

DELIVERY, COLLECTION & SERVICE MANAGEMENT PLAN
Planning Application Reference: DC/19/1787
Site Address: Smithers Farm, Guildford Road, Rudgwick, Horsham
Applicant: Mr Stuart Heath



The objective for rural business is to sustain a balanced outcome, a delicate relationship between productive activity which includes farming and rural enterprise and the conservation of the environment both historic and landscape needs to be maintained. The rural economy is a constantly changing paradigm and should be nurtured, supported and promoted because it forms the core of the nation.

1. Introduction

This Delivery, Collection & Service Management Plan (DCSMP) has been prepared to support the discharge of Condition 3 attached to planning permission DC/19/1787.

The document sets out the operational framework for deliveries, collections, and servicing associated with the approved office and workshop units at Smithers Farm. The objective is to ensure safe site operation while protecting the amenities of nearby residents in accordance with Policies 33 and 40 of the Horsham District Planning Framework (2015).

2. Site Context

The development comprises two detached buildings for office and workshop use located at Smithers Farm, accessed via Guildford Road. The site benefits from adequate on-site space for vehicle access, turning, and parking, ensuring that servicing activity can be accommodated without adverse impact on the public highway.

3. Delivery and Collection Hours

All deliveries, collections, and servicing activities will be strictly controlled as follows:

- **Monday to Friday:** 07:00 – 21:00
- **Saturday:** 07:00 – 13:00
- **Sundays and Bank Holidays:** No deliveries or collections permitted

These hours are designed to minimise disturbance to nearby residential properties.

4. Types of Vehicles

The site will primarily be serviced by:

- Light Goods Vehicles (LGVs) such as vans
- Occasional medium-sized rigid vehicles

No articulated Heavy Goods Vehicles (HGVs) are expected to access the site.

5. Delivery and Servicing Arrangements

- All deliveries and collections will take place within the site boundary.
- Vehicles will enter and exit the site in a safe and controlled manner.
- Adequate turning space is available to allow vehicles to manoeuvre and exit in forward gear where practicable.
- No loading or unloading will occur on the public highway.
- Drivers will be instructed to switch off engines while stationary to minimise noise and emissions.
- Deliveries will be managed by site occupants to ensure efficient turnaround and avoid vehicle queuing.

6. Frequency of Deliveries and Collections

- Delivery and collection activity will be **low in frequency**, consistent with the scale and nature of office and workshop use.
- Movements are expected to be intermittent throughout the week rather than concentrated at peak times.

- Where possible, deliveries will be scheduled to avoid peak highway periods.

7. Management and Control Measures

To ensure ongoing compliance:

- All occupiers of the units will be informed of and required to adhere to this Plan.
- Delivery providers will be advised of the permitted delivery hours and site access arrangements.
- Any significant changes to servicing arrangements will be reviewed to ensure continued compliance with planning requirements.

8. Amenity Considerations

The measures outlined in this Plan are intended to:

- Minimise noise and disturbance to neighbouring properties
- Prevent congestion or obstruction on Guildford Road
- Ensure safe vehicular and pedestrian movement within and around the site

9. Conclusion

This Delivery, Collection & Service Management Plan demonstrates that servicing associated with the development can be undertaken in a safe, efficient, and controlled manner, without detriment to highway safety or residential amenity.

The plan is therefore submitted to satisfy the requirements of Condition 3 of planning permission DC/19/1787.