

Mr P Goodridge
Meadow House
Kingston Lane
Kingston
BN16 1RS

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

Tel: 01903 737500
Email: cil@arun.gov.uk
Website: www.arun.gov.uk/cil
Date: 7th January 2026

Community Infrastructure Levy (CIL)

Dear Mr Goodridge

Planning Permission:	K/12/22/HH
CIL Reference	1228
Site address:	Meadow House Kingston Lane Kingston BN16 1RS
Development of Description:	Erection of single storey rear and front porch extension, erection of self contained detached annex and alterations to fenestration.

I refer to the planning application K/12/22/HH (as amended if applicable).

I refer to the above CIL Liable Planning Application. I am emailing you today with regards to the above application and CIL. Self Build relief was granted on the development reducing the CIL Charge to zero. One of the conditions of receiving this was that you must submit a Form 7 Self Build Form Part 2 within 6 months of completing the build.

Could you confirm whether the build has been completed and forward the relevant evidence as required per the Form 7 Part 2. Please email the Form 7 Part 2 form and necessary evidence to cil@arun.gov.uk (the evidence required is stipulated on the form which can be found online at www.arun.gov.uk/cil). Failure to provide this within 6 months of completion is a disqualifying event and will result in loss of relief and full payment due immediately.

Yours faithfully



Neil Crowther
Group Head of Planning

CILACK(ODB)