

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



From: Julie Grieves
Sent: 29 September 2022 08:53
To: 'Marion Wright' [REDACTED]
Subject: RE: Ryebank Lodge, Climping

Following on from me email below.

Using your agents floor space. CIL would total £6162.80.

Thanks,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408
E: julie.grieves@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF
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From: Julie Grieves
Sent: 29 September 2022 08:37
To: Marion Wright [REDACTED]
Subject: RE: Ryebank Lodge, Climping

Dear Marion,

Thank you for your email.

CIL came into effect on 1 April 2020 and any applications approved after that date were subject to the CIL Regulations. PD applications are not required to submit any form until after decision is issued. CIL is payable on extensions over 100sqm and dwellings and annexes, regardless of size.

Decisions do now include an informative explaining next steps, unfortunately your application was one just as we had become a charging authority and didn't include this, however, I emailed your agent on the following dates 12 June 2020, 1 October 2020 and 13 May 2021 explaining that we required a form 5 and form 6 before commencement.

At the time we were working from home due the pandemic and as we had no email for the applicant, emails were sent to the agent assuming they would forward to the applicant.

Can you confirm if the dwelling is for yourself?

Thanks,
Julie

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From: Marion Wright [REDACTED]
Sent: 28 September 2022 20:29
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Fwd: Ryebank Lodge, Climping

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Dear Julie,
I've received this email from my Arcitect, can you please tell me your thoughts on this matter?
Thanks,
Marion.

Sent from my iPhone

Begin forwarded message:

From: Marion Wright [REDACTED]
Date: 28 September 2022 at 19:55:33 BST
To: Joe Pretorius [REDACTED]
Subject: Re: Ryebank Lodge, Climping

Hi Joe,
[REDACTED] tomorrow all day, if I call you at 8am would that be ok?
Marion.

Sent from my iPhone

On 28 Sep 2022, at 19:53, Joe Pretorius [REDACTED] wrote:

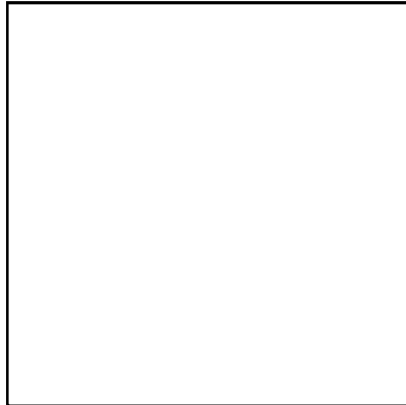
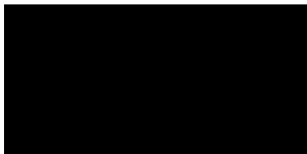
Hi Marion,

Of course, no problem at all.

What time is best to call you?

Kind Regards,

Joe Pretorius
Project Manager
Architectural Designer



This message has been sent as a part of discussion between John Brown Architecture Ltd and the addressee whose name is specified above. Should you receive this message by mistake, we would be most grateful if you informed us that the message has been sent to you. In this case, we also ask that you delete this message from your mailbox, and do not forward it or any part of it to anyone else. Thank you for your cooperation and understanding.

On 28 Sep 2022, at 19:48, Marion Wright [REDACTED] wrote:

Hi Joe,

Thank you for getting back to me, can I call you for a chat tomorrow? I don't really know what to do about this.

Thanks,
Marion.

Sent from my iPhone

On 28 Sep 2022, at 19:45, Joe Pretorius [REDACTED] wrote:

Good Evening Marion,

Thank you for your email.

CIL is always typically dealt with directly between the Council & the Client/ Owner of the property.

They should have officially informed you/ sent you a letter regarding this once Planning/ Permitted Development had been granted. Was this ever received?

It is also worth noting to Mrs Grievs that CIL had not come into effect at the time your Permitted Development application was submitted, hence no CIL forms were ever requested by the Council during the planning process.

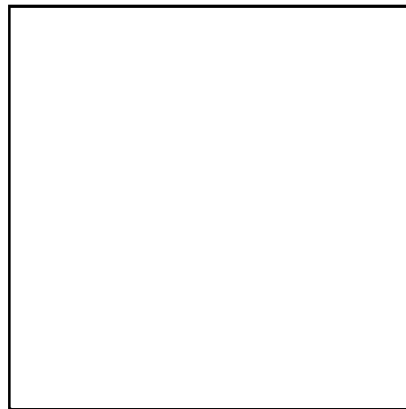
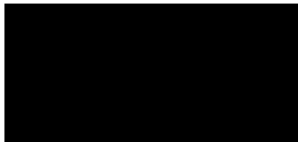
Also worth noting that CIL normally only applies to Floor Areas over 100m².

The GIA (Gross Internal Floor Area) of the barn is only **62m²**.

Please let me know if you need any further help.

Kind Regards,

Joe Pretorius
Project Manager
Architectural Designer



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On 28 Sep 2022, at 17:54, Marion Wright [REDACTED] wrote:

Hi Joe,

I got this response from Julie Grievs explaining what the letter meant. It seems you should have fill out forms before the development took place. Can you please call me to discuss this please. I think it's urgent. Ryebank Lodge has had its name changed to Oakwood Lodge now.

Thanks,
Marion.

Sent from my iPhone

Begin forwarded message:

From: Julie Grievs <Julie.Grievs@arun.gov.uk>

Date: 28 September 2022 at 16:04:19 BST

To: Marion Wright [REDACTED]

Subject: RE: Ryebank Lodge, Climping

Dear Marion,

Thanks for responding following my voicemail.

The current situation is, CM/7/20/PD was given a decision of 'No Objection & Conditions' on 9 June 2020. We should have received a Form 5 Notice of Chargeable Development (together with any self build relief forms if applicable) and then we calculate the CIL due on the floor area converted. You then submit a Form 6 Commencement Notice and we send a Demand Notice (if no relief granted) and an instalment plan. Unfortunately, despite reminding the agent on the application twice that this was required, we have never received the required forms and now we have been notified that the dwelling is complete.

This means that we must receive a completed Form 5 Notice of Chargeable Development and I will then calculate what is owed, based on the CIL Zone, rate and m2 floor area and issue a demand notice for immediate payment (within 30 days). I can't give you a figure until we have confirmation of floor area.

I have attached a copy of the Form 5 -

https://ecab.planningportal.co.uk/uploads/lapp/forms/form_5_notice_of_chargeable_development.pdf Please complete and return accordingly. If the link doesn't work, it can be found at www.arun.gov.uk/cil

Many thanks,
Julie

Julie Grieves,
Senior CIL Officer, Planning

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E: julie.grieves@arun.gov.uk

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-----Original Message-----

From: Marion Wright [REDACTED]
Sent: 28 September 2022 15:39
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Ryebank Lodge, Climping

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Hi Julie,
Yes you were given the wrong email address. I believe you need to send me a form to fill in with regards to my barn being converted into a dwelling. I was given Permitted development rights, not

planning permission. Can you explain what I need to do.
Many thanks,
Marion Wright.

Sent from my iPhone

<http://www.arun.gov.uk><<https://www.arun.gov.uk>>

DX 57406 Littlehampton

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