



Ministry of Housing,  
Communities &  
Local Government

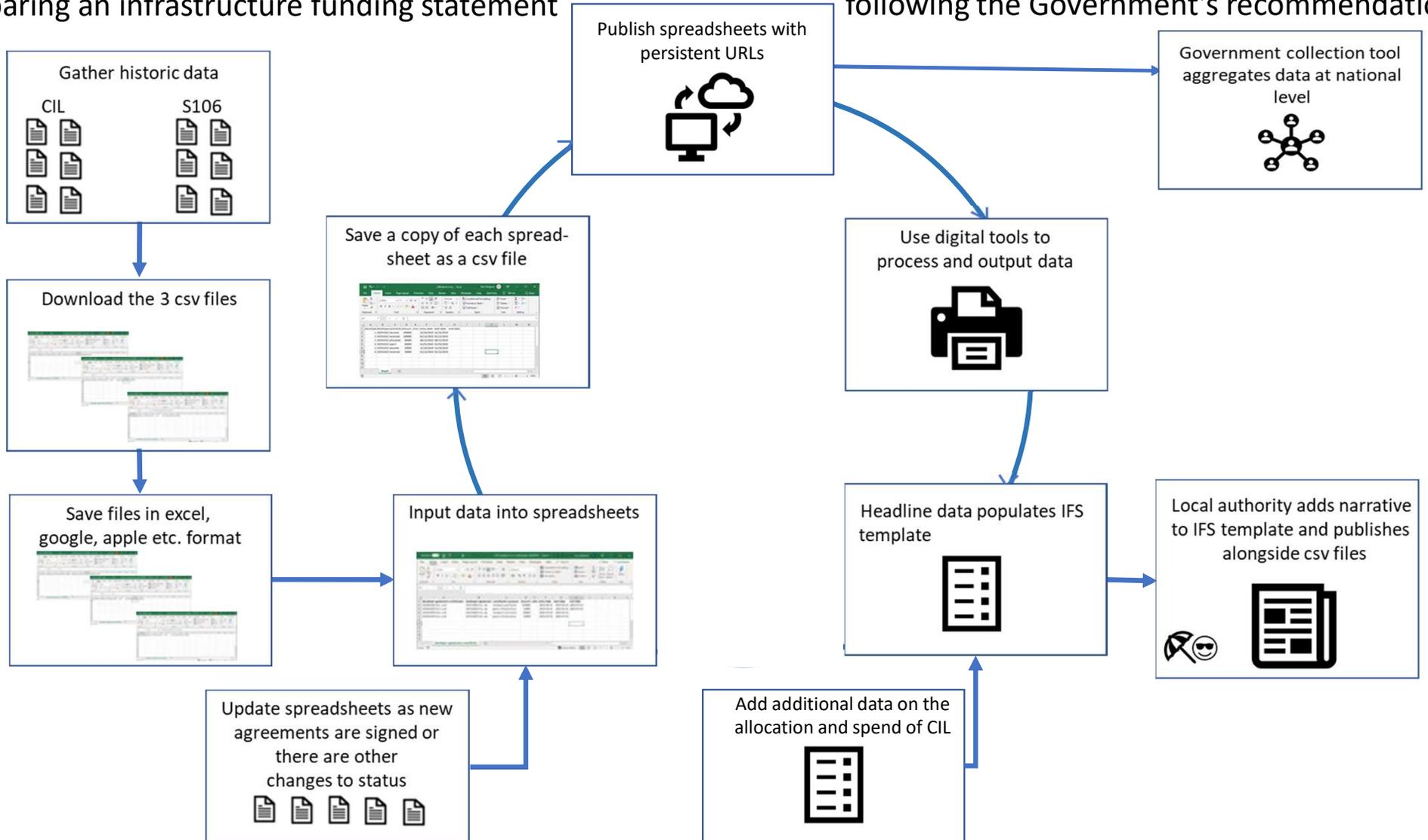
# How to prepare 'CSV' files to inform your infrastructure funding statement

Tom Simpson

Planning Directorate

## Preparing an infrastructure funding statement

## following the Government's recommendations



Guidance

## Publish your developer contributions data

When publishing your developer contributions data, follow this guidance on how to format, label and publish the data.

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### Publish your data

The Community Infrastructure Levy (CIL) regulations and National Planning Policy Framework require all local planning authorities to [publish their developer contributions data](#) on a regular basis and in an agreed format.

Local planning authorities that have received developer contributions must publish, at least annually, an infrastructure funding statement summarising their developer contributions data. This guidance sets out the data format and approach that you should follow when publishing your data and infrastructure funding statements.

The data format and infrastructure funding statements will give policy makers better insights into how developer contributions are supporting new development and local infrastructure. We have designed the data format to cause as little disruption as possible to existing processes.

### Step 1: Create your CSV files

To complete step 1 you must be able to create or amend CSV files, for example by using spreadsheet software.

If you are a planning authority using third-party software to manage your developer contributions, ask your vendor if the software can export the data to CSV files as defined in this guidance. Otherwise, use the following instructions.

Developer contributions data must be entered in 3 separate CSV files. A CSV file (or comma separated value file) is a universally recognised file format for storing tabular data in plain text. Storing the data in 3 separate files rather than 1 file reduces duplication and makes the data easier to use and maintain.

We've created a CSV template for each of the 3 files:

- [CSV 1: developer agreements](#)
- [CSV 2: developer agreement contributions](#)
- [CSV 3: developer agreement transactions](#)

If it helps, you can use the above example files and enter your developer contributions data. You must follow the guidelines below, then 'save as .csv file'. You can use software such as Microsoft Excel, Google Sheets or Apple Numbers, as long as they meet the requirements of this guidance.

Each of the CSV files must:

- be named using the convention specified in each section below
- contain certain column headers (written exactly as shown, in lowercase)
- include 1 row of data for each agreement, contribution or transaction (as relevant)
- only contain entries that conform to the constraints described below

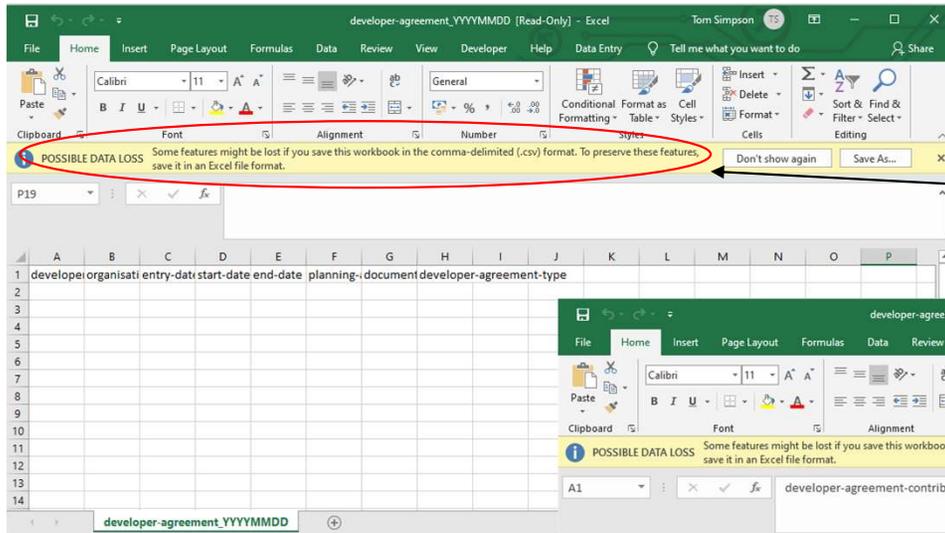
[Find out more about creating a CSV file.](#)

You can access the three spreadsheets from the published guidance.

## Download the CSV files

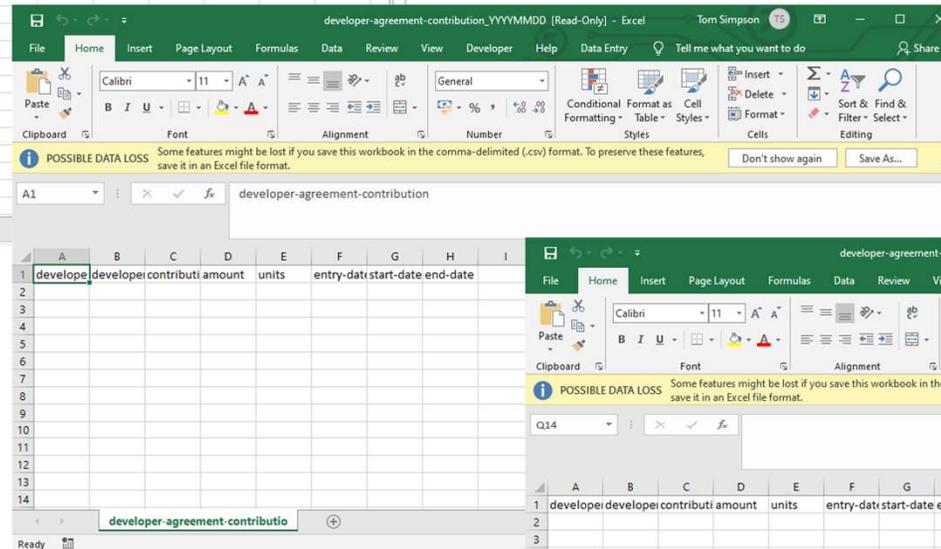
<https://www.gov.uk/guidance/publish-your-developer-contributions-data>

Csv1 – developer\_agreements

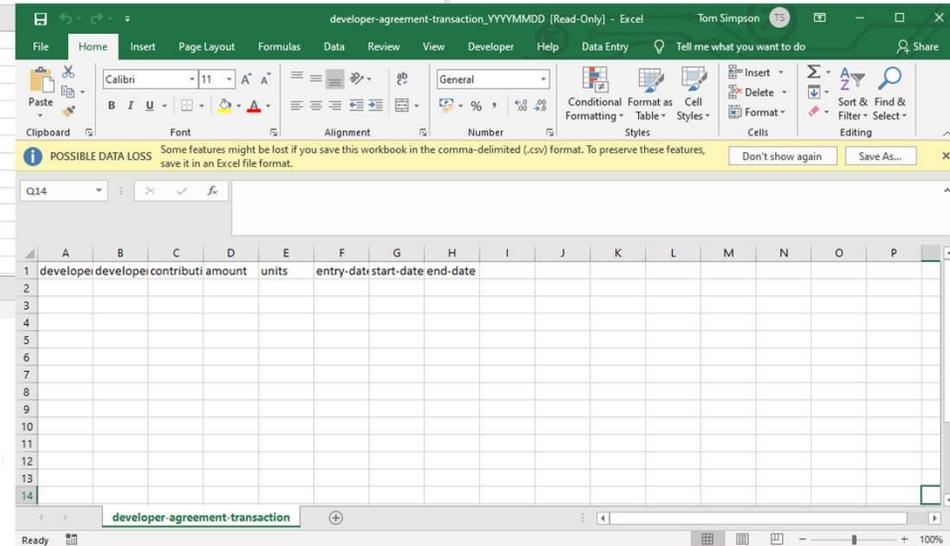


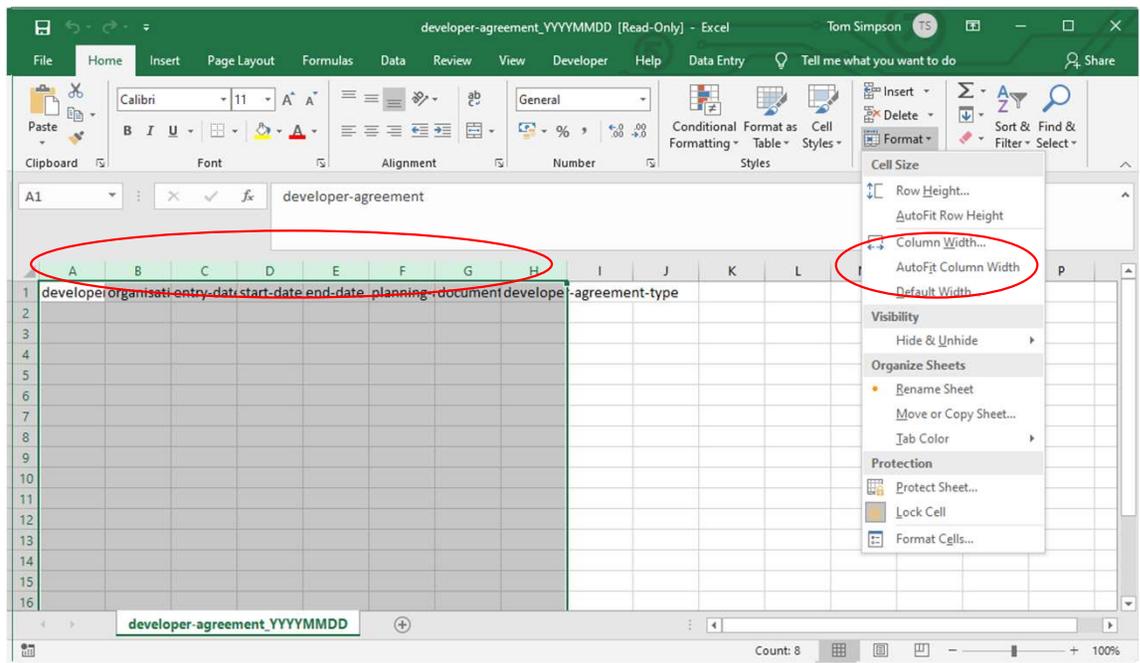
Note: CSV files do not retain formatting when saved, so it is recommended that spreadsheets are initially saved in the format of the software used – e.g. excel (.xls) and resaved as .csv files before uploading to the web.

Csv2 – developer\_agreements\_contributions



Csv3 – developer\_agreements\_transactions





**Format the files – column width**

## Format the files – recommended date format

The image shows a screenshot of Microsoft Excel with the 'Format Cells' dialog box open. The dialog is set to the 'Date' category, and the '2012-03-14' format is selected. The 'entry-date' column in the spreadsheet is highlighted, and the 'Format Cells...' option in the context menu is also highlighted.

**Format Cells**

Number Alignment Font Border Fill Protection

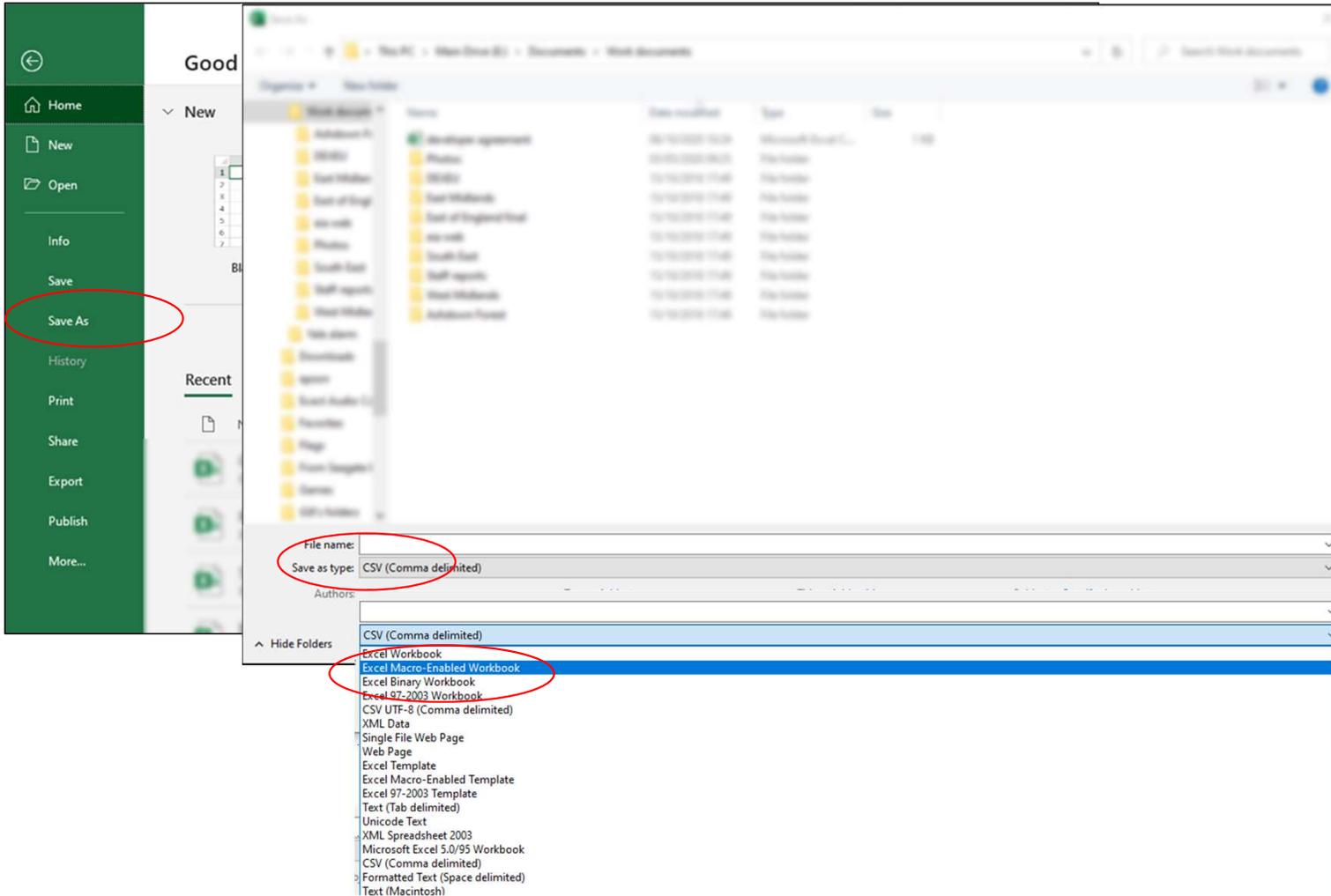
Category: Accounting

Type: 2012-03-14

Locale (location): English (United Kingdom)

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (\*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

