|  | **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 dwellingsorCommercial 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 dwellingsorCommercial 7,500 to 9,999 sqm | £5,000 + VAT |
| 50 to 99 dwellings orCommercial 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