

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council FAO: Sam Nye
FROM:	WSCC – Highways Authority
DATE:	6 February 2026
LOCATION:	70 Park Street Horsham West Sussex
SUBJECT:	DC/26/0061 Prior Notification for conversion of offices to create two new dwellings.
DATE OF SITE VISIT:	n/a
RECOMMENDATION:	Advice

I refer to your consultation in respect of the above planning application and would provide the following comments.

This application seeks prior approval for the conversion of offices (Class E) to create two new dwellings (C3). The site is located on Park Street, a B-classified road subject to a speed restriction of 30 mph.

As part of the prior approval process, there are a number of matters to be considered. This includes matters relating to highways and transport. However, the GPDO is quite clear as to what highway matters can be considered, namely whether the proposal is likely to result in a material increase or a material change in the character of traffic in the vicinity of the site.

There is no vehicular access associated with this property and no existing or proposed parking arrangement. The proposed change of use to residential is not anticipated to give rise to a material intensification of movements to or from the site. Two one-bedroom properties in this location would be anticipated to generate the requirement for 1 parking space each. This will need to be accommodated within existing on-street parking provisions or journeys accommodated by sustainable transport alternatives.

Office uses tend to be higher traffic generators than that of a C3 residential use. There are no known highway capacity concerns with the existing use as an office at this location to flag an existing concern with the publicly maintained highway in proximity of the site.

The site is situated in a sustainable location, within walking/cycle distance of local services, amenities and public transport links. Cycling is a viable option in the area, and the LPA may wish to secure cycle parking provision if there is space within the site to do so.

In summary, the prior approval is considered acceptable in highway terms.

Jodie Wilkes
West Sussex County Council – Planning Services