



IMPORTANT – THIS COMMUNICATION AFFECTS YOUR PROPERTY

COUNCIL OF THE ISLES OF SCILLY

Town Hall, St Mary's TR21 0LW
Telephone: 01720 424455 – Email: planning@scilly.gov.uk

Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure) Order 2015

PERMISSION FOR DEVELOPMENT

Application No:	P/23/047/COU	Date Application Registered:	31st July 2023
Applicant:	Ms Nicola Stinson The Town Hall The Parade Hugh Town St Mary's Isles Of Scilly TR21 0LP	Agent:	Mr Niall Phillips Purcell Architecture Ltd Old Police Station Bedminster Parade Bristol BS3 4AQ
Site address:	The Town Hall, The Parade Hugh Town St Mary's Isles Of Scilly		
Proposal:	The conservation, upgrading and extension, including a change of use of a Grade II listed 1887 Town Hall to provide a new cultural centre and museum for the Isles of Scilly. Includes the demolition of the existing modern boiler house and the reconfiguration of the existing 1970s extension including a new roof to accommodate new air source heat pumps. Integration of the Parade Cottage Outbuilding into the Cultural Centre and Museum and link extension in part of Parade Cottage yard. Minor alterations to the back elevation of Parade Cottage. (Listed Building) AMENDED PLANS		

In pursuance of their powers under the above Act, the Council hereby **PERMIT** the above development to be carried out in accordance with the following Conditions:

- C1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**
Reason: In accordance with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).
- C2 Prior to the installation of any external surface material, precise details, to include samples, of the materials to be used in the construction of the external surfaces of the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**
Reason: To safeguard the visual amenity and landscape character of the Islands in accordance with Policies OE1 and OE7 of the Isles of Scilly Local Plan 2015-2030
- C3 All plumbing and service pipework, soil and vent pipes, electricity and gas meter cupboards and heating flues shall be incorporated within the building unless specifically agreed in writing by the Local Planning Authority.**

Reason: So that the appearance of the proposed development preserves the character and appearance of the Listed Building and Conservation Area in accordance with Policies OE1 and OE7 of the Isles of Scilly Local Plan 2015-2030.

- C4 Notwithstanding the details shown on the submitted plans, all new and replacement rainwater goods shall match the existing in terms of material, profile and method of fixing, unless the existing are non-traditional, in which case traditional materials (black cast iron or aluminium) appropriate to the building are to be provided, in a scheme that shall first be submitted to and approved in writing by the Local Planning Authority, prior to the commencement of development.**

Reason: So that the appearance of the proposed development preserves the character and appearance of the Listed Buildings and Conservation Area in accordance with Policies OE1 and OE7 of the Isles of Scilly Local Plan 2015-2030.

- C5 Before development starts large scale drawings to a minimum scale of 1:20 of the external granite 'windows' of the Town Hall, including sections, the precise construction and method of opening of new windows and doors including materials and cill and lintel details shall be submitted to and approved in writing by the Local Planning Authority. The windows and doors shall then be constructed in accordance with the agreed details and be retained as such thereafter.**

Reason: This is a pre-commencement condition that requires details of alterations to existing doors and windows in order to ensure the preservation or enhancement of the appearance of the Listed Building. In accordance with Policy OE7 of the Isles of Scilly Local Plan 2015-2030.

- C6 No construction plant and/or machinery shall be operated on the premises, as part of the implementation of this permission, before 0800 hours on Mondays through to Saturdays nor after 1800 hours. There shall be no works involving construction plant and/or machinery on a Sunday or Public or Bank Holiday.**

Reason: In the interests of protecting the residential amenities of the islands.

- C7 Permitted Development) Order 2015, (or any order revoking or re-enacting that Order) prior to installation, details of any external lighting shall be submitted to, and approved in writing by, the Local Planning Authority. The lighting shall be strictly limited to sensitive low-level lighting only and only where essentially required. The agreed lighting shall be installed and maintained only in accordance with the agreed details.**

Reason: To protect the amenities of the locality, including the amenities of neighbouring residential properties and preserve the dark night skies of the Isles of Scilly as an Area of Outstanding Natural Beauty and the Garrison Dark Sky Discovery Site (Milky Way Class) in accordance with Policy OE4 of the Isles of Scilly Local Plan (2015-2030)

