

Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF  
[www.arun.gov.uk](http://www.arun.gov.uk)



**From:** Julie Grieves  
**Sent:** Thursday, February 22, 2024 12:29 PM  
**To:** [REDACTED]  
**Subject:** RE: CIL Completion Reminder - R/119/20/PL

Hi Roger,

That's not a problem, thank you for the update.

I look forward to receiving the necessary paperwork soon.

Julie

**Julie Grieves,**  
**Senior CIL Officer, Planning**

**T:** 01903 737947

**E:** [julie.grieves@arun.gov.uk](mailto:julie.grieves@arun.gov.uk)

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**From:** [REDACTED]  
**Sent:** Thursday, February 22, 2024 12:27 PM  
**To:** Julie Grieves <[Julie.Grieves@arun.gov.uk](mailto:Julie.Grieves@arun.gov.uk)>  
**Subject:** Re: CIL Completion Reminder - R/119/20/PL

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Hi Julia Wind Song The Thatchway Rustington BN162BN got its completion certificate Nov 02 2023 . Late December I sent of the New Build VAT claim form ,I have had a couple of correspondences with HMRC the last on 19/02/24 requesting more copy invoices which left that day . In that email they said it could take a further 6 weeks to process the claim . Once I have the claim I will be able to complete the form .  
Thanks Roger Hexton

On Thursday, 22 February 2024, 12:20:03 GMT, Julie Grieves <[julie.grieves@arun.gov.uk](mailto:julie.grieves@arun.gov.uk)> wrote:

Good afternoon,

I refer to the above CIL Liable Planning Application. I am emailing you today with regards to the above application and CIL. Self Build relief was granted on the development reducing the CIL Charge to zero. One of the conditions of receiving this was that you must submit a Form 7 Self Build Form Part 2 within 6 months of completing the build.

Could you confirm whether the build has been completed and forward the relevant evidence as required per the Form 7 Part 2. Please email the Form 7 Part 2 form and necessary evidence to [cil@arun.gov.uk](mailto:cil@arun.gov.uk) (the evidence required is stipulated on the form which can be found online at [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil)). Failure to provide this within 6 months of completion is a disqualifying event and will result in loss of relief and full payment due immediately.

Kind regards,

**Julie Grieves,**

**Senior CIL Officer, Planning**

**T:** 01903 737947

**E:** [julie.grieves@arun.gov.uk](mailto:julie.grieves@arun.gov.uk)

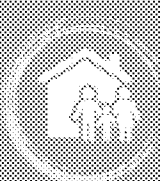
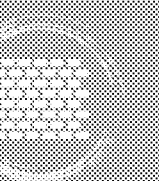
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