Havant
BOROUGH COUNCIL

Public Service Plaza
Civic Centre Road
Havant
Hampshire PO9 2AX

T 023 9247 4174
F 023 9248 0263

www.havant.gov.uk

Community Infrastructure Levy (CIL) LIABILITY NOTICE

Mr Peter Clayson
Littlestone Properties (Bedhampton) LTD
One Bell Lane
Lewes
East Sussex
BN7 1JU

Our Ref: LN00000995
Direct Line: (023) 9244 6273/9244 6545
Ask For: Jemma Howard
Email: cil@havant.gov.uk
20 January 2026

Dear Sir/Madam

Description of Chargeable Development	Retrospective application for change of use from solicitors office to one bedroom residential property.
Address	10 South Street, Havant, PO9 1DA
Planning Permission	APP/25/00386

CIL Liability

This notifies you that you will be liable to pay **£7,107.82** of Community Infrastructure Levy to Havant Borough Council as CIL collecting authority on commencement of development of planning permission APP/25/00386. This charge is levied under HBCs CIL Charging Schedule, and S211 of the Planning Act 2008.

HBC

Description	Chargeable Area (sqm)	Rate	Index	Area Charge	Relief	Total
Residential Rest of Borough	50.90	£80.00	1.746	£7,107.82	£0.00	£7,107.82

CIL Total for this charging authority	
Total Liability for HBC	£7,107.82
Total CIL Liability	**£7,107.82**

Area Totals (sqm)

Total Development	50.90
Demolitions*	0.00
Existing Use*	0.00
Chargeable Area (HBC)	50.90

* Demolished floorspace and existing floorspace are only included above if eligible for deduction from the chargeable area.

How we calculated this figure

We calculated this figure using the formula below as set out in Schedule 1 of the CIL Regulations 2010 (as amended):

The CIL Total Area Charge = Chargeable Area (A) x Rate (R) x Index (I)

The Chargeable Area is the gross internal area of the total development less the floorspace of any existing buildings which are eligible deduction.

To be eligible for deduction, the existing buildings must be situated on the relevant land on the day planning permission first permits the chargeable development and be 'In Use'.

A building is defined as being '**In Use**' if part of the building has been in continuous use for a period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development.

The charge will be index linked based on the following formula:

Ip/Ic where Ip is the index figure for the year in which planning permission was granted and Ic is the index figure for the year the charging schedule took effect (2012), using the national All-in tender price index published by the Building Cost Information Service (BCIS).

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New liability notices may be issued

Any change in the details contained in this notice which affect the calculation of the chargeable amount will lead to the Council issuing a new liability notice. Changes requiring a new calculation of the chargeable amount may arise from:

- A change to the liable party
- Granting of a Community Infrastructure Levy relief
- Any existing buildings deducted from the CIL-liable floorspace are subsequently found not to have qualified as being 'In Use' (defined above) for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development

Please note it is your responsibility to notify us if:

- There is a change in the liable party. In this case, please complete Form 3: Withdrawal of Assumpton of Liability Form and or Form 4: Transfer of Assumed Liability Form
- The liable party's contact details change
- There are any changes in the floorspace details involved in the chargeable development. In this case, please submit a new Planning Application Additional Information Requirement Form

Are you eligible for relief from CIL?

Relief is not offered.

When will this CIL amount be due for payment?

If the payment procedure is followed correctly, this CIL amount will be payable in the following manner:

1 instalments: 100% of the levy 120 days from commencement.. The council's CIL Instalments Policy can be viewed online:

www.havant.gov.uk/sites/default/files/documents/Adopted%20instalments%20policy.pdf

You must notify Havant Borough Council of the date on which you intend to commence development by submitting a valid Form 6: Commencement Notice (this is not the same as a commencement notice submitted to Building Control).

Payment of the CIL chargeable amount will be due in full on the day that development commences. If a valid Form 6: Commencement Notice has not been submitted before development commences, payment of the CIL amount will be due in full on the day that the collecting authority believes the development to have commenced. Interest and surcharges will also be applied as set out in the CIL Regulations.

Consequences of non payment

If you fail to follow the payment procedure described above, the collecting authority will impose surcharges on this liability. Persistent failure to pay CIL liabilities due may result in the collecting authority imposing surcharges, serving a CIL stop notice prohibiting further development on the site and/or taking action to recover the debt due. Please see the document published by the Department for Communities and Local Government on the Consequences of failing to following the CIL Payment procedure for further information.

Late Payment Interest will also be applied as set out in the CIL Regulations.

The amount of CIL liability in this notice is a local land charge

This CIL liability has been registered as a local land charge against the land affected by the planning permission in this notice. This charge will be cancelled on full payment of this liability.

Do you think we have made a mistake in our calculations?

You can ask us to review our calculation, please note that there is a time limit of 28 days from the date of this notice regarding this action. If you are unhappy with the calculation following this review, you can appeal to the Valuation Office Agency. Please see the Planning Portal note on the Appeals Procedure for further information.

Recipients of this Liability Notice

Other recipients of this notice include the following (where relevant):

- Those jointly liable to pay CIL or those who have jointly assumed liability to pay CIL
- Each person known to the authority as an owner of the relevant land
- The person who has applied for planning permission or submitted a notice of chargeable development, where this is different to those above

Recipients of this notice who are liable to pay CIL:	
Name and address of recipient	**Category of recipient**
Mr Peter Clayson Littlestone Properties (Bedhampton) LTD One Bell Lane Lewes East Sussex BN7 1JU	Liable Party

This notice has also be copied to the following recipients:	
Name and address of all recipient(s) of this notice	**Category of recipient**
None	

Please note, the agent acting on behalf of the applicant may also receive a copy of the Liability Notice.

Next Steps

One of the development parties must notify the Council of the intended commencement date of the chargeable development by submitting Form 6: Commencement Notice to the Council no later than the day before the day on which the chargeable development is to be commenced. A copy must also be served on each person known as an owner of the relevant land.

Please email the completed Form 6: Commencement Notice to: cil@havant.gov.uk

Alternatively, you can post the form to: Planning Services, Havant Borough Council, Public Service Plaza, Civic Centre Road, Havant PO9 2AX.

On receipt of the Form 6: Commencement Notice the Council will issue a Demand Notice to the liable person(s) setting out the total CIL chargeable amount payable on commencement of the development and precise details of payment arrangements.

Further information and all CIL forms are available on the Planning Portal website at www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil and the Havant Borough Council Website at www.havant.gov.uk/planning-policy-design/community-infrastructure-levy

If you are unable to obtain a particular form please contact a member of our CIL Team who will arrange for a copy to be dispatched. If you have any queries regarding CIL please contact us at

cil@havant.gov.uk or a member of our CIL Team on (023) 92446273

Yours faithfully

Our Ref: APP/25/00386