

## Delegated Decision

### Sign off Sheet

|                                       |                                                                                   |                                 |                         |
|---------------------------------------|-----------------------------------------------------------------------------------|---------------------------------|-------------------------|
| Ref. No:                              | DM/25/2804                                                                        | Case Officer:                   | Jessica Szollosi        |
| Application Type:                     | Full Application                                                                  |                                 |                         |
| Proposal:                             | Retrospective application for siting an InPost Parcel Locker                      |                                 |                         |
| Site:                                 | Shell, Chandlers Garage, 200A London Road, Burgess Hill, West Sussex, RH15 9RD, , |                                 |                         |
| Validation Date                       | 31 Oct 2025                                                                       | Overall Expiry Date:            | 6 Jan 2026              |
| Pre-Commencement Conditions Required: |                                                                                   | Pre-Com Conditions Date Agreed: |                         |
| Recommendation:                       | Permission                                                                        | Recommendation Date:            | 9 Feb 2026              |
| Target Date:                          | 26 Dec 2025                                                                       | Recommending Officer Signature: | <i>Jessica Szollosi</i> |

|                                                 |  |                        |   |
|-------------------------------------------------|--|------------------------|---|
| Date Legal Agreement Completed: (if applicable) |  | No of Representations: | 1 |
|-------------------------------------------------|--|------------------------|---|

|                       |                        |       |            |
|-----------------------|------------------------|-------|------------|
| Signed and Agreed By: | <i>Stephen Ashdown</i> | Date: | 9 Feb 2026 |
| Comments:             |                        |       |            |

## **MID SUSSEX DISTRICT COUNCIL**

**DM/25/2804**

**Shell, Chandlers Garage, 200A London Road, Burgess Hill, West Sussex, RH15 9RD,  
Retrospective application for siting an InPost Parcel Locker  
InPost UK**

### **SUMMARY OF REPRESENTATIONS**

One third-party letter or representation has been received in support of the retrospective planning application.

### **SUMMARY OF CONSULTEES**

#### **Flood Risk and Drainage**

The Flood Risk and Drainage team objected to the application on the basis that the InPost Parcel Locker is located within surface water flood zone 3b and as per the Environment Agency's standing advice for minor extensions, development within the 1:30 flood extent is not permissible.

### **TOWN COUNCIL OBSERVATIONS**

The Burgess Hill Town Council recommends approval, whilst regretting the retrospective nature of the application.

### **INTRODUCTION**

The application seeks retrospective planning permission for the siting of an Inpost Parcel Locker at Chandlers Garage, 200A London Road, Burgess Hill, also known as Shell Service Station.

### **RELEVANT PLANNING HISTORY**

DM/17/3354 - Single storey extension to the rear (south) of the existing shop building - permitted 09/10/2017

14/00159/FUL - Car wash bay - permitted 11/03/2014

08/01933/FUL - Extension to sales building and raising of forecourt canopy - permitted 21/07/2008 - extension not implemented

### **SITE AND SURROUNDINGS**

The Inpost Parcel Locker has been sited against the north elevation of the shop, looking onto the petrol filling forecourt. The existing shop building is of modest size and scale with a flat roof and brickwork walls and the shop front has aluminium framing.

To the east is a car park serving an adjacent retail development, to the north beyond the petrol filling forecourt is an office building and to the south is a vehicle parts business and motor garage. Self-service car wash facilities are situated to the west of the shop building. On the opposite side of the highway to the west of the application site is a combination of mixed used buildings with ground floor commercial or retail units and first floor residential units.

The site is located within the built-up area boundary of Burgess Hill and is within an area of mixed land uses close to the town centre. Furthermore, the development is situated in surface water flood zone 3b.

## **APPLICATION DETAILS**

The application seeks retrospective planning permission for the siting of an Inpost Parcel Locker located forward of the principal elevation of the shop building on the filling station forecourt.

