

[REDACTED]

From: Julie Grieves
Sent: 18 January 2022 16:17
To: Planning Scanning
Subject: FW: Notification to Land Charges of CIL Liability Notice LU/335/21/HH
Attachments: form_2_assumption_of_liability - 14 Westhead.pdf; form_8_residential_annex_claim - 14 Westhead.pdf

[REDACTED]

[REDACTED]

Thanks
Julie

Julie Grieves
Community Infrastructure Levy Officer



[REDACTED]

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF

Note: 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: James Burton [REDACTED]
Sent: 18 January 2022 14:52
To: Julie Grieves [REDACTED]
Cc: Kathryn Welch [REDACTED] gerald kimber [REDACTED]
Subject: Re: Notification to Land Charges of CIL Liability Notice LU/335/21/HH

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.

Hi Julie,

Please see forms attached.

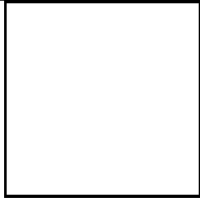
Thanks

James

James Burton

[REDACTED]

www.sussexgardenrooms.com
<https://gardenanexo.co.uk/>



3 Somerhill Avenue, Hove, East Sussex, BN3 1RJ



On Tue, 18 Jan 2022 at 13:47, Julie Grieves [REDACTED] wrote:

Dear James,

This email has been forwarded to me as the CIL Officer.

To enable me to apply exemption, please forward the following forms:-

1. Form 2 Assumption of Liability
2. Form 8 Annexe Relief

<https://www.arun.gov.uk/cil>

<https://www.arun.gov.uk/cil-exemptions>

I can then approve the relief and reissue and amended Liability Notice.

Kind regards,

Julie

Julie Grieves

Community Infrastructure Levy Officer



[Redacted]

[Redacted]

Arun District Council, Civic Centre, Maltrovers Rd, Littlehampton, West Sussex, BN17 5LF

Note: 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: Kathryn Welch <[Redacted]>
Sent: 18 January 2022 13:22
To: Julie Grieves [Redacted]
Subject: FW: Notification to Land Charges of CIL Liability Notice LU/335/21/HH

Hi Julie,

Think this is best forwarded to you...let me know if I'm wrong in this assumption.

Kind regards,

Kathryn Welch

Planning Officer, Planning Department



[Redacted]

[Redacted]

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

To register to receive notification of planning applications in your area or to search for particular applications, please go to
<https://www1.arun.gov.uk/planning-application-finder>



Sign up to our newsletter [here](#)

From: Amanda Scholes [REDACTED] **On Behalf Of** Planning.Responses
Sent: 18 January 2022 11:36
To: Kathryn Welch [REDACTED] >
Subject: FW: Notification to Land Charges of CIL Liability Notice LU/335/21/HH

AMANDA SCHOLES

PLANNING RECEPTIONIST



To register to receive notification of planning applications in your area please go to
<https://www1.arun.gov.uk/planning-application-finder>

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



Sign up to our newsletter [here](#)

From: James Burton [REDACTED]
Sent: 17 January 2022 10:07
To: Planning.Responses [REDACTED]
Cc: gerald kimber [REDACTED]
Subject: Re: Notification to Land Charges of CIL Liability Notice LU/335/21/HH

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Please find attached CIL form for the exemption

James Burton



www.sussexgardenrooms.com

<https://gardenanexo.co.uk/>



3 Somerhill Avenue, Hove, East Sussex, BN3 1RJ



On Mon, 17 Jan 2022 at 09:57, [REDACTED] wrote:

<http://www.arun.gov.uk>

DX 57406 Littlehampton

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Community Infrastructure Levy (CIL) - Form 2: Assumption of Liability

This form should be used to assume liability prior to commencement of development.

Please note: This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales: [Download the legacy version of this form](#)

Please complete the form using block capitals and black ink and send to the Collecting Authority

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including assuming liability.

