

ASPECT BUILDERS LTD

To whom it may concern

My company has carried out work for Mr John Wood-Roe on many occasions, over many years.

Starting with my father over 30 years ago

Since around 2002 i have been to 150 Aldwick road, Bognor Regis PO212PA on many occasions to carry out various building and maintenance work's throughout the building.

I can confirm that the internal layout of this property of 6 flats has not changed since i first visited approx 19 years ago

Paul & Dale Bridger - Aspect Builders LTD

Company Reg - 05306767

UTR - 9785702014

VAT Reg No - 777529770

Amber Willard
Planning Officer
Planning Department
Arun District Council
Maltravers Road
Littlehampton
BN17 5LF

Thursday, 28 November 2019

Dear Ms Willard,

Application BR/47/19/CLE

Further to my clients' earlier submissions, my recent submission of supporting documentation and our subsequent telephone conversations, please find attached some further supporting information that helps to show that this building has existed in its present form of 6 flats for a period in excess of 10 years before the application for a certificate of lawfulness of and existing use was made to your offices on the 13th February 2019.

For ease of reference I have only included precis document in some cases, but I do have a complete set of bank statements and spreadsheet records of payments made in regard to the letting of the 6 individual flats dating back to 2001, which I would be happy to copy and forward to you should you need them.

The items attached herewith are as follows:

1. Various council tax demand letters, including a schedule of council tax assessments of the property with Local Authority reference numbers, which indicate the building has been rated as separate flats since 19/12/2002 following an inspection visit by Arun Council's valuation officers.
2. Communications from the electricity supplier (Southern Electric) relating to separate flats for the period 2008-2009, which includes information on electricity usage and individual meter numbers in the individual flats.
3. A schedule of tenants in occupation of the flats dating between 1997 and 2011
4. Extracts from tenancy agreements for individual flats 1 and 5/6 from January and March 2009

Registered Office – 93 Green Lane, Chichester, West Sussex, PO19 7NU

Regulated by RICS

Directors A. Sutcliff BSc(Hon's) C.Build E FCABE AssocRICS and Y. Sutcliff

I have already submitted the following information in support of the application, but have attached it here again for completeness:

5. Letter from Anderstore fire protection confirming that he has personally serviced the fire alarm system in the 6 individual flats since 2008 to date.
6. Letter from Mr Wood-Roe's office manager, Jean Arnold, stating that she dealt with leasing and records for the building as 6 individual flats from 2003 until 2010, when she retired. This file also includes a copy of the council tax demand for the building as a whole, dated 12/03/2002 with a valuation band of E and a further demand dated 29/04/2003 relating to flat 1 at the property with a valuation band of A
7. Letter from Aspect Builders confirming that the internal layout of the building as 6 individual flats has not changed since 2002

I understand that you have also recently been informed by Arun District Council's Council Tax department that they have confirmed the property has been charged council tax as 6 separate flats for approximately 17 years.

Based on all of the above evidence and other information received by you to date from my client, it is my opinion that adequate proof has now been provided to show that this building has been in continuous use as 6 individual flats for in excess of 10 years.

My understanding from your guidance on making an application for a CLE (NATIONAL VALIDATION REQUIREMENTS LIST - Advice for officers, applicants and agents – [Link](#)) is that "The onus is on applicants to prove lawfulness on a balance of probabilities..." and it is therefore felt that we have provided adequate information to show this.

Should you feel that further proof is still required, I would be happy to arrange for sworn 'state declarations' to be obtained from at least 2 parties who have provided information to date.

I am hopeful that a positive decision can now be made with regard to this application and look forward to receiving your comments in due course, but in the meantime should you need any further information, please do not hesitate to contact me.

