PLANNING COMMITTEE REPORT

TO:	Planning Committee
BY:	Head of Development and Building Control
DATE:	7th October 2025
DEVELOPMENT:	The placement of ten bin lockers to serve Burtons Court.
SITE:	Park Place, Horsham, West Sussex, RH12 1DG
WARD:	Denne
APPLICATION:	DC/25/1119
APPLICANT:	**Name:** Mrs Elizabeth Williams **Address:** Albery House, Springfield Road, Horsham, West Sussex, RH12 2GB

REASON FOR INCLUSION ON THE AGENDA: This application is made by Horsham District Council

RECOMMENDATION: To approve planning permission subject to appropriate conditions

1. THE PURPOSE OF THIS REPORT

To consider the planning application.

DESCRIPTION OF THE APPLICATION

1.1 This application seeks permission for the placement of ten bin lockers to serve the adjoining flats at Burton Court, Horsham. The lockers would be located in Park Place and would be sited next to the Piries Place Car Park.

1.2 The proposal places a bin storage housing unit consisting of 10no. individual bin lockers that will each house 1100l bins, on a new concrete pad. These will house 8x1100 litre general waste bins and 2x 1100 litre recycling bins, as well as 1x140litre food waste bin. This would be located along the south east facing elevation of the car park further south than the previously approved scheme under DC/22/2368.

1.3 The proposed store will be finished in pressed steel surrounds matching the external cladding of the Piries Place car park. The pressed steel doors and surrounds provide visibility inside the store, with a solid roof to protect the contents. Signage will be installed on the store at the Car Park facing side to direct users of the car park into Park Place.

1.4 Residents of Burtons Court would be able to access the bin lockers by passcode and collection from the bin store would be by Horsham District Council on an alternate weekly basis in line with their normal service.

1.5 The bins would be placed on a concrete slab base (flush with the ground) and additional landscaping would be provided to the south of the bin lockers with planting appropriate for low light/ water locations.

DESCRIPTION OF THE SITE

1.6 The site is located within Horsham town centre and is directly adjacent to the Piries Place Car Park which was rebuilt in 2019. The bin stores are proposed to serve the adjoining 33no. flats (Burton's Court, owned and managed by Southern Housing). The site is on land owned by WSCC Highways and is located around 18m from the edge of the Horsham Conservation Area. The site is close to a number of shops and other services along Park Place, as well as residential flats above the shops (including nos. 1-7 Parkway House).

1.7 The site has an extant planning permission for 'Provision of an enclosed bin store and associated soft landscaping for Piries Place Car Park' (DC/22/2368). This permission will expire on 09.06.2026. This bin store was situated on the south west elevation, whereas the new proposal is situated on the south east elevation.

2. INTRODUCTION

STATUTORY BACKGROUND

2.1 The Town and Country Planning Act 1990.

RELEVANT PLANNING POLICIES
The following Policies are considered to be relevant to the assessment of this application:

National Planning Policy Framework

Horsham District Planning Framework (HDPF 2015):
Policy 1 - Strategic Policy: Sustainable Development
Policy 3 - Strategic Policy: Development Hierarchy
Policy 24 - Strategic Policy: Environmental Protection
Policy 31 - Green Infrastructure and Biodiversity
Policy 32 - Strategic Policy: The Quality of New Development
Policy 33 - Development Principles

Horsham Blueprint Neighbourhood Plan (December 2022)
Policy HB1: Location of Development
Policy HB3: Character of Development
Policy HB4: Design of Development
Policy HB6: Retaining and Enhancing the Vitality and Viability of Horsham Town Centre
Policy HB7: A Welcoming Public Realm
Policy HB10: Green and Blue Infrastructure and Delivering Biodiversity Net Gain
Policy HB12: Encouraging Sustainable Movement

Horsham District Local Plan (2023-40) (Regulation 19):
Strategic Policy 1: Sustainable Development
Strategic Policy 2: Development Hierarchy
Strategic Policy 4: Horsham Town
Strategic Policy 9: Water Neutrality
Strategic Policy 11: Environmental Protection
Strategic Policy 17: Green Infrastructure and Biodiversity
Strategic Policy 19: Development Quality
Strategic Policy 20: Development Principles

