

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



From: Julie Grieves

Sent: 10 March 2023 12:16

To: Robertson, David J [REDACTED]

Subject: RE: CIL Commencement Notices

Hi David,

Thank you for emailing.

Yes, if you can forward the Form 7 Part 2 and necessary evidence within 6 months of completion, that will complete all requirements in regards to CIL and I can close the record and confirm in writing.

Many thanks,
Julie

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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From: Robertson, David J [REDACTED]
Sent: 10 March 2023 12:13
To: Julie Grieves <julie.grieves@arun.gov.uk>
Subject: RE: CIL Commencement Notices

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Hi Julie,

Apologies for the slow response, I've been out of the office travelling with work.
We are actually in final stages of completing the build, not commencing.
We completed the form 6 in January 2021 and sent to you...please see the attached acknowledgement.

I believe the next step for us is to complete the form 7, which we expect to do in the coming weeks.

Is that all in order or do you think I need to do something else?

Kind regards,
David

From: Julie Grieves <julie.grieves@arun.gov.uk>
Sent: 28 February 2023 13:32
Subject: CIL Commencement Notices

Good afternoon,

You are receiving this email as you are either an applicant, agent or liable person on an application that is CIL Liable.

I thought it might be the right time just to give another reminder of what is expected after you have received a Liability Notice and **before you commence works.**

- Householder extensions are not required to submit a Form 6 Commencement Notice.
- Everyone else should submit a Form 6 Commencement Notice (and have it acknowledged) at least a working day **before** commencement. We must, if you haven't already done so, receive a completed Form 2 Assumption of Liability Notice before, or with, the Form 6 Commencement Notice. Failure to follow these steps will result in you losing your right to pay in instalments and incurring surcharges and possibly late payment interest.
- Note that **commencement** may be preparing/clearing and **demolition** as well as putting in footings – see section 55 of the Town and Country Planning Act 1990:
<http://www.legislation.gov.uk/ukpga/1990/8/part/III/crossheading/meaning-of-development>
- Even if you have been granted relief (apart from Householder Extension Relief) you still need to forward the above.

Forms can be found here:-

Form 2 - <https://www.arun.gov.uk/cil>

Form 6 - <https://www.arun.gov.uk/cil>

If you are no longer the Liable Person, you must withdraw your existing Assumption of Liability. Withdrawal or transfer of liability forms are available here [Community Infrastructure Levy \(CIL\) | Arun District Council](#)

If you are an agent and we do not have email details for your clients, please send this information on to remind them of the next steps. These details are all on the Liability Notices so please make sure they are fully read. Can I please request that you enter your clients email address, on the application forms on submission. It is a requirement that all notices are sent to the 'relevant' parties and with delays in delivery times, it is easier to send all documentation via email and it just makes the process a little easier if the information is already there. I can update these details at any time so if you have not provided an email for your applicant, please forward (you will be receiving this email as we do not have an email for one or more of your clients). It also saves you receiving emails like this.

Kind regards,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737500 Ext 37408

E: julie.grieves@arun.gov.uk

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