- C8 No development shall take place until a detailed Construction Environment Management Plan (CEMP) has been submitted to and approved in writing by the Local Planning Authority. This Plan shall include details of all permits, contingency plans and mitigation measures that shall be put in place to control the risk of pollution to air, soil and controlled waters, protect biodiversity and avoid, minimise and manage the productions of wastes with particular attention being paid to the constraints and risks of the site. The CEMP shall also set out how the proposal will manage and minimise the impacts upon neighbouring properties and highway safety as a result of construction during the life of the works. Specifically, the CEMP shall include the following:**

- the times within which traffic can enter and leave the site and any closure or diversion on the local highway network as a result of the operations;
- the removal /disposal of materials from site;

- the location and covering of stockpiles;
- dust suppression methods and control of fugitive dust from earthworks and construction activities;
- a noise control plan which details hours of operation and proposed mitigation measures;
- details of any site construction office, compound and ancillary facility buildings;
- specified on-site parking for vehicles associated with the construction works and the provision made for access thereto;
- Risk assessment of potentially damaging construction activities;
- Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements);
- The location and timing of sensitive works to avoid harm to biodiversity features;
- The times during construction when specialist ecologists need to be present on site to oversee works;
- Responsible persons and lines of communication;
- The role and responsibilities on site of a Construction Liaison Officer/site manager or ecological clerk of works (ECoW) or similarly competent person;
- Use of protective fences, exclusion barriers and warning signs.

Thereafter the development shall be carried out in accordance with the approved details and any subsequent amendments shall be agreed in writing with the Local Planning Authority.

Reason: This is a pre-commencement condition that requires details that were not submitted as part of the application but are required to fully ensure that adequate measures are put in place to avoid or manage the risk of pollution or waste production during the development works and in the interests of wildlife and general amenity of the area.

- C9** Prior to the first use of the building, hereby approved, details of measures to promote biodiversity enhancements shall be submitted to and approved in writing by the Local Planning Authority, this shall include details of any new landscaping, where required, to comprise native species from sustainable sources and the installation of bat boxes and bird nesting opportunities appropriate to species found on the Isles of Scilly. Appropriate local guidance should be sought to inform the type, number and positioning of suitable bat and bird boxes. The measures approved shall be installed, prior to the first breeding/nesting season following completion of the development and shall be retained as such thereafter.

Reason: To promote measures to improve and awareness of the value of biodiversity on the Isles of Scilly and in accordance with the requirements of Policies SS1(d) and SS2(g) of the Isles of Scilly Local Plan (2015-2030).

- C10** Prior to the commencement of the development, hereby approved, a scheme including details of the sources of all building materials and the means/location of disposal of all demolition material and all waste arising from building works, including excess material from excavations, shall be submitted to and agreed in writing with the Planning Authority. The development shall thereafter proceed in strict accordance with the approved scheme only.

Reason: This is a pre-commencement condition that requires details that were not submitted as part of the application but are required to fully understand the impact upon landscape and management of waste, to be submitted and agreed by the Local Planning Authority. This is to ensure those characteristics which contribute to the status of the Isles of Scilly as a Conservation Area, Area of Outstanding Natural Beauty and Heritage Coast are not eroded by uncontrolled mineral extraction or the tipping of waste. In accordance with the requirements of Policy SS2(2) of the Isles of Scilly Local Plan 2015-2030.

C11 Before development starts details of a contract for the phasing of demolition and rebuilding shall be submitted to and approved in writing by the Local Planning Authority. The demolition of the existing boiler house building, and partial demolition of the annex extension shall only be undertaken as part of the approved phased contract for the demolition of the (a) of the boiler house and annex, where the construction of (b) the rear southeast extension and redevelopment of the annex will immediately follow the demolition.

Reason: This is a pre-commencement condition that requires details of phasing to be approved before demolition works take place to protect the character of the Conservation Area and setting of the Listed Building in accordance with Policies OE1 and OE7 of the Isles of Scilly Local Plan 2015-2030.

C12 Before development starts, detailed elevation drawings of the Town Hall and Outbuilding and a structural survey shall be submitted to and approved in writing by the Local Planning Authority. The details shall include a schedule of works and the precise extent of repair and rebuilding which is proposed in connection with the conversion of the buildings and these areas shall be marked on the drawings. The development shall then be carried out in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

Reason: This is a pre-commencement condition that requires details of repair works to be approved to maintain the character of the building and in accordance with policy OE7 of the Isles of Scilly Local Plan 2015-2030

C13 The development hereby permitted shall be carried out in accordance with the approved details only including those listed at end of this decision notice. These are stamped as APPROVED

Reason: For the clarity and avoidance of doubt and in the interests of the character and appearance of the Listed Building, Scheduled Monument, Conservation Area, Area of Outstanding Natural Beauty, and Heritage Coast in accordance with Policies OE1 and OE7 of the Isles of Scilly Local Plan (2015-2030).

