

[REDACTED]

From: Nicola Spencer on behalf of Planning.Responses
Sent: 02 June 2021 16:44
To: Planning Scanning
Subject: FW: AW/81/21/HH
Attachments: form_8_residential_annex_claim.pdf; form_1_12.05.21.pdf

Nicola Spencer
Technical Support Manager,
Planning Services



[REDACTED]

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

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From: Jasmine Kaur Singh [REDACTED]
Sent: 01 June 2021 15:22
To: Planning.Responses [REDACTED]
Subject: FW: AW/81/21/HH

[REDACTED]

Many thanks
Jasmine

From: Alex Airey [REDACTED]
Sent: 12 May 2021 18:09
To: Jasmine Kaur Singh [REDACTED]
Cc: [REDACTED]
Subject: RE: AW/81/21/HH

Hi Jasmine

I have adjusted the forms as requested and attached them for your records.

If you need to have any privacy issues looked at please do not hesitate in contacting me.

Many thanks

alex airey

associate
mediams surveys ltd

[REDACTED]

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Sent from Mail for Windows 10

From: [REDACTED]
Sent: 12 May 2021 09:38
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: AW/81/21/HH

Hi Alex,

I have had the opportunity to review this proposal with my manager.

First of all I would like to request to amend the description – erection of two storey annex / rear dormer - if you agree I will amend the description;

Please amend the CIL form – the annex will be CIL liable and please send the revised form today ASAP.

I will endeavour to process the application today – however subject to agreeing with my request. If any changes are required to the plans to prevent loss of privacy for the adjoining neighbours- I will let you now shortly.

Subject to the above mentioned changes, I will be in the position to support this application.

Regards
Jasmine

From: Alex Airey [REDACTED]

Sent: 10 May 2021 09:06

To: Jasmine Kaur Singh [REDACTED]

Subject: AW/81/21/HH

Hi Jasmine

Following my previous email please can we have a catch up now you have taken over as officer on this application

Many thanks

alex airey

associate

medlams surveys ltd



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Community Infrastructure Levy (CIL) Form 8: Residential Annex Exemption Claim Form

Please note: This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales: [Download the legacy version of this form](#)

Please note the following information in regards to this claim for an exemption:

If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued prior to 1 September 2019

An exemption for a residential annex must be granted by the Collecting Authority prior to the date of commencement of the development, and a Commencement (of development) Notice must also be received by the Collecting Authority prior to the date of commencement of the development, otherwise the full levy charge will be payable and a surcharge may be applied.

If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued on or after 1 September 2019

An exemption for a residential annex must be granted by the Collecting Authority prior to the date of commencement of the development otherwise the full levy charge will be payable. Also, a Commencement (of development) Notice must be received by the Collecting Authority prior to the date of commencement of the development, otherwise a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be applied.

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including "relief from the Levy".

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended)'.

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Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming the exemption.

Application Details:

Applicant Name: Mrs Florescu

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated): AW/81/21/HH

Please provide the full postal address of the main dwelling (including postcode):

2 Old Farm Close
Aldwick
PO21 4AX

Section B: Residential Annex Declaration

Please tick **ALL** boxes

I declare that the development is a residential annex within the definition in Regulation 42A(2) ☒

I declare that, while I maintain my interest in the land, the main dwelling will remain a single dwelling, and the residential annex will not be separately let within the three year claw back period. ☒

I declare that the main dwelling and the residential annex will be sold at the same time to the same person(s) if I dispose of my interest of the land within the three year claw back period. ☒

I declare that the amount of de minimis State Aid received in the last 3 years prior to the submission of this application for relief is less than 200,000 Euro ☒

I understand that my claim for exemption will lapse where development commences prior to the collecting authority informing me of its decision. ☒

I understand that either:

- (if my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019)

my claim for exemption will lapse if I fail to provide the Collecting Authority with a Commencement Notice prior to the commencement of the chargeable development to which this exemption applies; **OR** ☒

- (if my CIL Liability Notice or revised CIL Liability Notice was issued on or after 1 September 2019)

That a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be payable if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this exemption applies

I understand the meaning of a 'disqualifying event' for the purposes of a residential annex exemption (as defined in Regulation 42C) and that where a disqualifying event occurs I must inform the collecting authority within 14 days ☒

'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).

Information about de minimis State Aid for the purposes of CIL exemption can be found at:

<https://www.gov.uk/guidance/community-infrastructure-levy#state-aid-section>

Name- Claimant:

Mrs Florescu

Date (DD/MM/YYYY):

12/05/2021

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You must then submit a commencement notice to the collecting authority prior to starting work on site. Failure to do so will either result in the CIL charge becoming payable in full and a surcharge potentially being applied (if your Liability Notice or revised Liability Notice was issued prior to 1 September 2019), or a surcharge being applied (if your Liability Notice or revised Liability Notice was issued on or after 1 September 2019).

Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information

Determining whether a Development may be CIL Liable - For submission with Planning Application

Please note: This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales: [Download the legacy version of this form](#)

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information.

Please read the associated Guidance Note before you complete the form. This and additional per-question help can be viewed at:
https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including exemption or relief.

Privacy Notice

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Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

1. Application Details

Applicant or Agent Name:

Alex Airey (Medlams Surveys LTD)

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

AW/81/21/HH

Site Address:

2 Old Farm Close
Aldwick
PO21 4AX

Description of development:

Erection of two storey annex and rear dormer

2. Applications to Remove or Vary Conditions on an Existing Planning Permission

a) Does the application seek to remove or vary conditions on an existing planning permission (i.e. Is it a Section 73 application)?

Yes

If 'Yes', please complete the rest of this question

☐

No

If 'No', you can skip to Question 3

☒

b) Please enter the application reference number

c) Does the application involve a change in the amount or use of new build development, where the total (including that previously granted planning permission) is over 100 square metres gross internal area?

Yes ☐

No ☐

d) Does the application involve a change in the amount of gross internal area where one or more new dwellings (including residential annexes) are to be created, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes ☐

No ☐

If you answered 'Yes' to either c) or d), please go to Question 5

If you answered 'No' to both c) and d), you can skip to Question 8

3. Reserved Matters Applications

a) Does the application relate to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area?

Yes

If 'Yes', please complete the rest of this question

☐

No

If 'No', you can skip to Question 4

☒

b) Please enter the application reference number

If you answered 'Yes' to a), you can skip to Question 8

If you answered 'No' to a), please go to Question 4

4. Liability for CIL

a) Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

Yes ☐

No ☒

b) Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes ☒

No ☐

If you answered 'Yes' to either a) or b), please go to Question 5

If you answered 'No' to both a) and b), you can skip to Question 8

5. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes ☐ No ☒

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes ☐ No ☒

If you answered 'Yes' to either a) or b), please note that you will need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim'. The form must be submitted to the Collecting Authority, **and** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The relief previously granted will be rescinded and the full levy charge will be payable.

You will also need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim' if you think you are eligible for discretionary charitable relief, or discretionary social housing relief (if this is available in your area).

If you wish to claim exceptional circumstances relief, and if the charging authority have made exceptional circumstances relief available in their area (please check their website for details), you will need to complete 'CIL Form 11: Exceptional Circumstances Relief Claim'. The form must be submitted to the Collecting Authority, **AND** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

c) Do you wish to claim a self build exemption for a whole new home?

Yes ☐ No ☒

If you have answered 'Yes' to c), please note that you will need to complete 'CIL Form 7: Self Build Exemption Claim - Part 1'. This form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

d) Do you wish to claim an exemption for a residential annex or extension?

Yes ☒ No ☐

If you have answered 'Yes' to d), please note that you will need to complete either 'CIL Form 8: Residential Annex Exemption Claim' or 'CIL Form 9: Residential Extension Exemption Claim'. The relevant form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

In respect of a residential annex, a Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

6. Proposed New Gross Internal Area

a) Does the application involve new **residential development** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

Please note, conversion of a single dwelling house into two or more separate dwellings (without extending them) is **not** liable for CIL. If this is the sole purpose of your development proposal, you should answer 'No' to Question 4b above.

Yes ☐ No ☒

If yes, please complete the table in section 6c below, providing the requested information, including the gross internal area relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does the application involve new **non-residential development**?

Yes ☐ No ☒

If yes, please complete the table in section 6c below, using the information from your planning application.

c) Proposed gross internal area:

Development type	(i) Existing gross internal area (square metres)	(ii) Gross internal area to be lost by change of use or demolition (square metres)	(iii) Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)				
Social Housing, including shared ownership housing (if known)				
Total residential				
Total non-residential				
Grand total				

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal area that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in section 7c.

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sqm) to be retained.	Proposed use of retained gross internal area.	Gross internal area (sqm) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?	When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
1					Yes ☐ No ☐	Date: or Still in use: ☐
2					Yes ☐ No ☐	Date: or Still in use: ☐
3					Yes ☐ No ☐	Date: or Still in use: ☐
4					Yes ☐ No ☐	Date: or Still in use: ☐
Total floorspace						

7. Existing Buildings (continued)

c) Does the development proposal include the retention, demolition or partial demolition of any whole buildings **which people do not usually go into or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period?**

Yes ☐ No ☒

If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sqm) to be retained	Proposed use of retained gross internal area	Gross internal area (sqm) to be demolished
1				
2				
3				
4				
Total of which people do not normally go into, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If the development proposal involves the conversion of an existing building, will it be creating a new mezzanine floor within the existing building?

Yes ☐ No ☐

If Yes, how much of the gross internal area proposed will be created by the mezzanine floor?

Use	Mezzanine gross internal area (sqm)

8. Declaration

I/we confirm that the details given are correct.

Name:

Alex Airey

Date (DD/MM/YYYY). Date cannot be pre-application:

12/05/2021

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

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Application reference: