# **Request for pre-application advice**

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

From 1 April 2025 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, £110

 $\Box$  all householder meetings with written advice, **£165** 

# Minor proposals (single dwellings or replacement dwelling)

□ written requests, £274

□ meeting lasting up to one hour (including a written response following meeting), £438

# Other minor proposals (2-4 dwellings)

□ Written requests, £548

□ Meeting lasting up to one hour (including a written response following meeting), £767

# Minor Proposal (5-9 dwellings)

□ Written requests, £821

□ Meeting lasting up to one hour (including a written response following meeting), £1095

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

□ Written requests, £165

□ Meeting lasting up to one hour (including a written response following meeting), £274

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

□ Written requests, £274 for each 75 sqm or part thereof

□ Meeting lasting up to one hour (including a written response following meeting), **£384 for** each 75 sqm or part thereof

#### Major proposals (10-25 dwellings)

□ Meeting (including a written response following meeting), £2739

#### Major proposals (25+ dwellings)

 $\Box$  Fee for this will be bespoke, please tick this option and quote 'PPA'

#### **Additional Charges**

□ Site Visit to be undertaken by Case Officer additional, £110

□ Follow-up written advice on minor amendments (minors/majors only), £165

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:	2. Name and address of Agent:
Tel no:	Tel no:
email address:	email address:
3. Address of Application site:	4. Supporting information
	Please tick :
	□ Location plan 1:1250
	□ Proposed site layout plan
	□ Sketch elevation drawings
	$\Box$ Other information (please specify)

#### 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:

#### **Contact us:**

Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, RH2 0SH.

Telephone: 01737 276000

Fax: 01737 276018

Email: planning.applications@reigate-banstead.gov.uk

Website: www.reigate-banstead.gov.uk