WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Adur & Worthing Councils FAO: Marie O'Keeffe
FROM:	WSCC – Highways Authority
DATE:	8 October 2025
LOCATION:	31 Downland Avenue Brighton BN42 4RF
SUBJECT:	AWDM/1162/25 Single storey side extension with carport, front porch and access. Alterations to existing driveway with new retaining wall.
DATE OF SITE VISIT:	n/a
RECOMMENDATION:	Advice

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

This application is for single storey side extension with carport, front porch and access, alterations to existing driveway and new retaining wall. The site is located on Downland Avenue, an un-classified road subject to a speed limit of 30mph.

The proposal is likely to result in the loss of one external parking space on the site frontage, due to the proposed side extension and garage/workshop area. Although the application description references a car port, this area appears to be proposed to be utilised as part garage/storage and part outside covered work area. It does not appear that this area would be utilised for the parking of a vehicle. The LHA would not raise any highway safety concerns to the proposed side extension works.

The applicant proposes to widen the existing vehicular access (VCO) by 2.5m to create a second off-street parking space. Whilst the LHA would not raise any highway safety concerns to the proposal, the applicant should be aware that alterations to the vehicular access onto the publicly maintained highway is subject to a licence obtainable from WSCC Highways Authority. No works can be commenced on the highway prior to the licence being obtained. The granting of planning permission does not guarantee that a vehicle crossover licence shall be granted because the highway licence process considers wider factors than are considered by the Highway Authority at planning stage.

The applicant proposes to widen the existing access to approximately 7.6m in width, which exceeds the maximum permitted width of 6.4m for a VCO. As such, the access proposals are contrary to WSCC's application criteria, and would likely be refused a licence.

This and other guidance can be found in the WSCC Vehicular Cross Over: Application Criteria guidance, at the following link (Section 3 is of most relevance):
https://www.westsussex.gov.uk/media/20290/vco_guidance_notes.pdf

Whilst no objections would be raised from a planning perspective, the applicant is advised that the application proposals are contrary to WSCC policy, would likely be refused a licence and therefore, unimplementable. The applicant may wish to amend the application to reduce the proposed width of the VCO, or remove the access works from the proposal.

Conclusion
The LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway

network, therefore is not contrary to the National Planning Policy Framework (paragraph 116), and that there are no transport grounds to resist the proposal. However, as above, the proposed VCO alterations are unlikely to implementable.

If the LPA are minded to approve the application, the following conditions are advised:

Access (details required)
The use of the car parking space shall not commence until such time as the vehicular access has been constructed in accordance with plans and details to be submitted to and approved in writing by the Local Planning Authority.
Reason: In the interests of road safety

Car parking space (details approved)
The use of the access shall not commence until such time as the car parking space has been constructed in accordance with the approved site plan. These spaces shall thereafter be retained at all times for their designated purpose.
Reason: To provide car-parking space for the use

Nicola Elliott
West Sussex County Council – Planning Services