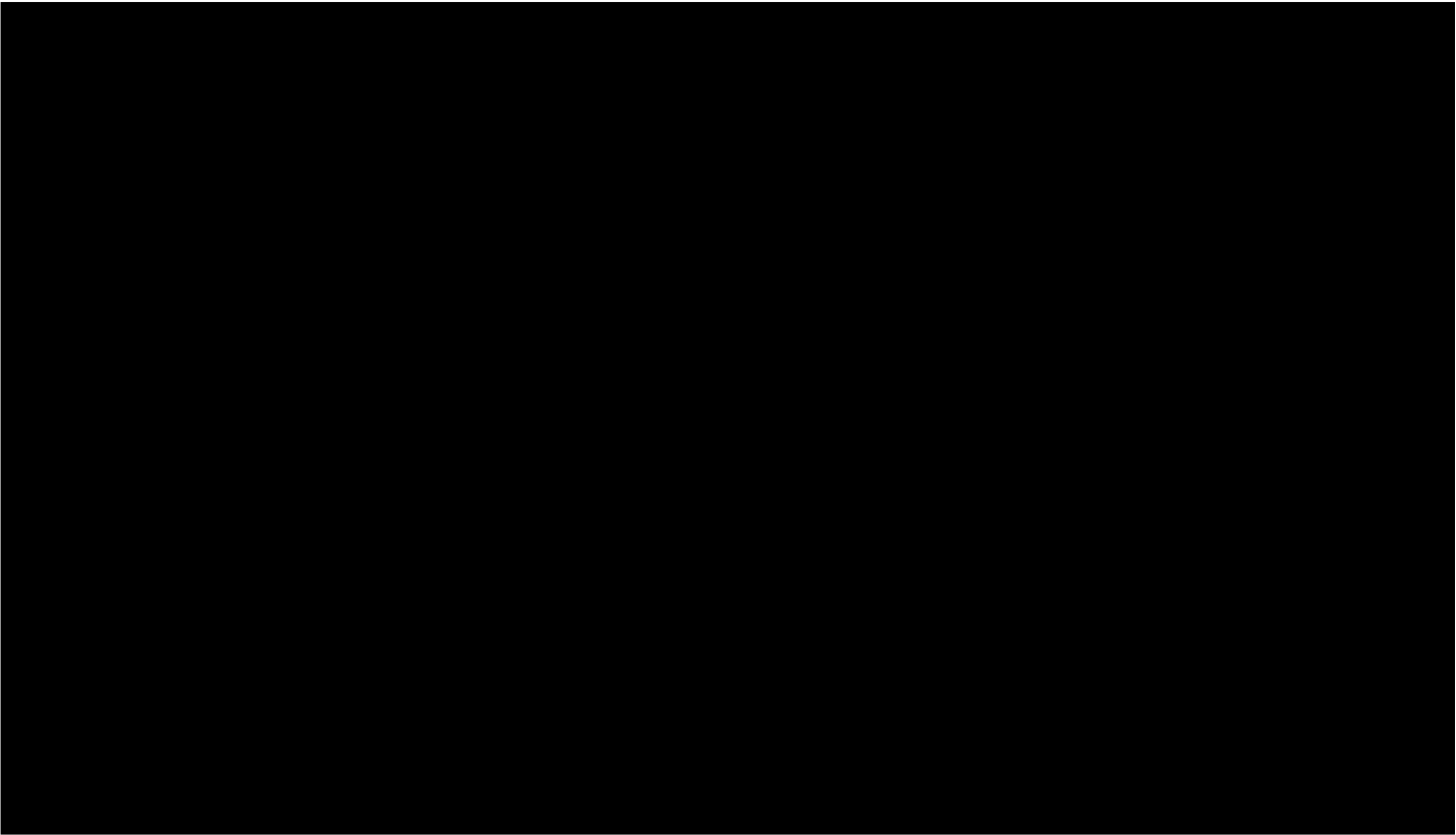




From: Oliver McGowan [REDACTED]
Sent: 16 August 2021 12:32
To: Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Community Infrastructure Levy Reminder August 2021

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

Hope you're well. As requested the planning reference is R/102/20/PL

Many Thanks

Kind Regards

Olly

OM Architectural Design
Works House
Station Road
Angmering
BN16 3AA
[REDACTED]

From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: Wednesday, August 11, 2021 3:40:19 PM
To: Oliver McGowan [REDACTED]
Subject: RE: Community Infrastructure Levy Reminder August 2021

Dear Oliver,

Could you let me know the reference please?

I do understand that you are the agent, not the client. The email has been sent to both agent and applicant if we had details for both on the system. I'm just trying to make sure the information reaches all.

Regards,
Julie

Julie Grieves
Community Infrastructure Levy Officer



T: 01903 737500 ext.37448
E: julie.grieves@arun.gov.uk

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

From: Oliver McGowan [REDACTED]
Sent: 10 August 2021 18:43
To: Martin Osborne-Shaw [REDACTED] Julie Grieves <Julie.Grieves@arun.gov.uk>
Subject: Re: Community Infrastructure Levy Reminder August 2021

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Hi Martin

Please see Julie's email below.

Julie - please forward all correspondence to Martin in the future. I am the agent not the client.

Many Thanks

Oliver

OM Architectural Design
Works House
Station Road
Angmering
BN16 3AA
[REDACTED]

From: Julie Grieves <Julie.Grieves@arun.gov.uk>
Sent: Tuesday, August 10, 2021 11:14:49 AM
Subject: Community Infrastructure Levy Reminder August 2021

Good morning,

I hope this email finds you safe and well.

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) **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>

Forms can be found here:-

Form 6 - <https://www.arun.gov.uk/download.cfm?doc=docm93ijm4n14943.pdf&ver=15342>

Form 2 - <https://www.arun.gov.uk/download.cfm?doc=docm93ijm4n14939.pdf&ver=15338>

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.

If you are an agent, can I also 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 as we are working from home, we are sending all documentation via email as it just makes the process a little easier if the information is already there.

Kind regards,
Julie

Julie Grieves
Community Infrastructure Levy Officer



T: 01903 737500 ext.37448

E: julie.grieves@arun.gov.uk

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

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