The Parcel Locker is constructed of metal and vinyl wrapped with Oraguard 215 PVC film. It has a vertical touch screen display on the principal elevation for customers to locate their parcels. It is plugged into an electrical socket, approximately 2.5 meters above ground level.

The parcel locker has a width and depth of some 2 meters and 0.9 meters respectively. The height of the parcel locker is approximately 2.42 meters with a canopy measuring approximately 1.66 meters in depth.

## **LEGAL FRAMEWORK AND LIST OF POLICIES**

Planning legislation holds that the determination of a planning application shall be made in accordance with the Development Plan unless material considerations indicate otherwise.

Using this as the starting point the development plan for this part of Mid Sussex consists of the District Plan, Site Allocation Development Plan Document (DPD) and Burgess Hill Neighbourhood Plan

National policy (which is contained in the National Planning Policy Framework and National Planning Policy Guidance) does not form part of the development plan, but it is an important material consideration.

### **Mid Sussex District Plan**

The District Plan was adopted at Full Council on 28th March 2018.

Relevant policies:

DP26 - Character and Design

DP28 - Accessibility

DP41 - Drainage and Flood Risk

### **Site Allocations Development Plan Document**

The Site Allocations DPD was adopted on 29th June 2022. It allocates sufficient housing and employment land to meet identified needs to 2031.

There are no relevant policies.

### **Burgess Hill Neighbourhood Plan**

The Burgess Hill Neighbourhood Plan was drafted in January 2016.

No relevant policies.

### **Other Material Considerations**

#### **Mid Sussex District Plan 2021 - 2039 - Submission Draft (Regulation 19)**

The District Council is reviewing and updating the District Plan. Upon adoption, the new District Plan 2021 - 2039 will replace the current District Plan 2014-2031 and its policies will have full weight. In accordance with the NPPF, Local Planning Authorities may give weight to relevant policies of the emerging plan according to the stage of preparation; the extent to which there are unresolved objections to the relevant policies; and the degree of consistency of the relevant policies in the emerging plan to the NPPF. The draft District Plan 2021-2039 (Regulation 19) is currently at Examination and stage 1 hearings were concluded on the 31st October 2024. There are unresolved objections to some of the

Policies in the draft District Plan and as such, only minimal weight can be given to the Plan and this planning application has been assessed against the policies of the adopted District Plan.

Relevant policies:

DPB1 - Character and Design

DPH12 - Accessibility

DPS4 - Flood Risk and Sustainable Drainage

## **Mid Sussex Design Guide Supplementary Planning Document (SPD)**

The Council has adopted a 'Mid Sussex Design Guide' SPD that aims to help deliver high quality development across the district that responds appropriately to its context and is inclusive and sustainable. The Design Guide was adopted by Council on 4th November 2020 as an SPD for use in the consideration and determination of planning applications. The SPD is a material consideration in the determination of planning applications.

## **National Policy**

The National Planning Policy Framework (NPPF) 2023 is also a material consideration and paragraphs 8, 11, 131, 135 and 170-182 are considered to be relevant to this application.

## **ASSESSMENT**

It is considered that the main issues that need to be considered in the determination of this application are as follows;

- Design and Character
- Accessibility
- Flood Risk and Drainage
- Biodiversity Net Gain

## **Design and Character**

Policy DP26 of the Mid Sussex District Plan states:

*'All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside. All applicants will be required to demonstrate that development:*

*o is of high quality design and layout and includes appropriate landscaping and greenspace;*  
*o contributes positively to, and clearly defines, public and private realms and should normally be designed with active building frontages facing streets and public open spaces to animate and provide natural surveillance;*  
*o creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;*  
*o protects open spaces, trees and gardens that contribute to the character of the area;*  
*o protects valued townscapes and the separate identity and character of towns and villages;*  
*o does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP29);*  
*o creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;*  
*o incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;*  
*o positively addresses sustainability considerations in the layout and the building design; o take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be expected to incorporate a mixed use element;*

*o optimises the potential of the site to accommodate development.'*

The Mid Sussex Design Guide seeks high quality design from all proposed development.

