

From: Julie Grieves
Sent: 10 September 2024 11:22
To: Planning Scanning
Subject: FW: CIL Completion Reminder - BN/56/20/PL

Please upload as correspondence with applicant re form 7 part 2

Thanks
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947
E: julie.grieves@arun.gov.uk

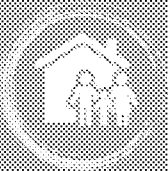
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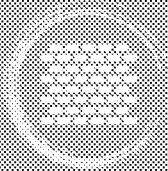
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From: Julie Grieves
Sent: Tuesday, September 10, 2024 9:22 AM
To: Sara Billinghamst [REDACTED]
Subject: RE: CIL Completion Reminder - BN/56/20/PL

Good morning Sara,

I would suggest that you complete and return the form when you have all the documentation. I can send a reminder in, say, 3 months' time?

Thanks,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947
E: julie.grieves@arun.gov.uk

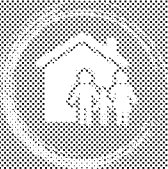
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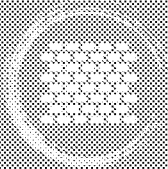
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From: Sara Billinghamst [REDACTED]
Sent: Tuesday, September 10, 2024 8:06 AM

To: Julie Grieves <julie.grieves@arun.gov.uk>
Subject: Re: CIL Completion Reminder - BN/56/20/PL

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Dear Julie

Please find attached my form completed with as much information that I have at the present time.

The final certificate from Building Control has been signed off, but we have not yet received it. I will forward it to you as soon as I can.

The Land Registry have issued the Title Number WSX 439764 but apparently they cannot issue the certificate as they have a huge backlog and cannot tell us when we will receive it. I will forward this to you as soon as I can.

The property has not been valued for the council tax but I believe they will be carrying this out quite soon as I have received a letter saying the property details have been passed to the Valuation office.

I have enclosed two utility bills and details of the mortgage with the attached document.

Please contact me if you need further information.

Kind regards
Sara Billingham

On Monday 9 September 2024 at 09:15:55 BST, Julie Grieves <julie.grieves@arun.gov.uk> wrote:

Good morning Sara,

Please find the Form 7 Part 2 form here - [form 7 self build part 2 exemption claim.pdf \(planningportal.co.uk\)](#)

Kind regards,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947
E: julie.grieves@arun.gov.uk

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From: Sara Billingham <sara.billingham@arun.gov.uk>
Sent: Monday, September 9, 2024 7:00 AM

To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: CIL Completion Reminder - BN/56/20/PL

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Hi

We have finally received verbal communication of our completion by the Arun building inspector. We are now awaiting our certificate.

Please can you send me the CIL form I need to complete and I will aim to return it to you today.

Kind regards

Sara Billinghamurst

Sent from [Outlook for Android](#)

From: Sara Billinghamurst [REDACTED]
Sent: Thursday, February 22, 2024 11:52:59 AM
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: CIL Completion Reminder - BN/56/20/PL

Hi

That's good news, thank you!

Kind regards

Sara

Sent from [Outlook for Android](#)

From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: Thursday, February 22, 2024 11:34:34 AM
To: Sara Billinghamurst [REDACTED]
Subject: RE: CIL Completion Reminder - BN/56/20/PL

Thank you for confirming, I really appreciate that.

Nothing to do until you have completed.

Thanks again,

Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947
E: julie.grieves@arun.gov.uk

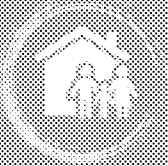
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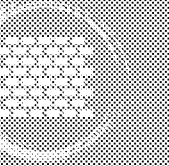
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From: Sara Billinghamhurst <[REDACTED]>
Sent: Thursday, February 22, 2024 11:33 AM
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: CIL Completion Reminder - BN/56/20/PL

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Hi Julie

This is in my diary but the build is not yet complete. We hope to complete it in May and you will receive the form shortly afterwards.

If I need to do anything before June please let me know.

Kind regards

Sara Billinghamhurst

Sent from [Outlook for Android](#)

From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: Thursday, February 22, 2024 10:54:15 AM
To: Sara Billinghamhurst <[REDACTED]>
Subject: CIL Completion Reminder - BN/56/20/PL

Dear Ms Billingshurst,

I refer to the above CIL Liable Planning Application. I am emailing you today with regards to the above application and CIL. Self Build relief was granted on the development reducing the CIL Charge to zero. One of the conditions of receiving this was that you must submit a Form 7 Self Build Form Part 2 within 6 months of completing the build.

Could you confirm whether the build has been completed and forward the relevant evidence as required per the Form 7 Part 2. Please email the Form 7 Part 2 form and necessary evidence to cil@arun.gov.uk (the evidence required is stipulated on the form which can be found online at www.arun.gov.uk/cil). Failure to provide this within 6 months of completion is a disqualifying event and will result in loss of relief and full payment due immediately.

Kind regards,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947
E: julie.grieves@arun.gov.uk

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