

[REDACTED]

From: Julie Grieves
Sent: 08 March 2023 09:06
To: Planning Scanning
Subject: FW: BR/86/20/PL - Aldwick House Care Home
Attachments: cil_questions.pdf; form_2_assumption_of_liability.pdf

[REDACTED]

[REDACTED]

[REDACTED]

Julie Grieves,
Senior CIL Officer, Planning

[REDACTED]

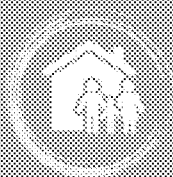
Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk



Our priorities...



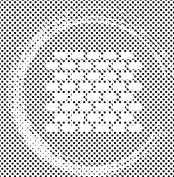
Improving the wellbeing of Arun



Delivering the right homes in the right places



Supporting our environment to support us



Fulfilling Arun's economic potential



From: Tim North & Associates [REDACTED]
Sent: 07 March 2023 16:41
To: Julie Grieves [REDACTED]
Cc: 'Jamie Copland' [REDACTED]; 'Jim Denney' [REDACTED] >
Subject: RE: BR/86/20/PL - Aldwick House Care Home

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Dear Julie

I refer to our telephone conversation of yesterday's date and as promised I have attached to this e-mail a completed Form 1 CIL Additional Information, along with Form 2 Assumption of Liability.

Should you require any further information or wish to discuss any aspect of these forms please contact me.

Kind regards

Tim North

Tim North MSc BSc(Hons) DipTP MRTPI
 Managing Director

Tim North & Associates Ltd
 [REDACTED]



Pangbourne
Berkshire RG8 7LR

This e-mail and attachments are confidential. If you are not the named recipient, please notify the sender immediately. You are hereby notified that any unauthorised disclosure, copying or distribution of this information is strictly prohibited.

Tim North & Associates Ltd is a company registered in England with company number 2248021
Registered Office: 29-31 Castle Street High Wycombe Bucks HP136RU

From: Julie Grieves [REDACTED]
Sent: 06 March 2023 16:08
To: [REDACTED]
Subject: BR/86/20/PL - Aldwick House Care Home

Dear Mr North,

I am emailing you today with regard to CIL. The above application is CIL Liable. The Form 1 Additional Information form received in 2020 is incomplete. Please can you forward the following forms:-

Form 1 Additional Information
Form 2 Assumption of Liability.

Community Infrastructure Levy (CIL) | Arun District Council

If you can prove that the building has been in "lawful use" for a continuous period of 6 months within the last 3 years then we can deduct the existing floor space from the proposed and CIL is then payable on new floor area only. The DAS does however indicate that on submission, it had not been in use, however, this was in 2020 and the period is 3 years before decision.

If you could forward this information to me as a matter of urgency, I can then issue the Liability Notice. Please do not commence any works until you have received this and submitted a Form 6 Commencement Notice or discharged any pre-commencement conditions.

Kind regards,
Julie

Julie Grieves,
Senior CIL Officer, Planning



Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk



Our priorities...

Improving the wellbeing of Arun

Delivering the right homes in the right places

Supporting our environment to support us

Fulfilling Arun's economic potential

<http://www.arun.gov.uk>
DX 57406 Littlehampton
You can view Arun District Council's Privacy Policy from <https://www.arun.gov.uk/privacy-policy>

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information

Determining whether a Development may be CIL Liable - For submission with Planning Application

Please note: This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales: [Download the legacy version of this form](#)

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information.

Please read the associated Guidance Note before you complete the form. This and additional per-question help can be viewed at:
https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See Planning Practice Guidance for CIL for guidance on CIL generally, including exemption or relief.

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

1. Application Details

Applicant or Agent Name:

Gatwick Bedsits Ltd

Planning Portal Reference (if applicable): PP-08623466

Local authority planning application number (if allocated): BR/86/20/PL

Site Address:

Aldwick House (formerly the Nyewood Centre)
41-45 Nyewood Lane
Bognor Regis
West Sussex PO21 2SJ

Description of development:

Demolition of a conservatory and store and the construction of a single storey rear extension along with minor external alterations to the side elevations and insertion of four rooflights on the rear elevation, comprising part of a change of use from a Class C2 32-bed nursing home to a sui generis 38-bed sit House in Multiple Occupation comprising 24 x single person and 14 x 2-person bedsits, along with separate shower rooms and wcs.

2. Applications to Remove or Vary Conditions on an Existing Planning Permission

a) Does the application seek to remove or vary conditions on an existing planning permission (i.e. Is it a Section 73 application)?

Yes

If 'Yes', please complete the rest of this question

☐

No

If 'No', you can skip to Question 3

☒

b) Please enter the application reference number

c) Does the application involve a change in the amount or use of new build development, where the total (including that previously granted planning permission) is over 100 square metres gross internal area?

Yes ☐

No ☐

d) Does the application involve a change in the amount of gross internal area where one or more new dwellings (including residential annexes) are to be created, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes ☐

No ☐

If you answered 'Yes' to either c) or d), please go to Question 6

If you answered 'No' to both c) and d), you can skip to Question 6

3. Reserved Matters Applications

a) Does the application relate to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area?

Yes

If 'Yes', please complete the rest of this question

☐

No

If 'No', you can skip to Question 4

☒

b) Please enter the application reference number

If you answered 'Yes' to a), you can skip to Question 8

If you answered 'No' to a), please go to Question 4

4. Liability for CIL

a) Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

Yes ☐

No ☒

b) Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes ☒

No ☐

If you answered 'Yes' to either a) or b), please go to Question 5

If you answered 'No' to both a) and b), you can skip to Question 8

5. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes ☐ No ☒

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes ☐ No ☒

If you answered 'Yes' to either a) or b), please note that you will need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim'. The form must be submitted to the Collecting Authority, **and** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The relief previously granted will be rescinded and the full levy charge will be payable.

You will also need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim' if you think you are eligible for discretionary charitable relief, or discretionary social housing relief (if this is available in your area).

If you wish to claim exceptional circumstances relief, and if the charging authority have made exceptional circumstances relief available in their area (please check their website for details), you will need to complete 'CIL Form 11: Exceptional Circumstances Relief Claim'. The form must be submitted to the Collecting Authority, **AND** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

c) Do you wish to claim a self build exemption for a whole new home?

Yes ☐ No ☒

If you have answered 'Yes' to c), please note that you will need to complete 'CIL Form 7: Self Build Exemption Claim - Part 1'. This form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

d) Do you wish to claim an exemption for a residential annex or extension?

Yes ☐ No ☒

If you have answered 'Yes' to d), please note that you will need to complete either 'CIL Form 8: Residential Annex Exemption Claim' or 'CIL Form 9: Residential Extension Exemption Claim'. The relevant form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

In respect of a residential annex, a Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

6. Proposed New Gross Internal Area

a) Does the application involve new **residential development** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

Please note, conversion of a single dwelling house into two or more separate dwellings (without extending them) is **not** liable for CIL. If this is the sole purpose of your development proposal, you should answer 'No' to Question 4b above.

Yes ☒ No ☐

If yes, please complete the table in section 6c below, providing the requested information, including the gross internal area relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does the application involve new **non-residential development**?

Yes ☐ No ☒

If yes, please complete the table in section 6c below, using the information from your planning application.

c) Proposed gross internal area:

Development type	(i) Existing gross internal area (square metres)	(ii) Gross internal area to be lost by change of use or demolition (square metres)	(iii) Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)			1146	
Social Housing, including shared ownership housing (if known)				
Total residential			1146	
Total non-residential	1141	1141		
Grand total				

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal area that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in section 7c.

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sqm) to be retained.	Proposed use of retained gross internal area.	Gross internal area (sqm) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?	When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
1	Class C2 nursing home	1121.56	sui generis 38-bedsit HMO	19.44	Yes ☐ No ☒	Date: 01.02.2019 or Still in use: ☐
2					Yes ☐ No ☐	Date: or Still in use: ☐
3					Yes ☐ No ☐	Date: or Still in use: ☐
4					Yes ☐ No ☐	Date: or Still in use: ☐
Total floorspace						

7. Existing Buildings (continued)

c) Does the development proposal include the retention, demolition or partial demolition of any whole buildings **which people do not usually go into or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period?**

Yes ☐ No ☒

If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sqm) to be retained	Proposed use of retained gross internal area	Gross internal area (sqm) to be demolished
1				
2				
3				
4				
Total of which people do not normally go into, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If the development proposal involves the conversion of an existing building, will it be creating a new mezzanine floor within the existing building?

Yes ☐ No ☒

If Yes, how much of the gross internal area proposed will be created by the mezzanine floor?

Use	Mezzanine gross internal area (sqm)

8. Declaration

I/we confirm that the details given are correct.

Name:

Tim North & Associates Ltd

Date (DD/MM/YYYY). Date cannot be pre-application:

07.03.2023

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

For local authority use only

Application reference:

Community Infrastructure Levy (CIL) - Form 2: Assumption of Liability

This form should be used to assume liability prior to commencement of development.

Please note: This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales: [Download the legacy version of this form](#)

Please complete the form using block capitals and black ink and send to the Collecting Authority

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including assuming liability.

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Description of Development

Planning Permission / Notice of Chargeable Development Reference:

BR/86/20/PL

Site address:

Aldwick House (formerly the Nyewood Centre)
41-45 Nyewood Lane
Bognor Regis
West Sussex PO21 2SJ

Description of development:

Demolition of a conservatory and store and the construction of a single storey rear extension along with minor external alterations to the side elevations and insertion of four rooflights on the rear elevation, comprising part of a change of use from a Class C2 32-bed nursing home to a sui generis 38-bedsit House in Multiple Occupation comprising 24 x single person and 14 x 2-person bedsits, along with separate shower rooms and wcs.

Section A: Assumption of Liability

If the liable party is a company, you must fill in the company name

Party A Assuming Liability

Title:	Mr	First name:	Jamie
Last name:	Copland		
Company:	Gatwick Bedsits Ltd		
Position:	Director		
Company registration no: (where applicable)	07314597		
Unit:		House number:	132
		House suffix:	
House name:			
Address 1:	High Street		
Address 2:			
Address 3:			
Town:	Esher		
County:	Surrey		
Country:	UK		
Postcode:	KT10 9QJ		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			
jamie@gatwickbedsits.co.uk			

Party B Assuming Liability

Title:	Mr	First name:	Jim
Last name:	Denney		
Company:	Gatwick Bedsits Ltd		
Position:	Director		
Company registration no: (where applicable)	07314597		
Unit:		House number:	132
		House suffix:	
House name:			
Address 1:	High Street		
Address 2:			
Address 3:			
Town:	Esher		
County:	Surrey		
Country:	UK		
Postcode:	KT10 9QJ		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			
Jimmdenney@hotmail.com			

Party C Assuming Liability

Title:		First name:	
Last name:			
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Party D Assuming Liability

Title:		First name:	
Last name:			
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Agent Name and Address

Title:	Mr	First name:	Tim
Last name:	North		
Company:	Tim North & Associates Ltd		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
0044	1753	608980	
Email address (optional):			
Timnorth.associates@btinternet.com			

Unit:		House number:	17A
		House suffix:	
House name:			
Address 1:	Reading Road		
Address 2:			
Address 3:			
Town:	Pangbourne		
County:	Berkshire		
Country:	UK		
Postcode:	RG8 7LR		

Declaration

I/we hereby assume liability for the Community Infrastructure Levy Charge for the above development. Where assuming liability on behalf of a company, I confirm that I am authorised to do so. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we am/are aware of the surcharges I/we will incur if I/we do not follow the correct procedures for paying the CIL charge. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations)

Name - A Party Assuming Liability:

Date (DD/MM/YYYY):

Jamie Copland - Gatwick Bedsits Ltd

07/03/2023

Name - B Party Assuming Liability:

Date (DD/MM/YYYY):

Jim M. Denney

07/03/2023

Name - C Party Assuming Liability:

Date (DD/MM/YYYY):

Name - D Party Assuming Liability:

Date (DD/MM/YYYY):

Or Name - Agent:

Date (DD/MM/YYYY):

Under regulation 37(2) of the Community Infrastructure Levy Regulations (2010) as amended, where two or more persons have assumed liability to pay CIL in respect of a chargeable development they shall each be jointly and severally liable to pay any CIL payable in respect of that chargeable development.

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.