The application relates to an Inpost Parcel Locker sited in the forecourt of a service station forward of the principal elevation of the petrol station shop. The application site is characterised by petrol filling pumps to the north of the parcel locker, the shop to the south of the parcel locker and a car wash to the west of the parcel locker and shop. These are constructed with varying materials ordinarily characterised by filling stations including concrete, metal, brickwork and plastic, and bold advertising and signage marking the service station's amenities.

The properties surrounding the site are characterised by a variety of uses, including office, retail and mixed-use business and residential properties, majority of which have bold signage.

The Inpost Parcel Locker is modest in scale and form and is sited against the principal elevation of the shop out of the way of vehicular traffic. The locker is visible from the highway, however, it would be considered sympathetic to the service station environment within which it is located and would not be considered harmful to the street scene.

The materials used in the parcel locker design include vinyl wrapped metal, a polymer concrete base and a vertical touch screen display on the principal elevation of the parcel locker. These materials would not be considered to detract from the overall design and character of the site given the existing use of these materials. Furthermore, whilst there are mixed use residential properties surrounding the site, the surrounding area would be considered more commercial in nature where these materials would not be considered significantly harmful in design terms.

In terms of character and design, the proposal would not be considered to have a significant harmful impact and therefore complies with policy DP26 of the Mid Sussex District Plan in terms of design and character.

### **Impact on Neighbouring Properties**

In terms of impact on neighbouring amenities, Policy DP26 of the District Plan states proposals should *'not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution'*.

Given the scale, form and siting of the parcel locker within the boundary of a service station, which attracts customers for commercial purposes, the Council would not consider the Inpost Parcel Locker to cause any significant harm from a privacy, outlook, daylight and sunlight and noise perspective.

In terms of air pollution, the ethos of Inpost UK is to encourage sustainability by consolidating deliveries and easing the impact on the road network, thereby reducing air pollution. Furthermore, the Inpost Parcel Locker is placed in a central built-up area with pedestrian and good public transport connections encouraging people to collect their parcels on foot minimising air pollution.

The parcel locker has a vertical touch screen display and downlights at the top of the locker. This would be considered modest lighting and sympathetic to the petrol filling forecourt and surrounding amenity and would therefore not be significantly harmful in terms of light pollution.

Given the above, the development would not cause significant harm to the surrounding properties and thereby complies with DP26 of the Mid Sussex District Plan in terms of impact on neighbouring amenity.

### **Accessibility**

In terms of impact on accessibility, Policy DP28 of the District Plan states that:

*'All development will be required to meet and maintain high standards of accessibility so that all users can use them safely and easily. This will apply to all development, including changes of use,*

*refurbishments and extensions, open spaces, the public realm and transport infrastructure, and will be demonstrated by the applicant'.*

The parcel locker is located at ground level with accessible lockers towards the bottom of the structure. It is located against the principle elevation of the shop and out of the way of vehicular traffic. Given the above, the Council would consider the development to meet and maintain high standards of accessibility so that all users can use the parcel locker safely and easily thereby complying with DP28 of the Mid Sussex District Plan in terms of accessibility.

## **Flood Risk and Drainage**

DP41 of the Mid Sussex District Plan states that:

*'Proposals for development will need to follow a sequential risk-based approach, ensure development is safe across its lifetime and not increase the risk of flooding elsewhere. The District Council's Strategic Flood Risk Assessment (SFRA) should be used to identify areas at present and future flood risk from a range of sources including fluvial (rivers and streams), surface water (pluvial), groundwater, infrastructure and reservoirs.'*

Paragraph 175 and 176 of the National Planning Policy Framework sets out the below:

*'The sequential test should be used in areas known to be at risk now or in the future from any form of flooding, except in situations where a site-specific flood risk assessment demonstrates that no built development within the site boundary, including access or escape routes, land raising or other potentially vulnerable elements, would be located on an area that would be at risk of flooding from any source, now and in the future (having regard to potential changes in flood risk).'*

