



ADUR & WORTHING
COUNCILS

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

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*please put a X against the relevant Pre-application advice*

Householder Extensions	£100 (inclusive of VAT)	
Extensions over 100 sqm	£175 (inclusive of VAT)	
Initial written advice based on a desk top study.	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.	Fixed Fee £500 + VAT	
Initial written advice based on a desk top study.	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.	Fixed Fee £700 + 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 above fixed fee.	
'Major' Residential Development of 10-49 dwellings	Fixed Fee £1,000 + VAT	
Commercial floor space of 5,000 to 9,999 sqm.	Fixed Fee of £850 + VAT	
Up to 1 hour meeting on site or at the Council offices followed up by written advice	Any additional meeting or further written advice with Officers will be charged at the above fixed fee.	
Significant Major Residential Development		
50+ dwellings	Fixed Fee £1,500 + VAT	
100 dwellings and above	Fixed Fee £3,000 + VAT	
Commercial floor space of more than 10,000 sqm.	Fixed Fee £1,500 + VAT	
Up to 1 hour meeting on site or at the Council offices followed up by written advice.	Each additional meeting with Officers will be charged at the above fixed fee.	
Change of Use	Fixed Fee £150 +VAT	
Listed Buildings (where extensions are proposed)	Fixed Fee £150 + VAT	
Advertisements	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.

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

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