WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council FAO: Jacques Burrowes
FROM:	Highways, WSCC
DATE:	19/12/2025
LOCATION:	68/70 High Street, Billingshurst, RH14 9QS
SUBJECT:	DC/25/1969 Prior Notification for the Change Of Use from first floor offices (Use Class E) to residential (Use Class C3) to form 2no. dwelling units.
DATE OF SITE VISIT:	N/A
RECOMMENDATION:	Advice
S106 CONTRIBUTION TOTAL:	N/A

This application has been dealt with in accordance with the Development Control Scheme protocol for small scale proposals.

This proposal seeks prior approval for the change of use of existing first-floor offices (Class E) to residential to form two residential units (Class C3). The site is located on High Street, a C-classified road subject to a speed restriction of 30 mph in this location.

Under the current General Permitted Development Order (GPDO), it is permitted development to change use from offices to residential subject first to prior approval being granted. 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 GDPO is quite clear as to what highways matter can be considered, namely whether the proposal is likely to result in a material increase or material change in the character of traffic in the vicinity of the site.

No traffic flow information has been provided with the current application; however, office uses tend to generate greater material movements than residential. Therefore, the LHA does not anticipate that material movements associated with the site will exceed that of the existing.

Two car parking spaces are proposed within the existing car parking area off of Mill Lane. From inspection of the plans, the parking area exhibits suitable space for on-site turning to be achievable, allowing cars to exit the site in a forward gear.

The WSCC Car Parking Demand Calculator indicates that a development of this size and location would require four car parking spaces. Therefore, any overspill vehicular parking would have to be accommodated on-street or within nearby paid-for provision.

There are comprehensive parking restrictions in place on the nearby roads that prohibit vehicles from parking in places that would be detrimental to highway safety. The LHA does not anticipate that the shortfall in parking would result in a highway safety concern or parking capacity issue in this location, but the LPA may wish to consider the potential amenity implications.

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 local area, and the

LHA would request that secure cycle parking provision be implemented if there is space within the site to do so.

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

Kyran Schneider
West Sussex County Council – Planning Services