Supplementary Planning Guidance:
Planning Obligations and Affordable Housing SPD (2017)
Community Infrastructure Levy (CIL) Charging Schedule (2017)

Planning Advice Notes:
Facilitating Appropriate Development
Biodiversity and Green Infrastructure

PLANNING HISTORY AND RELEVANT APPLICATIONS

DC/18/0729	Area to locate temporary welfare and management facilities (including site hoarding with local information signage) associated with, and for the duration of, the construction activities in relation to previously approved application DC/17/2511	Application Permitted on 04.07.2018
DC/18/0843	Non-material amendment to previously permitted application DC/17/2511 (Demolition of existing split-level car park deck and replacement with new Ground floor + 4 deck (G+4) level open sided, naturally ventilated public car park structure incorporating new lighting, electrical services and new public conveniences. Parking spaces totalling 531no. including Accessible Bays, Parent and Child Bays and provision for future Electric Vehicle charging). Revision to the orientation of stair core 2 including the position of egress doors, signage and landscaping and omission of egress routes from Burtons Court through the Car Park.	Application Permitted on 05.06.2018
DC/22/2368	Provision of an enclosed bin store and associated soft landscaping for Piries Place Car Park.	Application permitted on 09.06.2023
DISC/18/0131	Approval of details reserved by conditions 3, 8 and 9 (Demolition works only) on DC/17/2511	Application Permitted on 23.07.2018
DISC/18/0190	Approval of details reserved by conditions 4 (Levels), 5 (Drainage), 7 (Materials), 10 (Noise), 14 (Motorcycle Layout) and 15 (Changing Places) on DC/17/2511	Application Permitted on 11.09.2018
DISC/19/0009	Approval of details reserved by conditions 6 and 17 on DC/17/2511	Application Permitted on 25.01.2019
DISC/19/0225	Approval of details reserved by Condition 11 (Contamination), Condition 12 (Hard and Soft Landscaping) and Condition 13 (Landscape Management Plan) of application DC/17/2511	Application Permitted on 07.10.2019

3. OUTCOME OF CONSULTATIONS

3.1 Where consultation responses have been summarised, it should be noted that Officers have had consideration of the full comments received, which are available to view on the public file at www.horsham.gov.uk.

INTERNAL CONSULTATIONS

3.2 **HDC Conservation Officer:** No Objection

The proposed bin store would be located just outside of the Horsham Town Centre Conservation Area but would be viewed within its setting particularly from Park Place. The need for the bin storage is recognised and the proposal does in my view seek to improve the current situation of the bins being in public view. No objection would therefore be raised to the proposal subject to the surface design of the bin housing complementing that of the car

park and the retention of the soft landscaping. This would enable the bin store to sit within the context of the car park and would reflect the care taken in the car parks design.

3.3 **Environmental Health:** No comments to make

OUTSIDE AGENCIES

3.4 **Natural England**: (standing advice)

It cannot be concluded that existing abstraction within the Sussex North Water Supply Zone is not having an adverse effect on the integrity of the Arun Valley SAC/SPA/Ramsar sites. Developments within Sussex North must therefore must not add to this impact and one way of achieving this is to demonstrate water neutrality. The definition of water neutrality is the use of water in the supply area before the development is the same or lower after the development is in place.

To achieve this Natural England is working in partnership with all the relevant authorities to secure water neutrality collectively through a water neutrality strategy. Whilst the strategy is evolving, Natural England advises that decisions on planning applications should await its completion. However, if there are applications which a planning authority deems critical to proceed in the absence of the strategy, then Natural England advises that any application needs to demonstrate water neutrality.