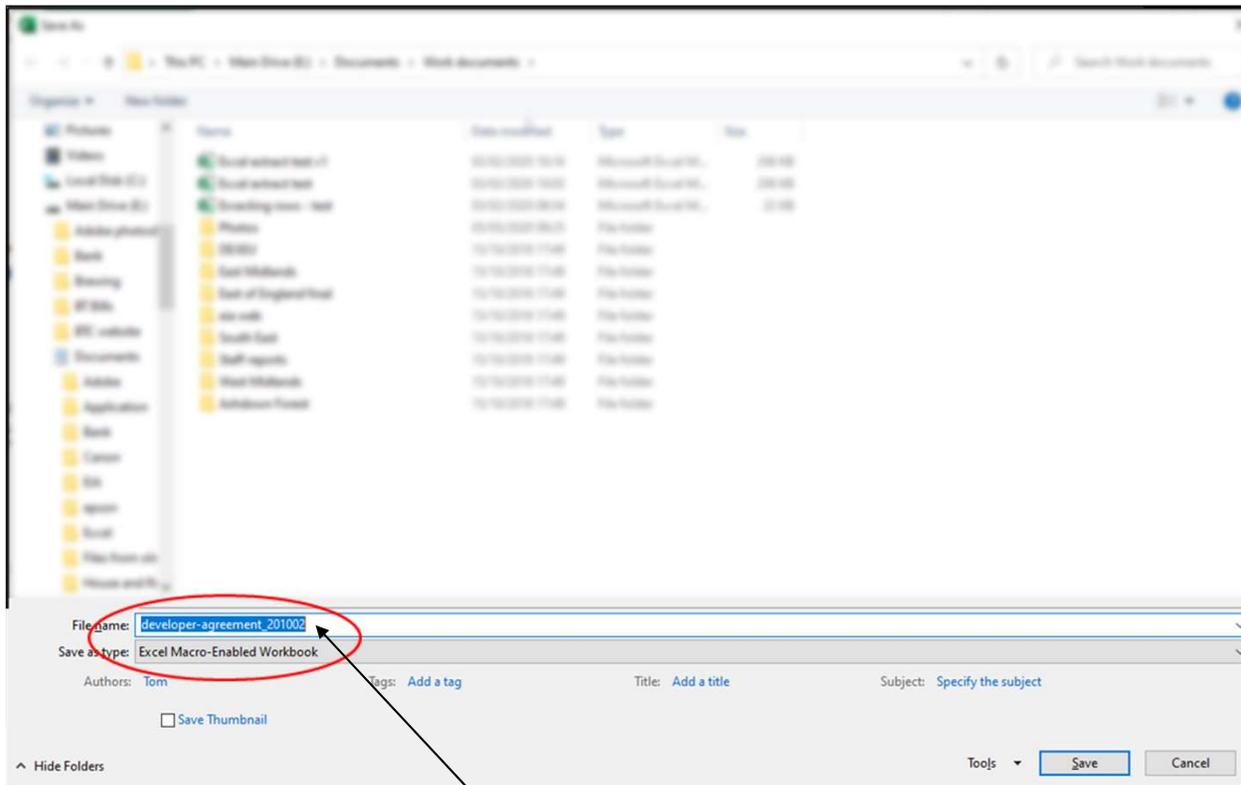
OK Cancel



## Save the files

1. 'Save as'
2. 'Save as type'
3. Select 'Excel Workbook' or 'Macro-Enabled Workbook'

Save the files



Note: Follow the file naming format recommended in the guidance.

CSV Files – section 106

# IFS - reporting on section 106 contributions

(a) Total amount of money to be provided under any planning obligations entered into during reported year.

(d) Summary details of any non-monetary contributions to be provided by any planning obligations entered into during reported year.

(b) Money received from any s106 during reported year

Money received from any s106 in previous years

(i) total amount of money which was retained at the end of the reported year, and the total amount of commuted sums held.

