

*Community Infrastructure Levy (CIL) – Technical Check Form for Applicants – 2019/20***Checklist for Shropshire Council use only**

Section	Assessment to be carried out by (department)	Assessment completed by (name of officer)	Assessment completed on (date)	Assessment satisfactory? Yes / No
1 – Project Details	Economic Growth			
2 – Delivery Partner Details	Economic Growth			
3 – Summary of Project Costs	Economic Growth			
4 – Summary of Project Funding	Economic Growth			
5 – State aid	Finance			
6 – Legal Controls	Legal			
7 – Required Permissions	Legal			
8 – Procurement	Finance / Procurement			
9 – Project Finances: Detailed Breakdown	Finance			
10 – Confirmation	Economic Growth			
11 – Data Protection	Economic Growth			
12 – Applicant Checklist	Economic Growth			
13 – What happens next?				

Recommendation of the Internal Infrastructure Group in relation to this Technical Check Form	Recommended for approval – Yes / No	Date of IIG meeting
Final Decision of the Assistant Director for Place, in line with Shropshire Council's Delegated Authority arrangements	Project approved – Yes / No	Date of final decision

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What is the Technical Check process for?

Shropshire Council is responsible for the CIL monies collected in the county. This means that Shropshire Council is also responsible for ensuring that any CIL spend is compliant with UK Government regulations.

In the case of CIL Local funds, Shropshire Council passes CIL funds for specific projects over to Parish Councils (and other organisations) in order to enable those organisations to deliver agreed projects.

However, Shropshire Council remains the accountable body for this funding, even when it is handed over to the delivery organisation.

Shropshire Council's ongoing responsibility for CIL funds, even when they have been handed over, means we must go through a process of checks to ensure that the funds are spent in line with government regulations. By filling in this Technical Check Form, you are complying with an important part of this process, which then allows us to allocate funds to your project.

If you have any questions about this form, please contact your local Place Plan Officer in the first instance.

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Section 1 – Project Details

Project name	Bridgnorth Cemetery Extension
Project reference number (to be provided by Shropshire Council)	
Brief project description	Create new burial space
Parish / postcode / other relevant location details	Bridgnorth Town Council
Place Plan area	Bridgnorth
Name of your local Elected Member (your local Shropshire Councillor)	Christian Lea, William Parr. Les Winwood, Elliot Lynch
Please confirm that this project has the support of your local Elected Member	Yes – Cllr Winwood responded to Town Council on behalf of the 4 Bridgnorth area councillors that they were supportive of the project (subject to meeting the CIL criteria)
Supporting document required	<p>When you return this form to Shropshire Council, you must include a Project Plan. A Project Plan should outline:</p> <ul style="list-style-type: none"> • a summary of the project • any site plans, drawing, etc if appropriate • the scope of the project – what it will and won't deliver • how you plan to implement the project • how you will make sure the project is implemented on time and to budget • how you will contract for the project • project milestones and the dates you expect to reach them, along with any associated requirements to draw down CIL funds • an analysis of risks to the projects, and potential mitigations • any outcomes / outputs / benefits expected to arise from the project and how these will be measured and evidenced • any other relevant issues not covered within this form
Supporting document required	<p>Please confirm that your delivery organisation has resolved to support and deliver this project, as outlined in the project plan. Please provide evidence of this support – e.g. minutes of meetings (which must be signed as appropriate).</p>

Community Infrastructure Levy (CIL) – Technical Check Form for Applicants – 2019/20**Section 2 – Delivery Partner Details**

Name of responsible organisation	Bridgnorth Town Council
Type of organisation (please delete those that do not apply)	<input type="checkbox"/> Local Council <input type="checkbox"/> Government Agency <input type="checkbox"/> Business <input type="checkbox"/> Non-Profit Business <input type="checkbox"/> Charity <input type="checkbox"/> Other (please specify)
Project manager's name	Lee Jakeman
Project manager's contact details	Email: townclerk@bridgnorthtowncouncil.gov.uk Telephone: 01746 762231 Address: College House, 4 St Leonards Close, Bridgnorth WV16 4EJ
Supporting document required	When you return this form to Shropshire Council, please include a copy of your organisation's constitution.

