

[REDACTED]

From: Amanda Scholes on behalf of Planning.Responses
Sent: 11 November 2021 08:04
To: Planning Scanning
Subject: FW: Acknowledgement for LU/338/21/PL
Attachments: LU_338_21_PL202111101317177470.pdf; cil_questions.pdf

AMANDA SCHOLES
PLANNING RECEPTIONIST



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

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From: Anita Gardner [REDACTED]
Sent: 10 November 2021 15:28
To: Planning.Responses [REDACTED]
Subject: FW: Acknowledgement for LU/338/21/PL

Please add to application

Anita Gardner
Principal Planner



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

From: Brett Moore [REDACTED]
Sent: 10 November 2021 13:54
To: Anita Gardner [REDACTED]
Subject: FW: Acknowledgement for LU/338/21/PL

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Dear Mrs Gardner

Further to your letter of today's date (copy attached), please find the completed CIL Form attached. I have no idea why the form that you initially received from me was blank because it certainly wasn't blank when it was submitted.

Kind regards

Brett Moore
Principal Planner



15 West Pallant, Chichester, West Sussex, PO19 1TB | 01243 850411 | office@ss-p.co.uk
www.ss-p.co.uk

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From [REDACTED]
Sent: 10 November 2021 13:34
To: Brett Moore [REDACTED]
Subject: Acknowledgement for LU/338/21/PL

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DX 57406 Littlehampton

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Smith Simmons & Partners
15 West Pallant
Chichester
PO191TB

Please ask for: Mrs A Gardner
Email: [REDACTED]
Telephone: [REDACTED]
Our Ref: LU/338/21/PL
Your Ref:
Date: 10th November 2021

Dear Mr Moore,

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015

Application for Planning Permission

Development: Construction of a Youth and Community Centre, Multi Use Games Area (MUGA), Cycle Store, Bin Store, vehicular access and altered pedestrian access with associated scheme of hard and soft landscaping. This application is in CIL Zone 4 (zero rated) as other development.

Location: Land On South Side Of Eldon Way Littlehampton BN17 7HE

Receipt Name:	Receipt No:	Amount:
Portal Payment	P118227	£2772.00

Thank you for your application which was received on 26th October 2021. I am writing to acknowledge that it was accepted as a valid application on 5th November 2021. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Mrs A Gardner**, the case officer who is dealing with your application.

The Council will publicise this application by means of a site notice on or near the application site and on our website. **The notice needs to be displayed until the date indicated on it for comments to be made by and for not less than 21 days.** After this period it can be removed. If there are any problems with regards to the site notice (e.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 9th December 2021. You can follow how your application is progressing on the Council's website:

<https://www.arun.gov.uk/planning-application-search>

The Council aims to make as many decisions as possible before the end of the statutory determination

period, which in this case will be 31st December 2021. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

If you have not received a decision by 31st December 2021 or agreed in writing to extend the time in which the Council make a decision, you have 6 months in which to appeal to the Secretary of State. Your appeal (under Section 78 of the Town & Country Planning Act 1990) would be that the Council has failed to make a decision and you would be asking a Government Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or from the Planning Inspectorate:

<http://www.gov.uk/topic/planning-development/planning-permission-appeals/>

If you allow the Council extra time to make a decision on your application, and you disagree with the decision, you will still be able to appeal within 6 months from the date the decision was issued.

This acknowledgement only relates to this application and not to any other applications you may have made, or may need to make to the Council, for example Building Regulations approval. You will need to carry out your own checks to determine whether any other consents or permissions are required.

For advice on whether Building Regulations are required visit the government's website

<https://www.planningportal.co.uk> or seek your own professional advice. If, in general, you wish to know more about Building Regulation approval and the Building Control Services offered by Arun District Council please see: <https://www.arun.gov.uk/buildingcontrol>

The submitted CIL form is blank, please forward a completed copy as soon as possible.

Please do not hesitate to contact the case officer on the above details if you have any questions or queries. If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to

<https://www1.arun.gov.uk/planning-application-finder>

Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information

Determining whether a Development may be CIL Liable - For submission with Planning Application

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](#)

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information.

Please read the associated Guidance Note before you complete the form. This and additional per-question help can be viewed at:
https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf

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 exemption or relief.

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.

1. Application Details

Applicant or Agent Name:

Smith Simmons & Partners (Agent)

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Site Address:

Land on south side of Edon Way

Description of development:

Construction of a Community Centre, Multi Use Games Area (MUGA), Cycle Store, Bin Store with associated scheme of hard and soft landscaping

2. Applications to Remove or Vary Conditions on an Existing Planning Permission

a) Does the application seek to remove or vary conditions on an existing planning permission (i.e. Is it a Section 73 application)?

Yes

If 'Yes', please complete the rest of this question

☐

No

If 'No', you can skip to Question 3

☒

b) Please enter the application reference number

c) Does the application involve a change in the amount or use of new build development, where the total (including that previously granted planning permission) is over 100 square metres gross internal area?

Yes ☐

No ☐

d) Does the application involve a change in the amount of gross internal area where one or more new dwellings (including residential annexes) are to be created, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes ☐

No ☐

If you answered 'Yes' to either c) or d), please go to Question 5

If you answered 'No' to both c) and d), you can skip to Question 8

3. Reserved Matters Applications

a) Does the application relate to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area?

Yes

If 'Yes', please complete the rest of this question

☐

No

If 'No', you can skip to Question 4

☒

b) Please enter the application reference number

If you answered 'Yes' to a), you can skip to Question 8

If you answered 'No' to a), please go to Question 4

4. Liability for CIL

a) Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

Yes ☒

No ☐

b) Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes ☐

No ☒

If you answered 'Yes' to either a) or b), please go to Question 5

If you answered 'No' to both a) and b), you can skip to Question 8

5. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes ☐ No ☒

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes ☐ No ☒

If you answered 'Yes' to either a) or b), please note that you will need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim'. The form must be submitted to the Collecting Authority, **and** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The relief previously granted will be rescinded and the full levy charge will be payable.

You will also need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim' if you think you are eligible for discretionary charitable relief, or discretionary social housing relief (if this is available in your area).

If you wish to claim exceptional circumstances relief, and if the charging authority have made exceptional circumstances relief available in their area (please check their website for details), you will need to complete 'CIL Form 11: Exceptional Circumstances Relief Claim'. The form must be submitted to the Collecting Authority, **AND** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

c) Do you wish to claim a self build exemption for a whole new home?

Yes ☐ No ☒

If you have answered 'Yes' to c), please note that you will need to complete 'CIL Form 7: Self Build Exemption Claim - Part 1'. This form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

d) Do you wish to claim an exemption for a residential annex or extension?

Yes ☐ No ☒

If you have answered 'Yes' to d), please note that you will need to complete either 'CIL Form 8: Residential Annex Exemption Claim' or 'CIL Form 9: Residential Extension Exemption Claim'. The relevant form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

In respect of a residential annex, a Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

6. Proposed New Gross Internal Area

a) Does the application involve new **residential development** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

Please note, conversion of a single dwelling house into two or more separate dwellings (without extending them) is **not** liable for CIL. If this is the sole purpose of your development proposal, you should answer 'No' to Question 4b above.

Yes ☐ No ☒

If yes, please complete the table in section 6c below, providing the requested information, including the gross internal area relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does the application involve new **non-residential development**?

Yes ☒ No ☐

If yes, please complete the table in section 6c below, using the information from your planning application.

c) Proposed gross internal area:

Development type	(i) Existing gross internal area (square metres)	(ii) Gross internal area to be lost by change of use or demolition (square metres)	(iii) Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)				
Social Housing, including shared ownership housing (if known)				
Total residential				
Total non-residential	0	0	332.70	
Grand total				

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal area that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in section 7c.

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sqm) to be retained.	Proposed use of retained gross internal area.	Gross internal area (sqm) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?	When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
1					Yes ☐ No ☐	Date: or Still in use: ☐
2					Yes ☐ No ☐	Date: or Still in use: ☐
3					Yes ☐ No ☐	Date: or Still in use: ☐
4					Yes ☐ No ☐	Date: or Still in use: ☐
Total floorspace						

7. Existing Buildings (continued)

c) Does the development proposal include the retention, demolition or partial demolition of any whole buildings **which people do not usually go into or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period?**

Yes ☐ No ☒

If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sqm) to be retained	Proposed use of retained gross internal area	Gross internal area (sqm) to be demolished
1				
2				
3				
4				
Total of which people do not normally go into, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If the development proposal involves the conversion of an existing building, will it be creating a new mezzanine floor within the existing building?

Yes ☐ No ☒

If Yes, how much of the gross internal area proposed will be created by the mezzanine floor?

Use	Mezzanine gross internal area (sqm)

8. Declaration

I/we confirm that the details given are correct.

Name:

Smith Simmons & Partners (Agent)

Date (DD/MM/YYYY). Date cannot be pre-application:

29/10/2021

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.

For local authority use only

Application reference: