



WEST OXFORDSHIRE
DISTRICT COUNCIL

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West Oxfordshire District Council

Community Infrastructure Levy (CIL)

Instalments Policy

January 2026

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Introduction

- 1.1 The Community Infrastructure Levy (CIL) is a charge levied on development to contribute towards the delivery of infrastructure needed to support growth in the area. For CIL to be chargeable, a local authority must adopt a charging schedule following an Examination.
- 1.2 West Oxfordshire District Council formally adopted its CIL Charging Schedule on 1 October 2025 and it will take effect on 31 January 2026.
- 1.3 Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended), allows Charging Authorities (the Council) to introduce an Instalment Policy. In setting any such policy, the Council has freedom to decide the number of payments, the amount and the time due. The Council may also revise or withdraw the policy when appropriate.
- 1.4 West Oxfordshire District Council proposes to accept the payment of CIL by instalments and has therefore prepared this instalment policy to provide further detail on how payment by instalments will work in practice. Further detail is set out in Section 2 below and the Instalments Policy will take effect alongside the CIL Charging Schedule on 31 January 2026.

2. Instalments policy

- 2.1 The table below sets out in the circumstances in which a developer may pay their CIL liability in instalments.

CIL in £	Number of instalments	Total timescale for instalments (months)	Instalment amounts and intervals
Up to £200,000	3	8	20% within 60 days from commencement
			30% within 150 days from commencement

			50% within 240 days from commencement
£200,001 to £420,000	4	14	15% within 60 days from commencement
			20% within 150 days from commencement
			30% within 240 days from commencement
			35% within 425 days from commencement
£420,001 to £2,220,000	5	20	10% within 60 days from commencement
			15% within 150 days from commencement
			20% within 240 days from commencement
			25% within 425 days from commencement
			30% within 607 days from commencement
£2,220,001 to £5,600,000	6	26	7% within 60 days from commencement
			10% within 150 days from commencement
			15% within 240 days from commencement
			18% within 425 days from commencement
			20% within 607 days from commencement
			30% within 790 days from commencement

£5,600,001 and over	8	38	3% within 60 days from commencement
			5% within 150 days from commencement
			7% within 240 days from commencement
			10% within 425 days from commencement
			15% within 607 days from commencement
			18% within 790 days from commencement
			20% within 972 days from commencement
			22% within 1155 days from commencement

This policy will not apply if:

- a. a commencement notice is not submitted by the developer to the Charging Authority prior to commencement of the chargeable development
- b. a valid liability notice has not been received by the Charging Authority prior to commencement of the chargeable development
- c. an instalment payment has not been made in full by the liable party to the Charging Authority after the end of a period of 30 days beginning with the day on which the instalment was due as set out in the demand notice sent by the Charging Authority
- d. the development received retrospective planning permission
- e. a disqualifying event has occurred

In these cases, the CIL liability becomes due in full immediately, payable within 60 days of commencement. In addition, surcharges and late payment interest will be applied. In addition, scenarios d and e void the relief/ exemption which had previously been applied.

Phased development

When sites come forward through phased development, as expressly provided for in a planning permission, each separate phase of development will be treated as a separate chargeable development as set out in Regulation 8 of the CIL Regulations 2010 (as amended).