Further Information

1. In dealing with this application, the Council of the Isles of Scilly has actively sought to work with the applicants in a positive and proactive manner, in accordance with paragraph 38 the National Planning Policy Framework 2021.
2. **Discharge of Conditions:** In accordance with the Town and Country Planning (fees for Application and Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 a fee is payable to discharge any condition(s) on this planning permission. The fee is current £116 for each request to discharge condition(s) where the planning permission relates to any other type of development other than a householder application. The fee is payable for each individual request made to the Local Planning Authority. You are advised to check the latest fee schedule at the time of making an application as any adjustments including increases will be applied: https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf The fees are set to increase on 06/12/2023
3. **Non-Material Amendments:** In accordance with the provisions of Section 96A of the Town and Country Planning Act which came into force on 1st October 2009, any amendments to the approved plans will require either a formal application for a non-material amendment (for which a fee of £234 would be required) or the submission of a full planning application for a revised scheme. If the proposal relates to a Listed Building you will not be able to apply for a non-material amendment and a new application for a revised scheme will be required. Please discuss any proposed amendments with the Planning Officer. The fees are set to increase as of 06/12/2023 so please check the latest fee before applying as any increases will apply.
4. **Building Regulations:** This decision is not a determination under the Building Regulations. Please ensure that all building works accord with the Building Regulations and that all appropriate approvals are in place for each stage of the build project. You can contact Building Control for further advice or to make a building control application: buildingcontrol@cornwall.gov.uk.
5. **Bats:** The Applicant is reminded of the provisions of the Wildlife and Countryside Act 1981 and the E.C. Conservation (Natural Habitats) Regulations Act 1994, the Habitat and Species Regulations 2012 and our Natural and Environment and Rural Communities biodiversity duty. This planning permission does not absolve the applicant from complying with the relevant law protecting species, including obtaining and complying with

the terms and conditions of any licences required, as described in part IV B of Circular 06/2005. Care should be taken during the work and if bats are discovered, they should not be handled, work must stop immediately, and a bat warden contacted. Extra care should be taken during the work, especially when alterations are carried out to buildings if fascia boards are removed as roosting bats could be found in these areas. If bats are found to be present during work, they must not be handled. Work must stop immediately, and advice sought from licensed bat wardens. Call The Bat Conservation Trust's National Bat Helpline on 0845 1300 228 or Natural England (01872 245045) for advice.

6. **Party Wall;** As the proposed works affect the boundary with a neighbouring property, this decision does not convey any other form of consent or agreement that may be necessary in conjunction with these works and does not override or supersede any civil rights, which the neighbour may have. The attention of the applicant is drawn to the information contained in the Party Wall etc. Act 1996.
7. **Registering for appropriate Business Rates:** To ensure appropriate contributions, are made to fund services provided by or on behalf of the Council on the Isles of Scilly please ensure you contact the Council's Revenues Department: revenues@scilly.gov.uk to register any new business operating as a result of this permission.

List of Approved Plans and Documents

Documents and Reports

- **Application Form:** Full Planning Permission
- **Application Form:** Listed Building Consent
- **Access Report:** Jane Topliss Associates Ltd. (24 pgs)
- **Baseline Noise Survey:** FORMANT Acoustic Design Ref: P1235/REP01 (17pgs)
- **Decarbonisation Report:** QODA Ref: 2877.R04 (14pgs)
- **Ecological Assessment:** IOS Ecology Ref: 23-6-1 (30pgs)
- **Heritage Impact Assessment:** Portico Heritage (55pgs)
- **Bat Presence/Absence Survey:** IOS Ecology Ref: 23-6-6 (13pgs)
- **Preliminary Roost Assessment:** IOS Ecology Ref: 23-6-1 (13pgs)
- **Sustainability Strategy:** QODA Ref: 2877.R03 (14pgs)
- **Sustainable Deliverables:** QODA Ref: 2877.R05 (14pgs)
- **Design and Access Statement:** Purcell Ref: Issue 4 (106pgs)