Yours Sincerely

A.H. Sutcliffe

Encs:

Re Flats Nos 1 to 7

150 Aldwick Road, Bognor Regis, PO21 2PA

Application BR/49/19/CLE

Extract from Tenancy Agreements

Flats 1 and 5/6

Period 2008 and 2009

AGREEMENT

COUNTERPART/TENANCY AGREEMENT

a:Agreement.: Silva/Repins

PREMISES: Flat 5/6, 150 Aldwick Road, Bognor Regis, West Sussex PO21 2PA

LANDLORD: John C Wood-Roe, 19 North Pallant, Chichester, West Sussex

TENANTS:

NEXT OF KIN

TERM: A term certain of 6 months from the commencement date

COMMENCEMENT DATE: 17th January 2009

RENTAL PERIOD: one calendar month to be paid in advance from 17th January 2009

RENT: £450.00 per calendar month [including building insurance, water and sewage rates etc.] but excluding council tax.

1. The Landlords lets and Tenants takes the Premises for the Term and at the Rent specified above.
2. This tenancy is subject to and the Tenants agree to be bound by the General Tenancy Conditions printed overlaid with the amendments and additions to them (if any) set out under the heading "Special Tenancy Conditions" overleaf save that no such amendment or addition shall be of any effect in or insofar as it purports to empower the Landlord to determine this tenancy at any time earlier than six months from the Commencement Date or the Date of this agreement whichever shall be the latter.
3. This Agreement is intended to give rise to an assured shorthold tenancy as defined in Section 20 of the Housing Act 1988 and the tenants acknowledge that the Landlord has given the Tenants a valid notice of the purposes of subsection (1) (c) of Section 20.

Notice of an Assured Shorthold Tenancy

Please write clearly in black ink

The landlord must give this notice to the tenant before an assured shorthold tenancy is granted. It does not commit the tenant to take. If there is any thing you do not the tenancy understand you should get advice from a solicitor or a Citizens Advice Bureau before you agree to the tenancy

This document is important

Keep it in a safe place

To:

--

1. You are proposing to take a tenancy of the dwelling known as:-

Flat 5/6, 150 Aldwick Road, Bognor Regis, West Sussex

Furnished accommodation

from: 17 th January 2009

to: 16 th July 2009

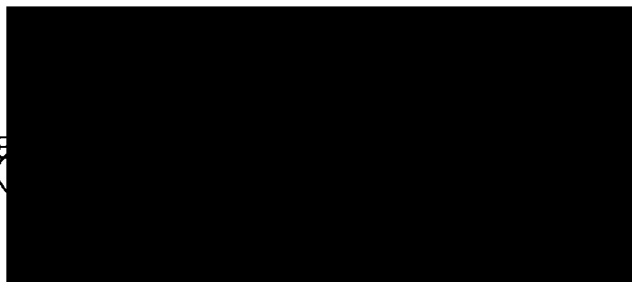
The tenancy must be for a term certain of at least six months

2. This notice is to tell you that your tenancy is to be an assured shorthold tenancy. Provided you keep to the terms of the tenancy you are entitled to remain in the dwelling for at least the first six months of the fixed period agreed at the start of the tenancy. At the end of this period depending on the terms of the tenancy, the landlord may have the right to repossession if he wants.

3. The rent for this tenancy is the rent we have agreed. However you have the right to apply to a rent assessment committee for a determination of the rent which the committee considers might reasonably be obtained under the tenancy. If the committee considers (i) that there is a sufficient number of similar properties in the locality let on assured tenancies and that (ii) the rent we have agreed is significantly higher than the rent which might reasonably be obtained having regard to the level of rents for other assured tenancies in the locality, it will determine a rent for the tenancy. That rent will be the legal maximum you can be required to pay from the date the committee directs.

We, [REDACTED], confirm that we have read and understood this Notice and that it was handed to us prior to the signing of my Agreement for an Assured Shorthold Tenancy.

SIGNED



X

DATED

08/01/2009

Notice of an Assured Shorthold Tenancy

Please write clearly in black ink

The landlord must give this notice to the tenant before an assured shorthold tenancy is granted. It does not commit the tenant to take
If there is any thing you do not the tenancy understand you should get advice from a solicitor or a Citizens Advice Bureau before you agree to the tenancy

This document is important

Keep it in a safe place

To:

--

1. You are proposing to take a tenancy of the dwelling known as:-

Flat 1, 150 Aldwick Road, Bognor Regis, West Sussex PO21 2PA
Part furnished accommodation

from: 5 th September 2008 to 4 th March 2009
--

The tenancy must be for a term certain of at least six months

2. This notice is to tell you that your tenancy is to be an assured shorthold tenancy. Provided you keep to the terms of the tenancy you are entitled to remain in the dwelling for at least the first six months of the fixed period agreed at the start of the tenancy. At the end of this period depending on the terms of the tenancy, the landlord may have the right to repossession if he wants.

3. The rent for this tenancy is the rent we have agreed. However you have the right to apply to a rent assessment committee for a determination of the rent which the committee considers might reasonably be obtained under the tenancy. If the committee considers (i) that there is a sufficient number of similar properties in the locality let on assured tenancies and that (ii) the rent we have agreed is significantly higher than the rent which might reasonably be obtained having regard to the level of rents for other assured tenancies in the locality, it will determine a rent for the tenancy. That rent will be the legal maximum you can be required to pay from the date the committee directs.

We,

--

 confirm that we have read and understood this Notice and that it was handed to us prior to the signing of my Agreement for an Assured Shorthold Tenancy.

Re Flats Nos 1 to 7

150 Aldwick Road, Bognor Regis, PO21 2PA

Application BR/49/19/CLE

SEB Correspondence Electricity Usage

Flats 2; 4; 5/6 and 7

Period 2008 and 2009



Mr Wood-Roe
Fl 2
150 Aldwick Road
Bognor Regis West Sussex
P021 2PA

69530
1/00474061

Grampian House
200 Dunkeld Road
Perth
PH1 3GH



September 2009

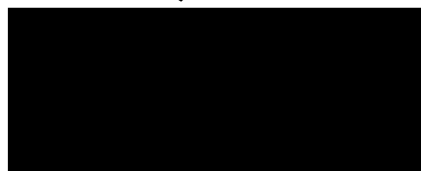
Dear Mr Wood-Roe,

Please find enclosed a copy of our 2008/2009 Southern Electric Guide to Service Standards and a copy of Government Energy Efficiency Advice.

We'd also like to thank you for being a Southern Electric customer. We believe in making commitments that are of value to you, and that you can trust. We want you to be able to relax knowing you are in good hands and served by people who genuinely care. Perhaps that's why uSwitch has named us the UK's "Best Overall Energy Supplier"* for the fifth consecutive time.

If you have any queries regarding this leaflet or need to talk to us about anything else, please give us a call on 0800 117 116

Yours sincerely,

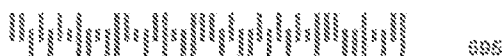


Director of Customer Services

*Southern Electric is part of the Scottish and Southern Energy Group, voted Best Overall Energy Supplier in the 2006, 2007 and 2008 uSwitch Customer Satisfaction Reports.

MR WOOD-ROE
FL 2
150 ALDWICK ROAD
BOONOR REGIS WEST SUSSEX
PO21 2PA

your **electricity** ac count



Energy savers

Switch off TVs,
DVD players,
phone chargers
and other
appliances when
they are not in
use - this could
save you up to
£60 a year.

Lag your hot
water tank. A
tank jacket pays
for itself in just a
few months.

This annual electricity statement is for information only

General Domestic (Key Meter) - 28 Jun 2008 to 12 Jun 2009

Meter Number	505C42134		
	Reading last time	Reading this time	Units used
Unrestricted units	9231	12251	3020

Your meter measures electricity in units. A unit is one kilowatt hour (kWh).

Your meter shows the price you pay for each kWh, please check your meter displays for details.



Mr J Wood-Roe
Fl 4
150 Aldwick Road
Bognor Regis West Sussex
PO21 2PA

69530
1/00478771

Grampian House
200 Dunkeld Road
Perth
PH1 3GH



September 2009

Dear Mr Wood-Roe,

Please find enclosed a copy of our 2008/2009 Southern Electric Guide to Service Standards and a copy of Government Energy Efficiency Advice.

