

Request for pre-application advice

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

From 1 April 2026 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, **£114**
- all householder meetings with written advice, **£171**

Minor proposals (single dwellings or replacement dwelling)

- written requests, **£283**
- meeting lasting up to one hour (including a written response following meeting), **£453**

Other minor proposals (2-4 dwellings)

- Written requests, **£567**
- Meeting lasting up to one hour (including a written response following meeting), **£793**

Minor Proposal (5-9 dwellings)

- Written requests, **£849**
- Meeting lasting up to one hour (including a written response following meeting), **£1132**

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

- Written requests, **£171**
- Meeting lasting up to one hour (including a written response following meeting), **£283**

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

- Written requests, **£283 for each 75 sqm or part thereof**
- Meeting lasting up to one hour (including a written response following meeting), **£397 for each 75 sqm or part thereof**

Request for pre-application advice

Major proposals (10-25 dwellings)

Meeting (including a written response following meeting), **£2832**

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, **£114**

Follow-up written advice on minor amendments (minors/majors only), **£171**

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: Tel no: email address:	2. Name and address of Agent: Tel no: email address:
3. Address of Application site:	4. Supporting information Please tick : <input type="checkbox"/> Location plan 1:1250 <input type="checkbox"/> Proposed site layout plan <input type="checkbox"/> Sketch elevation drawings <input type="checkbox"/> 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

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

Website: www.reigate-banstead.gov.uk