3.5 **WSCC Highways:** Advice

This application seeks the place of ten bin lockers on Park Place to serve Burtons Court. From inspection of the submitted application documents, no highway safety or capacity concerns would be raised from a planning perspective. However, I would note that the land of which the bin lockers and bollards are to be placed is currently maintained highway.
For this land to be incorporated into the site, the highway rights need to be formally removed by way of a Stopping-Up Order. This is controlled by Section 247 of the Town and Country Planning Act and would be subject to a separate process administered by the Department for Transport's National Casework Team. The Highway Authority along with other statutory undertakers and interested parties would be consultees in this process.
If the LPA are minded to approve the application, the following informative should be applied:

Stopping Up Order
The applicant is advised that the existing public highway to be incorporated into the development must be the subject of a Stopping Up Order. This process must be successfully completed prior to any highway land being enclosed within the development. The applicant should contact the Department for Transport's National Transport Casework Team in order to commence this process

PUBLIC CONSULTATIONS

3.6 Representations:
One letter of Objection has been received collectively from five addresses at Park Place, objecting to the application on the following grounds:

- Loss of Public Highway
- Impact on public highway safety particularly for pedestrians from loss of highway for manoeuvring vehicles
- Loss of general amenity

3.7 **Horsham Denne Neighbourhood Council**: Objection

Horsham Denne NC has no objection to the proposed location or external appearance of the bin lockers but would like more information on the design and usage including the following:
1) Will the roofs of the bin stores be solid?
2) It is difficult to calculate the size of individual storage units from the plans provided. What are the width x depth x height measurements and how much clearance is there between the walls & bins?
3) An explanation of what is meant by spillover lighting – is this sufficient?
4) Will the bin stores be secured to prevent unauthorised use?
5) The application states that the low-level planters in the car park behind the bins will be retained and planting will be suitable for low light and deep shade. Will there be a condition to monitor the planting and remove it if the plants do not survive?
6) The application refers to 10 x1100 litre bins - how many will be for general refuse & how many will be for recycling?

Therefore HDNC objects to this application until we receive further information.

3.8 Member Comments:
None received

4. HOW THE PROPOSED COURSE OF ACTION WILL PROMOTE HUMAN RIGHTS

4.1 The application has been considered having regard to Article 1 of the First Protocol of the Human Rights Act 1998, which sets out a person's rights to the peaceful enjoyment of property and Article 8 of the same Act, which sets out their rights in respect to private and family life and for the home. Officers consider that the proposal would not be contrary to the provisions of the above Articles.

4.2 The application has also been considered in accordance with Horsham District Council's public sector equality duty, which seeks to prevent unlawful discrimination, to promote equality of opportunity and to foster good relations between people in a diverse community, in accordance with Section 149 of the Equality Act 2010. In this case, the proposal is not anticipated to have any potential impact from an equality perspective.

5. HOW THE PROPOSAL WILL HELP TO REDUCE CRIME AND DISORDER

5.1 It is not considered that the development would be likely to have any significant impact on crime and disorder.

6. PLANNING ASSESSMENTS

Principle of Development

6.1 The proposal is for a dedicated bin store to serve residents of the flats in Burton's Court (owned and managed by Southern Housing). The structure would be located in the town-centre, well with the built-up area boundary of Horsham. The proposal seeks to improve the social and environmental conditions for residents of Burton's Court, and the general public alike, and is therefore considered to accord with the overarching aims of the National Planning Policy Framework (NPPF) and Policy 1 of the Horsham District Planning

Framework (HDPF) to achieve sustainable development. As such, the principle of development in this location is acceptable, and a presumption in favour of this development is applied as the starting point. The overall acceptability of the proposal will depend on the assessment of all other material matters, and whether any harm identified would be outweighed by the benefits in the planning balance.

Need

6.2 The need for a dedicated bin store to serve residents of Burton's Court has been evident since the re-development of Piries Place Car Park in 2018/19. Previously to the erection of the new car park, the Burton's Court bins were located on the ground floor of the old car park. When the car park was re-developed the design did not include re-provision for the Burton's Court bins. The bins have since been located in an informal manner in the alleyway between Park Place and Park Way, and more recently at the northern end of Park Place, partially screened by temporary hoardings. The current situation is not secure and is unsightly. As such, it is judged that the need for a permanent solution is required.

