

Application for listed building consent for alterations, extension or demolition of a listed building

Planning (Listed Buildings and Conservation Areas) Act 1990

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Local Planning Authority details:



COUNCIL OF THE ISLES OF SCILLY

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

RECEIVED

By Tom.Anderton at 1:16 pm, Jun 09, 2025

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title:	Ms	First name:	Nicola
Last name:	Stinson		
Company (optional):	Council of the Isles of Scilly		
Unit:		House number:	
House name:	The Town Hall		
Address 1:	The Parade		
Address 2:	Hugh Town		
Address 3:	Isles of Scilly		
Town:			
County:	Cornwall		
Country:	UK		
Postcode:	TR21 0LP		

2. Agent Name and Address

Title:	Mr	First name:	David
Last name:	Burne		
Company (optional):	Purcell		
Unit:		House number:	
House name:	Old Police Station		
Address 1:	Bedminster Parade		
Address 2:	Bedminster		
Address 3:			
Town:	Bristol		
County:			
Country:	UK		
Postcode:	BS3 4AQ		

3. Description of Proposed Work

Please describe the proposals to alter, extend or demolish the listed building(s):

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 modern boiler house and the reconfiguration of the existing 1970s extension including a new roof to accommodate new air source heat pumps. Integration of 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.

Has the work already started without consent? ☐ Yes ☒ No Consented works from previous application commenced

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work been completed without consent? ☐ Yes ☒ No

If Yes, please state the date when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit:

House
number:

House
suffix:

House
name:

Address 1: The Town Hall

Address 2: The Parade

Address 3: Hugh Town

Town: Isles of Scilly

County: Cornwall

Postcode
(optional):

TR21 0LP

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting:

Northing:

Description:

5. Related Proposals

Are there any current applications, previous proposals or demolitions for the site? ☒ Yes ☐ No

If Yes please describe and include the planning application reference number(s), if known:

Description	Reference number
Planning application for the same proposal prior to the value engineering process	P/23/047/COU
LBC application for the same proposal prior to the value engineering process	P/23/048/LBC
Planning application for the same project prior to the inclusion of the Outbuilding and part of Parade Cottage yard	P/22/033/COU
LBC application for the same project prior to the inclusion of the Outbuilding and part of Parade Cottage yard	P/22/034/LBC

6. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ☒ Yes ☐ No

If Yes, please provide details:

Public consultation was held prior to the first application in 2022. Since then the Council and now with the contractor Stepnell have been running a programme of community engagement and social value events.

8. Authority Employee / 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 following statements apply to you and/or agent? ☒ Yes ☐ No With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

Nicola Stinson the applicant is the Strategic Director for Plance, Economy and Environment at the Council of the Isles of Scilly.

9. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	<u>Town Hall</u> : rough coursed granite. <u>Boiler house</u> : render painted cream. <u>1970s extension</u> : self coloured cementitious render - appears grey/brown in colour. <u>Parade Cottage</u> : Colour washed coursed granite rubble and white render. <u>Outbuilding</u> : Granite rubble, white washed	<u>Town Hall</u> : repair and conservation to rough coursed granite. <u>Boiler house</u> : to be demolished. <u>Museum extension</u> : existing self coloured cementitious render to be removed and replaced with vertical oak timber cladding and new render. <u>Cafe extension</u> : vertical oak timber cladding with insulation under, bespoke fascia and infill panels, powder-coated zinc and rough coursed granite to match existing. Timber boarding for wet room. <u>Outbuilding</u> : No proposed changes.	<input type="checkbox"/>	<input type="checkbox"/>
Roof covering	<u>Town Hall</u> : Slate. <u>Boiler house</u> : Slate. <u>1970s extension</u> : Slate and Lead. <u>Parade Cottage</u> : Slate. <u>Parade Cottage</u> : Slates. <u>Outbuilding</u> : Pantiles	<u>Proposed Town Hall</u> : Riverstone slate (existing slates contain asbestos), PV cells and new roof lights. <u>Boiler house</u> : to be demolished. <u>Museum extension</u> : roof to be reconfigured with new zinc cladding with new flat roof for plant areas. <u>Cafe extension</u> : zinc cladding. Mansafe handrails and access ladders and steps are shown on the elevations <u>Parade Cottage</u> : No changes, felt finish to drying structure. <u>Proposed Outbuilding</u> : No proposed changes to the roof.	<input type="checkbox"/>	<input type="checkbox"/>
Chimney	<u>Town Hall</u> : chimney feature to rough coursed granite and parapet on SE and NW elevations. <u>Existing Outbuilding</u> : granite rubble with flaunching. <u>Parade Cottage</u> : brick chimney with flaunching	<u>Town Hall</u> : repair and conservation of chimney feature to rough coursed granite and parapet on SE and NW elevations. <u>Outbuilding</u> : repair and conservation of granite rubble and flaunching to be renewed in lime mortar. <u>Parade Cottage</u> : No proposed works	<input type="checkbox"/>	<input type="checkbox"/>
Windows	<u>Town Hall</u> : single glazed sash and case windows. <u>Boiler house</u> : none. <u>1970s extension</u> : combination of rooflights and timber frame units. <u>Outbuilding</u> : Modern softwood partition in opening with metal window inserted. <u>Parade Cottage</u> : Timber sash windows to main Cottage and uPVC windows to the kitchen extension.	<u>Town Hall</u> : Double glazed timber sash windows and powder coated aluminium rooflights. <u>Boiler house</u> : to be demolished. <u>Museum extension</u> : powder coated aluminium double-glazed units. <u>Cafe extension</u> : powder-coated aluminium double glazed units. <u>Outbuilding</u> : No windows proposed. <u>Parade Cottage</u> : No new windows proposed.	<input type="checkbox"/>	<input type="checkbox"/>
External doors	<u>Town Hall</u> : white painted timber doors with glazed panels and white painted legend and braced door. <u>Boiler House</u> : white painted louvered doors and white painted legend and braced door. <u>1970s extension</u> : white painted timber doors with glazed panels. <u>Outbuilding</u> : red ledged and braced door. <u>Parade Cottage</u> : Timber panelled stable door	<u>Town Hall</u> : Hardwood and timber doors with double glazed panels. <u>Boiler House</u> : to be demolished. <u>1970s extension</u> : new powder-coated aluminium door with glazed panel. <u>Outbuilding</u> : removal of existing door to close opening, no new doors proposed. <u>Parade Cottage</u> : Timber panelled doors to drying area.	<input type="checkbox"/>	<input type="checkbox"/>