Plans

- **Location Plan** (DN: IOS-PUR-00-SL-DR-A-0104 Rev P1)
- **Existing Site Plan** (DN: IOS-PUR-00-SL-DR-A-0105 Rev P1)
- **Demolition Ground Floor Plan** (DN: IOS-PUR-01-00-DR-A-0130 Rev P1)
- **Existing Ground Floor Plan** (DN: IOS-PUR-01-00-DR-A-0100 Rev P1)
- **Demolition First Floor Plan** (DN: IOS-PUR-01-01-DR-A-0131 Rev P1)
- **Existing First Floor Plan** (DN: IOS-PUR-01-01-DR-A-0101 Rev P1)
- **Demolition Roof Plan** (DN: IOS-PUR-01-RF-DR-A-0133 Rev P1)
- **Existing Roof Plan** (DN: IOS-PUR-01-RF-DR-A-0103 Rev P1)
- **Existing Second Floor Plan** (DN: IOS-PUR-01-02-DR-A-0102 Rev P1)
- **Sunlight Analysis Summer Existing** (DN: IOS-PUR-01-RF-DR-A-0251 Rev P1)
- **Sunlight Analysis Winter Existing** (DN: IOS-PUR-01-RF-DR-A-0253 Rev P1)
- **Sunlight Analysis Summer Proposed** (DN: IOS-PUR-01-RF-DR-A-0252 Rev P1)
- **Sunlight Analysis Winter Proposed** (DN: IOS-PUR-01-RF-DR-A-0254 Rev P1)
- **Existing Section A-A** (DN: IOS-PUR-01-XX-DR-A-0120 Rev P1)
- **Existing Section B-B** (DN: IOS-PUR-01-XX-DR-A-0121 Rev P1)
- **Existing Section C-C** (DN: IOS-PUR-01-XX-DR-A-0122 Rev P1)
- **Existing Elevation SE** (DN: IOS-PUR-01-ZZ-DR-A-0111 Rev P1)
- **Existing Elevation NE** (DN: IOS-PUR-01-ZZ-DR-A-0110 Rev P1)
- **Existing Elevation NW** (DN: IOS-PUR-01-ZZ-DR-A-0113 Rev P1)
- **Existing Elevation SW** (DN: IOS-PUR-01-ZZ-DR-A-0112 Rev P1)
- **Demolition Elevation SE** (DN: IOS-PUR-01-ZZ-DR-A-0136 Rev P1)
- **Demolition Elevation NE** (DN: IOS-PUR-01-ZZ-DR-A-0135 Rev P1)
- **Demolition Elevation NW** (DN: IOS-PUR-01-ZZ-DR-A-0138 Rev P1)
- **Demolition Elevation SW** (DN: IOS-PUR-01-ZZ-DR-A-0137 Rev P1)
- **Perspective Internal Spaces** (DN: IOS-PUR-01-ZZ-DR-A-0240 Rev P1)
- **Perspective External Views** (DN: IOS-PUR-01-ZZ-DR-A-0243 Rev P1)
- **Perspective External Views across Hugh Town** (DN: IOS-PUR-01-ZZ-DR-A-0244 Rev P1)
- **Existing Ground Floor Plan – Parade Cottage** (DN: IOS-PUR-01-00-DR-A-4004 Rev P1)
- **Proposed Ground Floor Plan – Parade Cottage** (DN: IOS-PUR-01-00-DR-A-4005 Rev P1)
- **Proposed External Axonometric Drawing** (DN: IOS-PUR-01-ZZ-DR-A-0242 Rev P2)
- **Proposed 3D Section Cuts** (DN: IOS-PUR-01-ZZ-DR-A-0241 Rev P2)
- **Proposed Elevation NE** (DN: IOS-PUR-01-ZZ-DR-A-0210 Rev P2)
- **Proposed Elevation SE** (DN: IOS-PUR-01-ZZ-DR-A-0211 Rev P2)
- **Proposed Elevation SW** (DN: IOS-PUR-01-ZZ-DR-A-0212 Rev P2)
- **Proposed Elevation NW** (DN: IOS-PUR-01-ZZ-DR-A-0213 Rev P2)
- **Proposed Elevation NE Colour** (DN: IOS-PUR-01-ZZ-DR-A-0215 Rev P2)
- **Proposed Elevation SE Colour** (DN: IOS-PUR-01-ZZ-DR-A-0216 Rev P2)
- **Proposed Elevation SW Colour** (DN: IOS-PUR-01-ZZ-DR-A-0217 Rev P2)
- **Proposed Elevation NW Colour** (DN: IOS-PUR-01-ZZ-DR-A-0218 Rev P2)
- **Proposed Section A-A** (DN: IOS-PUR-01-ZZ-DR-A-0220 Rev P2)
- **Proposed Section B-B** (DN: IOS-PUR-01-ZZ-DR-A-0221 Rev P2)

- **Proposed Section C-C** (DN: IOS-PUR-01-ZZ-DR-A-0222 Rev P2)
- **Proposed Section D-D** (DN: IOS-PUR-01-ZZ-DR-A-0223 Rev P2)
- **Proposed Section E-E** (DN: IOS-PUR-01-ZZ-DR-A-0224 Rev P2)
- **Proposed Section F-F** (DN: IOS-PUR-01-ZZ-DR-A-0225 Rev P2)
- **Proposed Section G-G** (DN: IOS-PUR-01-ZZ-DR-A-0226 Rev P2)
- **Proposed Site Block Plan** (DN: IOS-PUR-01-SL-DR-A-0205 Rev P2)
- **Proposed Ground Floor Plan** (No Seating shown) (DN: IOS-PUR-01-00-DR-A-0200 Rev P2)
- **Proposed Ground Floor Plan** (with Seating shown) (DN: IOS-PUR-01-00-DR-A-0201 Rev P2)
- **Proposed First Floor Plan** (DN: IOS-PUR-01-00-DR-A-0202 Rev P2)
- **Proposed Second Floor Plan** (DN: IOS-PUR-01-00-DR-A-0203 Rev P2)
- **Proposed Roof Plan** (DN: IOS-PUR-01-RF-DR-A-0204 Rev P2)

Signed:



Chief Planning Officer

Duly Authorised Officer of the Council to make and issue Planning Decisions on behalf of the Council of the Isles of Scilly.

DATE OF ISSUE: 17th November 2023



COUNCIL OF THE ISLES OF SCILLY

Planning Department
Town Hall, The Parade, St Mary's, Isles of Scilly, TR21 0LW
☎0300 1234 105
✉planning@scilly.gov.uk

Dear Ms Nicola Stinson

Please sign and complete this certificate.

This is to certify that decision notice: P/23/047/COU and the accompanying conditions have been read and understood by the applicant: Ms Nicola Stinson.

1. **I/we intend to commence the development as approved:** The conservation, upgrading and extension, including a change of use of a Grade II listed 1887 Town Hall to provide a new cultural centre and museum for the Isles of Scilly. Includes the demolition of the existing modern boiler house and the reconfiguration of the existing 1970s extension including a new roof to accommodate new air source heat pumps. Integration of the Parade Cottage Outbuilding into the Cultural Centre and Museum and link extension in part of Parade Cottage yard. Minor alterations to the back elevation of Parade Cottage (Listed Building) (AMENDED PLANS) at: The Town Hall The Parade Hugh Town St Mary's Isles Of Scilly **on:**
2. I am/we are aware of any conditions that need to be discharged before works commence.
3. I/we will notify the Planning Department in advance of commencement in order that any pre-commencement conditions can be discharged.

You are advised to note that Officers of the Local Planning Authority may inspect the project both during construction, on a spot-check basis, and once completed, to ensure that the proposal has complied with the approved plans and conditions. In the event that the site is found to be inaccessible then you are asked to provide contact details of the applicant/agent/contractor (delete as appropriate):

Name: _____ **Contact Telephone Number:** _____
And/Or Email: _____

Print Name: _____

Signed: _____

Date: _____

Please sign and return to the **above address** as soon as possible.

For the avoidance of doubt you are reminded to address the following condition(s) before you commence the implementation of this permission. Although we will aim to deal with any

application to discharge conditions as expeditiously as possible, you are reminded to allow up to **8 weeks** for the discharge of conditions process.

PRE-COMMENCEMENT CONDITION(S)

- C5 Before development starts large scale drawings to a minimum scale of 1:20 of the external granite 'windows' of the Town Hall, including sections, the precise construction and method of opening of new windows and doors including materials and cill and lintel details shall be submitted to and approved in writing by the Local Planning Authority. The windows and doors shall then be constructed in accordance with the agreed details and be retained as such thereafter.
- C8 No development shall take place until a detailed Construction Environment Management Plan (CEMP) has been submitted to and approved in writing by the Local Planning Authority. This Plan shall include details of all permits, contingency plans and mitigation measures that shall be put in place to control the risk of pollution to air, soil and controlled waters, protect biodiversity and avoid, minimise and manage the productions of wastes with particular attention being paid to the constraints and risks of the site. The CEMP shall also set out how the proposal will manage and minimise the impacts upon neighbouring properties and highway safety as a result of construction during the life of the works. Specifically, the CEMP shall include the following:
- the times within which traffic can enter and leave the site and any closure or diversion on the local highway network as a result of the operations;
 - the removal /disposal of materials from site;
 - the location and covering of stockpiles;
 - dust suppression methods and control of fugitive dust from earthworks and construction activities;
 - a noise control plan which details hours of operation and proposed mitigation measures;
 - details of any site construction office, compound and ancillary facility buildings;
 - specified on-site parking for vehicles associated with the construction works and the provision made for access thereto;
 - Risk assessment of potentially damaging construction activities;
 - Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements);
 - The location and timing of sensitive works to avoid harm to biodiversity features;
 - The times during construction when specialist ecologists need to be present on site to oversee works;
 - Responsible persons and lines of communication;
 - The role and responsibilities on site of a Construction Liaison Officer/site manager or ecological clerk of works (ECoW) or similarly competent person;
 - Use of protective fences, exclusion barriers and warning signs.
- Thereafter the development shall be carried out in accordance with the approved details and any subsequent amendments shall be agreed in writing with the Local Planning Authority.
- C10 Prior to the commencement of the development, hereby approved, a scheme including details of the sources of all building materials and the means/location of disposal of all demolition material and all waste arising from building works, including excess material from excavations, shall be submitted to and agreed in writing with the Planning Authority. The development shall thereafter proceed in strict accordance with the approved scheme only.
- C11 Before development starts details of a contract for the phasing of demolition and rebuilding shall be submitted to and approved in writing by the Local Planning Authority. The demolition of the existing boiler house building, and partial demolition of the annex extension shall only be undertaken as part of the approved phased contract for the demolition of the (a) of the boiler house and annex, where the construction of (b) the rear southeast extension and redevelopment of the annex will immediately follow the demolition.
- C12 Before development starts, detailed elevation drawings of the Town Hall and Outbuilding and a structural survey shall be submitted to and approved in writing by the Local Planning Authority. The details shall include a schedule of works and the precise extent of repair and rebuilding which is proposed in connection with the conversion of the buildings and these areas shall be marked on the drawings. The development shall then be carried out in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

PRE-INSTALLATION CONDITION(S)

- C2 Prior to the installation of any external surface material, precise details, to include samples, of the materials to be used in the construction of the external surfaces of the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

PRE-FIRST USE CONDITION(S)

- C9 Prior to the first use of the building, hereby approved, details of measures to promote biodiversity enhancements shall be submitted to and approved in writing by the Local Planning Authority, this shall include details of any new landscaping, where required, to comprise native species from sustainable sources and the installation of bat boxes and bird nesting opportunities appropriate to species found on the Isles of Scilly. Appropriate local guidance should be sought to inform the type, number and positioning of suitable bat and bird boxes. The measures approved shall be installed, prior to the first breeding/nesting season following completion of the development and shall be retained as such thereafter.



COUNCIL OF THE ISLES OF SCILLY

Planning Department

Town Hall, St Mary's, Isles of Scilly, TR21 0LW

☎01720 424455

✉planning@scilly.gov.uk

**THIS LETTER CONTAINS IMPORTANT INFORMATION
REGARDING YOUR PERMISSION – PLEASE READ
IF YOU ARE AN AGENT DEALING WITH IS ON BEHALF OF THE
APPLICANT IT IS IMPORTANT TO LET THE APPLICANT KNOW
OF ANY PRE-COMMENCEMENT CONDITIONS**

Dear Applicant,

This letter is intended to help you advance your project through the development process. Now that you have been granted permission, there may be further tasks you need to complete. Some aspects may not apply to your development; however, your attention is drawn to the following paragraphs, which provide advice on a range of matters including how to carry out your development and how to appeal against the decision made by the Local Planning Authority (LPA).

Carrying out the Development in Accordance with the Approved Plans

You must carry out your development in accordance with the stamped plans enclosed with this letter. Failure to do so may result in enforcement action being taken by the LPA and any un-authorised work carried out may have to be amended or removed from the site.