6.3 A proposal for a new bin store located in the gap between the two Burton's Court blocks (facing Park Way) was approved by the Council under DC/20/1226. This store did not have the capacity for the number of bins needed to serve the flats (6no. 1100l bins) but was approved nevertheless in order to remove unsightly bins from Park Place. Following this, a scheme was approved under DC/22/2368 for an enclosed bin store and associated landscaping to serve residents at Burton's Court, adjacent to the car park to the north of Park Place. This is now considered undeliverable due to land ownership constraints identified since the planning permission was granted. It is understood that neither option can now be pursued. As such, a revised solution is needed.

Location

6.4 The applicant's Planning Statement explains that whilst a bin store was previously located within the ground floor level of the old car park, the management of this arrangement was problematic because it was often used for rough sleeping, and the store suffered from fires. In addition, rubbish often overflowed to the adjacent street, and it was difficult to access for regular cleaning.

6.5 It is understood that location options have been explored at length by the applicant when considering the previous planning applications and this one. A previous proposal in 2020 for two separate bin stores (one located in the 'gap' between the two Burtons Court blocks, and another in Park Place) was discounted, and the associated planning application DC/20/0656 was subsequently withdrawn. A subsequent proposal for a single bin store in the gap facing Park Way was approved under DC/20/1226, but as above, it is understood that this option cannot now be pursued. This option only provided space for 6no. bins, which fell short of the required number of bins needed for the flats. A subsequent proposal for a single bin store for 12no 1100lbins at the far northern end of Park Place was approved in June 2023, but land constraints discovered since have meant that this location option is also no longer deliverable.

6.6 A proposal for a bin store within the car park has also been discounted in light of the management difficulties experienced in the past (including rough sleeping, antisocial behaviour, fire hazard, and difficulties cleaning). In addition, it is understood that owing to the fire hazard, it is not possible to insure the bins if they were located within the car park.

6.7 This current application was made necessary due to land ownership constraints discovered post approval of DC/22/2368 which means that it is now not possible to deliver this consented scheme. Aside from the different layout, the aim of the development has the same purpose as DC/22/2368, which is to provide a bin store fit for use by residents of Burtons Court

following the demolition of their previous bin store during the Piries Place Multi Storey Car Park redevelopment.

6.8 The current proposal places a bin storage housing unit consisting of 10no. individual bin lockers that will each house 1100l bins, on a new concrete pad. These will house 8x1100 litre general waste bins and 2x 1100 litre recycling bins, as well as 1x140litre food waste bin. This mix will be monitored and updated over time depending on capacity and contamination. This would be located along the south east facing elevation of the car park further south than the previously approved store. Given the lack of alternative options, it is accepted that the proposed location for the bin store in Park Place is the best feasible solution.

6.9 It is noted that the land for the bin lockers is part of the adopted highway and the existing highway rights will need to be formally removed by way of a stopping-up-order.

Design and Landscaping

6.10 There are 10 individual (but adjoining) bin lockers that create the overall facility, positioned in a line parallel to the existing planter and Piries Place car park elevation. The proposed store is designed to complement the look and feel of the adjoining Piries Place Car Park, with pressed steel surrounds matching the external cladding of the car park. The pressed steel doors and surrounds provide visibility inside the store, improving security and increasing visual permeability and a wall height lower than the consented bin store allows for natural light to enter the ground floor of the car park. The roof of the bin store will be solid to increase waterproofing. Signage will be installed on the store at the Car Park facing side to direct users of the car park into Park Place. Cast iron bollards to match existing street furniture would be placed to the front of the store.

6.11 The layout has been changed from the original layout in DC/22/2368 to be able to fit within the Land Ownership constraints that were not obvious at the time of the original application. The scale and height of the structure has been reduced (from 2.5 to 1.8 metres tall) which will reduce the visual impact but also reduce the impact on vehicular and pedestrian circulation on the street at the same time. The new scheme allows for private motor vehicles to turn around more easily compared to the old design, as well as improve sight lines for pedestrians walking through the Park Place to Copnall Way throughfare into Park Place and sightlines from Denne Road.

6.12 Soft landscaping will be provided as part of the scheme. This will include a new tree to the south and lower planting sited at the end of the bin store which will soften the appearance of the bin store when viewed along Park Place. A tree suited to low light and dry conditions will be chosen. The planting to the rear of the proposed bin store will remain in place. A planting schedule has been submitted detailing the proposed planting.

6.13 The store has been designed to be as small as it can be. The previous approval was a much larger brick built structure with 2.5 metre high walls but no roof. The footprint was around 5.6m x 9m. Whilst the current design is basic, it results in a functional bin store that is accessible to Burton's Court residents. The use of matching metal decorative cladding will help to blend the building into the car park behind.

6.14 Whilst the site is located close to the Horsham Conservation Area, no harm to the special interest of this conservation area is identified. Accordingly, the proposal is considered to accord with policies 32, 33 and 34 of the HDPF and HB4 and HB7 of the HBNP.

Amenity / Maintenance

6.15 The doors to the lockers would be locked and accessible by a combination passcode known only to residents of Burton's Court. The Planning Statement notes that maintenance responsibilities would lie with the owners of Burton's Court (Southern Housing). A bin store

management and maintenance plan has been submitted which details how (and by whom) the store will be kept clean, tidy and pest-free. A condition is recommended securing the implementation of this management and maintenance plan, thereby ensuring compliance with Policy 24 of the HDPF.

Highways Impact

6.16 The application site (Park Place) is designated Highways Land controlled by West Sussex County Council and is a low-trafficked unclassified road with a 30mph speed limit. As the proposed bin store would result in an obstruction to the Highway, it would need to be formally 'Stopped Up' in order to be exempt from potential future enforcement action which could be made under the Highways Act 1980. The Stopping-Up process is a separate legal process independent from the planning stage, and the grant of planning permission does not prejudice the outcome of the Stopping-Up application (and visa-versa). It is understood that WSCC are not likely to object to the Stopping-Up process subject to diversion of any utility service cover located nearby. An informative note has been drafted to advise the applicant to contact the DFT Nation Transport Casework Team to commence the 'Stopping Up' process.

Water Neutrality

6.17 The bin store would not result in additional mains water consumption therefore it will not result in a significant effect on water supplies to the Arun Valley sites, so no mitigation is required. The development has therefore been screened-out of the need to proceed to stage 2 Appropriate Assessment as it will not result in an adverse impact on protected species or their habitats.

Biodiversity Net Gain (BNG)

6.18 Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021) mandates that every development must achieve at least a 10% Biodiversity Net Gain (BNG), unless the development qualifies as exempt under the Biodiversity Gain Requirements (Exemptions) Regulations 2024, and that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the condition that development may not be begun unless a Biodiversity Gain Plan has been submitted to the planning authority and the planning authority has approved the Plan.

6.19 The Applicant has demonstrated that the development is exempt from the requirement to achieve a minimum 10% BNG by reason of: The development qualifies as 'de minimis' under Regulation 4 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024

Conclusion

6.20 It is acknowledged by Officers that a solution to the existing bin storage problem on Park Place is required, and it is accepted that the proposed bin store will provide a functional and permanent structure that will address the current informal and unsightly situation. It is considered that use of matching metal cut cladding as well as appropriate landscaping proposals will help to soften the appearance of the store, and over time will help it to blend into the wider street scene.

6.21 Officers are of the view that the proposed bin store will provide a purpose-built, enclosed, lockable and easily accessible location for communal bins for the residents of Burton's Court, which would result in the removal of the poorly located and unsightly bins currently placed in Park Place, and this benefit weighs in great favour of the proposal. It is accepted that the proposed location is the only practical option for a bin store to serve the residents of Burton's

Court, and as such, the application is considered complaint with Policies 24, 32, 33 and 34 of the HDPF and HB4 and HB7 of the HBNP and is recommended by Officers for approval.

7. RECOMMENDATIONS

7.1 To grant planning permission, subject to the conditions listed below.

Conditions:

1. Plans list

2. **Regulatory (Time) Condition:** The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

   Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

3. **Pre-Occupation Condition:** Prior to the first use of any part of the development hereby permitted, details of any internal or external lighting within the bin store shall have been submitted to and approved in writing by the Local Planning Authority. The details shall include the location of the lights, and means by which the lights are illuminated (sensory or manual switch).

