

[REDACTED]

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

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From: Julie Grieves

Sent: 25 May 2022 09:14

To: tom gibbs [REDACTED]

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

Dear Tom,

Many thanks for your email and forms.

Householder extensions are in fact the only development that do not require a Form 6 Commencement Notice to be submitted. I really appreciate you taking the time to complete the forms and I will still upload on to the file but there are no more steps you need to take with regards to this application and CIL, going forward.

Kind regards,
Julie

Julie Grieves
Community Infrastructure Levy Officer

T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk



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From: tom gibbs [REDACTED]

Sent: 24 May 2022 23:36

To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Cc: Planning <Planning@arun.gov.uk>
Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

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Dear Julie,

Please find attached CIL commencement form as requested.

Having looked on the Arun Planning Applications Portal Form 2 has previously been submitted back in 2020.

Please let me know if there is anything further you require or have any queries / comments.

Many thanks,

Tom Gibbs


From: Julie Grieves
Sent: 14 September 2020 12:14
To: tom.gibbs
Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

Thank you. We aren't obliged to remind anyone but I figured as it's a new system for agents/applicants, its nice to remind people as unfortunately we have had a couple who did not notify us on time.

Look forward to hearing from you when you are ready

Regards,
Julie

Julie Grieves
Community Infrastructure Levy Officer

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

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From: tom.gibbs 
Sent: 14 September 2020 12:11
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: RE: Assumption of Liability & Commencement Notice - Form 2 & 6 CIL

Good Afternoon Julie,

Thank you for your email. We are still in the design stage at the moment so have not 'missed the boat' on the necessary forms as it stands.

This email really has been a great reminder though and I will ensure all necessary documents are issued prior to commencement.

Thanks again for the email, I will be in touch.

Kind regards,

Tom Gibbs

From: [Julie Grieves](#)

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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