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Section 3 – Summary of Project Costs

Please complete the summary table, below.

Please note that not all infrastructure costs are eligible for CIL (for example, contingency costs should not be funded through CIL) but you should still list all costs in this table.

Item / activity	Capital Costs (ex VAT)	VAT (if applicable)
Land	£90,000.00	£
Works / construction / construction equipment	£157,000.00	£
Fees (e.g. architects, permits, technical reports)	£12,855.00	£
Fit out (e.g. equipment necessary to operate the infrastructure)	£19,000.00	£
Contingency	£15,000	£
Other capital costs (describe)	£ nil	£
TOTALS	£293,855	£nil

If there are revenue costs associated with the operation of the infrastructure project, please note them in the revenue costs table, below. **Please note that CIL cannot be used to fund revenue costs.**

Revenue item / activity	Revenue Costs (ex VAT)	VAT (if applicable)
Grounds maintenance	£20,000.00	£
Utilities and services	£4,000.00	£
	£	£
TOTALS	£24,000.00	£

If you would like additional information about what is and is not eligible for CIL spend, please refer to the Government guidelines. These can be found at: <https://www.gov.uk/guidance/community-infrastructure-levy>

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Section 4 – Summary of Project Funding

Please complete the summary table, below.

Source of funds	Status (applied for or secured – please state)	Further information (e.g. date a decision is expected on a live grant application)	Amount
CIL Local	applied		£90,000
CIL Neighbourhood Fund	Secured		£6,000
Precept			£10,000
Other town / parish funds			£125,000
Borrowing / loans			£62,855
Grants (specify)			£nil
Other funds (specify)			£nil
TOTAL			£293,855
Supporting document required	Please supply copies of any relevant bank statements, loan agreements, grant awards, funding letters, etc.		

If there are revenue funds associated with the operation or maintenance of the infrastructure project, please note them in the revenue funds table, below. **Please note that CIL cannot be used to fund revenue activity.** However, we still need to receive this information from you so that we can be sure you have taken all of the project costs into account.

Source of <u>revenue</u> funds	Status (applied for or secured – please state)	Further information	Amount
Cemetery income	Secured	Grave plots will need to be purchased (average in recent years 34, current cost is just below £1,000)	£30,000
TOTAL			£30,000

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Section 5 – State aid

When a public body, such as Shropshire Council, provides financial support (or another economic advantage) to an organisation or company for commercial activity, we must consider whether such support constitutes State aid.

Please answer the questions in the table below (stating yes or no) so that we can make an initial assessment as to whether the use of CIL funding for this infrastructure project could constitute State aid.

	Yes	No
If your organisation was granted this CIL funding, would it give an advantage to your organisation above another organisation in any commercial way?		✓
If your organisation was granted this CIL funding, would it strengthen your organisation relative to a competitor organisation?		✓

Under the De Minimis Regulation, aid can be granted to a company or organisation provided it does not exceed €200,000 over any period of three fiscal years.

Therefore, please identify in the table below any State aid funding received by your organisation over the last three years. If you have not received any State aid, please put **0** in the three appropriate boxes in the table. **Please sign this declaration, even if you have not received State aid.**

Year and date State aid was granted	Value of the aid in Euros	From which organisation and which scheme	What activity or item was the aid given for	Notified scheme / block exemption / De Minimis (please state)
Fiscal year end date within 2017	Nil			
Fiscal year end date within 2018	Nil			
Fiscal year end date within 2019	Nil			
Signed:	Lee Jakeman PSLCC			
Position (must be an officer with authority to bind the organisation in legal agreements):	Town Clerk			
Date:	19 th August 2019			
Company / organisation full legal name:	Bridgnorth Town Council			

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Shropshire Council may contact you further to determine whether the project could fit under an existing scheme or otherwise comply with the State aid regulations and frameworks. If the project is not compatible with State aid rules and does not fit under an existing scheme, then the project may need to be notified to the Commission and be approved before it can proceed.