Discharging Conditions

Some conditions on the attached decision notice will need to be formally discharged by the LPA. In particular, any condition that needs to be carried out prior to development taking place, such as a 'source and disposal of materials' condition, an 'archaeological' condition or 'landscaping' condition must be formally discharged prior to the implementation of the planning permission. In the case of an archaeological condition, please contact the Planning Department for advice on the steps required. Whilst you do not need to formally discharge every condition on the decision notice, it is important you inform the Planning Department when the condition advises you to do so before you commence the implementation of this permission. Although we will aim to deal with any application to discharge conditions as expeditiously as possible, you are reminded to allow up **to 8 weeks** for the discharge of conditions process.

Please inform the Planning Department when your development or works will be commencing. This will enable the Council to monitor the discharge and compliance with conditions and provide guidance as necessary. We will not be able to provide you with any written confirmation on the discharge of pre-commencement conditions if you do not formally apply to discharge the conditions before you start works.

As with the rest of the planning application fees, central Government sets a fee within the same set of regulations for the formal discharge of conditions attached to planning permissions. Conditions are necessary to control approved works and development. Requests for confirmation that one or more planning conditions have been complied with are as follows (VAT is not payable on fees set by central government). More information can be found on the Council's website:

- Householder permissions - £34 per application
- Other permissions - £116 per application

Amendments

If you require a change to the development, contact the LPA to see if you can make a 'non material amendment' (NMA). NMA can only be made to planning permissions and not a listed building consent. They were introduced by the Government to reflect the fact that some schemes may need to change during the construction phase. The process involves a short application form and a 14 day consultation period. There is a fee of £34 for householder type applications and £234 in all other cases. The NMA should be determined within 28 days. If the change to your proposal is not considered to be non-material or minor, then you would need to submit a new planning application to reflect those changes. Please contact the Planning Department for more information on what level of amendment would be considered non-material if necessary.

Appealing Against the Decision

If you are aggrieved by any of the planning conditions attached to your decision notice, you can appeal to have specific conditions lifted or modified by the Secretary of State. All appeal decisions are considered by the Planning Inspectorate – a government department aimed at providing an unbiased judgement on a planning application. From the date of the decision notice attached you must lodge an appeal within the following time periods:

- Householder Application - 12 weeks
- Planning Application – 6 months
- Listed Building Consent – 6 months
- Advertisement Consent - 8 weeks
- Minor Commercial Application - 12 weeks
- Lawful Development Certificate – None (unless for LBC – 6 months)
- Other Types - 6 months

Note that these periods can change so you should check with the Planning Inspectorate for the most up to date list. You can apply to the Secretary of State to extend this period, although this will only be allowed in exceptional circumstances.

You find more information on appeal types including how to submit an appeal to the Planning Inspectorate by visiting <https://www.gov.uk/topic/planning-development/planning-permission-appeals> or you can obtain hard copy appeal forms by calling 0303 444 5000.

Current appeal handling times can be found at: [Appeals: How long they take page](#).

Building Regulations

With all building work, the owner of the property is responsible for meeting the relevant Planning and Building Regulations. Building Regulations apply to most building work so it is important to find out if you need permission. This consent is to ensure the safety of people in and around buildings in relation to structure, access, fire safety, infrastructure and appropriate insulation.

The Building Control function is carried out on behalf of the Council of the Isles of Scilly by Cornwall Council. All enquiries and Building Control applications should be made direct to Cornwall Council, via the following link [Cornwall Council](#). This link also contains comprehensive information to assist you with all of your Building Control needs.

Building Control can be contacted via telephone by calling 01872 224792 (Option 1), via email buildingcontrol@cornwall.gov.uk or by post at:

Building Control
Cornwall Council
Pydar House
Pydar Street
Truro
Cornwall
TR1 1XU

Inspection Requests can also be made online: <https://www.cornwall.gov.uk/planning-and-building-control/building-control/book-an-inspection/>

Registering/Altering Addresses

If you are building a new dwelling, sub dividing a dwelling into flats or need to change your address, please contact the Planning Department who will be able to make alterations to local and national databases and ensure postcodes are allocated.

Connections to Utilities

If you require a connection to utilities such as water and sewerage, you will need to contact South West Water on 08000831821. Electricity connections are made by Western Power Distribution who can be contacted on 08456012989.

Should you require any further advice regarding any part of your development, please contact the Planning Department and we will be happy to help you.