Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk

Application for Approval of Details Reserved by Condition

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number: 40

Suffix: A

Property Name:

Address Line 1: High Street

Address Line 2: Worthing Central

Address Line 3: West Sussex

Town/city: Worthing

Postcode: BN11 1LL

Description of site location must be completed if postcode is not known:

Easting (x): 515084

Northing (y): 102816

Description:

Applicant Details

Name/Company

Title

Ms

First name

Hoi Nap

Surname

Chan

Company Name

Work From Home Limited

Address

Address line 1

10 Lovell Road

Address line 2

Address line 3

Town/City

Richmond

County

London

Country

UK

Postcode

TW107LB

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

Applicant Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Listed Building Consent for replacement of 3no. timber sash windows and repair of 3no. timber sash windows at 40A High Street, Worthing, West Sussex, BN11 1LL.

Reference number

AWDM/0676/26

Date of decision (date must be pre-application submission)

17/08/2026

Please state the condition number(s) to which this application relates

Condition number(s)

3

Has the development already started?

◯ Yes
⊘ No

Part Discharge of Conditions

Are you seeking to discharge only part of a condition?

◯ Yes
⊘ No

Discharge of Conditions

Please provide a full description and/or list of the materials/details that are being submitted for approval

Submission of the MGT inspection report and photographs for second-floor timber sash windows 2A and 2B at 40A High Street, Worthing. The application seeks approval to replace both windows rather than repair them, in accordance with Condition 3 of Listed Building Consent reference AWDM/0676/26.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- [x] Yes
- [ ] No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- [ ] The agent
- [x] The applicant
- [ ] Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [x] Yes
- [ ] No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

First Name

***** REDACTED ******

Surname

***** REDACTED ******

Reference

PREAPP/0012/26

Date (must be pre-application submission)

02/02/2026

Details of the pre-application advice received

Please refer to “PREAPP001226 40A High Street.pdf“

Declaration

I/We hereby apply for Approval of details reserved by a condition (discharge) as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☑ I / We agree to the outlined declaration

Signed

Hoi Nap Chan

Date

17/10/2026