

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: 20 January 2022 09:22

To: Kieran Napthine | Edge BP [REDACTED]

Subject: RE: Tyrone House - AL/51/20/PL

Hi Kieran,

No, that's great. You are our first self build completion and so I like to just send a friendly reminder so people don't find themselves in a tricky situation!

I look forward to hearing from you.

Should you find that you are getting near to the 6 months date and still have not received the warranty or HMRC document, submit the form and other evidence required and we can go from there.

Many thanks,
Julie

Julie Grieves
Community Infrastructure Levy Officer

T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk



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From: Kieran Napthine | [REDACTED]
Sent: 19 January 2022 16:43
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
[REDACTED]
Subject: RE: Tyrone House - AL/51/20/PL

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Hello Julie

Many thanks for the email, we are aware of this requirement however we are still waiting on the certificate for our Build warranty (hopefully only a few days away now), we are also waiting on HMRC to process our DIY VAT refund. I believe you require one or the other of these documents with the form hence we haven't sent it. If you'd like me to send the form on and provide the other documents when they become available please let me know.

Regards

Kieran Napthine
[REDACTED]

From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: 19 January 2022 16:14
To: Kieran Napthine [REDACTED]
Subject: Tyrone House - AL/51/20/PL

Dear Mr Napthine,

I am emailing you today with regards to the above application and CIL. We have reason to believe that works to the above property have completed. A requirement of being approved Self Build Relief is that you must provide a Form 7 Part 2 Self Build form within 6 months of works completing together with the relevant evidence (all on the Form 7 Part 2) as per the completed Form 7 Part 1 that you signed.

Failure to submit this form on time will result in the loss of relief and the CIL payment being due immediately.

If the build has in fact completed, please therefore provide the completed form and evidence accordingly.

Kind regards,
Julie

Julie Grieves
Community Infrastructure Levy Officer

T: 01903 737500 ext.37448
E: julie.grieves@arun.gov.uk



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DX 57406 Littlehampton

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