

Pre-app Charging Scheme

The charge for pre-application advice will depend on the nature and scale of the proposed development. A stepped rate will be charged based on the following categories:

Application Type	Fee Incl. VAT	For
Super Major – 150 dwellings or more, or 5000sq m or more of commercial floorspace	£1400	Per meeting
	£700	Advice by letter
Major – 10 or more dwellings or 1000sq m or more of commercial floorspace	£780	Per meeting
	£360	Advice by letter
Minor – less than 10 dwellings or 1000sq m of commercial floorspace	£300	Per meeting
	£150	Advice by letter
Other – changes of use, adverts, listed building consents	£225	Per meeting
	£112.50	Advice by letter
Trees	£50	Per meeting or letter (in case of an emergency tree matter, no charge will be levied)
Householder – extensions to dwellings, garages and other outbuildings etc	Free	Advice given in office.
	£50	For a site visit

Advice provided free of charge:

- Will not apply to discussions in connection with any enforcement matter.
- Will not apply to any discussions with any local residents potentially affected by development proposals.

In addition the scheme will not apply to the following organisations:

- Voluntary organisations
- Town and Parish councils
- West Sussex County Council

All fees must be paid in advance.