

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



From: Julie Grieves
Sent: 25 November 2024 12:34
To: Eileen Harris [REDACTED]
Subject: RE: CIL ACK CN/Free text Letter (event ACN)

Dear Eileen,

Thank you for confirming the time line.

On the 6th April 2021, a CIL Liability Notice was emailed to you explaining the next steps required with regards to CIL. Unfortunately, as you have commenced without submitting a CIL commencement notice, this results in a surcharge of £2500 or 20%, whatever is lower. This equates to £857.43.

“Where an exemption or relief has been obtained for residential annexes, self-build housing, charitable development or social housing, it is important to note that a commencement notice must be submitted prior to the development commencing. If a commencement notice is not submitted in time, the charging authority must impose a surcharge equal to 20% of the notional chargeable amount, capped at £2,500. The charging authority only has discretion to waive the surcharge if it is less than any reasonable administrative costs which it would incur in relation to collecting it. See [regulation 83](#) as amended by the [2019 Regulations](#)”

I attach a copy of the Liability Notice that was sent. The CIL Regulations are enforced by law and will have to organise a demand notice to be sent. Would it help if I organised this to be sent in January?

Kind regards,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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From: Eileen Harris [REDACTED]
Sent: 22 November 2024 19:55
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: CIL ACK CN/Free text Letter (event ACN)

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Dear Julie,

The work , on the Annex , was started at the end of August 2021., and was considered completed ,by the Council , in October 2022.

Of the building work as each stage was completed a representative ,from the local council , was called in by the builder to pass off the work .This was done at each stage of the building and the

final inspection was completed again by a man from the Council. When the man ,from the Council , did the final inspection he pointed out that the back gate opened out onto the main pathway and was incorrect it had to be opened inwards, we duly rectified the gate.

Hope this is useful to you .

Regards
Eileen
Eileen Harris

PS. Sorry for the delay in replying I have had no Internet due to a power cut.

On Monday 18 November 2024 at 12:32:47 GMT, Julie Grieves <julie.grieves@arun.gov.uk> wrote:

Good morning Eileen,

Was the work considered complete by building control? Planning/CIL and Building Control are separate departments.

We required a commencement notice for CIL and I am emailing with regards to CIL?

Thanks,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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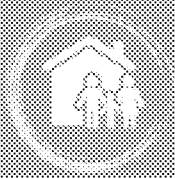
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Our priorities...



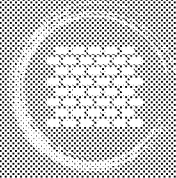
Improving the wellbeing of Arun



Delivering the right homes in the right places



Supporting our environment to support us



Fulfilling Arun's economic potential



From: Eileen Harris [REDACTED]
Sent: 16 November 2024 13:46
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: Re: CIL ACK CN/Free text Letter (event ACN)

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Dear Sir's

Not quite sure why we have received this email regarding work carried out at 2 Leverton Avenue PO22 7RA.

The Annex was considered completed , by Arun District Council , in October 2021 and have a letter from them saying this.

Regards

Eileen Harris.

On Thursday 14 November 2024 at 13:48:38 GMT, planning.responses@arun.gov.uk <planning.responses@arun.gov.uk> wrote:

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

DX 57406 Littlehampton

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

6 April 2021

Mr & Mrs V Harris
2 Leverton Avenue
Felpham
West Sussex
PO22 7RA

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

Community Infrastructure Levy (CIL)

Liability Notice

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

1. **Date Issued:** 6 April 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 V Harris 2 Leverton Avenue Felpham West Sussex PO22 7RA
4. **Details of chargeable development to which this liability notices relates:**
 - a. **Planning Permission Reference:** FP/14/21/HH
 - b. **Liability Notice Reference** 1012
 - c. **Site address:** 2 Leverton Avenue Felpham PO22 7RA
 - d. **Development of Description:** Removal of existing storage sheds and construction of a self contained annexe. This application is CIL liable as self contained annexe in CIL Zone 4.

5. CIL Liability

£0.00 of Community Infrastructure Levy is payable to Arun District Council as the CIL collecting authority, on commencement of development on planning permission FP/14/21/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 procedures can be found at point 8.

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 £	Floorspace m2	Self-Build / Annexe Exemption	TPI Used	Calculated Date	CIL Amount
Zone 4 Res ≤ 10 CIL Rate 100	Gross: 43 Demolished: Retained: Increase: 43	£4,287.13	333	09-02-2021	0.00

7. You have been granted Self-Build Dwelling/Residential Annexe Exemption from CIL.

Therefore you will not be issued with a Demand Notice to pay CIL provided you have submitted all the relevant exemption claim forms, Assumption of Liability (Form 2) and the Commencement Notice (Form 6), no later than the day before the day on which the chargeable development is to be commenced.

<https://www.arun.gov.uk/cil/forms>

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:

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 R Fish Cenarth 17 Nimbus Close Littlehampton West Sussex BN17 6RX	Agent
Arun District Council	Land Charges

Yours faithfully



Neil Crowther
Group Head of Planning