

P20-2829/EM

1 October 2025

Planning Services  
Arun District Council  
Civic Centre  
Littlehampton  
West Sussex  
BN17 5LF

Dear Sir/Madam

**Town and Country Planning Act 1990 (as amended)**  
**Planning Application for Installation of Scissor Lift**  
**Former Aldingbourne Post Office, Westergate Street, Woodgate PO20 3QL**  
**Planning Portal Ref: PP-14375528**

Pegasus Group is instructed by the Co-operative Group (Food) Limited ('the Applicant') to apply for planning permission for the installation of a scissor lift and delivery platform at the former Aldingbourne Post Office, Westergate Street, Woodgate.

The description of development is:

*"Installation of scissor lift and delivery landing with new stairs and gate to boundary wall."*

In support of this application, the following documents are submitted online via the Planning Portal (Reference PP-14375528).

1. Completed application form;
2. Block Plan (drg. no. PP100)
3. Site Location Plan (drg. no. PP101)
4. Existing Ground Floor Plan (drg. no. PP102)
5. Existing Roof Plan (drg. no. PP103)
6. Existing Elevation A (drg. no. PP104)
7. Existing Elevation B (drg. no. PP105)
8. Existing Elevation C (drg. no. PP106)
9. Proposed Ground Floor Plan (drg. no. PP108 rev A)
10. Proposed Roof Plan (drg. no. PP109)
11. Proposed Elevation A (drg. no. PP110)
12. Proposed Elevation B (drg. no. PP111)
13. Proposed Elevation C (drg. no. PP112)
14. CIL Additional Information
15. Design and Access Statement, including Biodiversity Net Gain (set out within this letter)

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Pegasus Group is a trading name of Pegasus Planning Group Limited (07277000) registered in England and Wales  
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The application fee will be paid via the Planning Portal on submission of the application.

### **Site Description**

The application site comprises a former convenience store with residential dwelling at the rear. This application follows the approval of planning application ref. AL/53/20/PL in September 2020 for the change of use of the dwelling Class E retail use and a later permission ref. AL/32/25/PL for the installation of plant, canopy and external lockers.

The site is located on the corner of Westergate Street and Hook Lane. There are residential dwellings immediately to the north of the site and the wider area around the site is predominantly residential in character. To the rear (west) of the site the building is adjoined by an existing two storey dwelling.

The planning permission sets out the approved layout for the store, with 5 no. parking spaces to the front, accessed from Westergate Road and the site boundary is comprised of a brick wall with timber fencing, approximately 1.5 metres high, with the site set slightly above the level of the highway along Hook Lane.

The boundary along Hook Lane comprises a brick wall with timber fence above with a plant enclosure and cold room between the side elevation and boundary which are screened from views from street level.

### **The Proposal**

Co-op are currently progressing fit out works to occupy the retail unit as a convenience store. Due to the changing levels within the site, whereby the store is at a level above the level of the highway, it is necessary to install a scissor lift and platform to enable HCVs to service the shop in a safe and efficient manner.

The scissor lift is located to the south of the building, adjacent to the plant enclosure and behind the boundary fence. The existing entrance to the plant enclosure will be pushed back slightly to accommodate the proposed works, but this will not impact the type or location of the equipment, or its operation.

The scissor lift will provide access for deliveries via a new gate in the Hook Lane boundary wall so that cages will be taken from the vehicle to the new concrete landing which will be level with the sales floor via the lift. Stairs will also be provided to the platform to allow staff to access the landing without having to use the lift. A new fence and lockable gate will be provided at the front of the service yard to allow cages to be taken to the store entrance while ensuring that the service yard is secure.

Without the lift in place, cages would need to be dragged around to the front of the store and up to the store entrance which, given the distances and level changes involved is not a suitable arrangement.



