

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

In line with flexible working arrangements, I occasionally send emails outside of working hours. If this arrives outside your normal working hours, please do not feel compelled to respond immediately.



From: Paulina Kosciak [REDACTED]
Sent: 21 February 2023 15:11
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Panorama, East Preston BN16 1QP

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Hi Julie,

Thank you for that!
I am on-site and going to review your e-mail in the morning.

Kind regards,

Paulina Kosciak

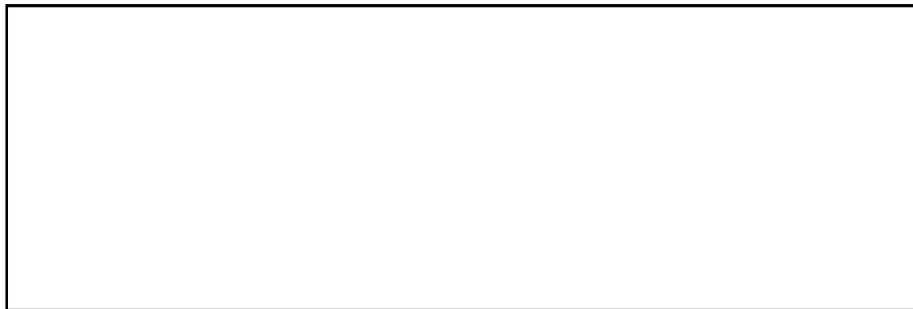
Architectural and Design Manager



Unit 13 Talina Centre

Bagleys Lane
London SW6 2BW

www.lucinda-sanford.com



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

Sent: 21 February 2023 13:51

To: Paulina Kosciak [REDACTED]

Subject: RE: Panorama, East Preston BN16 1QP

Hi Paulina,

I just tried calling but no answer.

I have been having a look through the history of the site and can see what applications you have and that aren't CIL Liabe.

K/39/20 – Not CIL Liabe as conversion without extension

K/40/20/PL – Not CIL Liabe as extension only under 100sqm.

Therefore, I suggest that if your client does not wish to pay CIL, they build to these two applications and then when completed, they submit an application for a loft conversion.

This way, they won't be liabe for any CIL.

You can email to withdraw the submitted Form 6 Commencement Notice and then no further action will take place regarding K/17/22/HH.

I hope that may help a bit? Any questions, please do not hesitate to ask.

I look forward to hearing from you regarding the Form 6 Commencement Notice.

Kind regards,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

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From: Paulina Kosciak [REDACTED]
Sent: 20 February 2023 13:16
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Panorama, East Preston BN16 1QP

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We are just cleaning the site. I was thinking to put the date same as the date of the form. Do you suggest to put today's date?

Kind regards,

Paulina Kosciak
Architectural and Design Manager
[REDACTED]

[REDACTED]
Unit 13 Talina Centre
Bagleys Lane
London SW6 2BW

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

Sent: 20 February 2023 13:12

To: Paulina Kosciak [REDACTED]

Subject: RE: Panorama, East Preston BN16 1QP

The 15th was last week. It must be after you have submitted the Form 6 Commencement Notice, however, if you have commenced works already, unfortunately, this will result in surcharges!

Thanks,
Julie

Julie Grieves,
Senior CIL Officer, Planning

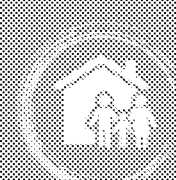
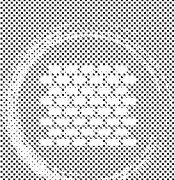
T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

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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	 
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From: Paulina Kosciak [REDACTED]
Sent: 20 February 2023 11:27
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Panorama, East Preston BN16 1QP

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Hi Julie,

Please find attached. Is it fine to put 15/02/2023 or do you recommend a different date?

Kind regards,

Paulina Kosciak
Architectural and Design Manager



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

Sent: 20 February 2023 08:34

To: Paulina Kosciak [REDACTED]

Cc: Lucinda Sanford [REDACTED]

Subject: RE: Panorama, East Preston BN16 1QP

Good morning Pauline,

Thank you for your forms.

Unfortunately the Form 6 Commencement Notice can not be accepted as there is no commencement date entered.

Please resubmit with a commencement date. This must be one clear working day from submitting the form. If you are not quite ready, please resubmit when you have a commencement date.

Kind regards,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

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From: Paulina Kosciak [REDACTED]

Sent: 17 February 2023 16:59

To: Julie Grieves <Julie.Grieves@arun.gov.uk>

Cc: Lucinda Sanford [REDACTED]

Subject: Re: Panorama, East Preston BN16 1QP

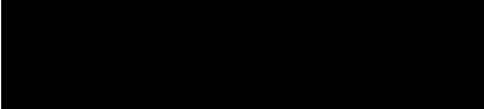
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Hi Julie,

Please find attached the forms.
Have a great weekend.

Kind regards,

Paulina Kosciak
Architectural and Design Manager



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

Sent: 15 February 2023 17:30

To: Paulina Kosciak [REDACTED]

Cc: Lucinda Sanford [REDACTED]

Subject: RE: Panorama, East Preston BN16 1QP

We were awaiting 'in use proof' to be able to deduct from the K/17/22/PL application. You can submit the forms for that application too, Form 2 and Form 9 and then a new Liability Notice will be sent for that too and result in a zero Liability Notice to be sent.

I'm finishing now and on leave tomorrow and Friday. I will be back in the office Monday morning and will process any forms received then.

Thanks,
Julie.

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

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From: Paulina Kosciak [REDACTED]

Sent: 15 February 2023 17:24

To: Julie Grieves <Julie.Grieves@arun.gov.uk>

Cc: Lucinda Sanford [REDACTED]

Subject: Re: Panorama, East Preston BN16 1QP

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Hi Julie

Could you please tell me in this case: "Therefore, you can deduct the existing floor space from the proposed and CIL will just be payable on the floor area created from the extensions", based on the current application K/17/22/PL what is the CIL charge?

As I mentioned before: "we are now in a situation where the most recent application K/17/22/PL is larger than the scheme the client wants to carry out. We are nervous about the greater CIL than we need to.

My client is going to review the self build relief for a residential extension.

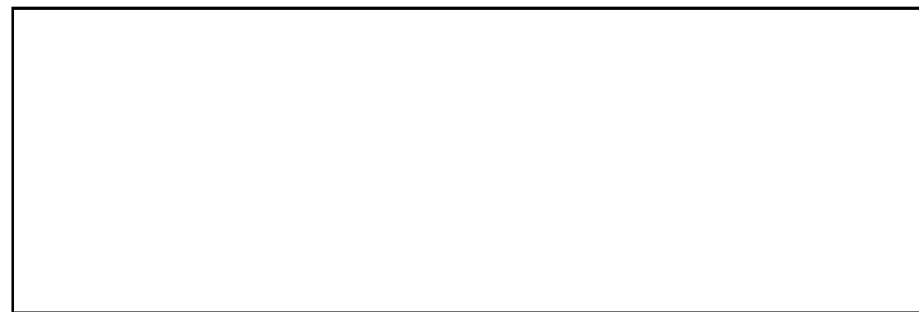
I am going to send you forms: 2 Assumption of Liability and 9 Residential relief I just want to be sure that I am referencing the correct planning application.

Kind regards,

Paulina Kosciak
Architectural and Design Manager

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Bagleys Lane
London SW6 2BW

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

Sent: 15 February 2023 16:58

To: Paulina Kosciak [REDACTED]

Cc: Lucinda Sanford [REDACTED]

Subject: RE: Panorama, East Preston BN16 1QP

Hello,

I was just trying to have a look at the plans. The existing plans on the 2020 application do not show it as 2 flats and no where it states they are 2 dwellings. I think that is probably why a CIL record was created or Liability Notice sent.

Conversion from 2 into 1 results in a CIL charge if you are extending. Regardless of the size of the extension. Therefore, you can deduct the existing floor space from the proposed and CIL will just be payable on the floor area created from the extensions.

You would then apply for self build relief for residential extension relief and no CIL is payable. It's then up to you if you then commence the 2022 application, however, you must remember not to commence any works under that application that differ from the 2020 application.

We have reason to believe from building control records that the works have commenced? I would complete form 2 Assumption of Liability and form 9 Residential Extension relief and return asap.

I hope this helps,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

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From: Paulina Kosciak [REDACTED]
Sent: 15 February 2023 16:46
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Cc: Lucinda Sanford [REDACTED]
Subject: Re: Panorama, East Preston BN16 1QP

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Hi Julie,

I hope you are well.

We are trying to find the best path of the current project:-

K/17/22/PL

This is the current application that we have been discussing. For your reference, I also attach the documentation to show that the property is two used dwellings.

The file is too large so please download via wetransfer [REDACTED]

Further to this, however:-

K/40/20/HH

This planning application is still live for the conversion of two dwellings into one house.

There was no CIL liable for this development because it was under 100 sqm because it was combined together with a previous application K/27/17/HH which had no CIL applied.

We are now in a situation where the most recent application **K/17/22/PL** is larger than the scheme the client wants to carry out. It, therefore, makes sense to us that we work under planning K/40/20/HH, where the conditions have also been discharged already.

We would then look to submit an application for the conversion of the loft if the client wishes to proceed with this part of the project once they feel the budget is under control. Which would be under 100 sqm. So therefore no CIL would be payable. Or we could at that point submit a liability notice under the current application K/17/22/PL but would you consider deducting the previous application allowance from the calculation?

We are happy to have a discussion

Lucinda & Paulina

Kind regards,

Paulina Kosciak

Architectural and Design Manager



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From: Lucinda Sanford 
Sent: 15 February 2023 12:31
To: Paulina Kosciak 
Subject: Re: Panorama, East Preston BN16 1QP

Agh - we need to do
This!

Sent from my iPhone

On 15 Feb 2023, at 12:03, Paulina Kosciak [REDACTED] wrote:

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

Sent: 15 February 2023 11:07

To: Paulina Kosciak [REDACTED]

Subject: RE: Panorama, East Preston BN16 1QP

Hello,

This is just a friendly reminder that we must receive a completed Form 6 Commencement Notice before commencing any works. Failure to do this will result in surcharges being added and possible loss of relief.

Please also remember that we must receive a completed Form 2 Assumption of Liability form.

Kind regards,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

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<image001.jpg>

<image002.jpg>

<image003.jpg>

—

<image004.jpg>

From: Julie Grieves

Sent: 07 December 2022 11:03

To: Paulina Kosciak [REDACTED]

Subject: RE: Panorama, East Preston BN16 1QP

Good morning Paulina,

Thank you for your email. I am trying to call you, however, there is an error whilst trying to connect.

Are you able to try my line – 01903737500 x 37448

Thanks,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408
E: julie.grieves@arun.gov.uk

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<image001.jpg>

<image002.jpg>

<image003.jpg>

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<image004.jpg>

From: Paulina Kosciak [REDACTED]
Sent: 07 December 2022 10:13
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Panorama, East Preston BN16 1QP

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Hi Julie,

I hope you are well?

I am contacting you regarding the Planning Permission Reference: K/17/22/PL - Panorama Golden Acre Kingston BN16 1QP

Conversion of existing 2 No flats into 1 No dwelling, singlestorey extension with a sloping roof, new porch on ground floor, conservatory at first floor and roof extension, replacement of existing windows, doors and roof tiles. This site is in CIL Zone 4 and is CIL Liable as new dwelling.

Can you please give me a call regarding the CIL please?

Kind regards,

Paulina Kosciak

Architectural and Design Manager



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<image005.jpg>

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