

**Request for Pre-application Advice**

Please use this form if you wish to have written pre-application advice or meeting.

**From 1st September 2016 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 **£75 **

All householder meetings with written advice **£95 **

Minor proposals (Single dwellings, Changes of Use, Commercial works up to 100 sqm and Adverts)

Written requests **£200 **

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

Other minor proposals (2-9 dwellings or Commercial works between 100-1000 sqm)

Written requests **£350 **

Meeting lasting up to one hour (including a written response following meeting) **£500 **

Major proposals (10-50 dwellings or Commercial works 1000-10,000 sqm)

Written requests **£450 **

Meeting (including a written response following meeting) **£750 **

Strategic Major Proposals (50+ dwellings or Commercial Works over 10,000 sqm)

Written requests **£850 **

Meeting (including a written response following meeting) **£1500 **

Additional Charges

Site Visit to be undertaken by Case Officer additional £100 

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

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 Buildign 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.

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| **1. Name and address of Applicant:**  **Tel no:**  **E-mail address:** | **2. Name and address of Agent:**  **Tel no:**  **E-mail Address** |
| **3. Address of Application site:** | **4. Supporting information** Please tick :  □ Location plan 1:1250  □ Proposed site layout plan  □ Sketch elevation drawings  □ Other information (please specify)  .............................................................................................  ............................................................................................. |

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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 cheques 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 online payments via the ‘Other’ payments/invoices section. Select planning application fee and ‘I don’t have a reference yet’ then provide site address. |
| **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: |