

[REDACTED]

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF

Note: I occasionally send emails outside of working hours. If this arrives outside your normal working hours, please do not feel compelled to respond immediately

From: Julie Grieves

Sent: 10 May 2022 12:14

[REDACTED]

Subject: AL/4/22/PL

Dear Mr Craddock,

Lovely to speak earlier. As per our conversation, I attach the link to the following forms that are required before you commence any works or demolition.

- 1) Form 2 – Assumption of Liability (as soon as possible)
- 2) Form 7 Part 1 Self Build (as soon as possible – Part 2 is required within 6 months of completion)
- 3) Form 6 Commencement Notice (before any commencement/demolition)

[Relief, Exemption and Phase Credits - Community Infrastructure Levy - Planning Portal](#)

If you wish to deduct existing 'in use floor space', please forward proof that it has been in use for a continuous period of 6 months within the last 3 years. Utility bills, council bills will suffice. If we do not receive this, the floor space will be based on the new total build.

Please do not commence or demolish any buildings etc until you have made sure all pre commencement conditions have been discharged. If you are unsure what conditions required discharging, please refer to your decision notice and/or speak to your planning officer, Amber Willard.

Once you have determined that all conditions have been discharged, you should submit your completed Form 6 Commencement Notice and then once this has been acknowledged, you are ready to commence.

Any questions, please do not hesitate to contact me,

Kind regards,
Julie

Julie Grieves

Community Infrastructure Levy Officer

T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk



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