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Yours sincerely,

Tony Keeling
Director of Customer Services

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Mr Wood-Roe
Fl 5 / 6
150 Aldwick Road
Bognor Regis West Sussex

69500
1/00710202

Grampian House
200 Dunkeld Road
Perth
PH1 3GH

September 2009

Dear Mr Wood-Roe,

Please find enclosed a copy of our 2008/2009 Southern Electric Guide to Service Standards and a copy of Government Energy Efficiency Advice.

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Yours sincerely,

[REDACTED]

Tony Keeling
Director of Customer Services

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Southern Electric
energy made better



www.southern-electric.co.uk

MR WOOD-ROE
FL 5 / 6
150 ALDWICK ROAD
BOGNOR REGIS WEST SUSSEX
PO21 2PA

your **electricity** account



595



Energy savers

Switch off TVs,
DVD players,
phone chargers
and other
appliances when
they are not in
use - this could
save you up to
£60 a year.

Lag your hot
water tank. A
tank jacket pays
for itself in just a
few months.

This annual electricity statement is for information only

General Domestic (Key Meter) - 4 Jun 2008 to 10 Oct 2009

Meter Number	503030564		
	Reading last time	Reading this time	Units used
Unrestricted units	2250	2713	463

Your meter measures electricity in units. A unit is one kilowatt hour (kWh).

Your meter shows the price you pay for each kWh, please check your meter displays for details.

S 01 835 102
20 0002 7651 617



Mr Wood-Roe
Fl 7
150 Aldwick Road
Chichester West Sussex
PO19 1TQ

69560

1/00491798



Grampian House
200 Dunkeld Road
Perth
PH1 3GH

September 2009

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Please find enclosed a copy of our 2008/2009 Southern Electric Guide to Service Standards and a copy of Government Energy Efficiency Advice.

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Mr Wood-Roe
Fl 5 / 6
150 Aldwick Road
Bognor Regis West Sussex
PO21 2PA

69530

1/00473753



Grampian House
200 Dunkeld Road
Perth
PH1 3GH

September 2009

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Tony Keeling
Director of Customer Services

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Re Flats Nos 1 to 7

150 Aldwick Road, Bognor Regis, PO21 2PA

Application BR/49/19/CLE

Council Tax

Including

**1. History of Council Tax Assessment
Period 1993 to 2002 with letter (from Council records)**

**2. Schedule of sundry Council Tax Demands
or payments made by J C Wood-Roe (during voids)**

150 Aldwick Road Council tax summary 2019
from historical records

Description	Tax Band	Date of Assessment	Local Authority ref No
Flat 1	Deleted	1993	0743486
Flat 1	A	19.12.2002	0867663
Flat 2	???	???	
Flat 2	A	19.12.2002	0867674
Flat 3	A	19.12.2002	0867685
Flat 3	Deleted	1993	0743497
Flat 4	A	19.12.2002	0867696
Flat 4	Deleted	1993	0743500
Flat 5	Deleted	1993	0743511
Flat 6	Deleted	1993	0743522
Flat 5/6	A	19.12.2002	0867709
Flat 7	A	19.12.2002	0867710
Flat 7	Deleted	1993	0743533
Flat or Room 8	Deleted	1993	0743544
Flat or Room 9	Deleted	1993	0743555
Flat or Room 10	Deleted	1993	0743566
Flat or Room 11	Deleted	1993	0743577
Flat or Room 12	Deleted	1993	0743588
Whole Bldg	Deleted? E	**as from 1.4.93	0789037

**this means the main building was reassessed at Band E in 1993 when poll tax on the bedsits was deleted in 1993 and until the 6 flats were individually reassessed in 2002 (which is what we have been saying to ADC but perhaps not understood by them - and which is coplicated)

The Old Vicarage
Donnington
Chichester
West Sussex PO20 7PW

6th November 2019

Andy Sutcliffe
11 Cross Bush Road
Felpham
Bognor Regis, PO22 7LS

Dear Andy

Re 150 Aldwick Road, Bognor Regis, PO21 2PA

Further to my letter to you of 3rd November I have been trying to research the history of Council Tax in the building which has been puzzling, and you have a brighter mind, so I hope you can follow my argument.