   Reason: To safeguard the amenities of the site and surrounds in accordance with Policies 32 and 33 of the Horsham District Planning Framework (2015).

4. **Regulatory Condition:** The approved Planting Specification and Maintenance Plan shall be fully implemented in accordance with the approved details within the first planting season following the first occupation of the development. Unless otherwise agreed as part of the approved landscaping, no trees or hedges on the site shall be wilfully damaged or uprooted, felled/removed, topped or lopped without the previous written consent of the Local Planning Authority until 5 years after completion of the development. Any proposed or retained planting, which within a period of 5 years, dies, is removed, or becomes seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

   Reason: To ensure a satisfactory development that is sympathetic to the landscape and townscape character and built form of the surroundings, and in the interests of visual amenity in accordance with Policy 33 of the Horsham District Planning Framework (2015).

5. **Regulatory Condition:** Operation of the bin store shall at all times take place in accordance with the approved Bin Store Management Plan.

   Reason: To enable the Local Planning Authority to control the ongoing quality of the development in the interests of neighbouring and visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

6. **Regulatory Condition:** The materials to be used in the development hereby permitted shall strictly accord with those indicated on the submitted Park place Proposed Bin Store – Ground Floor Plan, Elevations and 3D View [drawing number: PPBS/20 rev B] unless detail of alternative materials have been submitted and approved in writing by the Local Planning Authority prior to development commencing.

   Reason: To enable the Local Planning Authority to control the development in detail in the interests of visual amenity and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

7. **Regulatory Condition:** No works for the implementation of the development hereby approved shall take place outside of 08:00 hours to 18:00 hours Mondays to Fridays and 08:00 hours to 13:00 hours on Saturdays nor at any time on Sundays, Bank or public Holidays

   Reason: To safeguard the amenities of adjacent occupiers in accordance with Policy 33 of the Horsham District Planning Framework (2015).

Biodiversity Net Gain Condition
Paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 states that planning permission is deemed to have been granted subject to the "biodiversity gain condition" which means development granted by this notice must not begin unless:

(a) a Biodiversity Gain Plan has been submitted to the planning authority, and
(b) the planning authority has approved the plan.

Under Regulations 4, 5, 7 & 8 of the Biodiversity Gain Requirements (Exemptions) Regulations 2024 the statutory biodiversity gain condition required by Schedule 7A to the Town and Country Planning Act 1990 (as amended) does not apply in relation to planning permission for development which:

1. does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and
   impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (a hedgerow habitat or watercourse habitat identified for the purposes of the biodiversity metric);

2. is the subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015;

3. is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the biodiversity gain planning condition which applies in relation to another development (In determining whether a development is undertaken solely or mainly for this purpose, no account is to be taken of any facility for the public to access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee);

4. consists of no more than 9 dwellings, is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding ("Self-build or custom housebuilding" has the same meaning as in section 1(A1) of the Self-build and Custom Housebuilding Act 2015 (as amended)).

Based on the information submitted in the planning application documents, the Planning Authority considers that this permission is exempt from biodiversity net gain, and as such <u>does not</u> require approval of a biodiversity gain plan before development is begun.

Statutory exemptions and transitional arrangements
There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These can be found at Paragraph: 003 Reference ID: 74-003-20240214 of the Planning Practice Guidance, which can be found at https://www.gov.uk/guidance/biodiversity-net-gain.

Irreplaceable habitat
If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

NOTE TO APPLICANT:

Stopping Up Order

The applicant is advised that the existing public highway to be incorporated into the development must be the subject of a Stopping Up Order. This process must be successfully completed prior to any highway land being enclosed within the development. The applicant should contact the Department for Transport's National Transport Casework Team in order to commence this process:

National Transport Casework Team
Tyneside House
Skinnerburn Road
Newcastle Business Park
Newcastle upon Tyne
NE4 7AR
https://www.gov.uk/government/publications/stopping-up-and-diversion-of-highways
Background Papers: