# 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)

[ ]  Meeting (including a written response following meeting), **£2739**

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, **£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.

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| --- | --- |
| 1. Name and address of Applicant:Tel no:email address:  | 2. Name and address of Agent:Tel no:email 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: |
|  |

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](http://www.reigate-banstead.gov.uk)