, service charge, reserves), and any lifecycle replacement plan (expected lifespan and replacement cost).</p>
		Tip: provide maintenance plan if required

Section H Compliance

Applications that do not comply will not be considered for CIL funds.

Ref	Question	Guidance
H1	Does the project accord with the principles of the Equality Act 2010?	This is a yes/no question. To assist applicants, ensure that your project will be inclusive and accessible (and does not unlawfully discriminate). Consider whether the project or location is accessible.
H2	Does the project have implications regarding the Subsidy Control Act 2022?	This is a yes/no question. To assist applicants, refer to link in document. The Subsidy Control Act 2022 sets UK rules to make sure public funding helps the economy without giving businesses unfair advantages.
		This section is not scored