

**Information required from organisations for them to be able to receive CIL funds from Sevenoaks District Council approved by the CIL Spending Board.**

1. In order for Sevenoaks District Council to send the money, we will need you to confirm in writing:
  - that you have signed the legal agreement within 6 months of the Cabinet meeting which ratified the grant. The Council's Legal Team ([legal@sevenoaks.gov.uk](mailto:legal@sevenoaks.gov.uk)) will contact you to arrange this.
  - that you have met any other conditions placed on the approval of CIL money by the CIL Spending Board.
  - the following payment details
    - Name of the company to who the money will be paid:
    - Name of bank account:
    - Address of company:
    - Sort code:
    - Account number:
    - Contact e-mail for notification to you once the payment goes through.

Once the above information is received in writing, Sevenoaks District Council can then transfer the money to you.

2. Once payment has been made, please ensure that you comply with all requirements of the legal agreement. This includes providing the Council with regular updates upon request.