If you would like further information about State aid, please go to: <https://www.gov.uk/guidance/state-aid>

Finally, please note that if in doubt, you may wish to take independent advice regarding State aid and your organisation. If your organisation is a town or parish council, and is a member of Shropshire Association of Local Councils (SALC), you may be able to access advice from the National Association of Local Councils (NALC). Please contact SALC in the first instance by emailing alc@shropshire.gov.uk

*Community Infrastructure Levy (CIL) – Technical Check Form for Applicants – 2019/20***Section 6 – Legal Controls**

Who currently owns the land or asset	Apley Estate (Option agreement currently being negotiated between solicitors)
Who will own the land or asset after the work has been carried out	Bridgnorth Town Council
Who will be responsible for the long-term maintenance of the asset	Bridgnorth Town Council
Supporting document required	If you are the owner of the land or asset, please supply evidence of ownership, e.g. a title document.
Supporting document required	If you are not the owner of the land or asset, please supply written evidence that you have authority to carry out the project.
Supporting document required	If there are any other there any other legal controls we need to be aware of, please submit further information to Shropshire Council.

Community Infrastructure Levy (CIL) – Technical Check Form for Applicants – 2019/20**Section 7 – Required Permissions**

When completing this section, **please be aware that any award of CIL support does not imply that Planning Permission, or any other required permissions, have been granted.** It remains the responsibility of the delivery organisation to secure these permissions.

Please provide brief details of any Planning Permission required	Change of use from Agricultural Land to Cemetery
Please provide brief details of any Building Regulations requirements	Nil
Please provide brief details of any other statutory permissions that are required	
Supporting document(s) required	Please provide written evidence of the above as required.

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Section 8 – Procurement

When completing this section, please be aware that you will be required to provide evidence of the procurement process which were followed as part of the delivery of this project. For example, Shropshire Council may require copies of quotes, tenders, tender assessment documents, etc. Funds may be withheld if appropriate documentation is not supplied.

	Yes	No
<p>Do you have your own procurement contract rules that you wish Shropshire Council to consider approving the use of for this infrastructure project?</p> <p>If you answer 'yes' to this question, please provide appropriate documentation and evidence regarding your procurement arrangements. If you wish to use you own procurement processes, Shropshire Council will need to approve these processes in writing before you can proceed. This decision is at the discretion of Shropshire Council.</p>	Y	
<p>Unless agreed in writing as outlined above, any procurement required for this infrastructure project must comply with the Shropshire Council Procurement Strategy, which is available to view at:</p> <p>https://www.shropshire.gov.uk/media/5849/procurement-strategy.pdf</p> <p>and also Shropshire Council's Contract Procedure Rules which can be viewed in full at:</p> <p>https://shropshire.gov.uk/committee-services/documents/s8988/Part%204%20Contract%20Procedure%20Rules.pdf</p> <p>Shropshire Council's contract procedure rules set out requirements for awarding contracts. The total value of the contract to be awarded, over its whole duration, dictates the procurement action required as follows:</p> <ul style="list-style-type: none"> • Major contracts - £140,000 and above. A competitive advertised tendering process should be undertaken also ensuring compliance with the Public Contract Regulations (EU Procurement Directive), if applicable, including advertising requirement • Ordinary contracts - £50,000 to £139,999. A competitive advertised tendering process should be undertaken using an open tendering procedure, including advertising requirements • Minor contracts - under £50,000. Three competitive quotations should be obtained, and one should be a Shropshire contractor if at all possible. You should also advertise the contract if possible. • Low value - Under £10,000. At least two quotations to be obtained, advertise if possible. 	Y	

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<p>The Public Contract Regulations (EU Procurement Directive)</p> <p>UK regulations put into effect the EU directive applying to the award of contracts (above certain value thresholds) by the public sector in the UK. The regulations require certain procedures, timescales, processes, actions and advertising to take place, and other rules to be adhered to when procuring for the award of contracts whose value equals or exceeds specific thresholds. The regulations should never be breached.</p> <p>The following thresholds are reviewed every two years (current limits to 1/01/2020):</p> <ul style="list-style-type: none"> • For supplies and services contracts – £181,302 • For works contracts - £4.551,413 <p>The value is defined as being that over the whole contract duration. You can find more information about thresholds here: https://www.ojec.com/thresholds.aspx</p> <p>If you will be using Shropshire Council’s procurement processes to deliver this infrastructure project, please specify that this is acceptable, by stating yes in the column to the right.</p>		
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Section 9 – Project Finances: Detailed Breakdown

