

CIL Officer  
Planning Policy and Conservation  
Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

5th November 2021

Arun District Council

Tel: 01903 737500 ext. 37448  
Email: [cil@arun.gov.uk](mailto:cil@arun.gov.uk)  
Website: [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil)

## Community Infrastructure Levy (CIL)

### Liability Notice

#### Regulation 65, Community Infrastructure Levy Regulations (2010), as amended

1. **Date Issued:** 5th November 2021
2. **CIL collecting authority:** Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF
3. **Name and address of liable recipient:** Mr & Mrs Adam 23 South Drive Ferring West Sussex BN12 5QU
4. **Details of chargeable development to which this liability notices relates:**
  - a. **Planning Permission Reference:** FG/114/21/HH
  - b. **Liability Notice Reference** 1084
  - c. **Site address:** 23 South Drive Ferring BN12 5QU
  - d. **Development of Description:** Extensions and internal and external remodelling of existing dwelling to create a 4no. bedroom dwelling with double garage including single storey rear extension, replacement and reformation of roof to create second floor accommodation with rear balcony, associated landscaping.

#### 5. CIL Liability

This is notification that **£.00** of Community Infrastructure Levy will be payable to Arun District Council as the CIL Collecting Authority on commencement of development on planning permission FG/114/21/HH. This charge has been levied under Arun District Council's CIL charging schedule and s211 of the Planning Act 2008. Further details on payment procedure can be found below.

## 6. How we calculated this figure

We calculated this figure from the following information:

| Dev. Type<br>CIL Rate £                       | Floorspace<br>m2                                        | Residential<br>Extension<br>Exemption | TPI Used | Calculated<br>Date | CIL Amount |
|-----------------------------------------------|---------------------------------------------------------|---------------------------------------|----------|--------------------|------------|
| Zone 4 Res<br><= 10<br><br>CIL Rate<br>100.00 | Gross: 114<br>Demolished:<br>Retained:<br>Increase: 114 | £11,365.87                            | 333      | 16-07-2021         | £.00       |

## 7. You have been granted Residential Extension Exemption from CIL.

Therefore you will not be issued with a Demand Notice to pay CIL.

The exemption granted in this notice is subject to a disqualifying event not occurring within three years of completion\* of development. For further information, please see the Ministry for Housing, Communities and Local Government's guidance: <https://www.gov.uk/guidance/community-infrastructure-levy#relief-and-exemptions>

\*Completion for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates)

**If the exemption and relief procedures are followed you may ignore Part 8 of this Notice.**

## 8. When will this CIL amount be due for payment?

Do not send payment until we send you a Demand Notice, this will detail how much and when to pay.

If the payment procedure is followed correctly, this CIL amount will be payable in accordance with the Council's instalment policy:

| Amount                                        | Number of instalments   | Payments periods and amounts                                         |
|-----------------------------------------------|-------------------------|----------------------------------------------------------------------|
| Any amount less than £10,000                  | One payment             | Total amount payable within 60 days of commencement of development   |
| Amount equal to £10,000 or less than £50,000  | Three equal instalments | 60 days, 120 days and 180 days or commencement of development        |
| Amount equal to £50,000 or less than £100,000 | Four equal instalments  | 60 days, 180 days, 360 days and 540 days commencement of development |
| Amount higher than £100,000                   | Five equal instalments  | 60 days, 180 days, 360 days, 540                                     |

|                                                                                                                                                                                      |  |                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------|
|                                                                                                                                                                                      |  | days and 720 days<br>commencement of development |
| Note: Commencement is defined in Regulation 67 of the CIL Regulations 2010 (as amended) as relating to the date given on the commencement notice submitted to the charging authority |  |                                                  |

Note that this instalment policy may alter but we will contact you if this occurs.

Some, or the entire amount, may also be paid by transferring land to the CIL charging authority or another beneficiary agreed with the charging authority. [See the CIL guidance on Payment in kind for more information.](#)

**The following notifications must be served on the collecting authority before development commences:**

- \* Who will pay the amount, by assuming liability using [CIL Form 2 'Assumption of Liability'](#);
- \* The date on which you intend to commence development, by submitting a valid commencement notice. [Download Form 6' Commencement Notice.](#)

Precise details of your payment arrangements and options will be contained in the demand notice that will be sent following submission of a valid commencement notice.

If this procedure is not followed, payment of the CIL amount will be due in full on the day that development commences.

If a valid commencement notice has not been submitted before development commences, even if an exemption for self build has been agreed, you may be liable for a surcharge.

### **Consequences of non payment**

If you fail to follow the payment procedure described above, the collecting authority may impose surcharges on this liability. Persistent failure to pay CIL liabilities due may result in the collecting authority imposing surcharges, serving a CIL stop notice prohibiting further development on the site and/or taking action to recover the debt due. [Please see the guidance published by the Department for Communities and Local Government for more information.](#)

### **9. The amount of CIL liability in this notice is a local land charge**

Self-Build or Residential Annexe Exemption will be cancelled three years after completion of development. But if a disqualifying event has occurred the Land Charge will only be removed on full payment of the amount due.

### **10. New liability notices may be issued**

Any change in the details contained in this notice (including calculation of the chargeable amount or amount of relief granted) will lead to the collecting authority issuing a new liability notice.

### **11. Do you think we have made a mistake in our calculations?**

You may submit a request for us to review it under Regulation 113 of the CIL Regulations 2010 (as

amended ) within 28 days of the date issued. If you are unhappy with the calculation following this review, you can appeal to the Valuation Office Agency . [View further details of CIL appeals.](#)

This notice has also been copied to the following recipients:

| Name and address of other recipient(s) of this notice                                     | Category of recipient |
|-------------------------------------------------------------------------------------------|-----------------------|
| Mr C Barker<br>Brooklyn Chambers<br>11 Goring Road<br>Worthing<br>West Sussex<br>BN12 4AP | Agent                 |

Yours faithfully



Neil Crowther  
Group Head of Planning