

Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH
Tel: 01737 276000 Fax: 01737 276018
Email: planning.applications@reigate-banstead.gov.uk
Website: www.reigate-banstead.gov.uk

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	
Meeting lasting up to one hour (including a written response following meeting) £749	
Minor Proposal (5-9 dwellings)	
Written requests £802.50	
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	

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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 follow	wing meeting) £2670		
Major proposals (25+ dwellings)			
Fee for this will be bespoke, please tick this	s 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.			
1. Name and address of Applicant:	2. Name and address of Agent:		
Tel no:	Tel no:		

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E-mail Address

E-mail address:

3. Address of Application site:	4. Supporting information
	Please tick :
	- Location plan 1:1050
	□ Location plan 1:1250 □ Proposed site layout plan
	□ Proposed site layout plan □ Sketch elevation drawings
	□ Other information (please specify)
	Other information (please specify)
5. Description of the proposed developme	ent.
6. Payment	
0. Fayinent	
Payment can be made online or via ch	AGUA
ayinent can be made omine or via cit	eque
Please make cheques navable to Reig	ate & Banstead Borough Council and write
	back. This fee applies to the consideration of this
specific request only.	back. This lee applies to the consideration of this
specific request only.	
Please make online nayments via the	Other' payments/invoices section. Select planning
application fee and 'I don't have a refe	
application lee and I don't have a Tele	erence yet then provide site address.
7. Understanding	
7. Onderstanding	
Lonfirm that I am submitting a reques	st for pre-application advice. I enclose payment of
	ititles me to the basic advice response as set out in
	the advice received, although given in good faith,
_	decision by the Council in determining a formal
planning application.	decision by the Council in determining a formal
pianning application.	
Signature of Applicant/Agent:	
Signature of Applicant/Agent:	
Dato	
Date:	

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