

From: Mark Mitchell [REDACTED]
Sent: 17 August 2022 08:23
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 Julie,

Please see the attached Form 6 pre-commencement notice. Groundworks will not start till September 5th but we will have to complete some clean up of the plot before we can commence the build. Please let me know if this is complete or if I need to make amendments.

Kind regards
Mark

Mark Mitchell

On Thu, 11 Aug 2022 at 10:49, Julie Grieves <Julie.Grieves@arun.gov.uk> wrote:

Good morning,

I hope this email finds you well and you are enjoying this lovely warm weather.

I thought it might be the right time just to give a 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 **must** 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.
- Please include an email address as we try and send all notices via email to the relevant persons.

Forms can be found here:-

Form 2 - [Community Infrastructure Levy \(CIL\) | Arun District Council](#)

Form 6 - [Community Infrastructure Levy \(CIL\) | Arun District Council](#)

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 still mainly 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).

*This email has been sent to more than one person and therefore, I have not been able to include individual site reference numbers. Please do not hesitate in contacting me if you have any further questions. Please quote the site address or planning reference number.

Kind regards,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

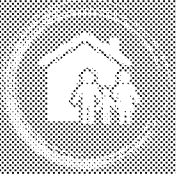
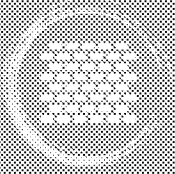
Arun District Council, Civic Centre, Maltravers Rd

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	 
---	--	--	--	--

<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>

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.