I wonder if you have found the web site I was referring to. It was not an ADC web site but a National one I believe something like "Council Tax UK.ORG". I have difficulty in finding it twice!! It comes up in an orange colour.

It also gives the dates of changes of assessment etc. I have not been able to print it myself but looking up each individual flat, its history etc the hard way, I have produced a summary sheet which I enclose.

I am not sure the council really understands the full position. There have been changes from rates to community charges (poll tax) in 1990, to council tax in 1993. It takes a while to get your head around it. They log the bedsits as "flats" which may have been left over from the poll tax when the significance between flats and bedsits was not important.

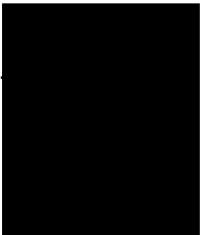
I accept formal planning consent was never granted, but their records confirm my understanding. That is:-

The building was for many years logged as one dwelling sub divided into a number of bedsits for which a Certificate of Lawfulness was granted by ADC, before ADC gave us an Improvement Grant in about 1995 to improve the existing facilities.

In 1993 when poll tax was abolished, the responsibility for local taxation for bedsits became the responsibility of the property owner. The assessment on the separate rooms was deleted and the main building was reassessed as Band E in 1993.

This arrangement continued until late 2002 when the six flats were then reassessed as separate flats all at Band A, when it appears that assessment on the whole building was deleted.

Again I hope this makes sense



Richard is away so copy to Bill

[illegible]

Arun District Council
Onehorse
18 Lightfoot Road
Bognor Regis
PO22 9JG

National Westminster Bank Plc
 050701

Check No. Branch Sort Code Account No. Trans Code

Date *22/3/02*

ton
 sex BN17 5LF

3) 737500.
 3) 725584
 Littlehampton
 01903) 732765
 enues.benefits@arun.gov.uk

11000684110 60005241 97730718102

78171 041

issue: 12/03/2002
 reference: 0789037
 reference: 8601610384
 note this reference number
 making payment)

Address of property giving rise to charge:

150 ALDWICK ROAD, BOGNOR REGIS

The Valuation Band for the above property is E

The amount of Council Tax for for properties in Band E is made up as follows:

	Increase from 2001/02	
West Sussex County Council	9.71%	
Arun District Council	9.48%	
Bognor Regis Town Council	3.78%	
Sussex Police Authority	18.11%	
Total	* 9.88%	

Council Tax for the period 1st April 2002 to 31st March 2003

Less
 Reduction for Disability
 Discount
 Council Tax Benefit Granted

Total Payable

Payment Instructions

A payment slip is enclosed for you to use when paying your Council Tax
 A single instalment of £1,181.29 is due by 10/06/2002.

* NOTE: This figure is NOT a sum of the above but the percentage increase in this year's gross annual charge in comparison with last year's.

0027068

C OF

Any queries relating to this bill should be made to Arun District Council at the address shown above



**Council Tax
Demand Notice 2003/04**

Arun Revenues and Benefits Services
Arun District Council
Arun Civic Centre
Maitravers Road
Littlehampton
West Sussex BN17 5LF

Tel: (01903) 737500

Fax No. (01903) 725594

DX No. 57406 Littlehampton

Minicom: (01903) 732765

e-mail: revenues.benefits@arun.gov.uk

Date of Issue:- 29/04/03

Payment Reference Number: 8603450893
(Please quote when making payment)

Property Reference Number: 0867663
(Please quote on all correspondence)

AMANDA STREET
C/O MR J WOOD-ROE
CHARTERED SURVEYOR
19 NORTH PALLANT
CHICHESTER

PO19 1TQ

Reason for producing bill:-
New occupation

Address of property charge relates to:-
FLAT 1, 150 ALDWICK ROAD
BOGNOR REGIS

Current valuation band of property

A

	Increase from 2002/03	Gross Annual Charge 2003/04
West Sussex County Council	18.54%	£572.88
Arun District Council	6.54%	£81.18
Bognor Regis Town Council	3.45%	£39.80
Sussex Police Authority	39.95%	£65.16
Total	17.77%	£758.82

YOUR COUNCIL TAX ACCOUNT

Council Tax for period 01/04/03 to 31/03/04 under band A

758.82

Less 25% discount due to single residency

-189.71

569.11

Total adjustments (see Summary of adjustments for details)

136.37

*** Summary of adjustments**

Council Tax for period 19/12/02 to 31/03/03 under band A

181.83

Less 25% discount due to single residency

-45.46

TOTAL AMOUNT PAYABLE BY YOU

£705.48

Payment slips are enclosed for you to use when paying your Council Tax

A first instalment of £81.48 is due by 25/05/03 followed by 8 subsequent instalments of £78.00 due by the 25th day of each month with the final instalment due by 25/01/04

You are required to notify this authority within 21 days if you have reason to believe that a discount awarded or classification as an exempt dwelling is incorrect. Failure to do this could result in the imposition of a penalty of £50.00

Why not pay by Direct Debit? See overleaf for alternative methods of payment



Council Tax

Demand Notice 2008/09

Arun Revenues and Benefits Services
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Tel: (01903) 737752

Fax No. (01903) 725594

DX No. 57406 Littlehampton

Minicom: (01903) 732765

e-mail: revenues.benefits@arun.gov.uk

Date of Issue: 08 July 2008

Reason for producing bill:
Vacation

MR JOHN WOOD-ROE
CHARTERED SURVEYOR
19 NORTH PALLANT
CHICHESTER
WEST SUSSEX
PO19 1TQ

Account Number: 8626913064

(please quote in all correspondence)

Address of property charge relates to:

FLAT 5/6

150 ALDWICK ROAD

Current valuation band of property

A

	Increase from 2007/08	Gross Annual Charge 2008/09
West Sussex County Council	4.5%	£732.00
Arun District Council	3.0%	£101.94
Bognor Regis Town Council	8.6%	£59.22
Sussex Police Authority	4.9%	£85.80
Total	4.6%	£978.96

YOUR COUNCIL TAX ACCOUNT

30-MAY-2008 to 13-JUN-2008	Charge For Period	Band A	40.23
30-MAY-2008 to 13-JUN-2008	Less Exemption-Empty & Unfurnished < 6 Months		-40.23

TOTAL AMOUNT PAYABLE BY YOU

£0.00

The Council are exploring the possibility of sending future bills electronically. If you would like to put your name forward for this initiative, please visit www.arun.gov.uk/ebilling for details.

Methods of Payment



Direct Debit - This is the most convenient way of paying bills as you only need to set up one instruction to your bank, which remains in force until you decide to cancel it. Please complete and return the enclosed instruction choosing a payment date of either the 1st or 25th of each month. Alternatively we can accept your instruction over the phone by calling the Revenues Section on [REDACTED]



Bank Giro Credit - This can be used to pay at banks. Please use the appropriate payment slip provided with the bill. If you are not an account holder the bank will make a charge.



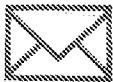
Credit / Debit Card - You can now pay your Council Tax by debit/credit card over the internet or over the telephone. Please visit www.arun.gov.uk/payment or call the Revenues Section on 01903 737752.



Standing Order / Electronic Banking / Telephone Banking - Please quote Sort Code 40-28-23 and the Council's Bank Account number 51142100 when using one of these payment methods. *Always quote your Council Tax payment reference number* (shown on the front of the bill).



At the Post Office - You may pay at any Post Office, but the Post Office will charge a fee. You should use the Transcash form provided by the Post Office and ensure you quote your Council Tax payment reference number and the Council's account number 304 5129.



By Post - Please send the payment with a payment slip to Revenues and Benefits at the address shown overleaf. Cheques and Postal orders should be made payable to Arun District Council and crossed A/C Payee Only. Please write your Council Tax payment reference number on the back of the cheque/postal order. Post dated and third party cheques are NOT accepted.



In Person - You may pay by cash, cheque or postal order at Arun Civic Centre (address shown overleaf) or Bognor Regis Area Office, Town Hall, Clarence Road, Bognor Regis. Cheques and Postal orders should be made payable to Arun District Council and crossed A/C Payee Only.

