

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



**From:** [REDACTED]  
**Sent:** 05 February 2025 15:32  
**To:** Julie Grieves <Julie.Grieves@arun.gov.uk>  
**Cc:** Amber Willard <Amber.Willard@arun.gov.uk>  
**Subject:** RE: F/2/25/PL - Newhouse Farm Barns

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Hi Julie

I have just been checking in on our application and I have responded below to comments from Private Sector Housing team (attached)

I have attached a revised proposed plan with some notes to address points raised from the team.

1. Noted
2. Noted
3. Mini-kitchens:
  - a. Studio 2: this is not a 'cooking' facility, only an early morning tea/coffee station, with electric kettle and sink, to avoid a long walk to the existing kitchen in the main dwelling. Please see amended drawing attached.
  - b. Annexe: the windows to sitting room and bedroom will be fully opening as means-of-escape. Kitchen is on this side to facilitate services connections.
4. Noted
5. An opening rooflight will be installed over the Annexe bathroom, as shown on ELEVATIONS drawing.
6. Noted - Details to be submitted with Building Control application
7. Noted
8. Noted.

Best wishes

Rachel von Rietberg  
[REDACTED]

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**From:** Julie Grieves <Julie.Grieves@arun.gov.uk>

**Sent:** Tuesday, 28 January 2025 09:32

**To:** Rachel Von Rietberg [REDACTED]

**Cc:** Amber Willard <Amber.Willard@arun.gov.uk>

**Subject:** RE: F/2/25/PL - Newhouse Farm Barns

Dear Rachel,

Thank you for the 'in use' proof. That's great, I have arranged for that to be uploaded.

Along with the Form 9, you will need to complete the Form 2 Assumption of Liability - [form 2 assumption of liability.pdf](#)

Thanks,

**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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**From:** Rachel Von Rietberg [REDACTED]  
**Sent:** 27 January 2025 15:41  
**To:** Julie Grieves <[Julie.Grieves@arun.gov.uk](mailto:Julie.Grieves@arun.gov.uk)>  
**Cc:** Amber Willard <[Amber.Willard@arun.gov.uk](mailto:Amber.Willard@arun.gov.uk)>  
**Subject:** Re: F/2/25/PL - Newhouse Farm Barns

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Hi Julie

Thank you for your email. As requested below please find attached utility bills to prove lawful use. I will complete a Form 9 extension relief form. Please let me know if need any further information.

Best wishes  
Rachel von Rietberg  
[REDACTED]

Sent from my iPhone

On 20 Jan 2025, at 09:39, Julie Grieves <[Julie.Grieves@arun.gov.uk](mailto:Julie.Grieves@arun.gov.uk)> wrote:

Dear Mr & Mrs von Rietberg,

I am emailing today with regard to the above application and CIL.

You indicate that you are converting existing buildings. To enable me to deduct this floor space, you must provide proof that it has been in lawful use for a continuous period of 6 months within the last 3 years. Utility bills, council tax bills and sworn statements are forms of acceptable proof.

As the building is included in the site red edge of the dwelling house, utility bills for the dwelling suffice.

Once we have received this information, the CIL amount will be calculated on the small extension. As this will be a residential extension, you can complete a Form 9 Extension relief form (providing you fit the criteria on the form) and this will reduce the CIL Liability to zero. - [form 9 extension exemption claim.pdf](#)

This is entirely your decision. Please let me know how you wish to proceed.

Kind regards,

**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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