

# KIRKLEES COUNCIL

## COMMUNITY INFRASTRUCTURE LEVY SCHEDULE EXAMINATION

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### EXAMINATION GUIDANCE NOTE

**19 JULY 2019**

#### **1. The Examiner**

The Examiner is Ms Katie Child B.Sc (Hons) MA MRTPI.

#### **2. The Programme Officer**

The Programme Officer (PO) is Miny Schofield. She is responsible for practical arrangements and liaising between the Examiner and other parties.

The PO contact details are:

Email: miny.schofield@kirklees.gov.uk  
Tel.: 07799 724690  
Address: 5 Stoney Hill, Bolehill, Matlock DE4 4GH

#### **3. Scope of the examination and the Examiner's role**

The examination will consider whether the Council's Community Infrastructure Levy (CIL) Charging Schedule meets the requirements of the Planning Act 2008 and the CIL 2010 Regulations as amended.

The examination will focus on legal compliance and viability. The Council should rely on evidence collected whilst preparing the schedule to demonstrate it is viable. Those seeking changes should demonstrate why that is not the case.

The examination hearing will be in the form of a round-table discussion, focussing on specific topics and led by me. After the hearing session I will prepare a report to the Council with conclusions and recommendations.

Further information on the Regulations and Planning Practice Guidance can be viewed on the Government's website at <https://www.gov.uk/guidance/community-infrastructure-levy>

The examination documents and evidence can be viewed on the Council's CIL webpage at: <https://www.kirklees.gov.uk/beta/planning-policy/community-infrastructure-levy.aspx> If you do not have access to the Internet, please contact the PO so alternative arrangements can be put in hand.

#### 4. The hearing session

The hearing session will commence at 10am on **Monday 16<sup>th</sup> September 2019** at The Media Centre, 7 Northumberland Street, Huddersfield HD1 1RL.

Accompanying this note is a list of *Main Issues and Questions* that will form the basis of discussion at the hearing session. I have also provided a draft *Hearing Programme*.

If you would like to participate at the hearing session, please contact the Programme Officer by **Monday 19<sup>th</sup> August 2019**. However, please note that:

- Only those who have previously made representations on the Draft Charging Schedule (2016) or Statement of Modifications (2019), and who register a request to attend, have a right to participate at the hearing session. However, the session is open for anyone to observe.
- Written representations and oral representations will carry the same weight, and equal regard will be had to views put in writing or at the hearing session. Attendance at the hearing session will only be useful and helpful if you wish to participate in the discussion.

Please let the PO know as soon as possible if you have any specific needs in relation to attendance and participation at the hearing sessions.

#### 5. Hearing statements

The Council should produce a hearing statement for each of the issues and questions set out in the list of *Main Issues and Questions*.

Those who made representations may also submit a hearing statement on the *Main Issues and Questions*. However, the preparation of a statement is not a requirement or essential, and you may wish to rely on previous submissions.

Hearing statements should be as short as possible and should clearly indicate which issue/question is being answered.

An electronic copy and two hard copies of hearing statements should be sent to the PO and received by **Monday 19<sup>th</sup> August (1pm)**. Other than in exceptional circumstances, late submissions will not be accepted. No other written evidence will be accepted.

#### 6. Further information

If you have any procedural questions or other matters that you wish to raise with me please contact the PO.

*Katie Child*

EXAMINER