Cash Office opening hours:
(Excluding Bank Holidays)

Littlehampton Civic Centre
Monday - Friday

8.45am to 4.45pm

Bognor Regis Town Hall
Monday - Friday

9.30am to 2.30pm

Change of address/circumstances - You should inform the Council within 21 days if you move or your circumstances change.

Valuation band enquiries - If you have a query with your banding or wish to appeal against it you should contact the Valuation Office at Westmoreland House, The Boulevard, Strand Parade, Goring-by-Sea, Worthing, West Sussex BN12 6EA. Telephone: 01903 707900. Website: www.voa.gov.uk

Benefits - If you think you may be entitled to Council Tax Benefit please contact the benefits claims hotline on 01903 737699. You will be connected to a member of the Benefits Team who will assist you with making your application and can answer any questions you have about your claim. If you are liable to pay rent, you may also be able to claim Housing Benefit and this can be done at the same time.

If you do not have a telephone you can visit the offices at Bognor Regis Town Hall or the Civic Centre, Littlehampton, where a member of staff will assist you in making your application.

If you have successfully applied for Council Tax Benefit, the amount awarded should be shown overleaf as a deduction on your bill. If this is not shown and we have recently advised you that you qualify, we will send you an amended bill shortly.

Benefit Fraud - 'Shop them and Stop them' - It's your money going down the drain. If you suspect somebody of Benefit Fraud please phone the freephone number [REDACTED]. The line is available between 8am - 11pm seven days a week. All calls will be treated in the strictest confidence.



Council Tax

Demand Notice 2008/09

Arun Revenues and Benefits Services
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Tel: (01903) 737752

Fax No. (01903) 725594

DX No. 57406 Littlehampton

Minicom: (01903) 732765

e-mail: revenues.benefits@arun.gov.uk

Date of issue: 03 December 2008

Reason for producing bill:

Occupation

MR JOHN WOOD-ROE
CHARTERED SURVEYOR
19 NORTH PALLANT
CHICHESTER
WEST SUSSEX
PO19 1TQ

Address of property charge relates to:

FLAT 7

150 ALDWICK ROAD

Account Number: 8627998987

(please quote in all correspondence)

Current valuation band of property

A

	Increase from 2007/08	Gross Annual Charge 2008/09
West Sussex County Council	4.5%	£732.00
Arun District Council	3.0%	£101.94
Bognor Regis Town Council	8.6%	£59.22
Sussex Police Authority	4.9%	£85.80
Total	4.6%	£978.96

YOUR COUNCIL TAX ACCOUNT

14-NOV-2008 to 31-MAR-2009	Charge For Period	Band A	370.13
14-NOV-2008 to 31-MAR-2009	Less 10% Second Home Discount		-37.01

*From 10/12
Mark & Fabiane
Warren.*

Amended

TOTAL AMOUNT PAYABLE BY YOU

£333.12

Payment slips are enclosed for you to use when paying your Council Tax

A first instalment of £166.12 is due on 10/01/2009 followed by a final instalment of £167.00 due on 10/02/2009

The Council are exploring the possibility of sending future bills electronically. If you would like to put your name forward for this initiative, please visit www.arun.gov.uk/ebilling for details.

Methods of Payment



Direct Debit - This is the most convenient way of paying bills as you only need to set up one instruction to your bank, which remains in force until you decide to cancel it. Please complete and return the enclosed instruction choosing a payment date of either the 1st or 25th of each month. Alternatively we can accept your instruction over the phone by calling the Revenues Section on 01903 737752.



Bank Giro Credit - This can be used to pay at banks. Please use the appropriate payment slip provided with the bill. If you are not an account holder the bank will make a charge.



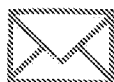
Credit / Debit Card - You can now pay your Council Tax by debit/credit card over the internet or over the telephone. Please visit www.arun.gov.uk/payment or call the Revenues Section on 01903 737752.



Standing Order / Electronic Banking / Telephone Banking - Please quote Sort Code 40-23-23 and the Council's Bank Account number 51142100 when using one of these payment methods. *Always quote your Council Tax payment reference number* (shown on the front of the bill).