## Planning Policy

### **National Planning Policy Framework (2024)**

The overarching policy principle applicable to the proposed development is the presumption in favour of sustainable development (the 'presumption'). This sets the tone of the Government's overall stance and operates with and through the other policies in the National Planning Policy Framework (NPPF). Its purpose is to send a strong signal to all those involved in the planning process about the need to plan positively for appropriate new development; so that both plan making and development management are proactive and driven by a search for opportunities rather than barriers for the delivery of sustainable development.

The NPPF sets out the Government's economic, environmental, and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development, which should be interpreted and applied locally to meet local aspirations.

The purpose of the planning system is to contribute to the achievement of sustainable development and the NPPF sets out three 'objectives' to facilitate sustainable development: an economic objective, a social objective, and an environmental objective. The presumption is key to delivering these objectives, by creating a positive pro-development framework which is underpinned by the wider economic, environmental, and social provisions of the NPPF.

**Paragraph 135** states that policies and decisions should among others, ensure that developments will function well and add to the overall quality of the area over the lifetime of the development and that they should be sympathetic to local character, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change.

**Paragraph 187** sets out that both new and existing development should be prevented from being at unacceptable risk from noise pollution.

### **The Development Plan – Arun Local Plan 2011–2031**

**Policy D DM1** sets out a series of criteria which will be considered in the assessment of all proposals including those in relation to appearance and impact. In terms of appearance it states that proposals should *"demonstrate a high standard of architectural principles, use of building materials, craftsmanship and hard and soft landscaping to reflect the local area."* With regard to impact it states that proposals should *"have minimal impact to users and occupiers of nearby property and land. For example, by avoiding significant loss of sunlight, privacy and outlook and unacceptable noise and disturbance."*

**Policy D DM4** states that alterations should sympathetically relate to and be visually integrated with the existing building.



**Policy QE SP1** advises that the Council requires all development to contribute positively to the quality of the environment and to ensure that development does not have a significantly negative impact upon residential amenity, the natural environment or upon leisure and recreational activities enjoyed by residents and visitors to the district.

### **Planning and Design Statement**

#### **Design and Amenity**

The proposed development is minor in nature and confined to the service yard at the side of the site which is fully enclosed by existing boundary treatments. The works will not be visible from the wider public viewpoints and they are necessary to facilitate the occupation of the retail unit by Co-op.

The gates use materials which are in keeping with the existing boundary treatments and will not materially alter the appearance of the site as a whole. Therefore, there will be no harm to visual amenity.

The scissor lift will be with an enclosed area which will offer acoustic screening. It will only be in use intermittently during deliveries and will not generate noise at a level which could cause disturbance or loss of residential amenity.

As such, the proposal accords with Policies D DM1, D DM4 and QE SP1 of the Arun Local Plan.

#### **Access**

The proposals will facilitate improved access to the site for deliveries and the lift and landing area will only be accessible by maintenance and Co-op staff. The new gates will be lockable and will prevent access by members of the public.

There are no other access issues to consider as part of this planning application.

#### **Biodiversity Net Gain**

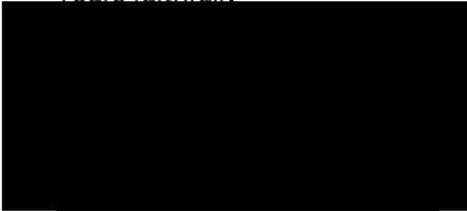
The proposals relate to a small area of the site which is currently given over to hard standing within the approved and existing yard associated with the retail unit. There are no habitats within the site which are affected by the proposals and therefore the development is subject to the de minimis exemption and there is no requirement to demonstrate a 10% net gain.

#### **Conclusion**

It is considered that the proposal for the scissor lift and associated landing, stairs and gates are acceptable in terms of design, impact on amenity and access. There are no noise-related issues associated with the proposed development.



I trust that the submitted information is sufficient to register and approve the application for planning permission, however, please do not hesitate to contact me if you have any queries.  
Yours faithfully



Emma Morrison

Planner

