

[REDACTED]

From: Julie Grieves
Sent: 08 August 2022 09:26
To: Planning Scanning
Subject: FW: Community Infrastructure Levy - CIL
Attachments: form_2_assumption_of_liability-Mitchell.pdf; form_7_self_build_part_1_exemption_claim_Mitchell.pdf

[REDACTED]

Thanks
Julie

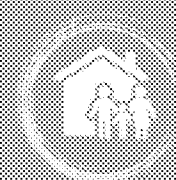
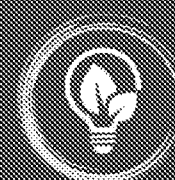
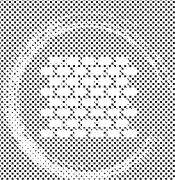
Julie Grieves,
Senior CIL Officer, Planning

[REDACTED]

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



Our priorities...

 Improving the wellbeing of Arun	 Delivering the right homes in the right places	 Supporting our environment to support us	 Fulfilling Arun's economic potential	 
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From: Mark Mitchell [REDACTED]
Sent: 01 August 2022 12:29
To: Julie Grieves [REDACTED]
Cc: peter hake [REDACTED]; Sarah Mitchell [REDACTED]
Subject: Community Infrastructure Levy - CIL

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 Julie

My wife Sarah and I have purchased the plot of land next to Stoneyfield Cottages in Eastergate to self build . I have attached our Assumption of Liability (Form 2) and Form 7: Self Build Exemption Claim Form - Part 1. We will forward Form 6 commencement notice in due course. We plan commencement by the end of August.

Please let me know if there is anything else you need at this stage.

Kind regards
Mark

Mark Mitchell



Community Infrastructure Levy (CIL) - Form 2: Assumption of Liability

This form should be used to assume liability prior to commencement of development.

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 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 assuming liability.

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)'.

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.

Description of Development

Planning Permission / Notice of Chargeable Development Reference:

BN/48/22/PL

Site address:

Land adjacent to 14 Stoneyfield Cottages
Eastergate Lane
Eastergate
PO20 3SL

Description of development:

1 x 4 Bedroom detached dwelling with associated car parking

Section A: Assumption of Liability

If the liable party is a company, you must fill in the company name

Party A Assuming Liability

Title:	Mr	First name:	Mark
Last name:	Mitchell		
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	2
		House suffix:	
House name:	Farrows Barn		
Address 1:	Lidsey Road		
Address 2:	Woodgate		
Address 3:			
Town:	Chichester		
County:	West Sussex		
Country:	UK		
Postcode:	PO20 3SU		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Party B Assuming Liability

Title:		First name:	
Last name:			
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Party C Assuming Liability

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company:	<input type="text"/>		
Position:	<input type="text"/>		
Company registration no: (where applicable)	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address (optional):			
<input type="text"/>			

Party D Assuming Liability

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company:	<input type="text"/>		
Position:	<input type="text"/>		
Company registration no: (where applicable)	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address (optional):			
<input type="text"/>			

Agent Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company:	<input type="text"/>		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address (optional):			
<input type="text"/>			

Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

Declaration

I/we hereby assume liability for the Community Infrastructure Levy Charge for the above development. Where assuming liability on behalf of a company, I confirm that I am authorised to do so. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we am/are aware of the surcharges I/we will incur if I/we do not follow the correct procedures for paying the CIL charge. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations)

Name - A Party Assuming Liability:

Date (DD/MM/YYYY):

Mark Mitchell

01/08/2022

Name - B Party Assuming Liability:

Date (DD/MM/YYYY):

Name - C Party Assuming Liability:

Date (DD/MM/YYYY):

Name - D Party Assuming Liability:

Date (DD/MM/YYYY):

Or Name - Agent:

Date (DD/MM/YYYY):

Under regulation 37(2) of the Community Infrastructure Levy Regulations (2010) as amended, where two or more persons have assumed liability to pay CIL in respect of a chargeable development they shall each be jointly and severally liable to pay any CIL payable in respect of that chargeable development.

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting 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.

Community Infrastructure Levy (CIL) Form 7: Self Build Exemption Claim Form - Part 1

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

This is Step 2 of a 4 stage exemption process, please note that:

