Development Management – Delegated Officer Report

Application Number: AWDM/1355/25 Recommendation: APPROVE

Site: Manor Road Service Station, 96 Manor Road, Lancing, West Sussex

Proposal: Retention of an Inpost Parcel Locker (Retrospective application)

Date of Site Visit: 2nd December 2025

Neighbours Checked: Y

Additional neighbour notification: N

Proposal, Site and Surroundings

The service station is an existing facility functioning within a residential area, near a parade of commercial units in North Lancing, accessible from the A27. There is a forecourt, shop, car wash and other signage and paraphernalia which you would normally expect to be associated with such a use.

On the west side of the side adjacent to the pavement is a publicly accessible self-service launderette service, DPD/Royal Mail lockers and Inpost lockers. Retrospective consent is sought here for the Inpost lockers, which were installed in January 2024.

Consultations:

West Sussex County Council: The Highways Authority

The locker is located on the western side of the service station and there is space for a car to park on the forecourt. Pedestrians are able to walk up to the lockers via the existing footway. No objection.

Representations: - None received.

Lancing Parish Council: - Support the application

Relevant Planning Policies

Adur Local Plan 2017 Policy 15
National Planning Policy Framework (December 2024)
WSCC Guidance on Parking at New Developments (Sept 2020).

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers, the effect on the character and appearance of the area and Highway Safety.

Visual amenity

The lockers are in keeping with the commercial service character of the site. Advertising and signage are visible from the site and structures such as this are not out of keeping or visual harmful in this case.

Residential amenity

The Inpost lockers along with the other advertising and structures at the site are visible to the surrounding residents, however there will be no loss of light, privacy or overbearing impact as a result. The lockers are set back from the pavement to the side of the building. The nearest bungalow to the north is screened from the development by an existing detached garage which is set forward on the neighbouring site. There would be no justification for a refusal in this case.

Highway Safety

West Sussex County Council has no objection to the locker, there is space to the front of it for pedestrians and a vehicle to park off the highway if necessary. The locker does not obstruct any visibility, impact upon highway safety or distract drivers.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Remove when no longer required

Is recommendation contrary to letter(s) of representation N

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Case Officer: Hannah Barker Date: 4th December 2025

Authorised by: Peter Barnett Date: 4 December 2025