



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



Our priorities...



From: Julie Grieves **On Behalf Of** CIL

Sent: 23 September 2025 08:54

To: 'Studio HEKKEL' [REDACTED]

Subject: RE: A/2/25/PL

Dear Sophie,

Thank you for your email and form.

Please accept this email as confirmation of receipt of your withdrawal of your liability.

You will shortly receive a revised liability notice.

Kind regards,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947
E: julie.grieves@arun.gov.uk

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Our priorities...



From: Studio HEKKEL [REDACTED]
Sent: 23 September 2025 08:33
To: CIL <CIL@arun.gov.uk>
Subject: Re: A/2/25/PL

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Morning Julie,

Thank you so much for these. Please find attached the completed forms.

Please let me know if you need any further information.

Kind regards,

Sophie Frykfors von Hekkel (she/her)

Director

Studio HEKKEL

www.studiohekkel.com

On 18 Aug 2025, at 11:46, CIL <CIL@arun.gov.uk> wrote:

Dear Sophie,

Yes, please complete and return the following forms before any works are carried out:-

[form 3 withdrawal of assumption of liability.pdf](#)

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

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

Once received, I will acknowledge and reissue a new liability notice. Please ensure they enter their full contact details, inc email address.

Kind regards,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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[<image001.jpg>](#) [<image002.jpg>](#) [<image003.jpg>](#)

<image004.jpg>

From: Studio HEKKEL [REDACTED]

Sent: 13 August 2025 09:41

To: CIL <CIL@arun.gov.uk>

Subject: A/2/25/PL

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Good mooning,

I am writing on behalf of our Client for the approval of 1 no. new dwelling (ref: A/2/25/PL).

As part of our application, we submitted the CIL self build form. Our Client, Roberta King, is now going to have her son, Sam Zoutewelle build and live in the new house. Therefore, am I able to submit a revised CIL form for Self-build & assumption of liability for Sam and his wife?

Thank you in advance.

Kind regards,

Sophie Frykfors von Hekkel (she/her)

Director

Studio HEKKEL

[REDACTED] | www.studiohekkel.com

<https://www.arun.gov.uk>

DX 57406 Littlehampton

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