

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: 17 February 2022 09:22

To: peter hake [REDACTED]

Subject: RE: Community Infrastructure Levy - CIL- Reminder

Dear Mr Hake,

Thank you for your email.

The next step is to submit a Form 6 Commencement Notice at least a day **before** commencement.

Forms can be found at www.arun.gov.uk/cil

Kind regards.

Julie Grieves

Community Infrastructure Levy Officer

T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk



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From: peter hake [REDACTED]

Sent: 17 February 2022 08:15

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

Subject: Re: Community Infrastructure Levy - CIL- Reminder

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.

Dear Ms Grieves

Thank you for your e-mail and I apologise for the delay in reply.

Points are noted and it looks as if there will be a delay in commencement as we can't find a builder.

I enclose the CIL exemption you sent me but please let me know if there is anything else you require?

Regards

PH

On 7 Feb 2022, at 15:20, Julie Grieves <Julie.Grieves@arun.gov.uk> wrote:

Good morning,

I hope this email finds you safe and well.

I thought it might be the right time just to give another reminder of what is expected after you have received a Liability Notice and **before you commence works.**

- Householder extensions are not required to submit a Form 6 Commencement Notice.
- Everyone else should submit a Form 6 Commencement Notice (and have it acknowledged) **before** commencement. We must, if you haven't already done so, receive a completed Form 2 Assumption of Liability Notice before, or with, the Form 6 Commencement Notice. Failure to follow these steps will result in you losing your right to pay in instalments and incurring surcharges and possibly late payment interest.
- Note that **commencement** may be preparing/clearing and **demolition** as well as putting in footings – see section 55 of the Town and Country Planning Act 1990: <http://www.legislation.gov.uk/ukpga/1990/8/part/III/crossheading/meaning-of-development>
- Even if you have been granted relief (apart from Householder Extension Relief) you still need to forward the above.

Forms can be found here:-

Form 2 - <https://www.arun.gov.uk/cil>

Form 6 - <https://www.arun.gov.uk/cil>

If you are an agent and we do not have email details for your clients, please send this information on to remind them of the next steps. These details are all on the Liability Notices so please make sure they are fully read.

If you are an agent, can I also please request that you enter your clients email address, on the application forms on submission. It is a requirement that all notices are sent to the 'relevant' parties and as we are working from home, we are sending all documentation via email and it just makes the process a little easier if the information is already there. I can update these details at any time so if you have not

provided an email for your applicant, please forward (you will be receiving this email as we do not have an email for one or more of your clients).

Kind regards,

Julie

Julie Grieves

Community Infrastructure Levy Officer

<image002.jpg>

T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk

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

DX 57406 Littlehampton

You can view Arun District Council's Privacy Policy from <https://www.arun.gov.uk/privacy-policy>

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