Unallocated

(c) Unallocated

(e) Allocated but not spent in reported year

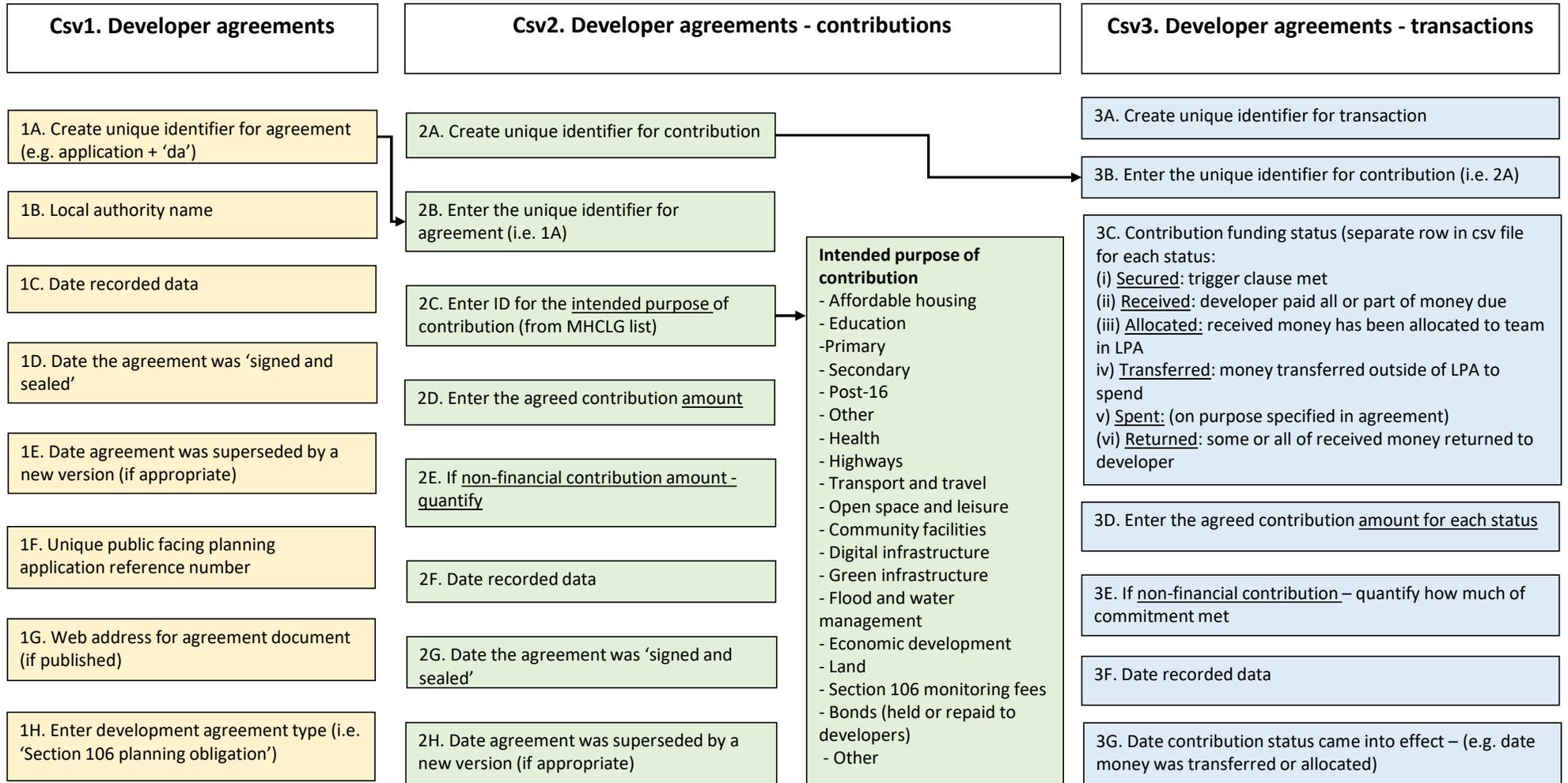
(g) Summary details of infrastructure and amount allocated for each

(f) Money spent by the authority (including transferring it to another person to spend);

(h) Summary details of what spent on



## Data fields in CSV files









## Sorting/selecting the data

The screenshot shows the Microsoft Excel interface with the 'Sort & Filter' menu open. The menu options 'Sort & Filter' and 'Filter' are circled in red. The table below has its column headers highlighted in red.

	developer-agreement-transactio	developer-agreement-contributio	contribution-funding-stag	amou	uni	entry-da	start-date
2	18/03204/FULL-tran1	18/03204/FULL-con1	secured	100000		2020-02-01	2019-10-31
3	18/03204/FULL-tran2	18/03204/FULL-con1	received	100000		2020-02-01	2019-12-01
4	18/03204/FULL-tran3	18/03204/FULL-con1	allocated	60000		2020-02-01	2019-12-08
5	18/03204/FULL-tran4	18/03204/FULL-con1	spent	60000		2020-03-01	2020-03-01
6	18/03204/FULL-tran5	18/03204/FULL-con2	secured	50000		2020-02-01	2019-10-31
7	18/03204/FULL-tran6	18/03204/FULL-con2	received	50000		2020-02-01	2019-12-01
8							
9							

1. Select and highlight column headings
2. Click 'Sort & Filter'
3. Click 'Filter'

## Sorting/selecting the data

1. Use arrows to select column to sort or filter
2. Select categories to filter

The screenshot displays the Microsoft Excel interface with the 'Filter by Color' dialog boxes open. The first dialog, 'Text Filters', shows a list of categories: (Select All), allocated, received, secured, and spent. The second dialog, 'Date Filters', shows a list of dates: (Select All), 2020, 2019, March, October, and December. The background spreadsheet shows a table with columns for transaction ID, contract ID, status, amount, start date, and end date.

