PlanningPortal

This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues.

Community Infrastructure Levy (CIL) - Form 6: Commencement Notice

This notice must be received by the Collecting Authority prior to commencing your development.
Failure to do so may result in you losing the ability to pay the levy in instalments and you may also incur a surcharge.

Please note: This version of the form should only be used for submissions relating to planning applications in England.
There is a legacy version of the form for use in Wales: Download the legacy version of this form

Please note the following if you have obtained, or intend to obtain, an exemption or relief from the levy

If your CIL liability notice, or revised CIL liability notice, was issued prior to 1 September 2019:
If you have received an exemption or relief from the levy, failure to submit this form, and for it to be received by the collecting authority, prior to commencing your development will nullify that exemption or relief and make you liable for the levy.

If your CIL liability notice, or revised CIL liability notice, was issued on or after 1 September 2019:
If you have received an exemption or relief from the levy, failure to submit this form, and for it to be received by the collecting authority, prior to commencing your development will result in a surcharge being applied by the collecting authority equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount (or, if you received exceptional circumstances relief from the levy, may result in the surcharge being applied) .

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See Planning Practice Guidance for CIL for guidance on CIL generally, including "what is a Commencement Notice and when it is issued".

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Details of Development

A: Planning Application reference / Notice of Chargeable Development:	24/02402/FUL
B: Development Commencement Date:	4 Feb 2026
C: Liability Notice reference:	Not received

Development permitted by A will commence on B. This will trigger the levy liability described in C.

Site address:

53A Warminster Road, South Norwood, London, SE25 4DQ

Description of development:

Erection of a two storey side addition providing two flats with associated site alterations

Details of person sending this notice

Title: Mrs
First name: Asena
Last name: Koksal
Address 1: 6a Godson Street
Address 2:
Address 3:
Town: London
County: Greater London
Country: United Kingdom
Postcode: N1 9GZ

Telephone number
Country code: +44
National number: 3334440424
Extension number:

Email address (optional): asena@bourne-architects.co.uk

Please state your interest in the site:

☐ Liable Party ☐ Landowner ☐ Applicant ☒ Agent

Other (please give details)

Details of collecting authority to whom the notice is being sent

Title:
First name:
Last name: Development Management Team
Address 1: Croydon Council (London Borough of Croydon)
Address 2: Bernard Weatherill House 8 Mint Walk
Address 3:
Town:
County: Greater London
Country: United Kingdom
Postcode: CR0 1EA

Telephone number
Country code: +44
National number: 20 8726 6000
Extension number:

Email address (optional): CILDevelopmentManagement@croydon.gov.uk

Declaration

By signing this declaration:

- I acknowledge that if the intended date of commencement changes, failure to notify the CIL collecting authority before development commences of this date with a new commencement notice will result in the CIL amount being due for payment in full on the date of commencement.
- I also acknowledge that failure to notify the CIL collecting authority of the intended date of commencement by submitting a commencement notice in advance of this date will result in the CIL collecting authority imposing a surcharge of 20% of the amount of CIL due for payment, up to a maximum of £2,500 (the surcharge is discretionary in respect of exceptional circumstances relief).
- I also confirm my understanding that:
  - If my Liability or Revised Liability Notice for CIL was issued before 1 September 2019; **and**
  - If I have either been granted an exemption or relief from the levy, or will be seeking an exemption or relief from the levy (which I understand must be granted prior to commencement of the development)

  That failure to notify the CIL collecting authority of the intended date of commencement by submitting a commencement notice in advance of this date will nullify any exemption or relief I have previously obtained, and make me liable for the levy (except in respect of exceptional circumstances relief), and that a surcharge may also be applied.
- I confirm that a copy of this notice has been served on all persons known to me as an owner of the land on which the chargeable development will be built.
  For the purpose of CIL, an owner is an owner of a freehold interest in the relevant land or a leasehold interest in the relevant land of 7 years or more from the date planning permission first permits the chargeable development.

Signed: Asena Koksal
Date (DD/MM/YYYY): 27/01/2026

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.