

**Request for Pre-application Advice**

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

**From 1st April 2024 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 **£107 **

All householder meetings with written advice **£161.50 **

Minor proposals (Single dwellings or Replacement dwelling)

Written requests **£267.50 **

Meeting lasting up to one hour (including a written response following meeting) **£428 **

Other minor proposals (2-4 dwellings)

Written requests **£535 **

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Meeting lasting up to one hour (including a written response following meeting) **£749**

Minor Proposal (5-9 dwellings)

Written requests **£802.50 **

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Meeting lasting up to one hour (including a written response following meeting) **£1070**

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

****Written requests **£161.50**

****Meeting lasting up to one hour (including a written response following meeting) **£267.50**

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

****Written requests **£267.50**

****Meeting lasting up to one hour (including a written response following meeting) **£374.50**

Major proposals (10-25 dwellings)

Meeting (including a written response following meeting) **£2670 **

Major proposals (25+ dwellings)

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

Additional Charges

Site Visit to be undertaken by Case Officer additional £107 

Follow-up written advice on minor amendments (minors/majors only) £161.50 

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.

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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. PaymentPayment can be made online or via chequePlease 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. UnderstandingI 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: |