**Reigate and Banstead Borough Council**

**Strategic Community Infrastructure Levy**

**Strategic Infrastructure Programme (SIP) 2025**

**Funding Bid Form**

The Council collects Community Infrastructure Levy (“CIL”) from developments in the borough to help support the borough’s development. We are required to spend the “strategic” portion of CIL collected to help fund the “provision, improvement, replacement, operation or maintenance of infrastructure to support the development” of the borough.

The Council spends its strategic CIL through a Strategic Infrastructure Programme (“SIP”), the current, second SIP being for the 5-year period 2023/4-2027/8.

Outside of this SIP, the Council is offering an opportunity to bid for a total of £500,000 of strategic CIL funding to help deliver infrastructure projects to support the borough’s development. The **bidding period is for a month between 30 June and 30th July 2025**.

To be considered for this funding, projects must be for one of the types of infrastructure included on the **Council’s *Infrastructure List***and it must support development of the borough. Additionally, the project must be started before March 2028 (the end of this current SIP period); and each bid must be for at least £10,000 of strategic CIL funding contribution.

If your project needs less CIL funding than this you may want to consider applying for Local CIL funding. See the Council’s [Local CIL webpage](https://www.reigate-banstead.gov.uk/info/20369/community_infrastructure_levy/20/community_infrastructure_levy_information/6).

The Council will release the strategic CIL funding for each successful project based on its identified delivery timescale. Funding will be subject to organisations entering into a *Spending Agreement* with the Council to ensure that the funding is used to deliver the identified project within the agreed timeframe, and to secure adherence to other conditions of funding.

Guidance on making a bid for this strategic CIL funding, including contacts for any inquiries, can be found in the accompanying “Guidance Note”.

**Please complete and submit a separate copy of this Bid Form for each project you would like to be considered for strategic CIL funding.**

**You must complete each question.**

**Bidder**

1.1 **Bidder’s Name**

Click or tap here to enter text.

1.2 **Name of Organisation (if relevant)**

Click or tap here to enter text.

1.3 **Organisation Type**

Choose an item.

1.4 **Project Lead / Contact**

Click or tap here to enter text.

1.5 **Contact information (email, telephone number, and postal address)**

Click or tap here to enter text.

**Project**

2.1 **Project Name**

Click or tap here to enter text.

2.2 **Project location address including postcode where relevant**

(You must submit a location plan marking the infrastructure project location)

Click or tap here to enter text.

2.3 **Project Description: Describe the nature of the project, its background, and details of the specific elements of the project for which CIL funding is sought**

Click or tap here to enter text.

**Qualification Criteria**

**All project bids must meet the following essential criteria to qualify for assessment**

3.1 **Would the project involve the provision, improvement, replacement, operation or maintenance of infrastructure of a type listed in the Council’s Infrastructure List? Please select type of infrastructure from list below** *(see Guidance Note)*

Choose an item.

3.2 **If the project involves more than one type of infrastructure, please list all types below** *(see Guidance Note)*:

Choose an item.

3.3 **Would the infrastructure support the development of the borough?**

Choose an item.

**Explain how**

Click or tap here to enter text.

3.4 **Is the project likely to be delivered between August 2025 and March 2028?** (Assuming this bid for CIL funding is successful)

Choose an item.

**Provide any supporting evidence along with your bid**

3.5 **Is this bid for at least £10,000 of strategic CIL funding?**

Choose an item.

**Project outcomes and benefits to the borough**

4.1 **Briefly outline the key aims / objectives of the project**

Click or tap here to enter text.

4.2**Explain below how the project would “support development” of the** **borough … How will the project address the additional pressure arising from new buildings which bring more people to the borough.**

Click or tap here to enter text.

4.3 **How would the project support the delivery of the priorities and objectives in the Council’s five Year Plan “**[Reigate & Banstead 2025](https://www.reigate-banstead.gov.uk/info/20205/plans_and_policies/280/reigate_and_banstead_2025)”**?**

Click or tap here to enter text.

4.4 **You may also want to identify below links to other R&B Borough Council strategies**

Click or tap here to enter text.

4.5 **How would delivery of the project benefit the borough’s residents (including any specific groups of people), its economy, and / or its environment?**

Click or tap here to enter text.

4.6 **Summarise below evidence of Councillor, public or other third party support for the project, and any plans for further consultation on the project:**

Click or tap here to enter text.

4.7 **If any consultations are needed, at what stage, and when would these be held?**

Click or tap here to enter text.

