

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



From: Julie Grieves
Sent: Tuesday, August 29, 2023 11:09 AM
To: Phil Brown [REDACTED]
Subject: RE: EP/67/20/PL - RE: Community Infrastructure Levy - CIL- Reminder

This confirms receipt of your completed Form 6 Commencement Notice.

For future reference, please leave enough time between submitting the form and commencing. There must be one clear working day between the two.

You will shortly receive a demand notice. Please ensure all instalments are paid by the due date otherwise the CIL amount becomes due immediately and you will incur surcharges.

Kind regards,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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

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From: Phil Brown [REDACTED]

Sent: Tuesday, August 29, 2023 10:54 AM

To: Julie Grieves <julie.grieves@arun.gov.uk>

Subject: RE: EP/67/20/PL - RE: Community Infrastructure Levy - CIL- Reminder

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.

Julie,

Please find attached an amended CIL notice. I have added the reference of 934 and amended the commencement date.

I trust this will now be acceptable but please let me know if you have any further comments.

Thanks,

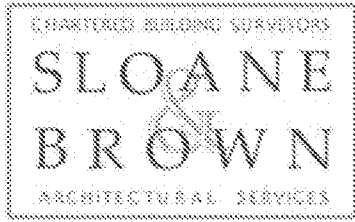
Phil.

Phil Brown
Director

Sloane and Brown Ltd
Unit 3b Woodhorn Business Centre
Woodhorn Lane
Oving Chichester
West Sussex PO20 2BX
[REDACTED]

www.sloaneandbrown.co.uk

Company Registration No. 09666482



Sussex Heritage Trust Awards 2022

Highly commended for Bognor Regis Bandstand
Highly commended for The Black Barn, Duncton Mill

Waverley Design Awards 2019

Commended for East Barn, Whitley Manor Farm - conversion to commercial use

Sussex Heritage Trust Awards 2017

Highly commended for South Downs Bunkhouse barn conversion
Highly commended for new Hotham Park Café building



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

Sent: Tuesday, August 29, 2023 9:31 AM

To: Phil Brown

Subject: EP/67/20/PL - RE: Community Infrastructure Levy - CIL- Reminder

Dear Phil,

I am unable to accept the Form 6 as it is incomplete. Please add the CIL reference number. We should receive the commencement notice before works commence. Not the day that works commence.

If works did not commence on Friday, I would suggest submitting the amended commencement notice with the CIL ref (934) and the new date.

If works did commence, unfortunately, all CIL becomes payable as per the regulations.

I look forward to hearing from you.

Kind regards,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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From: Phil Brown [REDACTED]
Sent: Friday, August 25, 2023 6:41 AM
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Cc: CIL <CIL@arun.gov.uk>
Subject: RE: Community Infrastructure Levy - CIL- Reminder

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Julie,

Please find attached CIL Form 6 informing you of the commencement of the development at 47 The Ridings, East Preston.

Please let me know if you require any additional information.

Thank you,

Phil.

Phil Brown
Director

Sloane and Brown Ltd
Unit 3b Woodhorn Business Centre
Woodhorn Lane
Oving Chichester
West Sussex PO20 2BX

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Company Registration No. 09666482



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Highly commended for new Hotham Park Café building



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

Sent: 07 February 2022 15:20

To: CIL <CIL@arun.gov.uk>

Subject: Community Infrastructure Levy - CIL- Reminder

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/1990/6/part/III/crossheading/meaning-of-development>
- Even if you have been granted relief (apart from Householder Extension Relief) you still need to forward the above.

Forms can be found here:-

Form 2 - <https://www.arun.gov.uk/cil>

Form 6 - <https://www.arun.gov.uk/cil>

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 and it just makes the process a little easier if the information is already there. I can update these details at

any time so if you have not provided an email for your applicant, please forward (you will be receiving this email as we do not have an email for one or more of your clients).

Kind regards,

Julie

Julie Grieves

Community Infrastructure Levy Officer



T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk

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

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

DX 57406 Littlehampton

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