

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Adur & Worthing Councils FAO: Marie O'Keeffe
FROM:	WSCC – Highways Authority
DATE:	8 May 2025
LOCATION:	1 - 3 Ship Street Shoreham-by-sea West Sussex BN43 5DH
SUBJECT:	NOTICE/0007/25 Application for Prior Approval for Proposed Change of use from commercial office (Use Class E) to 3no. independent dwellings (Use Class C3). 1no. two bed, three person ground floor dwelling and 1no. two bed, four person dwelling at each first and second floor
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 prior approval for the change of use from commercial office to residential for 3 x two-bedroom flats. The site is located on Ship Street, an unclassified road subject to a speed limit of 20mph.

Under the current General Permitted Development Order (GPDO), it is permitted development to change use from office (Class E) to residential (Class C3) 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 GPDO 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, Class E uses tend to generate greater material movements than C3 residential. Therefore, the LHA does not anticipate that material movements associated with the site will exceed that of the existing.

No off-street vehicular parking provision is proposed – therefore, vehicular parking would have to be accommodated on-street or within nearby paid-for provision, as per the existing arrangement. Comprehensive parking restrictions are in place on nearby roads, prohibiting parking in places that would be detrimental to highway safety. The LHA does not anticipate that the existing nil car parking provision would result in a highway safety concern. However, the LPA may wish to consider the potential impacts on on-street parking from an amenity point of view.

Weight is given to the fact that the site is situated in a sustainable location within walking/cycle distance of local services, amenities, and public transport links. Cycle storage is demonstrated in the form of three uncovered Sheffield stands. The LHA would prefer the cycle provision to be covered, to ensure that bicycles stay dry. The LPA may wish to secure covered and secure cycle parking provision to promote sustainable travel.

In summary, the movements associated with Class E use have done so safely with no known safety highways concerns, and C3 residential uses are considered less intensive. West Sussex County Council in its role as LHA has therefore considered the proposal on that basis. In principle, the current GPDO gives limited ability to consider wider highway and transport impacts beyond those set out. The prior approval is therefore considered acceptable in highway terms.

Nicola Elliott
West Sussex County Council – Planning Services