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|  | **Pre-Application Advice Form**  [Charges from 2 May 2023] |

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| **Applicant Name and Address:** | | |
| Title |  | |
| Forename(s) |  | |
| Surname |  | |
| Address |  | |
|  | |
|  | Postcode |
| Phone number |  | |
| E-mail address |  | |

|  |  |  |
| --- | --- | --- |
| **Agent Name and Address:** | | |
| Title |  | |
| Forename(s) |  | |
| Surname |  | |
| Address |  | |
|  | |
|  | Postcode |
| Phone number |  | |
| E-mail address |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site Address:** | | | | |
| Address |  | | | |
|  | | | |
|  | Postcode | | |
| Is the site accessible to the Planning Officer without prior arrangement? *If not, please provide details of an appropriate contact*. | | | Yes |  |
| No |  |
| Name |  | | | |
| Phone number |  | | | |

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| **Proposed Development** |
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| **Type of pre application advice required**  *please put a X against the relevant Pre-application advice* | | |
| Householder Extensions  Extensions over 100 sqm  Initial written advice based on a desk top study. | £100 (inclusive of VAT)  £175 (inclusive of VAT)  A subsequent meeting or further written response with Officers will be charged at the above rate. |  |
| ‘Minor’ Residential development of  1-4 dwellings  or  Commercial floor space up to 999 sqm.  Initial written advice based on a desk top study. | Fixed Fee £500 + VAT  A subsequent meeting or further written response with Officers will be charged at the above rate. |  |
| Residential Development of  5-9 dwellings  or  Commercial floor space between  1,000-4,999 sqm.  Up to 1 hour meeting on site or at the Council offices followed up by written advice. | Fixed Fee £700 + VAT  Any additional meeting or further written response with Officers will be charged at the above fixed fee. |  |
| ‘Major’ Residential Development of  10-49 dwellings  Commercial floor space of 5,000 to 9,999 sqm.  Up to 1 hour meeting on site or at the Council offices followed up by written advice | Fixed Fee £1,000 + VAT  Fixed Fee of £850 + VAT  Any additional meeting or further written advice with Officers will be charged at the above fixed fee. |  |
| Significant Major Residential Development  50+ dwellings  100 dwellings and above    Commercial floor space of more than 10,000 sqm.  Up to 1 hour meeting on site or at the Council offices followed up by written advice. | Fixed Fee £1,500 + VAT  Fixed Fee £3,000 + VAT  Fixed Fee £1,500 + VAT  Each additional meeting with Officers will be charged at the above fixed fee. |  |
| Change of Use  Listed Buildings  (where extensions are proposed)  Advertisements | Fixed Fee £150 +VAT  Fixed Fee £150 + VAT  Fixed Fee £150 + VAT |  |
| Trees | Fixed Fee £150 + VAT |  |
| General Advice on Discharge  Of Conditions or s106 provisions: | Fixed Fee £150 + VAT |  |

We will not deal with your enquiry until the appropriate fee is paid.

Payments can be made by debit/credit card by phoning 01903 221230, Monday to Friday between 10am and 4pm or by BACS, details below. Please use the address as a reference.

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| Adur applications | Worthing applications |
| Account Name: Adur District Council | Account Name: Worthing Borough Council |
| Sort Code: 30-80-12 | Sort Code: 30-80-12 |
| Account No: 11766960 | Account No: 11723668 |

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| I have paid the appropriate fee | Yes |  |  | No |  |

I enclose the relevant supporting documentation as outlined in the Pre-Application Advice Scheme: *please tick or put an X in the relevant box(es)*

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|  | Location and Site Plans |
|  | Sketch or Indicative Plans of the Proposal (including photographs where appropriate). |
|  | Supporting Studies/Information (where relevant for major schemes) |

Signature

Date