At the Post Office - You may pay at any Post Office, but the Post Office will charge a fee. You should use the Transcash form provided by the Post Office and ensure you quote your Council Tax payment reference number and the Council's account number 304 5129.



By Post - Please send the payment with a payment slip to Revenues and Benefits at the address shown overleaf. Cheques and Postal orders should be made payable to Arun District Council and crossed A/C Payee Only. Please write your Council Tax payment reference number on the back of the cheque/postal order. Post dated and third party cheques are NOT accepted.



In Person - You may pay by cash, cheque or postal order at Arun Civic Centre (address shown overleaf) or Bognor Regis Area Office, Town Hall, Clarence Road, Bognor Regis. Cheques and Postal orders should be made payable to Arun District Council and crossed A/C Payee Only.

Cash Office opening hours:
(Excluding Bank Holidays)

Littlehampton Civic Centre
Monday - Friday

8.45am to 4.45pm

Bognor Regis Town Hall
Monday - Friday

9.30am to 2.30pm

Change of address/circumstances - You should inform the Council within 21 days if you move or your circumstances change.

Valuation band enquiries - If you have a query with your banding or wish to appeal against it you should contact the Valuation Office at Westmoreland House, The Boulevard, Strand Parade, Goring-by-Sea, Worthing, West Sussex BN12 6EA. Telephone: 01903 707900. Website: www.voa.gov.uk

Benefits - If you think you may be entitled to Council Tax Benefit please contact the benefits claims hotline on 01903 737699. You will be connected to a member of the Benefits Team who will assist you with making your application and can answer any questions you have about your claim. If you are liable to pay rent, you may also be able to claim Housing Benefit and this can be done at the same time.

If you do not have a telephone you can visit the offices at Bognor Regis Town Hall or the Civic Centre, Littlehampton, where a member of staff will assist you in making your application.

If you have successfully applied for Council Tax Benefit, the amount awarded should be shown overleaf as a deduction on your bill. If this is not shown and we have recently advised you that you qualify, we will send you an amended bill shortly.

Benefit Fraud - 'Shop them and Stop them' - It's your money going down the drain. If you suspect somebody of Benefit Fraud please phone the freephone number 0800 854 440. The line is available between 8am - 11pm seven days a week. All calls will be treated in the strictest confidence.



Council Tax

Demand Notice 2010/11

Arun Revenues and Benefits Services
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: (01903) 737752
Fax No. (01903) 725594
DX No. 57406 Littlehampton
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e-mail: revenues.benefits@arun.gov.uk

MR JOHN WOOD-ROE
CHARTERED SURVEYOR
19 NORTH PALLANT
CHICHESTER
WEST SUSSEX
PO19 1TQ

Date of issue: 26 April 2010
Reason for producing bill:
Vacation

Account Number: 8630269057
(please quote in all correspondence)

Address of property charge relates to:
FLAT 7
150 ALDWICK ROAD

Current
valuation band
of property

A

	Increase from 2009/10	Gross Annual Charge 2010/11	Efficiency Information <i>The efficiencies below equal £142.00 for the average Band D Dwelling.</i>	
West Sussex County Council	2.5%	£774.66	Forecast cumulative efficiency savings	By March 2010
Arun District Council	2.5%	£107.58	Arun District Council	£515,000
Bognor Regis Town Council	2.9%	£83.12	West Sussex County Council	£28,163,000
Sussex Police Authority	2.7%	£82.56	West Sussex County Fire & Rescue Service	£280,000
Total	3.8%	£1,037.84	Sussex Police Authority	£27,757,000

YOUR COUNCIL TAX ACCOUNT

	Balance Brought Forward		187.13
16-JAN-2010 to 31-JAN-2010	Less Charge For Period Adjustment	Band A	-163.55
	10% Second Home Discount		16.35

371

TOTAL AMOUNT PAYABLE BY YOU **£39.92**

A payment slip is enclosed for you to use when paying your Council Tax

A single instalment of £39.92 is due on 09/05/2010

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