



**IMPORTANT – THIS COMMUNICATION AFFECTS YOUR PROPERTY**

## **COUNCIL OF THE ISLES OF SCILLY**

Town Hall, The Parade, St Mary's TR21 0LW  
Telephone: 01720 424455 – Email: [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990  
Town and Country Planning (Development Management Procedure) Order 2015

### **GRANTING OF LISTED BUILDING CONSENT**

**Application No:** P/21/089/LBC  
**Date Application Registered:** 6<sup>th</sup> December 2021  
**Applicant:** Mr R Capstick  
2A Sarlsgdown Road  
Exmouth  
Devon  
EX8 2HY

**Site Address:** Armorel Cottage 8 The Parade Hugh Town St Mary's Isles of Scilly  
**Proposal:** Replacement like for like of wooden sash windows on the front of the house with new wooden sash windows but with double glazed units for energy saving including replacement of 6 pane window on ground floor with 4 pane window to match the others. (Listed Building)

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 authorised shall be begun not later than three years from the date of this consent.**

Reason: In accordance with the requirements of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

**C2 The replacement windows, hereby approved, shall be set back from the outer face of the stonework to match the position of the existing windows or to a minimum of 8cm whichever is the greater, and shall be constructed in painted timber to match existing and be retained as such thereafter.**

Reason: To preserve and enhance the character and appearance of the Listed Building. In accordance with Policy 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. 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: [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk)
3. The assessment considered the following plans, which should be followed when carrying out the works. Any deviation from these approved plans may trigger the need to obtain further listed building consent. The applicant is advised to speak to the Planning Department if this is the case:
  - Plan 1 Location Plan AMENDED
  - Plan 2 Block Plan
  - Plan 3 Photograph of Existing Windows
  - Plan 4 Proposed Plan (Sections and Scale Drawings of Windows)

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:** 28<sup>th</sup> January 2022



# COUNCIL OF THE ISLES OF SCILLY

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

Dear Mr R Capstick

## **Please sign and complete this certificate.**

This is to certify that decision notice: P/21/089/LBC and the accompanying conditions have been read and understood by the applicant: Mr R Capstick.

1. **I/we intend to commence the development as approved:** Replacement like for like of wooden sash windows on the front of the house with new wooden sash windows but with double glazed units for energy saving including replacement of 6 pane window on ground floor with 4 pane window to match the others (Listed Building) at: Armorel Cottage 8 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.

Print Name:

Signed:

Date:

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



# COUNCIL OF THE ISLES OF SCILLY

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Planning Department

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

☎01720 424455

✉[planning@scilly.gov.uk](mailto: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 unauthorised 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
- Advertisement Consent - 8 weeks
- Minor Commercial Application - 12 weeks
- Other Types - 6 months

You can obtain the appeal forms by calling 0303 444 5000 or submit an appeal through the Planning Portal <http://www.planningportal.gov.uk/planning/appeals/online/makeanappeal>

You can apply to the Secretary of State to extend this period, although this will only be allowed in exceptional circumstances.

### **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, via email [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk) or by post at:

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

#### **Registering/Altering Addresses**

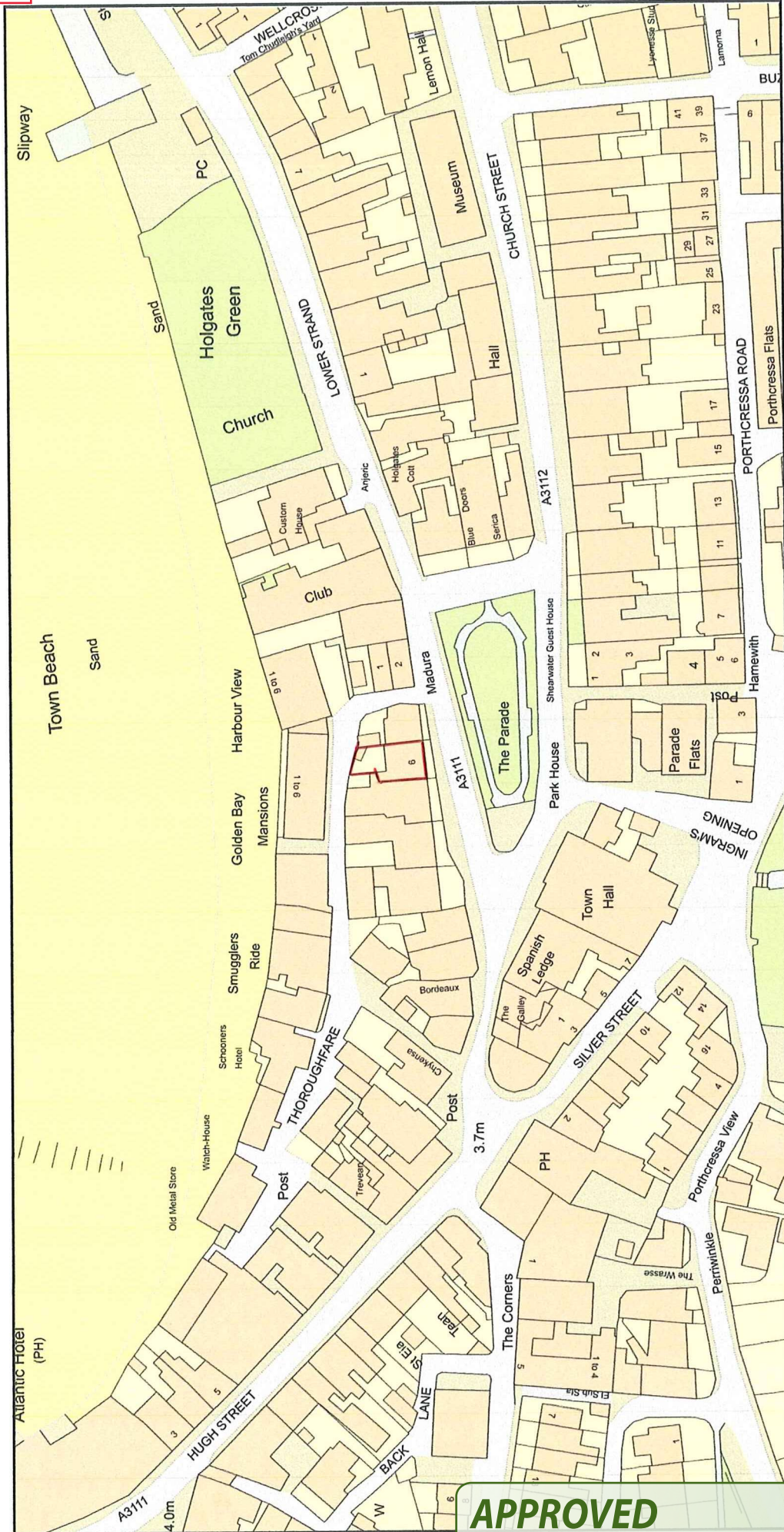
If you are building a new dwelling, sub dividing a dwelling into flats or need to change your address, please contact the Planning Department who will be able to make alterations to local and national databases and ensure postcodes are allocated.

#### **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.

Armored Cottage, St. Marys, Isles of Scilly, TR21 0LP. - Location Plan



**RECEIVED**  
 By Olivia Rickman at 3:55 pm, Nov 18, 2021



Plan Produced for: Richard Capstick.