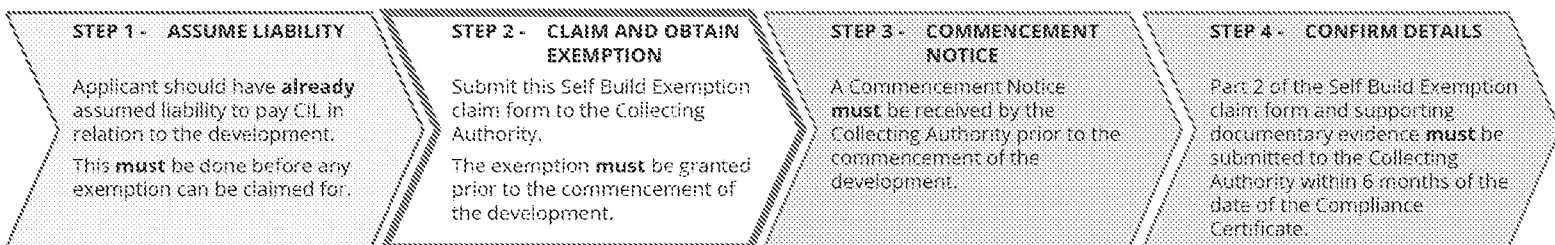
If your CIL liability notice, or revised CIL liability notice (if issued), was issued prior to 1 September 2019:

All of the four steps described below need to be followed within required time scales otherwise the exemption will either not be obtained (Steps 1 and 2) or will be rescinded if previously obtained (Steps 3 and 4). A surcharge may also be applied in regard of Step 3.

If your CIL liability notice, or revised CIL liability notice (if issued), was issued on or after 1 September 2019:

All of the four steps described below need to be followed within required time scales otherwise the exemption will either not be obtained (Steps 1 and 2) or will be rescinded if previously obtained (Step 4).

The commencement notice requirements (Step 3) must also be complied with prior to commencement of the development or a surcharge equal to either 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will otherwise 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

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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 self build exemption.

1. Application Details:

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the application site:

If postal address/postcode not known, or original relief claim was submitted with reference to grid reference, please provide:

Easting: Northing:

Description:

Section B: Self Build Declaration

I declare that this a "self build project" for purposes of the exemption set out within the regulations ☒

I declare that I will occupy the premises as my sole or main residence for a period of 3 years from completion of the property ☒

I declare that I will provide the required supporting documentation as set out in '**Self Build Exemption Claim Form - Part 2**' (see information in Section C below) within 6 months of completion of the property and I understand failure to do this will result in CIL becoming payable ☒

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

'Self Build' for the purposes of CIL exemption is defined as all homes built or commissioned by individuals or groups of individuals for their own use, either by building the home on their own or working with builders.

'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>

Section C: Submission of Evidence (following completion)

Important information on self build evidence requirements for Part 2 of Form 7 (Self Build Exemption Claim Form).

Download Form 7: Self Build Exemption Claim Form - Part 2

Part 2 of Form 7 (Self Build Exemption Claim Form) needs to be submitted within six months of the date of the Compliance Certificate for the self build development. Please note, in advance, the documentary evidence you will be required to provide along with that form as failure to provide the necessary information will invalidate your exemption, and CIL will become payable:

1. You will need to provide copies of **all** the following items:

- (a) 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)
- (b) Title deeds of the property to which this exemption relates (freehold or leasehold)
- (c) Council Tax bill or certificate

2. You will need to provide copies of **two** of the following items **showing your name and the address of the property** as proofs of occupation of the home as sole or main residence:

- (a) Utility Bill
- (b) Bank Statement
- (c) Local electoral roll registration

3. You will need to provide a copy of one of the following items (also see notes below):

- (a) An approved claim from HM Revenue and Customs under 'VAT431NB: VAT refunds for DIY housebuilders'
- (b) Proof of a specialist Self Build or Custom Build Warranty* for your development
- (c) Proof of an approved Self Build or Custom Build Mortgage# from a bank or building society for your development.

Please note: The Charging Authority has the discretion, but is not required, to accept other forms of documentary evidence instead of any of the items (a-c) above. This should be agreed in advance with the Charging Authority (at the point of making this Part 1 application for the exemption or as soon as possible thereafter) but the Charging Authority may still consider utilising discretion at this Part 2 stage of the process.

* A Self Build or Custom Build Warranty is a warranty and Certificate of Approval issued by a Warranty provider which provides a 'latent defects insurance' policy and which is accompanied by certified Stage Completion Certificates (SCC) issued to the owner/occupier of the home.

A Self Build or Custom Build Mortgage is an approved mortgage arranged to purchase land and/or fund the cost of erecting a home where the loan funds are paid to the owner/occupier in stages as the building works progress to completion.

Declaration

I confirm that the details given are correct. ☒

I understand:

- (1) That my claim for self build exemption will lapse where development commences prior to the Collecting Authority informing me of its decision ☒
- (2a) *(if my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019)*
That my claim for exemption will lapse if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this exemption applies; **OR**
- (2b) *(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
- (3) That I will lose any exemption granted as a result of this application, and be liable for the full CIL charge, if I do not complete and provide Part 2 of Form 7 (Self Build Exemption Claim Form), along with the requested supporting information, to the Collecting Authority within six months of the Compliance Certificate being issued. ☒
- (4) The meaning of a 'disqualifying event' for CIL self build exemption and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days. ☒

Name - Claimant:

Mark Mitchell

Date (DD/MM/YYYY):

01/08/2022

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 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).