	A	B					
1	developer-agreement-transactio	developer-agreement-					end-date
2	18/03204/FULL-tran1	18/03204/FULL-con1	secured	100000	2020-02-01	2019-10-31	
3	18/03204/FULL-tran2	18/03204/FULL-con1	received	100000	2020-02-01	2019-12-01	
4	18/03204/FULL-tran3	18/03204/FULL-con1	allocated	60000	2020-02-01	2019-12-08	
5	18/03204/FULL-tran4	18/03204/FULL-con1	spent	60000	2020-03-01	2020-03-01	
6	18/03204/FULL-tran5	18/03204/FULL-con2	secured	50000	2020-02-01	2019-10-31	
7	18/03204/FULL-tran6	18/03204/FULL-con2	received	50000	2020-02-01	2019-12-01	
8							
9							

## Section 106 where the agreement is varied

Midwich Borough Council granted planning permission (18/03198/FULL) for a residential development on 1 October 2018. A section 106 planning obligation was signed on the same day, which would provide £60,000 towards the provision of green infrastructure.

For a number of reasons, the developer sought to reduce the amount of money they should pay. Negotiations on a new agreement were concluded on 3 April 2020, which meant that the developer would now only contribute £50,000 towards green infrastructure.

The trigger clauses associated with the varied contribution were met on 15 May 2020 and the developer was required to pay (in this case) all of the contribution.

The Council received the full £50,000 from the developer on 6 June 2020.

They allocated the £50,000 to the parks team on 7 July 2020, which spent the full sum on 1 October 2020.

### Csv1 – developer\_agreements

developer-agreement	organisation	entry-date	start-date	end-date	planning-application	document-url	developer-agreement-classification
18/03198/FULL-da	local-authority-eng:MID	2020-02-01	2018-10-01	2020-04-03	18/03198/FULL	Web address of s106 agreement	s106
18/03198/FULL-da	local-authority-eng:MID	2020-04-03	2020-04-03		18/03198/FULL	Web address of s106 agreement	s106

The original agreement has been superseded, so the date the new agreement is secured should be entered in the end-date column of row 2 and the start-date column of row 3

### Csv2 – developer\_agreements\_contributions

developer-agreement-contribution	developer-agreement	contribution-purpose	amount	units	entry-date	start-date	end-date
18/03198/FULL-con1	18/03198/FULL-da	green-infrastructure	60000		2019-06-01	2018-10-01	2020-04-03
18/03198/FULL-con1	18/03198/FULL-da	green-infrastructure	50000		2019-04-10	2020-04-03	

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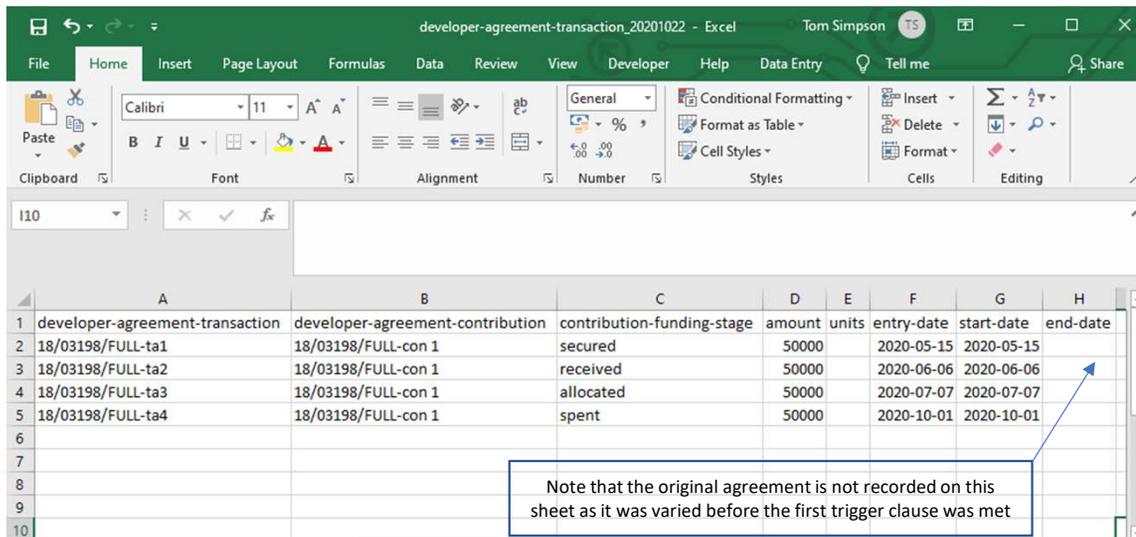
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The Council received the full £50,000 from the developer on 6 June 2020.

They allocated the £50,000 to the parks team on 7 July 2020, which spent the full sum on 1 October 2020.

