

**COMMUNITY INFRASTRUCTURE LEVY  
APPLICATION FOR A REVIEW OF THE CHARGEABLE AMOUNT  
UNDER REGULATION 113**

**1. Application Details:**

Applicant's Name:

Applicant's Address:

Applicant's Telephone:

Applicant's Email:

Planning Application Number:

Site Address:

Site Description:

**2. Request for Review Details:**

Liability Notice Date:

Reason for Request and Details of Request:

Schedule of Evidence Submitted in Support of Claim:

*List of documents annexed to the application form (if relevant)*

### 3. Declarations:

I/We declare that development on this site has not commenced

I/We declare that I/we understand that should development commence prior to the Council reaching its decision the claim shall lapse and the charge will become payable in accordance with the current liability notice

I/We confirm that the details above and the supporting information provided (where relevant) are correct

#### Privacy Notice

##### Why are we asking for your personal information?

We require your personal data to assess and process your application

This is in compliance with a legal requirement under the Community Infrastructure Levy Regulations 2010 as amended.

You hold the following rights with regard to the personal data you provide us: You have the right to receive a copy of your personal data. You have the right to have any inaccurate or incomplete personal data rectified, the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

##### Sharing your information

We share information within the council to ensure services are provided appropriately. We may share your personal data within the council and with other agencies such as the Environment Agency, regulatory authorities, Police, etc if there is a legal reason to do so.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

##### Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioner's Office.

You can find out more about how we handle your data by visiting the council's [Privacy Notice page](#). If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

Name:

Date:

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging 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.

*On receipt of this application the Council will make a decision on your request for a review of the chargeable amount with 14 days and inform you of the decision, with reason, in writing.*