

Request for Pre-application Advice

Please use this form if you wish to have written pre-application advice or meeting.
From 1st January 2023 the fee scales for pre-application advice is as follows:

Householder advice in relation to works to alter or extend an existing dwelling

Written householder pre-application advice **£100**

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All householder meetings with written advice **£150**

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Minor proposals (Single dwellings or Replacement dwelling)

Written requests **£250**

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Meeting lasting up to one hour (including a written response following meeting) **£400**

☐

Other minor proposals (2-4 dwellings)

Written requests **£500**

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Meeting lasting up to one hour (including a written response following meeting) **£700**

☐

Minor Proposal (5-9 dwellings)

Written requests **£750**

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Meeting lasting up to one hour (including a written response following meeting) **£1000**

☐

Minor works (alterations/shopfronts/signs/increases below 40sqm)

Written requests **£150**

☐

Meeting lasting up to one hour (including a written response following meeting) **£250**

☐

More significant works (Over 40sqm, Change of use and Telecoms)

Written requests **£250**

☐

Meeting lasting up to one hour (including a written response following meeting) **£350**

☐

Major proposals (10-25 dwellings)

Meeting (including a written response following meeting) **£2500**

☐

Major proposals (25+ dwellings)

Fee for this will be bespoke, please tick this option and quote **'PPA'**

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Additional Charges

Site Visit to be undertaken by Case Officer additional £100

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Follow-up written advice on minor amendments (minors/majors only) £150

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Follow-up written advice on significant amendments or amendments to householder proposals to be charged at normal written advice rate.

Follow-up meetings to be charged at normal meeting rate.

Charges for meetings taking longer than three hours or requiring attendance by specific consultees are a matter of negotiation. The Council encourages the use of Planning Performance Agreements (PPAs) for more complex schemes to agree scope of pre-application meetings required.

No charge will be made for pre-application advice that relates to Listed Building Consents

We will register your request and confirm by written acknowledgement the officer dealing with the matter as well as the timescale for a response.

1. Name and address of Applicant: Tel no: E-mail address:	2. Name and address of Agent: Tel no: E-mail Address
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3. Address of Application site:	4. Supporting information Please tick : <div style="margin-left: 20px;"> <input type="checkbox"/> Location plan 1:1250 <input type="checkbox"/> Proposed site layout plan <input type="checkbox"/> Sketch elevation drawings <input type="checkbox"/> Other information (please specify) </div>
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5. Description of the proposed development.
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6. Payment Payment can be made online or via cheque Please make <u>cheques</u> payable to Reigate & Banstead Borough Council and write “CODE CGF” and site address on the back. This fee applies to the consideration of this specific request only. Please make <u>online</u> payments via the ‘Other’ payments/invoices section. Select planning application fee and ‘I don’t have a reference yet’ then provide site address.
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7. Understanding I confirm that I am submitting a request for pre-application advice. I enclose payment of the relevant fee which I understand entitles me to the basic advice response as set out in the guidance notes. I understand that the advice received, although given in good faith, cannot be binding on any subsequent decision by the Council in determining a formal planning application. Signature of Applicant/Agent: Date:
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