Ceilings	<u>Town Hall</u> : timber ceiling following roof pitch with exposed trusses. <u>Boiler house</u> : exposed soffit to the underside of roof. <u>1970s extension</u> : plaster and plasterboard painted. <u>Parade Cottage</u> : Softwood timber boarding. <u>Outbuilding</u> : Modern softwood timber boards	<u>Town Hall</u> : repair and conservation of the timber ceiling. <u>Boiler house</u> : to be demolished. <u>Museum extension</u> : plasterboard and timber sarking boards. <u>Cafe extension</u> : Plasterboard and timber sarking boards. <u>Parade Cottage</u> : No changes. <u>Outbuilding</u> : Existing finish retained.	<input type="checkbox"/>	<input type="checkbox"/>
Internal walls	<u>Town Hall</u> : Some original external walls of Town Hall exposed, some areas plasterboarded. All other walls plasterboard. <u>Outbuilding</u> : White washed granite. <u>Parade Cottage</u> not within scope.	<u>Town Hall</u> : Former external walls to largely be retained as exposed granite. Some areas to be covered by stud walls to allow installation of exhibition. All other walls plasterboard. <u>Outbuilding</u> : White washed, no change. granite. <u>Parade Cottage</u> not within scope.	<input type="checkbox"/>	<input type="checkbox"/>
Floors	Carpet and timber planks.	Solid hardwood timber planks to auditorium, LVT flooring generally to galleries and cafe. Vinyl in kitchen and WCs. Carpet to control room.	<input type="checkbox"/>	<input type="checkbox"/>
Internal doors	Modern doors throughout.	New oak veneer doors throughout with glazed vision panels. Stainless steel ironmongery.	<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods	<u>Town Hall</u> : cast iron painted black. <u>1970s extension</u> : uPVC. <u>Parade Cottage</u> : uPVC rainwater goods. <u>Outbuilding</u> : No rainwater goods	<u>Town Hall</u> : new cast iron rain water goods painted black. <u>Boiler house</u> : to be demolished. <u>Museum extension</u> : New zinc rain water goods. <u>Cafe extension</u> : New zinc rain water goods. <u>Parade Cottage</u> : No new rainwater goods. <u>Outbuilding</u> : Cast iron rainwater goods painted grey.	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	Bollards were present on the site.	Existing bollards removed, 2 No. new bollards proposed as part of safety proposal for those accessing the kitchen and bin store.	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing	Hardstanding present to south east corner of site.	New paved ramp proposed to access cafe, otherwise none present.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	Surface fixed units.	Surface fixed downlights generally and LED downlights to gable end of cafe.	<input type="checkbox"/>	<input type="checkbox"/>
Others (add description)	There was previously no safe access equipment to maintain the roofs of the existing buildings.	Aluminium guard rails, steps and fixed ladder to provide safe access to maintain the roofs and PVs.	<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted drawings or plans?