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Description of Development

Planning Permission / Notice of Chargeable Development Reference:

LU/335/21/HH

Site address:

14 Westhead, Littlehampton, BN17 6QP

Description of development:

Garden annex

Section A: Assumption of Liability

If the liable party is a company, you must fill in the company name

Party A Assuming Liability

Title:	Mr	First name:	Gerald
Last name:	Kinber		
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	14
		House suffix:	
House name:			
Address 1:	Westhead		
Address 2:			
Address 3:			
Town:	Littlehampton		
County:			
Country:			
Postcode:	BN 17 6QP		
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Party B Assuming Liability

Title:		First name:	
Last name:			
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Party C Assuming Liability

Title:		First name:	
Last name:			
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Party D Assuming Liability

Title:		First name:	
Last name:			
Company:			
Position:			
Company registration no: (where applicable)			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Agent Name and Address

Title:		First name:	
Last name:			
Company:			
Telephone number (mandatory)			
Country code:	National number:	Extension number:	
Email address (optional):			

Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

Declaration

I/we hereby assume liability for the Community Infrastructure Levy Charge for the above development. Where assuming liability on behalf of a company, I confirm that I am authorised to do so. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we am/are aware of the surcharges I/we will incur if I/we do not follow the correct procedures for paying the CIL charge. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations)

Name - A Party Assuming Liability:

Date (DD/MM/YYYY):

Name - B Party Assuming Liability:

Date (DD/MM/YYYY):

Gerald Kimber

18/01/2021

Name - C Party Assuming Liability:

Date (DD/MM/YYYY):

Name - D Party Assuming Liability:

Date (DD/MM/YYYY):

Or Name - Agent:

Date (DD/MM/YYYY):

Under regulation 37(2) of the Community Infrastructure Levy Regulations (2010) as amended, where two or more persons have assumed liability to pay CIL in respect of a chargeable development they shall each be jointly and severally liable to pay any CIL payable in respect of that chargeable development.

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

Community Infrastructure Levy (CIL) Form 8: Residential Annex Exemption Claim Form

Please note: This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales: [Download the legacy version of this form](#)

Please note the following information in regards to this claim for an exemption:

If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued prior to 1 September 2019

An exemption for a residential annex must be granted by the Collecting Authority prior to the date of commencement of the development, and a Commencement (of development) Notice must also be received by the Collecting Authority prior to the date of commencement of the development, otherwise the full levy charge will be payable and a surcharge may be applied.

If your CIL Liability Notice, or revised CIL Liability Notice (if issued), was issued on or after 1 September 2019

An exemption for a residential annex must be granted by the Collecting Authority prior to the date of commencement of the development otherwise the full levy charge will be payable. Also, a Commencement (of development) Notice must be received by the Collecting Authority prior to the date of commencement of the development, otherwise a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be applied.

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including "relief from the Levy".

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended)'.

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Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming the exemption.

Application Details:

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the main dwelling (including postcode):

Section B: Residential Annex Declaration

Please tick **ALL** boxes

I declare that the development is a residential annex within the definition in Regulation 42A(2) ☒

I declare that, while I maintain my interest in the land, the main dwelling will remain a single dwelling, and the residential annex will not be separately let within the three year claw back period. ☒

I declare that the main dwelling and the residential annex will be sold at the same time to the same person(s) if I dispose of my interest of the land within the three year claw back period. ☒

I declare that the amount of de minimis State Aid received in the last 3 years prior to the submission of this application for relief is less than 200,000 Euro ☒

I understand that my claim for exemption will lapse where development commences prior to the collecting authority informing me of its decision. ☒

I understand that either:

- (if my CIL Liability Notice or revised CIL Liability Notice was issued prior to 1 September 2019)

my claim for exemption will lapse if I fail to provide the Collecting Authority with a Commencement Notice prior to the commencement of the chargeable development to which this exemption applies; **OR** ☒

- (if my CIL Liability Notice or revised CIL Liability Notice was issued on or after 1 September 2019)

That a surcharge equal to 20% of the notional chargeable amount or £2,500, whichever is the lower amount, will be payable if I fail to provide the Collecting Authority with a Commencement Notice prior to commencement of the chargeable development to which this exemption applies

I understand the meaning of a 'disqualifying event' for the purposes of a residential annex exemption (as defined in Regulation 42C) and that where a disqualifying event occurs I must inform the collecting authority within 14 days ☒

'Completion' for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

Information about de minimis State Aid for the purposes of CIL exemption can be found at:

<https://www.gov.uk/guidance/community-infrastructure-levy#state-aid-section>

Name- Claimant:

Gerlad Kimber

Date (DD/MM/YYYY):

18/01/2021

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You must then submit a commencement notice to the collecting authority prior to starting work on site. Failure to do so will either result in the CIL charge becoming payable in full and a surcharge potentially being applied (if your Liability Notice or revised Liability was issued prior to 1 September 2019), or a surcharge being applied (if your Liability Notice or revised Liability Notice was issued on or after 1 September 2019).