

From: Julie Grieves
Sent: 16 September 2025 10:02
To: Planning Scanning
Subject: FW: EP/76/25/HH - 7 Meadow Park

Hello,

Please upload (and redact) as correspondence and call it "confirmation re CIL with agent"

Thanks
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
www.arun.gov.uk

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|  Improving the wellbeing of Arun |  Delivering the right homes in the right places |  Supporting our environment to support us |  Fulfilling Arun's economic potential |   |
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From: Jonathan Bolton [REDACTED]
Sent: 15 September 2025 12:25
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: RE: EP/76/25/HH - 7 Meadow Park

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Hi Julie
Thank you for your reply.
The applicant has confirmed that there will not be a kitchen, just a bathroom in the annex.
So I'll have a look again at Form 2 and Form 8 that you sent to me before.
Regards
Jonathan

Email sent by Jonathan Bolton (Joe)
Director at Synergy Planning & Property Consultants Ltd



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From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: 15 September 2025 08:43
To: Jonathan Bolton [REDACTED]
Subject: RE: EP/76/25/HH - 7 Meadow Park

Hi,

The current rate is £117.07 for development in Zone 4. You can apply for residential annexe relief as per the emails below, you just have to make sure you submit the correct relief forms and a Form 6 Commencement Notice **before** any works are carried out otherwise you risk surcharges being added.

Many thanks,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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From: Jonathan Bolton [REDACTED]
Sent: 12 September 2025 10:29
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: RE: EP/76/25/HH - 7 Meadow Park

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Hi Julie
I've had a quick look at the CIL guidance and charges and it's not easy to work out, but I can see a charge rate of £150 per square metre and £100 per square metre in the schedule. Can you advise what rate would apply if the applicant did want the annex to be self-contained just so I can let the applicant know.
Thanks
Jonathan

Email sent by Jonathan Bolton (Joe)
Director at Synergy Planning & Property Consultants Ltd
[REDACTED]

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From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: 12 September 2025 10:14
To: Jonathan Bolton [REDACTED]
Cc: Rhiannon Lloyd <Rhiannon.Lloyd@arun.gov.uk>
Subject: RE: EP/76/25/HH - 7 Meadow Park

Dear Jonathan,

From a CIL point of view, if the annexe is not fully self contained, it won't be CIL liable but Rhiannon can confirm if there are any implications from a DM point of view. She is out of the office until Tuesday.

Thanks,

Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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From: Jonathan Bolton [REDACTED]
Sent: 12 September 2025 10:04
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: RE: EP/76/25/HH - 7 Meadow Park

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Dear Mrs Grieves

The applicant has said she is happy for the annex to have a full bathroom but not necessarily a kitchen ie the kitchen in the main house would be used. Perhaps I best ask the case officer what the implications are if the annex also has a kitchen.

Regards

Jonathan

Email sent by Jonathan Bolton (Joe)
Director at Synergy Planning & Property Consultants Ltd



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From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: 12 September 2025 09:55
To: Jonathan Bolton [REDACTED]
Subject: EP/76/25/HH - 7 Meadow Park

Dear Mr Bolton,

I am emailing today with regards to the above application and CIL. Can you confirm that the proposed annexe is completely self contained with a fully functioning bathroom and kitchen?

If so, I note that your applicants are hoping to apply for residential annex relief. For me to apply this relief, we need to receive a completed Form 8 Residential Annex Relief together with a completed Form 2 Assumption of Liability. Although this is not required until before commencement, the relief will not show on the Liability Notice if approved.

Form 2 - [form 2 assumption of liability.pdf](#)

Form 8 - [form 8 residential annex claim.pdf](#)

I look forward to hearing from you,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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