



Chartered Town Planners
Royal Town Planning Institute

ATLAS

PLANNING GROUP

PLANNING STATEMENT

Salisbury Sorting Office, Royal Mail Delivery Office

Fisherton Street, Salisbury, SP2 7QP

September 2026

CONTENTS

Introduction.....	2
Site Description	3
The Proposal.....	5
Planning Considerations	7
Principle of Development.....	7
Impact on the Landscape and Character of the Area.....	7
Flood Risk	8
Impact on Highways	9
Parking.....	11
Conclusions	12

INTRODUCTION

- 1.1 This Planning Statement has been prepared by Atlas Planning Group in support of a full planning application seeking consent for the change of use of the Salisbury Sorting Office/ Royal Mail Delivery Office buildings at Fisherton Street, SP2 7QP.
- 1.2 The application is supported by the submitted drawings and site photos which demonstrate the existing site and buildings, as well as the proposed development. The scheme has been assessed against all relevant local and national planning policies to ensure it is a suitable development for the site and area.

SITE DESCRIPTION

- 2.1 The application site is located in Salisbury with access off both Fisherton Street and St Paul's Road.



FIGURE 1: SITE LOCATION PLAN

- 2.2 The site is currently used as the Royal Mail Delivery Office, known locally as the Salisbury Sorting Office, and has a loading bay in the front of the building with a parking area to the rear. There are two buildings within the site, separated by the car park to the rear of the main building.
- 2.3 The site is bounded to the north by St Paul's Church and associated buildings, to the east by residential dwellings, to the south by a car park operated by National Rail in association with the nearby train station, and to the west by commercial uses.
- 2.4 Fisherton Street is one of the main routes through the city centre, and the site is a short distance from St Paul's Roundabout which joins the A36 which acts as the ring road with onwards connections to Wilton and the A303 to the west, and Southampton and the M27 to the east. The Ring Road also connects to the A30 (and A338), the A345 and the A360 each leading north out of Salisbury, as well as the A338 and A354 leading south out of Salisbury. Therefore, a range of destinations can be reached from the local highway network close to the site.

- 2.5 The site is located in close proximity to Salisbury train station, and also is located directly adjacent to the nearest bus stop, with others available on Fisherton Street providing onwards connections within the city centre.
- 2.6 The site is located outside but adjacent to the Salisbury City Centre Conservation Area. To the north of the site, St Paul's Church and the associated Home are both Grade II Listed. Additionally, the former London Hotel across from the site to the west is Grade II Listed, as is the commercial building located opposite the site also to the west.
- 2.7 According to the Environment Agency's online map for flooding, the site is located in Flood Zone 1, which is at the lowest risk of flooding. There are some areas of surface water flood risk in the rear of the site which appear to largely correspond to the location of the car park and outbuildings to the rear. This surface water flooding is marginally more significant when taking into account the effects of climate change.

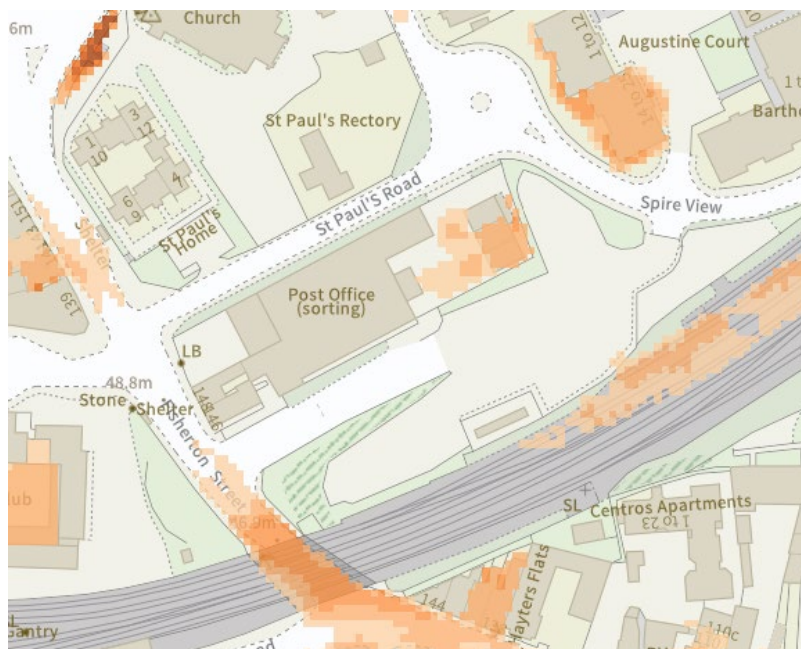


FIGURE 2: SURFACE WATER FLOOD RISK AT THE SITE

- 2.8 There are no nature designations on or immediately adjacent to the site, and no trees subject to a Tree Protection Order (TPO) within the area.
- 2.9 There is no relevant planning history for the site, with all applications either being for minor changes to the building such as replacement windows, or in connection with the adjacent station car park. The historic planning history confirms the previous use of the site, prior to the Sorting Office, as storage (Use Class B8).

THE PROPOSAL

- 3.1 The proposal seeks full planning permission for the change of use of the Sorting Office to B8 storage. The area proposed for change of use amounts to approximately 1,208 sqm. The current floorspace amounts to approximately 1,288 sqm however this includes a mezzanine that will not be used for the storage use and will be closed.
- 3.2 The description of development is as follows:
- “Full planning permission for change of use of Royal Mail Delivery Office/ Sorting Office (sui generis) to storage (use Class B8)”*
- 3.3 Access to the site will remain as existing from both Fisherton Street and St Paul’s Road.



FIGURE 3: ST PAUL’S ROAD AND EXISTING ACCESS



FIGURE 4: FISHERTON STREET EXISTING ACCESS

- 3.4 The only changes proposed to the external elevations of the building relate to infilling the existing gable ends of the building fronting Fisherton Street to enclose the elevation.
- 3.5 Internally, the main building will be divided into self-access lockable storage units. Access to the building will be from both Fisherton Street and St Paul's Road. There will be small areas of staff and customer facilities, including storage and toilets.
- 3.6 The smaller building to the rear of the site will change to three storage units, each with their own direct access from the car parking area.
- 3.7 Parking will be arranged at both the front and rear of the site with 14 parking spaces proposed.

PLANNING CONSIDERATIONS

- 4.1 Wiltshire Council's Core Strategy (2015) (WCS) is the Council's primary Development Plan Document, and the starting point for determining planning decisions, in accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004. There are also several Saved Policies of relevance from the Salisbury District Plan (2011) (SDP).
- 4.2 The Salisbury Neighbourhood Plan was Made in February 2025 and is a material consideration for planning decisions in the area.
- 4.3 The National Planning Policy Framework (NPPF) (2026) provides a national tier of policy and decision-making guidance for the planning system and forms a material consideration for planning decisions.
- 4.4 The policy and guidance contained within the statutory Development Plan Documents and all other relevant material considerations have been reviewed to see if the proposal is an appropriate form of development for the application site.
- 4.5 At the heart of the NPPF is a presumption in favour of sustainable development, which has been bolstered in the recent revisions from August 2026, and developments that accord with national and local planning policy should be approved.

PRINCIPLE OF DEVELOPMENT

- 4.6 Policy S3 of the NPPF states that decision on development proposals should apply a presumption in favour of sustainable development, with Policy S4 relevant to proposals within settlement boundaries.
- 4.7 Policy S4(1) states that development proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects when assessed against other NPPF policies.
- 4.8 Therefore, subject to compliance with other local and national policies, the principle of development at the site has been established.

IMPACT ON THE LANDSCAPE AND CHARACTER OF THE AREA

- 4.9 Core Policy 57 requires developments to be of a high quality, which respects the landscape, while Core Policy 51 has specific aims regarding the landscape, stating that development should protect, conserve and where possible enhance landscape character. Development must not have a harmful

impact upon landscape character, while any negative impacts must be mitigated as far as possible through sensitive design and landscape measures.

- 4.10 Policy DP3(3) of the NPPF states that development should be refused if it conflicts with Paragraph 1 or relevant sections of Paragraph 2 of Policy DP3. These relate to design stating that proposals should respond to their context to that they integrate with and enhance their surroundings, and to create well-designed places taking into account liveability, climate, nature, movement, built form, public space and identity.
- 4.11 The site is located within a commercial area on the edge of the centre of Salisbury, which is characterised by large buildings and the transport infrastructure within the area.
- 4.12 The proposals include very limited external changes to the building, and other than signage changes, there will not be a significant difference to the streetscene from either Fisherton Street or St Paul's Road.
- 4.13 The proposed use is suitable for this location due to the good transport links, and it will continue to provide employment opportunities.
- 4.14 Overall, there will be no impact on the landscape or character of the area in accordance with adopted planning policy.

FLOOD RISK

- 4.15 Policy F7 of the NPPF states that development proposals should not present a risk from flooding to potential occupiers, users, or visitors and should not increase flood risk elsewhere.
- 4.16 Policy F4(2) states that in Flood Zone 1, in some instances, applications should be supported by a site-specific flood-risk assessment.

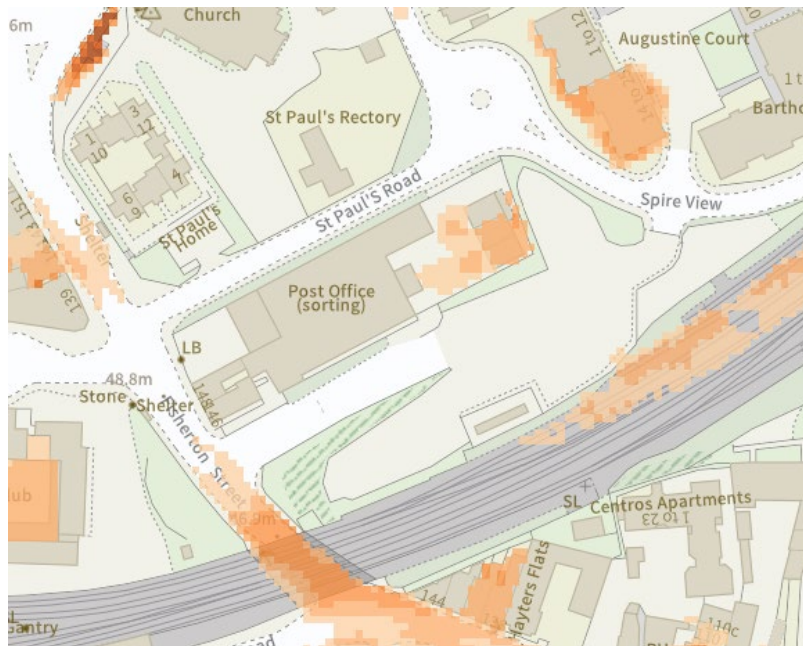


FIGURE 5: SURFACE WATER FLOOD RISK AT THE SITE

- 4.17 The application site is located Flood Zone 1, which designates areas at the lowest risk of flooding. However, part of the application site is at risk from surface water flooding (see above). Within the NPPF Annex F storage facilities (the proposed use of the site) fall within the 'less vulnerable' classification for flood risk.
- 4.18 Furthermore, the areas proposed as part of the planning application are already hard surfacing, and are already used for commercial uses including storage (namely as part of the Royal Mail Sorting and Delivery Office, and for car parking of Royal Mail vehicles). There are limited external changes proposed to the buildings, and the proposal does not seek to extend the amount of hard surfacing at the site. As a result, flood risk and surface water at the site will not be impacted by the proposals.
- 4.19 As the proposed change of use is not within a more vulnerable flood risk classification, the risk of flooding has not increased. Therefore, no additional flood risk mitigation measures should be required.

IMPACT ON HIGHWAYS

- 4.20 The Wiltshire Core Strategy requires that developments ensure safe access to development, as well as ample parking provision.
- 4.21 The proposed storage will utilise the existing accesses from Fisherton Street and St Paul's Road, which is considered to be an appropriate arrangement. These accesses are regularly used on

conjunction with the operations of the existing Sorting Office/Delivery Office, including large vehicles on a day-to-day basis.

- 4.22 Each access has good visibility, and due to the nearby highway junctions, the speeds adjacent to the site are often lower than the 30mph speed limit.
- 4.23 Currently, there is often an abundance of Royal Mail vehicles parked within the vicinity of the site, including adjacent to the St Paul's Road access.



FIGURE 6: ROYAL MAIL PARKING ALONG THE HIGHWAY ADJACENT TO THE SITE

- 4.24 Additionally, as there is no customer parking within the site, parking often occurs on Fisherton Street for customers looking to post mail and access the Delivery Office facilities.
- 4.25 The removal of the existing use, along with the provision of dedicated customer parking areas will therefore reduce the amount of on-street parking within the vicinity of the site, improving the highway safety for users of the area.
- 4.26 The removal of this on-street parking will improve the visibility from each of the site accesses.
- 4.27 Currently the site is accessed by a significant number of vehicles on a daily basis, however the proposed storage use will have infrequent visitors due to the nature of the self-storage use. This will therefore decrease daily trips to and from the site, again easing pressure on this congested area of the city.
- 4.28 As such it is considered that the proposal is acceptable in terms of highway impacts and safety.

PARKING

- 4.29 The proposal includes 14 parking spaces, split between the car parks within the front and rear of the site. There is no longer a large vehicle loading area, as there is no requirement for lorry/HGV access to the building. However, the parking areas include plenty of space for the manoeuvre of vehicles to allow for loading and unloading, and to ensure that vehicles can enter and leave the site in a forward gear.
- 4.30 The Optimum Non-Residential Parking Standards contained within the Council's Local Transport Plan 4 Car Parking Standards for Developments In Wiltshire (February 2026) states a requirement of 1 parking space per 200 sqm of B8 floorspace for sites over 500 sqm, with a minimum requirement of 8 spaces for this level of development. This leads to a requirement of 6 spaces for the proposed 1,208 sqm, which does not meet the minimum requirements, therefore in accordance with the Optimum Standards this should be increased to at least 8 spaces at the site.
- 4.31 The proposed 14 parking spaces will therefore ensure suitable provision for customers along with staff parking for the 5 Full Time Equivalent (FTE) jobs anticipated to be required by the site.
- 4.32 As a result it is considered that the proposal is suitable from a parking perspective.

CONCLUSIONS

- 5.1 This Planning Statement has been prepared in support of a full planning application seeking consent for the change of use of the Royal Mail Sorting Office/Delivery Office (sui generis) to storage use (B8).
- 5.2 The proposal includes minimal external changes to the building, and there the existing accesses to the site will remain as existing.
- 5.3 The proposed change of use will significantly decrease the amount of trips to and from the site daily, including larger vehicles, and will also decrease the amount of local on-street parking both from staff and customers of the existing use. These will both provide benefits to the nearby highway network which is often congested.
- 5.4 The scheme is supported in principle by Policy S4 of the NPPF and there are no over-riding reasons which substantially outweigh the benefits of the proposal when assessed against the policies of the NPPF as a whole.
- 5.5 Therefore, it is respectfully requested that this application is approved by the LPA without delay.