

[REDACTED]

From: Arron Crick [REDACTED]
Sent: 08 February 2022 14:08
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Cc: michael bates [REDACTED]
Subject: RE: Planning ref BN/114/21/PL or CIL ref 1115 - Assumption of Liability & Self Build Exemption Claim (part 1)

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Super- thanks Julie.

I look forward to hearing from you or the team soon.

Best,
Arron

Arron Crick RIBA

DIRECTOR

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

Sent: 08 February 2022 14:03

To: Arron Crick [REDACTED]

Subject: RE: Planning ref BN/114/21/PL or CIL ref 1115 - Assumption of Liability & Self Build Exemption Claim (part 1)

Ah yes, that's all completed – how strange!

Thanks

Julie

Julie Grieves

Community Infrastructure Levy Officer

T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk



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

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From: Arron Crick [REDACTED]

Sent: 08 February 2022 13:59

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

Subject: RE: Planning ref BN/114/21/PL or CIL ref 1115 - Assumption of Liability & Self Build Exemption Claim (part 1)

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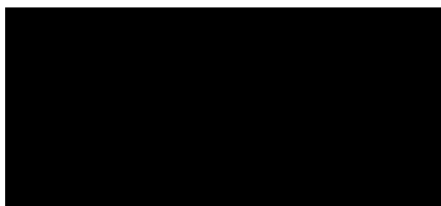
That's odd, its showing as completed this end. I've tried printing it this end as a pdf, rather than just sending the original version, maybe that will keep the information inputted.

Is this any better?

Arron Crick RIBA

DIRECTOR

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

Sent: 08 February 2022 13:50

To: Arron Crick [REDACTED]

Subject: RE: Planning ref BN/114/21/PL or CIL ref 1115 - Assumption of Liability & Self Build Exemption Claim (part 1)

Section A & B needs to be completed.

Julie Grieves

Community Infrastructure Levy Officer

T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk



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

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From: Arron Crick [REDACTED]

Sent: 08 February 2022 12:14

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

Cc: michael bates [REDACTED]

Subject: Planning ref BN/114/21/PL or CIL ref 1115 - Assumption of Liability & Self Build Exemption Claim (part 1)

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Hi Julie,

Following your reminder of the CIL requirements email to my client Michael Bates, in connection to the **Planning ref BN/114/21/PL or CIL ref 1115**, I thought it best to bring you up to speed with regards to the CIL forms required.

As such, please find attached herewith for your files (if not already recieved):

- Form 2, assumption of liability, signed and dated with todays date.
- Form 7, Self Build Exemption Claim form part 1, signed and dated with todays date.

We await your further correspondence with regard to the exemption claim.

In due course, Form 6, commencement notice, will be issued before commencement of the works and the applicant, copied in here, will await acknowledgement from the CIL team that the commencement notice has been received before works begin.

In due course, Form 7, Self Build Exemption Claim form part 2, will be issued by the client, within 6 months of completion, together with the require documentation outlined on that form.

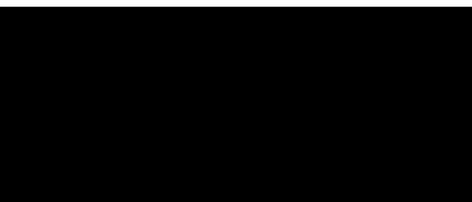
I hope that clarifies the situation with regards to CIL for the Planning Application **ref BN/114/21/PL or CIL ref 1115**.

Best Regards,
Arron

Arron Crick RIBA

DIRECTOR

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From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Date: 7 February 2022 at 15:20:26 GMT
To: CIL <CIL@arun.gov.uk>
Subject: Community Infrastructure Levy - CIL- Reminder

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



T: 01903 737500 ext 37448
E: julie.grieves@arun.gov.uk

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

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