

From: Julie Grieves
Sent: 15 September 2020 11:23
To: Suzanne Howland [REDACTED]
Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

Dear Ms Howland.

Thank you for your completed Form 6 Commencement Notice.

Regards
Julie

Julie Grieves
Community Infrastructure Levy Officer

T: 01903 737448
E: julie.grieves@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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From: Suzanne Howland [REDACTED]
Sent: 14 September 2020 17:06
To: Julie Grieves <Julie.Grieves@arun.gov.uk>

Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

Importance: High

Hi Julie,

Thank you. I remember now why I didn't send it! When we placed the order we were told there were stockists delays due to Covid.. I then forgot.

I hope this is ok, I have signed it today.

Kindest regards and thanks for the nudge, much appreciated. Everything has been delayed but I guess everyone is in a similar situation.

Any problems, please yell at me.

Thank you.

Suzanne Howland

Suzanne Howland LLB (Hons)
TIME MANAGEMENT SUPPORT

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From: Julie Grieves <Julie.Grieves@arun.gov.uk>

Sent: 14 September 2020 12:18

To: Suzanne Howland

Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

You have sent the Assumption of Liability but we must receive the Form 6 before commencement of works.

Regards

Julie Grieves

Community Infrastructure Levy Officer

T: 01903 737448

E: julie.grieves@arun.gov.uk



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From: Julie Grieves
Sent: 14 September 2020 12:17
To: Suzanne Howland [REDACTED]
Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

Good afternoon,

May I suggest that you have a look at your Liability Notice that was sent to you, particularly Part 7. You have been granted relief however, if you do not notify us of commencement correctly, you may receive a demand notice with surcharges.

Many thanks,
Julie

Julie Grieves
Community Infrastructure Levy Officer

T: 01903 737448
E: julie.grieves@arun.gov.uk



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From: Suzanne Howland [REDACTED]
Sent: 14 September 2020 12:13
To: Julie Grieves <julie.grieves@arun.gov.uk>
Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

Hi Good Afternoon,

Thank you for this, however, we believe we have been advised this is not required.

I am a little confused by your email as we have received everything back from yourselves stating these charges did not apply to us.

Could you elaborate please.

Kindest regards,

Suzanne Howland

Suzanne Howland LLB (Hons)
TIME MANAGEMENT SUPPORT

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From: Julie Grieves <Julie.Grieves@arun.gov.uk>

Sent: 14 September 2020 12:07

Subject: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

Hello,

As you know, Arun became a CIL charging authority back in April (2020). As we move through this transitional period, I thought it might be a good idea to remind of you the next stages that are required after you receive your Liability Notice. The Liability Notice states that you are required to assume liability (Form 2) and serve a Commencement Notice (Form 6) **BEFORE** you commence works. Failure to do this will result in you losing the ability to pay in instalments (if relevant) and you will receive surcharges for failing to submit the Form 2 and Form 6 on time. This can be a costly error.

I'm hoping by sending this email, it may be a reminder to make sure the forms are submitted in time to avoid you paying extra CIL charges.

Any questions, please do not hesitate to contact me,

Kind regards,
Julie

Julie Grieves
Community Infrastructure Levy Officer

T: 01903 737448

E: julie.grieves@arun.gov.uk

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