|  | **Pre-Application Advice Form**  (Charges from 13th January 2025) |
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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 |  | | | |

| **Proposed Development** |
| --- |
|  |

| **Type of pre application advice required**  *please put a X against the relevant Pre-application advice* | | | |
| --- | --- | --- | --- |
| **Scale of Development** | **Minimum Charge** | **Note** |  |
| **Householder Extensions**  (initial written advice based on a desktop study)  **Other Householder Advice**  (please see Other Charges below) | £150  (inclusive of VAT) | Any subsequent meeting or further written response with officers will be charged at the above rate. |  |
| **‘Minor’ development**  1 to 4 dwellings  or  Commercial floor space  up to 999 sqm | Fixed fee  £750 + VAT | Initial written advice based on a desktop study.  Any subsequent meeting or further written response with officers will be charged at the fixed fee rate. |  |
| **‘Minor’ development**  5 to 9 dwellings  or  Commercial floor space between  1,000 to 4,999 sqm | Fixed fee  £1,500 + VAT | Up to 1 hour meeting on site or at the council offices followed up by written advice.  Any additional meeting or further written response with officers will be charged at the fixed fee rate. |  |
| **Major Development** | **Minimum Charge** | **To be negotiated through a Planning Performance Agreement (PPA) on a case by case basis** |  |
| 10 to 19 dwellings  or  Commercial 5,000 to 7,499 sqm | £2,500 + VAT | * This minimum fee would include a letter and up to 1 hour meeting involving a senior or principal planning officer. * This figure would increase if more than one meeting or if it involved other council officers (e.g. design and conservation officer or landscape officer). * Fees would be negotiated on a case by case basis depending on the complexity of issues raised and the extent to which consultation with other services would be required. * For very large schemes the fee could be in the order of £25k. * A further fee up to £10,000 may be required for instance for the involvement of the Major Applications Board, Regional Design Panel (extra charge) and/or design input from the head of planning and specialists (such as design and conservation architect or housing colleagues). |  |
| 20 to 49 dwellings  or  Commercial 7,500 to 9,999 sqm | £5,000 + VAT |
| 50 to 99 dwellings  or  Commercial over 10,000 sqm | £10,000 + VAT |
| 99 or more dwellings | £15,000  (plus £10k for additional advice  see comment)  + VAT |
| **Other Matters** |  |  |  |
| **Change of Use** | Fixed fee  £150 + VAT | Written response |  |
| **Advertisements** | Fixed fee  £150 + VAT | Written response |  |
| **Trees** | Fixed fee £150 + VAT | Up to 30 minute meeting  on site |  |
| **General Advice on Discharge of Conditions or s106 provisions**: | Fixed fee £150 + VAT | Written response |  |
| **Listed Buildings \*** (see note below) | Fixed fee  £350 + VAT **\*** | Written response with up to 1 hour meeting on site |  |
| **Householder & Non-Householder  General Advice \*\***  (For instance, concerning the need for planning permission) | £75.00 **\*\***  (inclusive of VAT) | Written response |  |

***\* Listed Buildings:*** *Please enquire with the planning office. Enquiries for minor listed building works may attract a lesser fee on an individual basis.*

**\*\* *Householder & Non-Householder General Advice:*** *Please enquire with the Planning Office*. *In some instances, where advice is very straightforward, free advice may be given on a without prejudice basis.*

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

Payments can be made BACS, details below. Please use the address as a reference.

| **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 |

| 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)*

|  | 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:

Last updated: 25/04/2025