



Planning Department  
Town Hall, St Mary's, Isles of Scilly, TR21 0LW  
01720 424455  
planning@scilly.gov.uk

Application for Planning Permission; Listed Building Consent for alterations, extension or demolition of a listed building

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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

## Description

The conservation, upgrading and extension of a Grade 2 listed 1887 Town Hall to provide a new Museum & Cultural Centre for the Isles of Scilly including demolition of the existing modern boiler house provide space for the extension and reconfiguration of the existing 1970s extension including a new roof to accommodate new air source heat pumps.

## Applicant Details

### Name/Company

Title

Ms

First name

Nicola

Surname

Stinston

Company Name

Council of the Isles of Scilly

### Address

Address line 1

Town Hall, The Parade

Address line 2

Hugh Town

Address line 3

St Marys

Town/City

Isles of Scilly

Country

United Kingdom

Postcode

TR21 0LW

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

## Agent Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

### Contact Details

Primary number

Secondary number

Fax number

Email address

## Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

### Description

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s)

The conservation, upgrading, and extension of a Grade 2 listed 1887 Town Hall to provide a new Museum & Cultural Centre for the Isles of Scilly including demolition of the existing modern boiler house provide space for the extension and reconfiguration of the existing 1970s extension including new roof to accommodate new air source heat pumps.

Has the development or work already been started without consent?

- Yes  
 No

## Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- Don't know  
 Grade I  
 Grade II\*  
 Grade II

Is it an ecclesiastical building?

- Don't know  
 Yes  
 No

## Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes  
 No

**If Yes, which of the following does the proposal involve?**

a) Total demolition of the listed building

- Yes
- No

b) Demolition of a building within the curtilage of the listed building

- Yes
- No

c) Demolition of a part of the listed building

- Yes
- No

**If the answer to c) is Yes**

What is the total volume of the listed building?

3065.00	Cubic metres
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What is the volume of the part to be demolished?

66.00	Cubic metres
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What was the date (approximately) of the erection of the part to be removed?

Month

June
------

Year

1970
------

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

The proposals include the demolition of a small modern boiler house extension that is attached to the NE elevation of the existing Victorian Hall.
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Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

To allow construction of a new extension serving the Town Hall housing a new entrance foyer, ticketing, and café facilities and provide a new first-floor 'boat hall' for the display of the C19 Klondyke pilot gig.
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**Immunity from Listing**

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes
- No

**Listed Building Alterations**

Do the proposed works include alterations to a listed building?

- Yes
- No

**If Yes, do the proposed works include**

a) works to the interior of the building?

Yes

No

b) works to the exterior of the building?

Yes

No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

Yes

No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

Yes

No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

The works involve repairs to the existing Town Hall fabric, its re-servicing, upgrading, and alterations to retain and enhance its original performance space and to re-use its other accommodation for museum galleries and ancillary facilities to the main performance space.

The 1970's extension to the west side of the original Town Hall is being substantially altered to provide museum gallery spaces on its upper floors and sanitary and changing accommodation on the ground floor. Its flat roof is being replaced by a new pitched roof to provide concealment of the rooftop plant and air to air heat pumps needed to replace its existing oil boiler.

See the demolition drawings submitted.

## Materials

Does the proposed development require any materials to be used?

Yes

No

**Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded**

**Type:**

External walls

**Existing materials and finishes:**

Existing 19C Town Hall: rough coursed granite. Existing boiler house: render painted cream. Existing 1970s extension: self coloured cementitious render - appears grey/brown in colour.

**Proposed materials and finishes:**

Existing 19C Town Hall: repair and conservation to rough coursed granite. Existing boiler house: to be demolished. Existing 1970s extension: existing self coloured cementitious render to be removed and replaced with vertical oak timber cladding with insulation under and bespoke fascia and cladding panels powder-coated zinc Basalt grey: RAL 7012 and existing rough cast render to be painted cream - see elevations for locations Proposed extension: vertical oak timber cladding with insulation under, bespoke fascia and infill panels, powder-coated zinc Basalt grey: RAL 7012 and rough coursed granite to match existing

**Type:**

Roof covering

**Existing materials and finishes:**

Existing 19C Town Hall: Slate Existing boiler house: Slate Existing 1970s extension: Slate and Lead

**Proposed materials and finishes:**

Existing 19C Town Hall: repair and conservation to existing slate, PV cells and new roof lights. Note that the existing slates will need to be removed and reinstated in order to install new insulation. Existing boiler house: to be demolished Existing 1970s extension: roof to be reconfigured with new powder-coated seamed zinc cladding, Basalt grey: RAL 7012, powder-coated aluminum vertical louvers Basalt grey: RAL 7012 with PV cells and roof light. New flat grp roof plant areas. Extension: powder-coated seamed zinc cladding, Basalt grey: RAL 7012, powder-coated aluminium vertical louvres Basalt grey: RAL 7012 with PV cells and roof light. Mansafe handrails and access ladders are shown on the elevations

**Type:**

Chimney

**Existing materials and finishes:**

Existing 19C Town Hall: chimney feature to rough coursed granite and parapet on SE and NW elevations

**Proposed materials and finishes:**

Existing 19C Town Hall: repair and conservation of chimney feature to rough coursed granite and parapet on SE and NW elevations

**Type:**

Windows

**Existing materials and finishes:**

Existing 19C Town Hall: single glazed sash and case windows of varying sizes, on North East Elevation one has been infilled with ventilation louvers. Existing boiler house: none Existing 1970s extension: combination of velux type windows, timber frame double glazed and fixed light units, timber frame fixed light double glazed units,

**Proposed materials and finishes:**

Existing 19C Town Hall: repair and conservation of single glazed sash and case windows of varying sizes and on North East Elevation replacement of one to match existing where it has previously been infilled with ventilation louvers. Removal of windows to provide access as illustrated in the plans. Existing boiler house: to be demolished Existing 1970s extension: windows to be relocated with new powder-coated aluminum Basalt grey: RAL 7012 double glazed units. Extension: powder-coated aluminum Basalt grey: RAL 7012 double glazed units Roof lights to existing building and extension: powder-coated aluminum Basalt grey: RAL 7012 double glazed units

**Type:**

External doors

**Existing materials and finishes:**

Existing 19C Town Hall: white painted timber doors with glazed panels and white painted legend and braced door Existing Boiler House: white painted louvered doors and white painted legend and braced door Existing 1970s extension: white painted timber doors with glazed panels

**Proposed materials and finishes:**

Existing 19C Town Hall: repair and conservation of white painted timber doors with glazed panels and white painted legend and braced door  
Existing Boiler House: to be demolished Existing 1970s extension: new powder-coated aluminum Basalt grey: RAL 7012 with double glazed

**Type:**

Ceilings

**Existing materials and finishes:**

Existing 19C Town Hall: timber ceiling following roof pitch with exposed trusses Existing boiler house: exposed soffit to the underside of roof  
Existing 1970s extension: plaster and plasterboard painted

**Proposed materials and finishes:**

Existing 19C Town Hall: repair and conservation of the timber ceiling following roof pitch with exposed trusses Existing boiler house: to be demolished  
Existing 1970s extension: materials finishes to be confirmed. Extension: materials finishes to be confirmed.

**Type:**

Rainwater goods

**Existing materials and finishes:**

Existing 19C Town Hall: cast iron painted black Existing boiler house: Existing 1970s extension: light grey metal or plastic

**Proposed materials and finishes:**

Existing 19C Town Hall: repair and conservation the existing cast iron painted rain water goods, including repainting black to match existing.  
Existing boiler house: to be demolished Existing 1970s extension: New zinc rain water goods. Extension: New zinc: rain water goods.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement



Please see:

The DAS issued with this application: Isles of Scilly Design and Access Statement.

Existing plans

- 241601-PUR-01-00-DR-A-1000-P1-Ground Floor – Existing
- 241601-PUR-01-01-DR-A-1001-P1-First Floor - Existing
- 241601-PUR-01-02-DR-A-1002-P1-Second Floor - Existing
- 241601-PUR-01-RF-DR-A-1003-P1-Roof Plan - Existing

Existing Elevations

- 241601-PUR-01-ZZ-DR-A-1100-P1-NE Elevation – Existing
- 241601-PUR-01-ZZ-DR-A-1101-P1-SE Elevation – Existing
- 241601-PUR-01-ZZ-DR-A-1102-P1-SW Elevation - Existing
- 241601-PUR-01-ZZ-DR-A-1103-P1-NW Elevation – Existing

Demolition plans

- 241601-PUR-01-00-DR-A-1300-P1-Ground Floor - Demolition Plan
- 241601-PUR-01-01-DR-A-1301-P1-First Floor - Demolition Plan
- 241601-PUR-01-02-DR-A-1302-P1-Second Floor - Demolition Plan
- 241601-PUR-01-RF-DR-A-1303-P1-Roof - Demolition Plan

Demolition Elevations

- 241601-PUR-01-ZZ-DR-A-1310-P1-NE Elevation - Demolition
- 241601-PUR-01-ZZ-DR-A-1311-P1-SE Elevation - Demolition
- 241601-PUR-01-ZZ-DR-A-1312-P1-SW Elevation – Demolition
- 241601-PUR-01-ZZ-DR-A-1313-P1-NW Elevation – Demolition

Proposed Plans

- 241601-PUR-01-00-DR-A-2001-P1-Ground Floor Plan - As Proposed
- 241601-PUR-01-01-DR-A-2002-P1-First Floor Plan - As Proposed
- 241601-PUR-01-02-DR-A-2003-P1-Second Floor Plan - As Proposed
- 241601-PUR-01-RF-DR-A-2004-P1-Roof Plan - As Proposed

Proposed Elevations

- 241601-PUR-01-ZZ-DR-A-2100-P1-NE Elevation - Proposed
- 241601-PUR-01-ZZ-DR-A-2101-P1-SE Elevation - Proposed
- 241601-PUR-01-ZZ-DR-A-2102-P1-SW Elevation - Proposed
- 241601-PUR-01-ZZ-DR-A-2103-P1-NW Elevation - Proposed

Coloured Elevations

- 241601-PUR-01-ZZ-DR-A-2110-P1-NE Elevation - Coloured Illustration
- 241601-PUR-01-ZZ-DR-A-2111-P1-SE Elevation - Coloured Illustration
- 241601-PUR-01-ZZ-DR-A-2112-P1-SW Elevation - Coloured Illustration
- 241601-PUR-01-ZZ-DR-A-2113-P1-NW Elevation - Coloured Illustration

## Site Area

What is the measurement of the site area? (numeric characters only).

637.00

Unit

Sq. metres

## Existing Use

Please describe the current use of the site

Town Hall, Museum, support and ancillary accommodation

Is the site currently vacant?

- Yes  
 No

**Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.**

Land which is known to be contaminated

- Yes  
 No

Land where contamination is suspected for all or part of the site

- Yes  
 No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes  
 No

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- Yes  
 No

Is a new or altered pedestrian access proposed to or from the public highway?

- Yes  
 No

Are there any new public roads to be provided within the site?

- Yes  
 No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes  
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes  
 No

## Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes  
 No

## Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Septic tank
- Package treatment plant
- Cess pit
- Other
- Unknown

Are you proposing to connect to the existing drainage system?

- Yes
- No
- Unknown

## Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes
- No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes
- No

Will the proposal increase the flood risk elsewhere?

- Yes
- No

How will surface water be disposed of?

- Sustainable drainage system
- Existing water course
- Soakaway
- Main sewer
- Pond/lake

## Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
- No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes
- No

**If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.**

## Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

c) Features of geological conservation importance

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

### Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

## Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes  
 No

If Yes, please provide details:

Bin store location shown on the Ground Floor Plan

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes  
 No

If Yes, please provide details:

Bin Location is shown on the Ground Floor Plan

## Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes

No

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes

No

Please add details of the Use Classes and floorspace.

**Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)**

### Use Class:

D2 - Assembly and leisure

### Existing gross internal floorspace (square metres):

879

### Gross internal floorspace to be lost by change of use or demolition (square metres):

14

### Total gross new internal floorspace proposed (including changes of use) (square metres):

1066

### Net additional gross internal floorspace following development (square metres):

187

Totals	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
	879	14	1066	187

### Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

## Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes

No

### Existing Employees

Please complete the following information regarding existing employees:

Full-time

1

Part-time

1

Total full-time equivalent

3.00

## Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

1

Part-time

1

Total full-time equivalent

3.00

## Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes

No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

**Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)**

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

**Use Class:**

D2 - Assembly and leisure

**Unknown:**

Yes

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes

No

Is the proposal for a waste management development?

Yes

No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes  
 No

## Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes  
 No

## 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

**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

\*\*\*\*\* REDACTED \*\*\*\*\*

First Name

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Reference

Informal advice from the Planning Officer by email

Date (must be pre-application submission)

25/01/2022

Email dated 25/01/2022

Informal advice from the planning office on comments from Historic England. It is anticipated, with the Town Hall being a Grade II building that HE not need to be closely engaged with the proposals but instead offer the following brief comments:

HE suggests that the taller extension element (with the off centre ridge line) could beneficially be made less dominant – allowing the listed building to have primacy rather than making an architectural statement might be the best approach in this particular context. The buildings in this area are all relatively low and therefore introducing something of this height will really stand out above the roofscape.

HE commented that they would like to see what this looks like in terms of the views out from surrounding scheduled monuments and listed buildings on the higher ground of the Garrison and Buzza Hill.

Email from Lisa Walton dated 21/01/22

“It appears that the HS doesn't fully consider the significance of the outbuilding and cottage or provide a proper description of their interior accompanied with photos and it doesn't present a schedule of impacts on all the listed buildings and different parts of the historic fabric which I would suggest is also included. We need to weigh up the scheme relative to the significance of the building and the impact of the proposal on that significance, weighing any harm with the wider public benefits. The Conservation Area is also a designated heritage asset so it's worth referencing the impact of the proposal on this designation, particularly impacts/benefits within the Hugh Town area. The HS should also consider the opportunity for further recording and any archaeological potential (if there is any).”

## Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

If yes, please provide details of their name, role, and how they are related:

\*\*\*\*\* REDACTED \*\*\*\*\*

## Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of **all** the land to which this application relates; **and** has the applicant been the sole owner for more than 21 days?

- Yes
- No



Is any of the land to which the application relates part of an Agricultural Holding?

Yes

No

## Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

**NOTE:** You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

The Applicant

The Agent

Title

Mrs

First Name

Fiona

Surname

Lauchlan

Declaration Date

02/05/2022

Declaration made

## Declaration

I / We hereby apply for Full planning & listed building consent as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available 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

Fiona Lauchlan

Date

04/05/2022