

Please upload as correspondence with agent

Thanks  
Julie

**Julie Grieves,**  
**Senior CIL Officer, Planning**

**T:** 01903 737947  
**E:** [julie.grieves@arun.gov.uk](mailto:julie.grieves@arun.gov.uk)

Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF  
[www.arun.gov.uk](http://www.arun.gov.uk)

In line with flexible working arrangements, 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:** 13 March 2025 09:20  
**To:** [REDACTED]  
**Subject:** A/2/25/PL - 110 Downs Way

Dear Sir,

The above application has had a decision and I need to issue a CIL Liability Notice.

You indicate that you are demolishing existing buildings. To enable me to deduct this floor space, you must provide proof that it has been in lawful use for a continuous period of 6 months within the last 3 years. Utility bills, council tax bills and sworn statements are forms of acceptable proof.

You also indicate that you are applying for Self Build relief. Please forward completed form 2 Assumption of Liability and Form 7 Part 1.

[form 2 assumption of liability.pdf](#)

[form 7 self build part 1 exemption claim.pdf](#)

If you can send this to me as soon as possible, I can issue this. If I do not hear from you, I will issue the Liability Notice and it will show without the deductions and relief and you will need to provide that all before any commencement is carried out for me to deduct in the future.

Kind regards

**Julie Grieves,**  
**Senior CIL Officer, Planning**

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