

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF

Note: I occasionally send emails outside of working hours. If this arrives outside your normal working hours, please do not feel compelled to respond immediately

From: Julie Grieves
Sent: 28 September 2021 09:32
To: Dominic Lynch [REDACTED]
Subject: RE: Community Infrastructure Levy Reminder August 2021

Ah yes, I remember now. Apologies! Yes, as below. The CIL will be payable after 60 days. I'll send a revised Liability Notice. It will show yourself as liable.

Kind regards,
Julie

Julie Grieves
Community Infrastructure Levy Officer

T: 01903 737500 ext.37448
E: julie.grieves@arun.gov.uk



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From: Dominic Lynch [REDACTED]
Sent: 28 September 2021 09:23
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Community Infrastructure Levy Reminder August 2021

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Hi Julie,

With apologies, I was confusing the form and the payment. Please confirm Form 6 should be received and approved before work commences and then from the day of commencement we have 60 days to pay.

With regard to the self build we did discuss this previously. As it is a second home I do not believe we qualify for the relief and hence should be paying the CIL. Does anything need to be changed based on the liability notice we received and having signed Form 6 (and 6 when the time comes)?

Many thanks, Dom

On Tue, 28 Sept 2021 at 09:12, Julie Grieves <Julie.Grieves@arun.gov.uk> wrote:

Dear Mr Lynch,

Thank you for your email and Form 2.

Form 6 must be received by the day before commencement. We have to acknowledge this as well before commencement and therefore we advise to submit as soon as you know the commencement date.

On your CIL Form 1 you indicate you are applying for Self Build Relief. We have yet to receive this form. If you want to submit that, I can then send a revised Liability Notice showing the relief granted.

Kind regards,

Julie

Julie Grieves

Community Infrastructure Levy Officer



T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk

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From: Dominic Lynch [REDACTED]
Sent: 27 September 2021 21:45
To: Julie Grieves <Julie.Grieves@arun.gov.uk>; CIL <CIL@arun.gov.uk>
Subject: Re: Community Infrastructure Levy Reminder August 2021

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Good morning,

Please find the attached Form 2 for EP/49/21/PL. I am aware that Form 6 will be required with 60 days of work commencing.

Best regards,

Dominic Lynch

On Tue, 10 Aug 2021 at 11:14, Julie Grieves <Julie.Grieves@arun.gov.uk> wrote:

Good morning,

I hope this email finds you safe and well.

I thought it might be the right time just to give another reminder of what is expected after you have received a Liability Notice and **before you commence works.**

- Householder extensions are not required to submit a Form 6 Commencement Notice.
- Everyone else should submit a Form 6 Commencement Notice (and have it acknowledged) **before** commencement. We must, if you haven't already done so, receive a completed Form 2 Assumption of Liability Notice before, or with, the Form 6 Commencement Notice. Failure to follow these steps will result in you losing your right to pay in instalments and incurring surcharges and possibly late payment interest.

- Note that **commencement** may be preparing/clearing and **demolition** as well as putting in footings – see section 55 of the Town and Country Planning Act 1990:
<http://www.legislation.gov.uk/ukpga/1990/8/part/III/crossheading/meaning-of-development>

Forms can be found here:-

Form 6 - <https://www.arun.gov.uk/download.cfm?doc=docm93ijjm4n14943.pdf&ver=15342>

Form 2 - <https://www.arun.gov.uk/download.cfm?doc=docm93ijjm4n14939.pdf&ver=15338>

If you are an agent and we do not have email details for your clients, please send this information on to remind them of the next steps. These details are all on the Liability Notices so please make sure they are fully read.

If you are an agent, can I also please request that you enter your clients email address, on the application forms on submission. It is a requirement that all notices are sent to the 'relevant' parties and as we are working from home, we are sending all documentation via email as it just makes the process a little easier if the information is already there.

Kind regards,

Julie

Julie Grieves

Community Infrastructure Levy Officer



T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk

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

DX 57406 Littlehampton

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