☐ Yes

☐ No

If Yes, please state plan(s)/drawing(s) references:

See next page

IOS-PUR-00-SL-DR-A-0104-Site Location Plan

IOS-PUR-01-SL-DR-A-0205-Planning – Proposed Site Block Plan-P3

IOS-PUR-01-00-DR-A-0100-Planning – Ground Floor – Existing-P2

IOS-PUR-01-00-DR-A-0130-Planning – Ground Floor – Demolition Plan-P2

IOS-PUR-01-00-DR-A-0201-Planning – Ground Floor Plan – Proposed-P4

IOS-PUR-01-01-DR-A-0101-Planning – First Floor – Existing-P1

IOS-PUR-01-01-DR-A-0131-Planning – First Floor-Demolition Plan-P2

IOS-PUR-01-01-DR-A-0202-Planning – First Floor Plan – Proposed-P4

IOS-PUR-01-02-DR-A-0102-Planning – Second Floor – Existing-P1

IOS-PUR-01-02-DR-A-0132-Planning – Second Floor – Demolition Plan-P2

IOS-PUR-01-02-DR-A-0203-Planning – Second Floor Plan – Proposed-P4

IOS-PUR-01-RF-DR-A-0103-Planning – Roof Plan – Existing-P1

IOS-PUR-01-RF-DR-A-0133-Planning – Roof – Demolition Plan-P2

IOS-PUR-01-RF-DR-A-0204-Planning – Roof Plan – Proposed-P3

IOS-PUR-01-XX-DR-A-0120-Planning – Section A-A – Existing-P2

IOS-PUR-01-XX-DR-A-0121-Planning – Section B-B – Existing-P2

IOS-PUR-01-XX-DR-A-0122-Planning – Section C-C – Existing-P2

IOS-PUR-01-XX-DR-A-0220-Planning – Section A-A – Proposed-P4

IOS-PUR-01-XX-DR-A-0221-Planning – Section B-B – Proposed-P4

IOS-PUR-01-XX-DR-A-0222-Planning – Section C-C – Proposed-P4

IOS-PUR-01-XX-DR-A-0223-Planning – Section D-D – Proposed-P3

IOS-PUR-01-XX-DR-A-0224-Planning – Section E-E – Proposed-P3

IOS-PUR-01-XX-DR-A-0225-Planning – Section F-F – Proposed-P3

IOS-PUR-01-XX-DR-A-0226-Planning – Section G-G – Proposed-P3

IOS-PUR-01-ZZ-DR-A-0110-Planning – NE Elevation – Existing-P2

IOS-PUR-01-ZZ-DR-A-0111-Planning – SE Elevation - Existing-P2

IOS-PUR-01-ZZ-DR-A-0112-Planning – SW Elevation – Existing-P2

IOS-PUR-01-ZZ-DR-A-0113-Planning – NW Elevation – Existing-P2

IOS-PUR-01-ZZ-DR-A-0135-Planning – NE Elevation – Demolition-P2

IOS-PUR-01-ZZ-DR-A-0136-Planning – SE Elevation – Demolition-P2

IOS-PUR-01-ZZ-DR-A-0137-Planning – SW Elevation – Demolition-P2

IOS-PUR-01-ZZ-DR-A-0138-Planning – NW Elevation – Demolition-P2

IOS-PUR-01-ZZ-DR-A-0215-Planning – NE-Elevation – Coloured Illustration-P5

IOS-PUR-01-ZZ-DR-A-0216-Planning – SE Elevation – Coloured Illustration-P5

IOS-PUR-01-ZZ-DR-A-0217-Planning – SW Elevation – Coloured Illustration-P5

IOS-PUR-01-ZZ-DR-A-0218-Planning – NW Elevation – Coloured Illustration-P5

IOS-PUR-01-ZZ-DR-A-0241-3D Section Cuts-P3

IOS-PUR-01-ZZ-DR-A-0242-External Axonometric Drawings-P3

IOS-PUR-01-ZZ-DR-A-2503-External Views-P3

10. Demolition

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:

i) What is the total volume of the listed building?(cubic metres)	4188
ii) What is the volume of the part to be demolished?(cubic metres)	1037
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	1970

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 north east elevation of the existing Hall. It also involves the demolition of the 1970s extension. An existing wall that divided the previous exhibition space and the auditorium has been largely demolished due to structural instability (further narrative available in the HIA).

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

The demolition of the boiler house allows for the new cafe extension and it currently detracts from the listed building. The heavy demolition of the 1970s extension allows for an upgrade to the street scape by setting back the facade of this element on Church Street. The extension is not fit for purpose for the new cultural centre and museum.

11. Listed Building Alterations

Do the proposed works include alterations to a listed building? ☒ Yes ☐ No

If Yes, do the proposed works include: (you must answer each of the questions)

- 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, photographs sufficient to identify the location, extent and character of the items to be removed, and 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 demolished 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. The wall that previously divided the exhibition space and the auditorium has been largely demolished due to structural instability (further narrative available in the HIA).

12. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I ☐ Ecclesiastical Grade I ☐

Grade II* ☐ Ecclesiastical Grade II* ☐

Grade II ☒ Ecclesiastical Grade II ☐

Don't know ☐

13. Immunity From Listing

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

☐ Yes ☒ No ☐ Don't know

If Yes, please provide the result of the application:

14. Ownership Certificates

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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.

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

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

06/06/25

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* of any part of the land or building to which this application relates.

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

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

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

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

14. Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

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

The steps taken were:

Notice of the application has been published in the following newspaper
(circulating in the area where the land is situated):

On the following date (which must not be earlier
than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY:

15. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your 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 (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form: ☒

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application: ☒

The original and 3 copies* of a plan which identifies the land to which the application relates and drawn to an identified scale and showing the direction of North: ☒

The original and 3 copies* of the completed dated Ownership Certificate (A, B, C, or D - as applicable): ☒

Application issued electronically

The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details): ☒

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

16. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

06/06/25

(date cannot be pre-application)

17. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

18. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

19. 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? *(Please select only one)*

☒ Agent

☐ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

David Burne

Telephone number:

Email address: