

Planning statement

Retrospective application for the installation of three parcel boxes

**10 the Parade,
Southfields,
Letchworth Garden City,
Herts,
SG6 4NB**

Introduction

This Planning Statement has been prepared in support of a retrospective planning application seeking permission for the installation of three parcel drop-off and collection lockers situated outside the commercial premises at 10 The Parade, Southfields, Letchworth Garden City, SG6 4NB.

The lockers have been installed to provide a convenient parcel collection and returns facility for local residents and businesses, responding to the growing demand for secure and accessible delivery infrastructure associated with online retail and parcel services.

Site and Surroundings

The application site comprises an established retail unit located within a local neighbourhood shopping parade serving the surrounding residential community. The site benefits from existing pedestrian access and is situated within a commercial environment characterised by retail and service uses.

The parcel lockers are positioned immediately adjacent to the existing shop frontage and do not impede access to the premises or neighbouring properties.

The issue has recently been raised by a local resident outlining the fact that an installed box, impedes over an existing window. Respectfully, this window has little to no significance as the window is Georgian wired glazed, with no vision through. It is our understanding that the area within the apartment block is a communal postal collection area/room, which had a lighting fault meaning no light was available within this space. The landlord of the building has confirmed that the artificial light within this space, has or will be replaced to ensure light available.

Description of Development

The development consists of three parcel drop-off and collection lockers installed externally to the front of the shop. The lockers provide a secure facility for the collection and return of parcels by customers at times convenient to them.

The units are modest in scale and are designed for functional commercial use. They are located within the existing commercial frontage and are visually consistent with the established retail character of the parade.

Planning Considerations

Principle of Development

The provision of parcel lockers within a commercial centre is considered an appropriate ancillary use that supports the continued vitality and viability of local shopping facilities. The development enhances the services available to residents and contributes to modern retail and delivery infrastructure.

Design and Appearance

The lockers are of a modest scale and have been positioned against the existing commercial frontage. Given their location within an established retail parade, the development does not appear out of character with the surrounding commercial environment.

The installation does not result in any significant visual harm to the street scene and maintains the overall appearance and function of the shopping parade.

Highway and Pedestrian Safety

The lockers are accessible directly from the existing footway and do not obstruct pedestrian movement or access to neighbouring premises. The development does not generate significant additional traffic and, by facilitating consolidated parcel collections and returns, may reduce the need for repeated delivery attempts and associated vehicle movements.

No adverse impact upon highway safety or pedestrian convenience is anticipated.

Residential Amenity

The use of the lockers is low impact in nature and does not generate significant noise, disturbance, overlooking, or loss of privacy. The development operates in association with an existing commercial premises and is compatible with the surrounding mix of uses.

There is therefore no material harm to the amenities of nearby residential occupiers.

Sustainability Benefits

The proposal supports sustainable delivery practices by providing a centralised location for parcel collection and returns. This can reduce failed delivery attempts, minimise vehicle journeys, and improve efficiency within local delivery networks.

The development therefore contributes positively towards sustainable transport and operational efficiency objectives.

Planning Policy Context

The proposal is consistent with the objectives of the National Planning Policy Framework (NPPF), which seeks to support economic growth, sustainable development, and the vitality of local centres.

The development supports an existing local business, improves community access to services, and represents a small-scale form of infrastructure that responds to changing consumer needs without causing unacceptable impacts on the surrounding area.

Conclusion

The installation of three parcel drop-off and collection lockers at 10 The Parade, Southfields, Letchworth Garden City represents a modest and appropriate form of development that supports local residents, businesses, and sustainable delivery practices.

The proposal has no material adverse impact on the character of the area, highway safety, pedestrian movement, or residential amenity. It accords with the aims of national planning policy and should therefore be considered acceptable.

Accordingly, retrospective planning permission is respectfully sought for the development.

Regards,

Kyle Swift

