



ADUR & WORTHING
COUNCILS

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

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? <i>If not, please provide details of an appropriate contact.</i>	Yes	
	No	
Name		
Phone number		

Proposed Development

Type of pre application advice required <i>please put a X against the relevant Pre-application advice</i>			
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	<ul style="list-style-type: none"> 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. 	
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		

		<ul style="list-style-type: none"> • 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). 	
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 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.

Adur applications:

Account name: Adur District Council

Sort code: 30-80-12

Account No: 11766960

Worthing applications:

Account name: Worthing Borough Council

Sort code: 30-80-12

Account No: 11723668

I have paid the appropriate fee	Yes		No	
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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: