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

Tel: 01903 737500 ext. 37448
Email: cil@arun.gov.uk
Website: www.arun.gov.uk/cil

18th August 2025

Arun District Council

Community Infrastructure Levy (CIL)

Liability Notice

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

1.	**Date Issued:**	18th August 2025
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 Walter Jason Lawrence 4 Sea Lane Ferring BN12 5DS
4.	**Details of chargeable development to which this liability notices relates:**	
	a. Planning Permission Reference:	FG/203/21/PL
	b. Liability Notice Reference	1152
	c. Site address:	4 Sea Lane Ferring BN12 5DS
	d. Development of Description:	Erection of 1 No. 2 bed single storey dwelling to rear of existing dwelling (Resubmission of previously approved FG/168/18/PL). This application is in CIL Zone 4 and is CIL liable as new dwelling.

5. CIL Liability

£5,069.46 of Community Infrastructure Levy is payable to Arun District Council as the CIL collecting authority, on commencement of development on planning permission FG/203/21/PL. This charge has been levied under Arun District Council's CIL charging schedule and s211 of the Planning Act 2008. Further details on payment procedures can be found at point 8. **PLEASE REMEMBER TO SEND IN YOUR CIL COMMENCEMENT NOTICE TO PREVENT ADDITIONAL CHARGES EVEN IF YOUR LIABILITY IS ZERO.**

I acknowledge receipt of Form 2 (Assumption of Liability), therefore the person stated at paragraph 3 is liable for CIL and will receive the Demand Notice where applicable.

6. How we calculated this figure

We calculated this figure from the following information:

Dev. Type CIL Rate £ per m2	Floorspace m2	TPI Used	Calculated Date	CIL Amount
Zone 4 Res <= 10 CIL Rate 100.00	Gross: 71 Demolished: 20 Retained: Increase: 51	332	17-01-2022	£5,069.46

7. Are you eligible for Exemption or Relief from CIL?

If you are a charity, intend to use the development for social housing or you are building your own home, extension (over 100 meters squared in net additional floorspace) or residential annex, you may be eligible for a reduction (partial or entire) in this CIL liability. **YOU MUST STILL REMEMBER TO SEND IN YOUR CIL COMMENCEMENT NOTICE TO PREVENT ADDITIONAL CHARGES, EVEN IF YOUR LIABILITY IS ZERO.**

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

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

		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 notification must be served on the collecting authority before development commences:

* 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 you have a self build exemption 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

This CIL liability has been registered as a local land charge against the land affected by the planning permission in this notice. This charge will be removed on full payment.

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 but if you are an agent acting on behalf of an

applicant, please can you ensure that this document is forwarded to the applicant and they are aware of the notifications they must undertake even if the CIL liability has exemption or relief:

Name and address of other recipient(s) of this notice	Category of recipient
Mr C Barker Brooklyn Chambers 11 Goring Road Worthing	Agent

Yours faithfully



Neil Crowther
Group Head of Planning