

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**
- ☐ 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)

- ## Major proposals (25+ dwellings)

- ## Additional Charges

- 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>1. Name and address of Applicant:</p> <p>Tel no:</p> <p>email address:</p>	<p>2. Name and address of Agent:</p> <p>Tel no:</p> <p>email address:</p>
<p>3. Address of Application site:</p> 	<p>4. Supporting information</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>

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