



CIL NEIGHBOURHOOD PORTION SPEND GUIDANCE NOTE

August 2025

Portsmouth City Council

Portsmouth City Council reserves the right to amend the information in this document at any time.

CIL NEIGHBOURHOOD PORTION SPEND

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1. What is the CIL Neighbourhood Portion?

Fifteen per cent of Community Infrastructure Levy (CIL) receipts can be spent on local priorities in and around the ward where development has taken place. This amount is capped at the total number of dwellings in the ward x £100 (index-linked) in any financial year.

As Portsmouth does not have any parish, town or community councils, Portsmouth City Council (PCC) as charging authority will retain the levy receipts and engage with the local communities where development has taken place to agree with them how best to spend the Neighbourhood Portion.

Where a neighbourhood plan or neighbourhood development order has been made, the neighbourhood will benefit from 25% of the levy revenues (uncapped) arising from the development that takes place in their area and the relevant neighbourhood forum will be consulted as part of the spend process.

It was agreed by Cabinet (1 July 2013) that the community area for the Neighbourhood Portion will be the ward, with the caveat that there will be a degree of flexibility to allow for considerations beyond the strict boundaries of the ward. A map of the Portsmouth wards and any made neighbourhood plan or neighbourhood development order areas is shown at Appendix A.

For any developments commencing on or after 1 April 2020 which generate £1m or more in CIL, the first £150,000 of Neighbourhood Portion will go to the relevant ward, with the remainder going to the city-wide neighbourhood fund. This paragraph does not apply to areas where a neighbourhood plan or neighbourhood development order has been made.

2. What can the CIL Neighbourhood Portion be spent on?

The CIL Neighbourhood Portion can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' by (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.

3. What are the criteria for bids?

In addition to the above requirement, bids of a political or religious nature will only be considered if accessible to all. Bids will also not be supported if they:

- Benefit less than 5 people within the ward
- Are for a private benefit
- Are for less than £500

As CIL neighbourhood funds are limited, we will look favourably upon projects that:

- Have full or majority ward councillor support
- Have support from any relevant neighbourhood forum
- Have community backing
- Have a wide public benefit
- Are accessible to all sectors of the community
- Have a set delivery time frame
- Have no ongoing maintenance costs to PCC
- Have not yet been implemented*

4. Publicity Rules

To ensure transparency, accountability, and community awareness, all projects receiving CIL Neighborhood funding must adhere to the following publicity guidelines:

- All publicity must remain **politically neutral** and comply with the **Code of Recommended Practice on Local Authority Publicity**.
- All public communications (e.g. signage, press releases, websites, social media) must clearly acknowledge that the project has been funded in part or in full by CIL Neighborhood funding via developer contributions.
- Where appropriate, include the name of the ward(s) that contributed funding.

Example wording:

"This project was supported by CIL Neighbourhood funding via developer contributions from [Ward Name] Ward, Portsmouth City Council."

5. What is the application process?

A bid for funding from the CIL Neighbourhood Portion can be made using the application form shown at Appendix B or a completed application can be submitted online via our CIL web pages. The application form should be completed to provide all of the relevant information to allow the bid to be fully assessed. The application form should be accompanied by any supporting documentation, including the financial information referred to at Appendix C & D.

Completed bid applications forms and any queries relating to CIL can be emailed to CIL@portsmouthcc.gov.uk or sent in the post to Neighbourhood CIL Team, Planning Service, Floor 2 Core 5, Civic Offices, Guildhall Square, Portsmouth PO1 2AU.

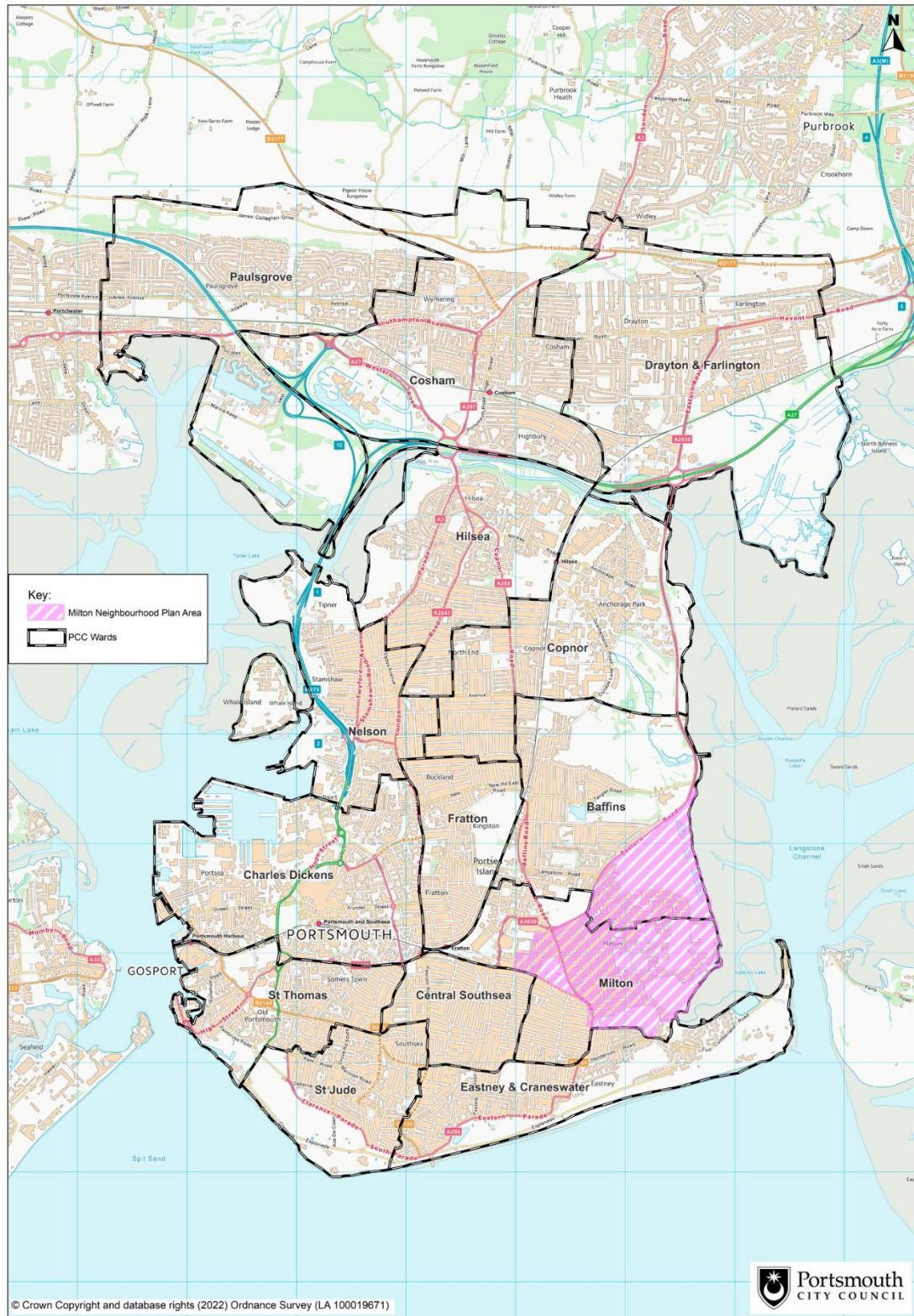
A summary of the application process is set out in the following table:

*Approval of CIL neighbourhood funding bids for historical projects already implemented will be at PCC's sole discretion.

Time Period	Task	Delivery Responsibility
Prior to application	Community Groups (including neighbourhood forums) / Applicants / Ward councillors to discuss and identify potential projects. Existing networks to be used. Supported projects further develop their bids e.g. obtain information on cost/delivery/viability.	Community Groups Applicants Ward councillors CIL Liaison Officer
0-7 days	Completed application form received with supporting information including financial data (Appendix C & D). Suitability for CIL funding against published criteria checked. Ward councillors and, where a neighbourhood plan has been made, neighbourhood forum (being a relevant neighbourhood forum) contacted by email to request confirmation as to their support of the application.	Applicant CIL Team CIL Team
8-22 days	Application reviewed by s151 Officer to ensure safeguarding and proper stewardship of proposed spend - to ensure expenditure is legal and value for money.	s151 Officer
23-35 days*	If at least one councillor or relevant neighbourhood forum from the affected area has given full support for the application, MIS Part 2 item prepared and affected Ward councillors/relevant neighbourhood forum notified by email. If any councillor or relevant neighbourhood forum objects and application not withdrawn, item to go to Cabinet for review*.	CIL Team
36-43 days	Assistant Director to review expenditure of CIL (as decision is an executive function) under delegated authority from Cabinet Member for Culture and City Development.	Assistant Director Planning & Economic Growth, Regeneration
44-55 days	Applications that fail any of the reviews referred to above will be considered unsuccessful. Applications that pass will be considered successful. Decision letter to be issued.	CIL Team
Governance		
	Project delivered, funds drawn down, evidence of expenditure and implementation to be supplied. If no contact, updates or responses received 12 months after funding letter issued, funding may be withdrawn.	Applicant CIL Liaison Officer Finance
	Review 12-24 Months after delivery - has the project been successful and worthwhile? community groups / councillors / PCC Infrastructure teams to be contacted	Ward Networks CIL Liaison Officer

*For the avoidance of doubt, 28 days will always be accommodated to afford affected Ward councillors and relevant Neighbourhood Forums the opportunity to review applications and either support, oppose or abstain. After 28 days, non-response will be considered as abstention. Where Ward councillors and relevant neighbourhood forums unanimously support or oppose an application, the process may be expedited.

APPENDIX A - PORTSMOUTH WARD AND NEIGHBOURHOOD PLAN AREA MAP



APPENDIX B - CIL NEIGHBOURHOOD FUNDING BID APPLICATION FORM

- Official -

Neighbourhood CIL Bid

Applicant details Name Community group/Organisation Address		Contact details Tel number[s] Email address	
Ward		Has a recognised community group been consulted	YES / NO [if Yes please provide details]
Are these proposals supported by Ward Members?	YES / NO		
Details of Ward Members in support	1. 2. 3.		
Details of partner organisations/groups Name Community group/Organisation Address Email address Tel number			

Please send form to: CIL@portsmouthcc.gov.uk or Neighbourhood CIL Team, Planning Service, Floor 2 Core 5 Civic Offices, Guildhall Square, Portsmouth, PO1 2AU

Neighbourhood CIL Bid

Project Location/address		Anticipated start date	
		Anticipated finish date	
Project Details		Overall cost of project [incl VAT]	£
Description of scheme			
Please attach supplementary information such as drawings/quotes/regulatory approvals		Level of CIL Neighbourhood Funding that is sought	£
Briefly describe how the scheme supports/benefits the development of your local area by funding either a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on the area			

- Official -

Neighbourhood CIL Bid

How do you hold the land or buildings at present?	Freehold	☐	Leasehold	☐	Do not own the land or buildings	☐
If you have a leasehold contract or do not own the land, please provide the landowner's name, address - evidence of landowner consent must be included						
If you do not own the land, do you have the landowner's permission to proceed with your project?						
Who will deliver the project? (e.g. the Council, applicant or a third party)						
Please provide a full breakdown of the project costs (Appendix C) (attaching quotes to substantiate your figures where possible) <i>Note: it is recommended that a minimum of three quotes using a common specification should be obtained</i>	Please tick to confirm you have completed Appendix C ☐ Please tick to confirm you have attached supporting quotes ☐					

Please send form to: CIL@portsmouthcc.gov.uk or Neighbourhood CIL Team, Planning Service, Floor 2 Core 5 Civic Offices, Guildhall Square, Portsmouth, PO1 2AU

Neighbourhood CIL Bid

Please provide a brief explanation as to why the chosen quote(s) offer the best value (not necessarily the cheapest). If three quotes aren't available, explain why and how the selected option still represents good value for money,				
Please provide a full breakdown of the funding sources for this project (Appendix D)	Please tick to confirm you have completed Appendix D ☐			
Please explain how the infrastructure will be maintained and funded after project completion, including how any ongoing revenue or maintenance costs will be covered if not supported by the requested CIL funds				
Please provide the following organisation details (if applicable)	Company Registration No.		Charity Registration No.	
Please provide the following details:	Date of your latest published accounts		Accounting period of your latest accounts	

Neighbourhood CIL Bid

To ensure public funds are used responsibly and deliver value for money, the Council will consider the financial viability of applicants requesting CIL funding.	Link details:	
Please provide a web link to or submit a copy of your latest audited/published accounts <i>Please Note: Additional information may be requested during the application review</i>	If a link is not provided, please tick to confirm you included a copy of your accounts ☐	
I/We confirm that the information provided in this application is, to the best of my/our knowledge, true and accurate. I/We further acknowledge and accept the publicity requirements associated with Neighbourhood CIL funded projects, as outlined in Point 4 of the CIL Neighbourhood Portion Spend Guidance Note. Please note that providing false or misleading information may result in the withdrawal of funding.	Signature: Date:	

- Official -

Neighbourhood CIL Bid

Notes to applicant

Please retain a copy of this form

Supporting information [e.g. plans/drawings, quotes] can be submitted electronically to CIL@portsmouthcc.gov.uk

Please send form to: CIL@portsmouthcc.gov.uk or Neighbourhood CIL Team, Planning Service, Floor 2 Core 5 Civic Offices, Guildhall Square, Portsmouth, PO1 2AU

APPENDIX C: FULL BREAKDOWN OF PROJECT COST - TEMPLATE

Please provide a full breakdown of the project's costs (attaching quotes to substantiate your figures where possible)

[illegible]

APPENDIX D: DETAILED OVERVIEW OF PROJECT FUNDING SOURCES

It is important that you demonstrate that the funding you are seeking, together with other funding sources, covers the total cost of the project. Please also include any neighborhood CIL already received and/or allocated to this project

[illegible]