**Project costs**

5.1 **Is this bid for CIL funding made for capital or revenue costs?**

Revenue costs include on-going maintenance for a particular period

Choose an item.

5.2 **Who would be responsible for any on-going maintenance costs once the project has been delivered? and if agreement from any other organisation has been given, please provide written evidence?**

Click or tap here to enter text.

5.3 **What is the total cost of the project, and the cost of each specific element?**

*(List VAT cost on a separate line if your organisation is unable to reclaim the VAT on the project)*

*Do not include the cost of preparing the CIL funding bid*

Click or tap here to enter text.

|  |  |
| --- | --- |
| **Cost** | **Element**  *(Including professional fees)* |
|  |  |
|  |  |
|  |  |

**Provide full cost details in a separate document accompanying this form if there is insufficient space in the table above**

5.4 **Explain below how this has been costed**

Click or tap here to enter text.

**You may wish to attach a separate document to this form to provide further information**

**Need for CIL funding**

6.1 **Amount of Strategic CIL funding sought (maximum and minimum if a range)**

Click or tap here to enter text.

6.2 **Percentage of the project cost that would need to be funded by CIL funding =**

Click or tap here to enter text.

6.3 **List in the table below any other potential sources of funding which would contribute to the project’s delivery, including the stage and status of that funding :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Match funding source (organisation and funding stream)** | **Amount** | **%** | **Stage of funding bid:**   * Initial feasibility & design * submitted * funding confirmed   Please submit documentary evidence to support this |
| Project Delivery Organisation |  |  |  |
| Third Party  (List each organisation on a separate row) |  |  |  |
|  |  |  |  |

**Deliverability**

7.1 **Does the project have the necessary approvals from the organisation which link delivery of the project to the period 2025 to 2027?**

Choose an item.

7.3 **List any initial design and feasibility documents such as board / committee reports from your organisation that demonstrate its support.**

**Please submit these with this Bid Form in support of your bid**

*Note that CIL funding cannot be used to fund initial feasibility and design studies, but can fund detailed design work for a project that has been proved feasible*

Click or tap here to enter text.

7.4 **Would the project involve any land or buildings owned by a person or organisation who is not the applicant; and if so, are they agreed to the project’s delivery?**

Choose an item.

**If it would, please provide details below, and submit a map to show landownership, and inform the other owner(s)**

Click or tap here to enter text.

7.5 **Does the project need any planning permission, legal or other consents for it to be delivered?**

Choose an item.

**If so, please list below along with timescales, and provide supporting documents**

Click or tap here to enter text.

7.6 **Explain below how** **an allocation of strategic CIL funding would help the project delivery with regards to:**

* **The overall delivery of the project (could it be delivered without CIL funding?)**
* **The timing of its delivery**
* **The quality, specification or longevity of the project**

Click or tap here to enter text.

7.7 **In which remaining year of the SIP would CIL funding be required?**

Choose an item.

7.8 **Explain below how delivery of the project will be managed and monitored (including project management responsibility) and how progress will be reported**

Click or tap here to enter text.

**Other documents supporting the bid**

8.1 **List below all other documents (including drawings, specifications and reports) submitted with this Bid Form in support of this funding bid**

|  |  |  |
| --- | --- | --- |
| **Document name** | **Document author** | **Date of document** |
|  |  |  |
|  |  |  |
|  |  |  |

**Submission Declaration**

9.1 **Please sign the form below to confirm that if your bid is successful, you agree :**

* **to keep RBBC’s Planning Policy Team officers updated (at least every 3 months) on project progress, and**
* **to enter into a Spending Agreement before funding is transferred.**

Choose an item.

**Declaration**

to be signed by a person with authority to submit

9.2 **I certify that :**

* **the information provided in this Bid Form is correct and complete to the best of my knowledge at the time of submission, and that**
* **I have authority to submit this on behalf of the applicant organisation -**

9.3 **Name**

Click or tap here to enter text.

9.4 **Signature**



9.5 **Position**

Click or tap here to enter text.

9.6 **Date**

Click or tap to enter a date.

**Please email your CIL Funding Bid Form to:**

[CIL@reigate-banstead.gov.uk](mailto:CIL@reigate-banstead.gov.uk)

**Or you can post it to:**

Strategic CIL Bids, Planning Policy Team, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH

**All bids for funding must be received by**

**11.59pm on Wednesday 30 July 2025**