Supporting document required	<p>Please provide us with an Excel spreadsheet which gives a detailed breakdown of:</p> <ul style="list-style-type: none"> Project costs Project funding Project <u>revenue</u> costs and funding (please note that this cannot be funded through CIL) Provision for contingency (please note that this cannot be funded through CIL) Any other financial information of which we need to be aware <p>Please also provide copies of any relevant quotes / estimates as required (see Section 8 for details of number of quotes required).</p>
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Please ensure that the detailed breakdown agrees with the summary figures provided at Sections 3 and 4.

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I confirm that, to the best of my knowledge and belief, all of the information in this Technical Check form and any accompanying documents is true and correct. I confirm that I have the authority to sign this document on behalf of the delivery organisation.	Name:
	Signature:
	Date:
	Position in organisation:

Community Infrastructure Levy (CIL) – Technical Check Form for Applicants – 2019/20**Section 11 – Data Protection**

<p>Shropshire Council is the Data Controller in respect of any personal data you wish to provide when completing this Technical Check Form. The data given will be used to process the application and monitor the project.</p> <p>Shropshire Council regards the lawful and correct treatment of personal information as very important to successful operations and to maintaining confidence between those with whom we deal and ourselves.</p> <p>We ensure that our organisation treats personal information lawfully and correctly. To this end we fully endorse and adhere to the Principles of General Data Protection Regulation, as detailed in the Data Protection Act 2018.</p> <p>Please complete the boxes in the right-hand column to confirm that you agree to Shropshire Council using your data as described above.</p>	Name:
	Signature:
	Date:
	Position in organisation:

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Section 12 – Applicant Checklist

Applicant Checklist – <u>for your use</u>			
Section	Have you answered all questions in this section? Yes / No	Have you attached the required additional information? Yes / No / Not applicable	Notes
1 – Project Details			All applicants MUST attach a project plan
2 – Delivery Partner Details			
3 – Summary of Project Costs			
4 – Summary of Project Funding			
5 – State aid			All applicants must sign this section. A scanned signature is acceptable.
6 – Legal Controls			
7 – Required Permissions			
8 – Procurement			
9 – Project Finances: Detailed Breakdown			
10 – Confirmation			All applicants must sign this section. A scanned signature is acceptable.
11 – Data Protection			All applicants must sign this section. A scanned signature is acceptable.

Section 13 – What Happens Next?

- Submit this form to us, along with any required supporting documentation. **Please submit electronically to cil@shropshire.gov.uk**
- Appropriate departments within Shropshire Council (Economic Growth, Finance, Planning, and Legal) will check the accuracy and completeness of the form. We may come back to you with further questions at this point.
- Shropshire Council's Internal Infrastructure Group will then meet to make a final recommendation regarding the release of CIL funds to the project. This recommendation will then be ratified by the Assistant Director for Economic Growth.
- We will then issue you with:
 - Project Agreement Form
 - Bank Details Form
- These forms should be completed and signed, and returned to us. Please be aware that funds could be withheld, or further action (including legal action) could be taken in the event of a failure to deliver the project or use the funds as agreed in the Project Agreement Form.
- You must then implement your project and invoice us at the agreed point(s), based on the information outlined in your Project Plan and your Project Finances Detailed Breakdown, and confirmed as per the Project Agreement Form.
- Once your project is delivered, you must complete a Project Sign Off Form (to be supplied) and return it to us. Please note that we will make appropriate checks to verify that the project, as outlined within the Project Agreement Form, has been delivered.

Feedback

If you have any feedback about this form, we would be happy to receive it. You can send us feedback via cil@shropshire.gov.uk Please put "Feedback on CIL Technical Check Form" in the subject line of your email.