



Arun District Council
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.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	4
Suffix	
Property Name	Houghton House
Address Line 1	Arun Street
Address Line 2	
Address Line 3	West Sussex
Town/city	Arundel
Postcode	BN18 9DL

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

Easting (x)	Northing (y)
501636	106960
Description	

Applicant Details

Name/Company

Title

Ms

First name

Carolyn

Surname

Kenney

Company Name

Address

Address line 1

4 Arun Street

Address line 2

Address line 3

Town/City

Arundel

County

Country

GB

Postcode

BN18 9DL

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of the Proposal

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

Reference number

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

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

Condition number(s)

Has the development already started?

- ☒ Yes
☐ No

If Yes, please state when the development was started (date must be pre-application submission)

Has the development been completed?

- ☐ 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

Details of the new internal WC door to be installed between the kitchen and the utility room on the ground floor. Proposed door is an existing wooden four panel door that was previously used within the property to separate an internal lobby from the living room.

This door is 1950mm tall by 760mm wide and 36mm deep.

A photograph of the door is attached.

Site Visit

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

☒ Yes

☐ No

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

☐ The agent

☒ The applicant

☐ Other person

Pre-application Advice

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

☐ Yes

☒ No

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

Carolyn Kenney

Date

04/09/2026