*Applications for some minor development and changes of use should also not be subject to the sequential test, nor the exception test set out below, but should still meet the requirements for site-specific flood risk assessments set out in footnote 63.'*

Footnote 63 of The National Planning Policy Framework states that:

*'A site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3. In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.'*

The development is minor in nature, measuring approximately 2 square meters of floor area. It is freestanding on four metal and rubber feet and located within a pre-existing service station forecourt. The freestanding parcel locker can be easily removed. The development constitutes a very modest addition to an already existing building. Mapping demonstrating the Risk of Flooding from Surface Water suggests the site is shown to be at low to high surface water flood risk (comparable to flood zones 2 - 3b) for the present day (2025).

Based on the latest guidance in the Planning Policy Guidance, all sources of flooding should be considered consistently, the development location would be considered functional floodplain (Flood Zone 3b); as it sits within the 1:30 surface water flood extent.

The Council's Flood Risk and Drainage Team have objected to the application on the grounds that the Environment Agency's standing advice for minor extensions; development within the 1:30 flood extent is not permissible, based on the use falling with the 'more vulnerable' EA classification.

As per the Flood Risk Assessment submitted by the applicant in support of this application, it is not within proximity of any watercourse, flood plain or flood defences and would not impede access to a flood defence or management facility. The development would not have any significant effect on local flood storage capacity or flood flows. In terms of flood risk vulnerability, use of the parcel locker would constitute 'less vulnerable' development. It is unlikely that the parcel locker would increase the use of the

land, nature and times of use to such an extent that it would affect the degree of flood risk to its users, given its location within the forecourt of a service station near the entrance to the service station shop and within an area characterised by commercial, retail and mixed use properties. Furthermore, the parcel locker can be easily removed and has a modest floor area of 2 square meters.

Given the small size of the locker, its ability to be easily removed, the existing development within which the parcel locker is sited and the fact that it would be considered flood-compatible. The Planning Officer agrees that this development would fall within the 'less vulnerable' EA classification, meaning that development of this nature is appropriate in this area, from a flood risk perspective.

The submitted Flood Risk Assessment demonstrates that the works will remain wholly flood-compatible, will not alter existing ground levels, will not affect the functional performance of the floodplain or impede access to flood defence or management facility. As such, the development satisfies DP41 of the Mid Sussex District Plan and national guidance, including the Environment Agency's floodplain storage principles and would be considered acceptable in Flood Zone 3b.

### **Biodiversity Net Gain**

Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 for proposed applications. This is a retrospective application for the siting of an Inpost Parcel Locker which is already in situ and therefore the applicant would not be required to provide Biodiversity net gain.

### **PLANNING BALANCE AND CONCLUSION**

In conclusion, the development would accord with the requirements of DP26 of the Mid Sussex District Plan given that the development is appropriate in terms of design and character and will not negatively impact the service station within which it is located or its immediate setting and will not harm the neighbouring amenities in the surrounding area. Furthermore, the development accords with the requirements of DP28 of the Mid Sussex District Plan in terms of accessibility as the Inpost Parcel Locker is considered to maintain high accessibility standards.

Whilst the parcel locker is in a 3b Flood Zone, various factors taken into account, including the size of the development, the development remaining wholly flood-compatible, no alteration to ground levels, no effect to the functional performance of the floodplain and no obstruction of access to flood defence or management facility as a result of the development. The development also falls within the 'less vulnerable' EA classification. Accordingly, the development would not be considered significantly harmful in terms of flood and drainage and would accord with DP41 of the Mid Sussex District Plan.

In light of the above, the proposal will comply with Policies DP26, DP28 and DP41 of the District Plan, the MSDC Design Guide and the requirements of the NPPF and would therefore be considered acceptable.

Decision:       Permission

Case Officer: Jessica Szollosi