

## **Request for Pre-application Advice**

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

**From 1<sup>st</sup> 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**

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

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### 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**

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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

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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.

<p><b>1. Name and address of Applicant:</b></p>       <p><b>Tel no:</b></p> <p><b>E-mail address:</b></p>	<p><b>2. Name and address of Agent:</b></p>       <p><b>Tel no:</b></p> <p><b>E-mail Address</b></p>
<p><b>3. Address of Application site:</b></p>       	<p><b>4. Supporting information</b></p> <p>Please tick :</p> <p><input type="checkbox"/> Location plan 1:1250</p> <p><input type="checkbox"/> Proposed site layout plan</p> <p><input type="checkbox"/> Sketch elevation drawings</p> <p><input type="checkbox"/> Other information (please specify)</p> <p>.....</p> <p>.....</p>

5. Description of the proposed development.

## 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: