

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



From: Julie Grieves
Sent: 28 February 2023 14:48
To: Chaz Gross [REDACTED]
Subject: RE: CIL Commencement Notices - P/166/21/HH

Hi,

Following our telephone call, just to confirm that I will be sending a Demand Notice under Regulation 83 Surcharge for failure to submit a commencement notice.

This amount is not £2500, it is 20% of the liable amount. Therefore the Demand Notice will be roughly £1172.

Thanks,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk

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From: Julie Grieves

Sent: 28 February 2023 14:13

To: Chaz Gross [REDACTED]

Subject: RE: CIL Commencement Notices - P/166/21/HH

Hi,

You have a planning application P/166/21/HH for an annexe. This was CIL Liable and you received a Liability Notice on the 18th January 2022 explaining what was required of you before you commence works (copy attached)

The email below was just a reminder as our records show that we have not received the required forms prior to commencement and therefore assume you have not commenced works for the annex.

If you have commenced, then unfortunately you will receive a Demand Notice for surcharges and this will be payable immediately.

Please confirm.

Form 6 attached [form_6_commencement_notice.pdf \(planningportal.co.uk\)](#).

Many thanks,

Julie Grieves,
Senior CIL Officer, Planning

T: 01903 737947

E: julie.grieves@arun.gov.uk



From: Chaz Gross [REDACTED]
Sent: 28 February 2023 13:35
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: CIL Commencement Notices

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Hi Julie,

Sorry not sure I understand this email.

What do I need to do?

Regards,

Sent from my iPhone

On 28 Feb 2023, at 1:32 pm, Julie Grieves <Julie.Grieves@arun.gov.uk> wrote:

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.**

1. Householder extensions are not required to submit a Form 6 Commencement Notice.

2. 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.
3. 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>
4. 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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DX 57406 Littlehampton

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