



Julie Grieves - | Community Infrastructure Levy Officer (CIL), Planning Department, Directorate of Place, Arun District Council |

(Working days Monday, Tuesday & Wednesday 9.00am-18.00pm & Thursday & Friday 9.00am-2.45pm)

Internal: 37448 | External: +44 (0) 1903 737711 | E-mail: julie.grieves@arun.gov.uk

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From: Julie Grieves

Sent: 17 May 2021 16:36

To: [REDACTED]

Cc: [REDACTED]

Subject: LU/134/21/PL - The Farm, East Street, Littlehampton

Dear Gabie,

Further to our telephone conversation on Thursday of last week, I have below attached links to all forms and key points to which these need to be submitted.

1. Amended CIL Form 1 - Part 4 b, I believe, should be 'Yes' and the rest of the form <https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n14944.pdf&ver=15343>
2. Form 2 Assumption of Liability - is required if you are applying for relief and must be submitted prior to commencement (preferably before decision)
<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n14939.pdf&ver=15338>
3. Form 7 Self Build Part 1 – is required before commencement (preferably before decision)
https://ecab.planningportal.co.uk/uploads/lapp/forms/form_7_self_build_part_1_exemption_claim.pdf
4. Form 6 Commencement Notice – at least 24hrs prior to commencement. Fully completed. We do have to acknowledge this form before you can start so if you know what date you are commencing, you can submit more than 24hrs before -
<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n14943.pdf&ver=15342>

5. Form 7 Self Build Part 2 – This must be submitted within 6 months of completion along with the necessary proof (states what is required on the form

<https://www.arun.gov.uk/download.cfm?doc=docm93ijm4n14947.pdf&ver=15346>

I hope this helps. If you fail to submit the commencement notice prior to commencement or submit Part 2 of the Self Build Relief then there may be surcharges and interest that will be charged so it is always best to make sure you have sent the correct forms at the correct times. This is made clear on the Liability Notice that will be sent on decision.

Any questions, please do not hesitate to contact me,

Kind regards,
Julie



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