

[REDACTED]

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: james dommett [REDACTED]
Sent: 14 February 2022 10:25
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Community Infrastructure Levy - CIL- Reminder

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Good Morning Julie

We were under the impression that the Levy was based on the timber framed structure, the works for that are not commencing until early May 2022. At the moment we have a few brick walls built which are unrelated to the timber framed garage and the levy and we are about to start ground works to prepare for us to extend the driveway in March.

If you already have form 2 then please disregard the one that we just sent over.

Many thanks
Hayley Sampson and James Dommett

From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: 14 February 2022 09:50
To: james dommett [REDACTED]
Subject: RE: Community Infrastructure Levy - CIL- Reminder

Good morning James.

Thanks for your email.

We already have a Form 2 on record that shows both of you liable. Do you wish to keep that one or replace with the new?

The Form 6 needs to have a date on the box for 'Commencement Date'. If this date was in the past, unfortunately, although you will still receive the relief, you will incur surcharges for not submitting the commencement notice before works started and if this is not paid within 30 days, late payment interest.

Please forward an amended form accordingly and confirm what you would like to do regarding the Form 2.

Many thanks,
Julie

Julie Grieves
Community Infrastructure Levy Officer



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

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From: james dommett [REDACTED]
Sent: 14 February 2022 09:28
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Community Infrastructure Levy - CIL- Reminder

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Good Morning Julie

Please find attached CIL form 2 and CIL form 6,

Many thanks
Hayley Sampson and James Dommett

From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: 07 February 2022 15:20
To: CIL [REDACTED]
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/1990/8/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

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