

CIL Officer
Planning Policy and Conservation
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: 01903 737500
Email: cil@arun.gov.uk
Website: www.arun.gov.uk/cil

Landcharges

Community Infrastructure Levy (CIL)

Demand Notice

Regulation 69, Community Infrastructure Levy Regulations (2010), as amended

For Other recipients, see end of notice

1. **Date Issued:** 14th July 2026
2. **CIL collecting authority:** Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF
3. **Name and address of liable recipient:** Ms J Owen 71 Longford Road Bognor Regis West Sussex PO21 1AE
4. **Date of deemed commencement of development:** 14th July 2026
5. **Details of chargeable development to which this demand notices relates:**
 - a. **Planning Permission Reference:** BR/60/26/HH
 - b. **Demand Notice Reference** 1805
 - c. **Site address:** 71 Longford Road Bognor Regis PO21 1AE
 - d. **Development of Description:** Retrospective application for conversion of former detached garage to an annexe, including raising of the ridgeline.
6. **Reason for issuing demand notice:**

Development is deemed to have commenced.

7. The Liable Person(s) - Ms J Owen is due to pay £2586.83

The outstanding amount of CIL, including surcharges, that this demand notice relates to.

A surcharge of **£431.14** has been included in the amount due to the failure to submit a Commencement Notice (Reg 83). Where a chargeable development is commenced before the collecting authority has received a valid commencement notice, the collecting authority may impose a surcharge equal to 20% of the chargeable amount payable or £2500, whichever is the lower amount.

8. When will this amount be due for payment?

The above CIL amount is due for payment immediately (except if there is an appeal) and is subject to interest being added at the Bank of England base rate, plus 2.5 percentage points.

Failure to pay this amount immediately may also lead to the CIL collecting authority taking enforcement action against you to recover this money. This includes late payment surcharges of 5% of the CIL amount due which the CIL collecting authority may impose no earlier than 30 days after the CIL first became due for payment.

Please see the Ministry for Housing and Local Government Guidance regarding the Community Infrastructure Levy, for more information: <https://www.gov.uk/guidance/community-infrastructure-levy#collecting-the-levy>

9. Method and receipt of payment:

Please treat this Demand Notice as your invoice. You must pay by the due date(s) described above.

Best way to Pay:

Direct Bank Transfer -

[REDACTED]
[REDACTED]
[REDACTED]

Ensure you quote the Planning Permission Reference and Demand Notice Reference shown above.

Receipt of your payment will be acknowledged by the CIL Officer within 10 working days.

In order to protect you from on-line fraud, you may wish to verify this Demand Notice by independently contacting the CIL officer prior to making any direct payment.

For more information about payment in any combination to the CIL collecting authority and/or transfer of land or infrastructure to Arun District Council as the beneficiary of the land transfer, [See the CIL guidance on "Payment in kind" for more information.](#)

Where payment is in the form of money, Arun District Council will issue a receipt for this payment.

If you are not the applicant, works have not commenced on your land and you have not agreed for works to

commence on your land, then under regulation 69A of the Community Infrastructure Levy Regulations 2010 (as amended) you may make a request for a suspension of this demand notice until any such works are commenced. Please contact Arun District Council for more details.

10. Rights of Appeal

You may appeal against any decision by the CIL collection authority to apportion a CIL liability by doing so to the Valuations Office Agency within 28 days of receiving notice of this apportionment. [View further details of CIL appeals](#).

You may appeal against this surcharge to the Planning Inspectorate within 28 days of the date of this notice. [View further details of CIL appeals](#)

Yours faithfully

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish.

Neil Crowther
Group Head of Planning