### Csv3 – developer\_agreements

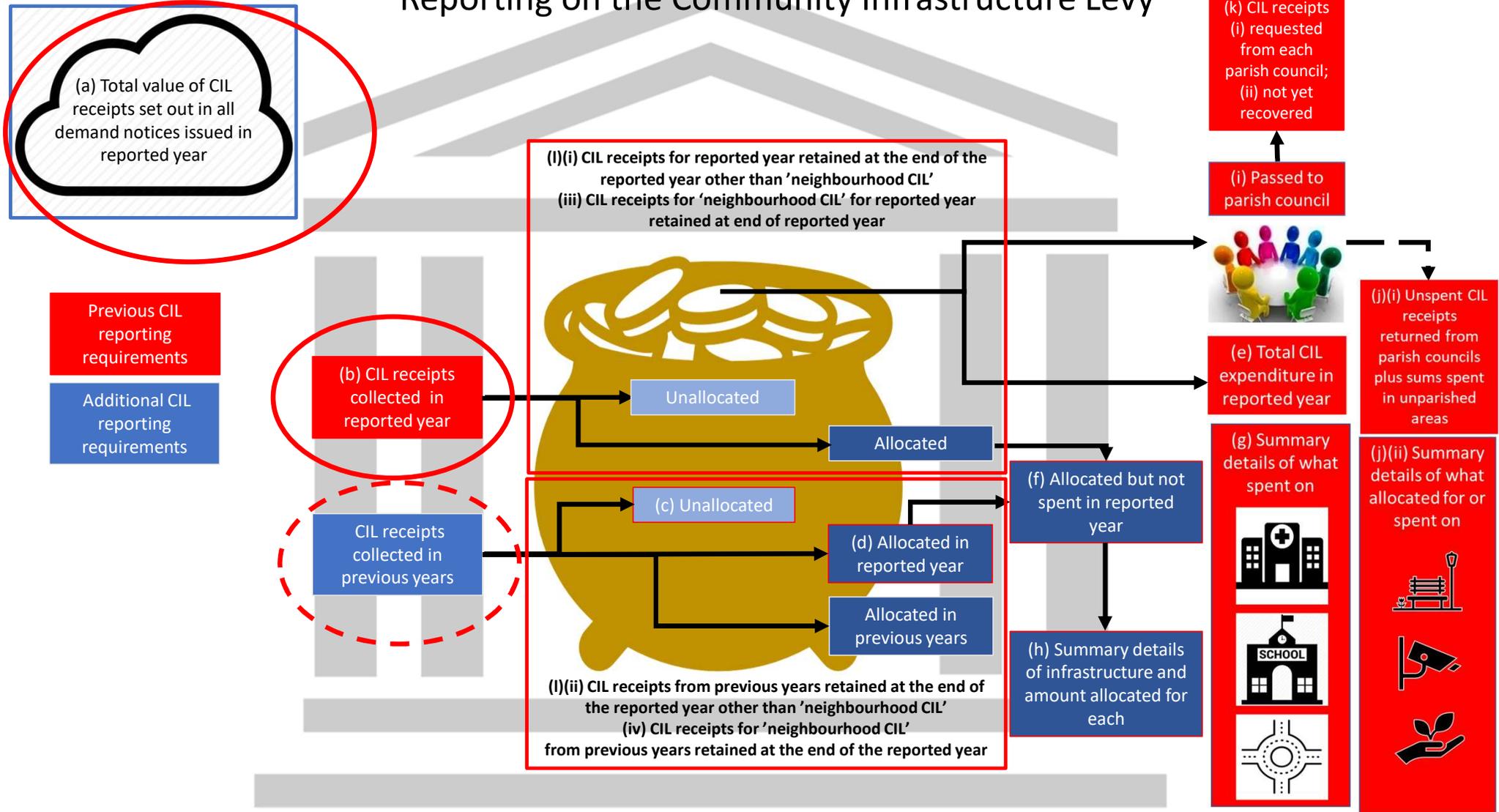


	A	B	C	D	E	F	G	H
1	developer-agreement-transaction	developer-agreement-contribution	contribution-funding-stage	amount	units	entry-date	start-date	end-date
2	18/03198/FULL-ta1	18/03198/FULL-con 1	secured	50000		2020-05-15	2020-05-15	
3	18/03198/FULL-ta2	18/03198/FULL-con 1	received	50000		2020-06-06	2020-06-06	
4	18/03198/FULL-ta3	18/03198/FULL-con 1	allocated	50000		2020-07-07	2020-07-07	
5	18/03198/FULL-ta4	18/03198/FULL-con 1	spent	50000		2020-10-01	2020-10-01	
6								
7								
8								
9								
10								

Note that the original agreement is not recorded on this sheet as it was varied before the first trigger clause was met

CSV Files – CIL

# Reporting on the Community Infrastructure Levy



## Data fields in CSV files

