

2nd September 2025

Arun District Council

CIL Officer  
Planning Policy and Conservation  
Arun District Council  
Arun Civic Centre  
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Littlehampton  
West Sussex  
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## Community Infrastructure Levy (CIL)

### Liability Notice

#### Regulation 65, Community Infrastructure Levy Regulations (2010), as amended

1. **Date Issued:** 2nd September 2025
2. **CIL collecting authority:** Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF
3. **Name and address of liable recipient:** Mr E Rees Land To East Of Northfields Lane Westergate West Sussex PO20 3UH
4. **Details of chargeable development to which this liability notices relates:**
  - a. **Planning Permission Reference:** AL/127/24/PL
  - b. **Liability Notice Reference** 1631
  - c. **Site address:** Land North of The Haven and East of Northfields Lane Westergate PO20 3UH
  - d. **Development of Description:** Erection of 1 No 4-bed detached dwelling (self build). This application is a Departure from the Development plan and is in CIL Zone 3 and is CIL Liable as a new dwelling.

#### 5. CIL Liability

£.00 of Community Infrastructure Levy is payable to Arun District Council as the CIL collecting authority, on commencement of development on planning permission AL/127/24/PL. This charge has been levied under Arun District Council's CIL charging schedule and s211 of the Planning Act 2008. Further details on payment procedures can be found at point 8. **PLEASE REMEMBER TO SEND IN YOUR CIL COMMENCEMENT NOTICE TO PREVENT ADDITIONAL CHARGES EVEN IF YOUR LIABILITY IS ZERO.**

I acknowledge receipt of Form 2 (Assumption of Liability), therefore the person stated at paragraph 3 is liable for CIL and will receive the Demand Notice where applicable.

## 6. How we calculated this figure

We calculated this figure from the following information:

| Dev. Type<br>CIL Rate £ | Floorspace<br>m <sup>2</sup>                            | Self-Build /<br>Annexe<br>Exemption | TPI Used | Calculated<br>Date | CIL Amount |
|-------------------------|---|-------------------------------------|----------|--------------------|------------|
| Zone 3 Res<br><= 10     | Gross: 336<br>Demolished:<br>Retained:<br>Increase: 336 | £59,001.20                          | 391      | 01-09-2025         | .00        |
| CIL Rate<br>150.00      |   |                                     |          |                    |            |

## 7. You have been granted Self-Build Dwelling/Residential Annexe Exemption from CIL.

Therefore you will not be issued with a Demand Notice to pay CIL provided you have submitted all the relevant exemption claim forms, Assumption of Liability (Form 2) and the Commencement Notice (Form 6), no later than the day before the day on which the chargeable development is to be commenced.

<https://www.arun.gov.uk/cil#forms>

The exemption granted in this notice is subject to a disqualifying event not occurring within three years of completion\* of development. For further information, please see the Ministry for Housing, Communities and Local Government's guidance: <https://www.gov.uk/guidance/community-infrastructure-levy#relief-and-exemptions>

\*Completion for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates)

If the exemption and relief procedures are followed (which include the serving of a commencement notice) you may ignore Part 8 of this Notice.

## 8. When will this CIL amount be due for payment?

Do not send payment until we send you a Demand Notice, this will detail how much and when to pay.

If the payment procedure is followed correctly, this CIL amount will be payable in accordance with the Council's instalment policy:

| Amount                       | Number of instalments | Payments periods and amounts                           |
|------------------------------|-----------------------|--|
| Any amount less than £10,000 | One payment           | Total amount payable within 60 days of commencement of |

|   |                         |  |
|---|-------------------------|--|
|   |                         | development  |
| Amount equal to £10,000 or less than £50,000  | Three equal instalments | 60 days, 120 days and 180 days or commencement of development                  |
| Amount equal to £50,000 or less than £100,000 | Four equal instalments  | 60 days, 180 days, 360 days and 540 days commencement of development           |
| Amount higher than £100,000                   | Five equal instalments  | 60 days, 180 days, 360 days, 540 days and 720 days commencement of development |

Note: Commencement is defined in Regulation 67 of the CIL Regulations 2010 (as amended) as relating to the date given on the commencement notice submitted to the charging authority

Note that this instalment policy may alter but we will contact you if this occurs.

Some, or the entire amount, may also be paid by transferring land to the CIL charging authority or another beneficiary agreed with the charging authority. [See the CIL guidance on Payment in kind for more information.](#)

**The following notification must be served on the collecting authority before development commences:**

- \* The date on which you intend to commence development, by submitting a valid commencement notice. [Download Form 6' Commencement Notice.](#)

Precise details of your payment arrangements and options will be contained in the demand notice that will be sent following submission of a valid commencement notice.

If this procedure is not followed, payment of the CIL amount will be due in full on the day that development commences.

If a valid commencement notice has not been submitted before development commences, even if you have a self build exemption agreed, you may be liable for a surcharge.

### **Consequences of non payment**

If you fail to follow the payment procedure described above, the collecting authority may impose surcharges on this liability. Persistent failure to pay CIL liabilities due may result in the collecting authority imposing surcharges, serving a CIL stop notice prohibiting further development on the site and/or taking action to recover the debt due. [Please see the guidance published by the Department for Communities and Local Government for more information.](#)

### **9. The amount of CIL liability in this notice is a local land charge**

Self-Build or Residential Annex Exemption will be cancelled three years after completion of development. But if a disqualifying event has occurred the Land Charge will only be removed on full payment of the amount due.

**10. New liability notices may be issued**

Any change in the details contained in this notice (including calculation of the chargeable amount or amount of relief granted) will lead to the collecting authority issuing a new liability notice.

**11. Do you think we have made a mistake in our calculations?**

You may submit a request for us to review it under Regulation 113 of the CIL Regulations 2010 (as amended) within 28 days of the date issued. If you are unhappy with the calculation following this review, you can appeal to the Valuation Office Agency. [View further details of CIL appeals.](#)

This notice has also been copied to the following recipients but if you are an agent acting on behalf of an applicant, please can you ensure that this document is forwarded to the applicant and they are aware of the notifications they must undertake even if the CIL liability has exemption or relief:

| Name and address of other recipient(s) of this notice | Category of recipient |
|---|-----------------------|
|---|-----------------------|

Yours faithfully



Neil Crowther  
Group Head of Planning