

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



**From:** Pauline Williams [REDACTED]  
**Sent:** Thursday, July 13, 2023 8:40 PM  
**To:** Julie Grieves <Julie.Grieves@arun.gov.uk>  
**Subject:** Re: Y/62/20/HH - 1 Church Farm Cottages

**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.

Good Evening,  
I can confirm that work has not commenced and we intend to let the permission expire.  
Kind regards,  
Pauline and Paul Williams

On 13 Jul 2023, at 11:52, Julie Grieves <[Julie.Grieves@arun.gov.uk](mailto:Julie.Grieves@arun.gov.uk)> wrote:

Good morning,

Your CIL Liabe application is due to expire shortly (14/9/23). Having checked the application, I can see that I have not received a Form 6 Commencement Notice.

Please can you confirm whether works have commenced or not. If you proposed to commence works soon, please forward completed forms accordingly. Details of these can be found on your Liability Notice previously sent.

Failure for not submitting a commencement notice and/or Form 2 Assumption of Liability before commencing works will result in surcharges and the instalment policy being unavailable.

If you do not intend to commence works and will be letting the permission expire, I can update the file accordingly. Please confirm.

I look forward to hearing from you.

Kind regards,

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

T: 01903 737947

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

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



<http://www.arun.gov.uk>

DX 57406 Littlehampton

You can view Arun District Council's Privacy Policy from <https://www.arun.gov.uk/privacy-policy>

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

\*\*\*\*\*