

Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF  
[www.arun.gov.uk](http://www.arun.gov.uk)



**From:** Tom Barnes [REDACTED]  
**Sent:** Thursday, June 8, 2023 9:06 AM  
**To:** Julie Grieves <Julie.Grieves@arun.gov.uk>  
**Subject:** Fwd: FP/61/20/PL - 10 Felpham Gardens

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Dear Julie

Please find attached the completed forms as requested, thank you for the friendly reminders, there is a lot to navigate!  
Kind regards  
Tom

----- Forwarded message -----

From: **Sarah Mitchell** [REDACTED]  
Date: Thu, 8 Jun 2023, 09:02  
Subject: Re: FP/61/20/PL - 10 Felpham Gardens  
To: Tom Barnes [REDACTED]

Forms attached

Sarah

On Wed, Jun 7, 2023 at 9:19 PM Tom Barnes [REDACTED] wrote:

----- Forwarded message -----

From: **Julie Grieves** <[Julie.Grieves@arun.gov.uk](mailto:Julie.Grieves@arun.gov.uk)>  
Date: Wed, 7 Jun 2023, 11:25  
Subject: RE: FP/61/20/PL - 10 Felpham Gardens  
To: Tom Barnes [REDACTED]

Hi Tom,

Please find a link to all the forms. [Download the forms - Community Infrastructure Levy - Planning Portal](#).

Please complete and return.

Thanks,

**Julie Grieves,**

**Senior CIL Officer,** Planning

**T:** 01903 737947

**E:** [julie.grieves@arun.gov.uk](mailto:julie.grieves@arun.gov.uk)

Arun District Council, Civic Centre, Maltravers Rd

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**From:** Tom Barnes [REDACTED]  
**Sent:** Wednesday, June 7, 2023 11:20 AM  
**To:** Julie Grieves <[Julie.Grieves@arun.gov.uk](mailto:Julie.Grieves@arun.gov.uk)>  
**Subject:** Re: FP/61/20/PL - 10 Felpham Gardens

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Hi Julie

Thank you for the friendly reminder, are you able to resend these forms to me or should I ask Chris Moore (my agent)

Kind regards

Tom

On Wed, 7 Jun 2023, 09:57 Julie Grieves, <[Julie.Grieves@arun.gov.uk](mailto:Julie.Grieves@arun.gov.uk)> wrote:

Dear Mr Barnes,

I am just sending a friendly reminder that **before** you commence any works, you must submit a Form 2 Assumption of Liability and a Form 6 Commencement Notice as per the attached Liability Notice sent in 2021.

Many thanks,

Julie

**Julie Grieves,**

**Senior CIL Officer, Planning**

**T:** 01903 737947

**E:** [julie.grieves@arun.gov.uk](mailto:julie.grieves@arun.gov.uk)

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