Date Produced: 09 Nov 2021

Plan Reference Number: TQRQM213124643313

Scale: 1:1250 @ A4

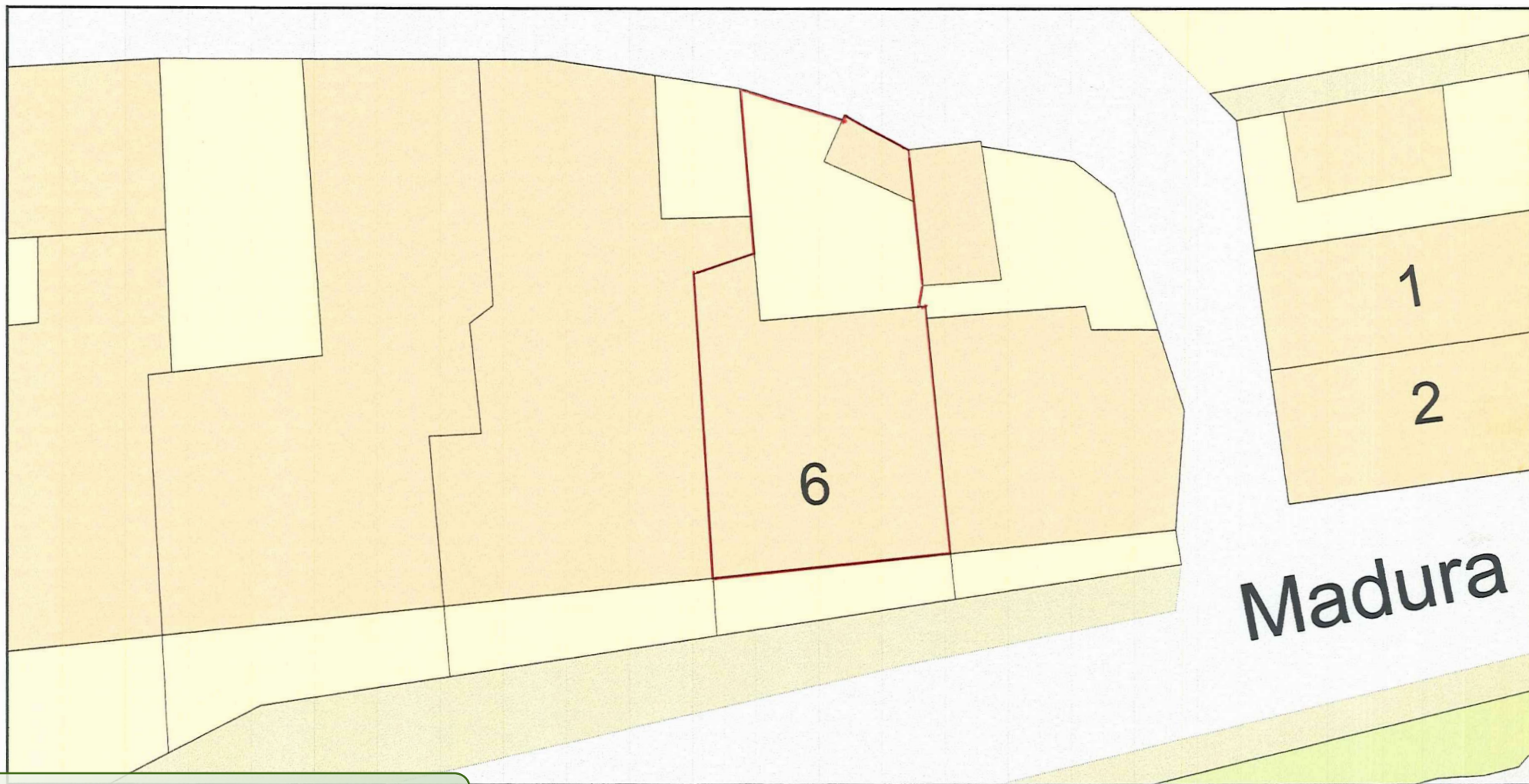
© Crown copyright and database rights 2021 OS 100042766

**APPROVED**  
 By Lisa Walton at 4:23 pm, Jan 28, 2022



# Plan 2

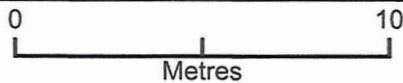
Armored Cottage, St. Marys, Isles of Scilly, TR21 0LP.



**APPROVED**

By Lisa Walton at 4:24 pm, Jan 28, 2022

ReQuestaPlan



Plan Produced for: Richard Capstick.

Date Produced: 09 Nov 2021

Plan Reference Number: TQRQM21313123607802

Scale: 1:200 @ A4

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**RECEIVED**

By Olivia.Rickman at 3:54 pm, Nov 18, 2021



**Plan 3**

ARMOREL COTTAGE, ST MARYS, ISLES of SCILLY, TR21 0LP.



**RECEIVED**  
By Emma Kingwell at 4:20 pm, Oct 25, 2021

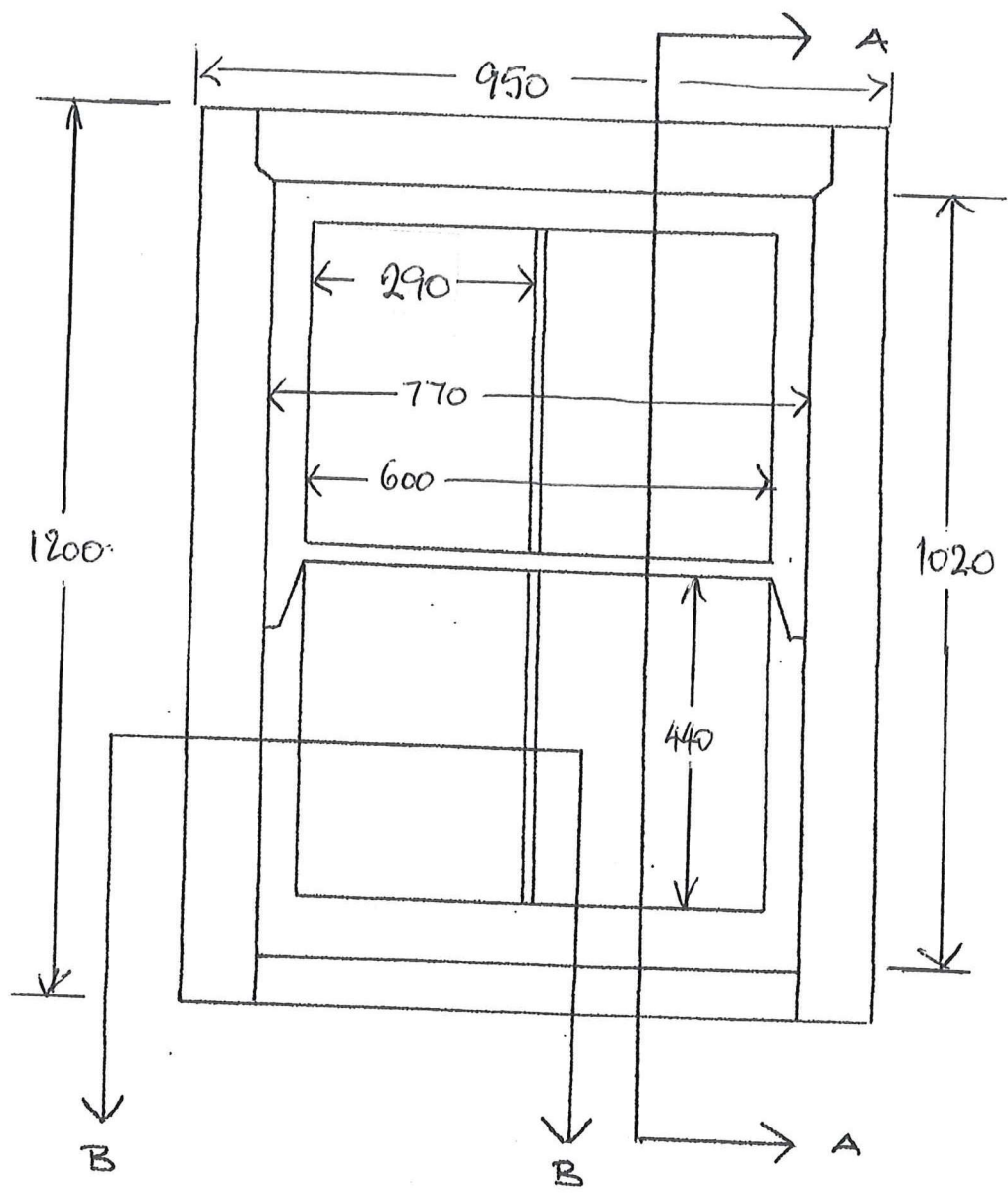
**APPROVED**  
By Lisa Walton at 4:24 pm, Jan 28, 2022



Plan 4

ARMORER COTTAGE. ST. MARYS. TQ 21 0LP...  
PROPOSED REPLACEMENT EACH WINDOWS  
TO FRONT OF HOUSE.

RECEIVED  
By Olivia.Rickman at 3:50 pm, Nov 18, 2021



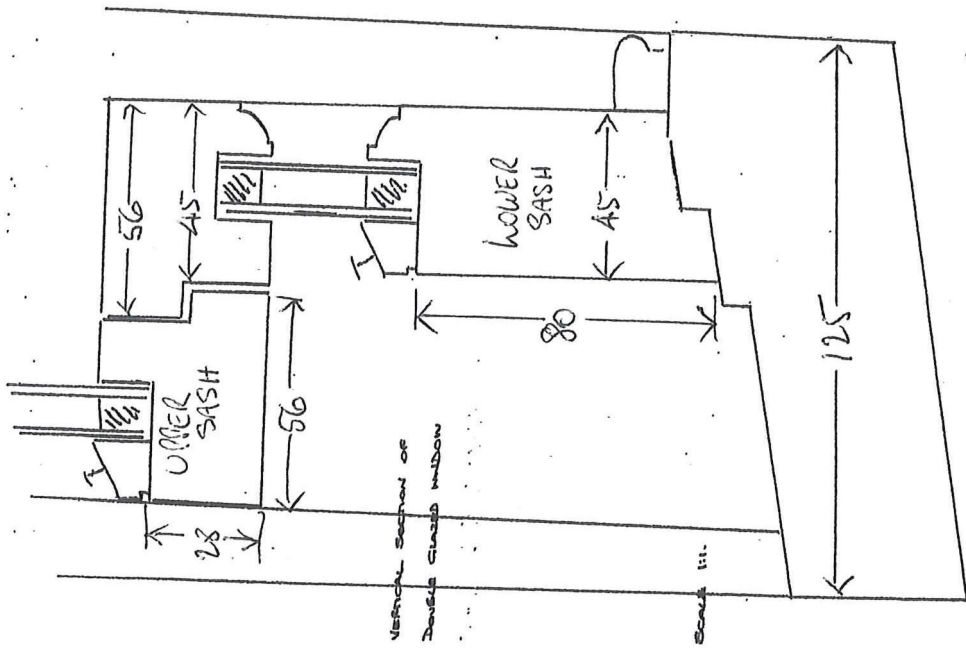
ALL DIMENSIONS in MM.

SCALE 1:10.

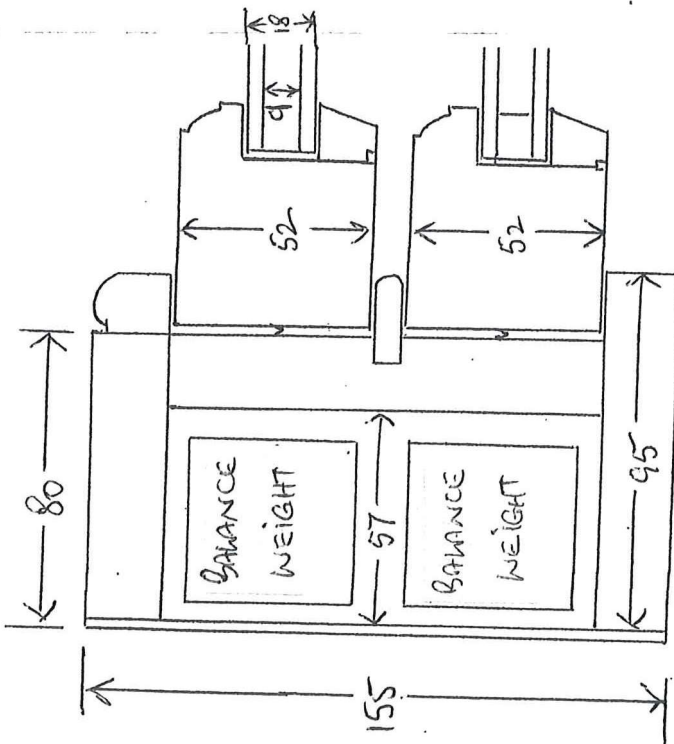
APPROVED  
By Lisa Walton at 4:24 pm, Jan 28, 2022

**APPROVED**

By Lisa Walton at 4:24 pm, Jan 28, 2022



SCALE 1:2  
VERTICAL



CROSS SECTION THROUGH  
DOUBLE GLAZED BOX FRAME WINDOW.

SCALE 1:2.  
HORIZONTAL

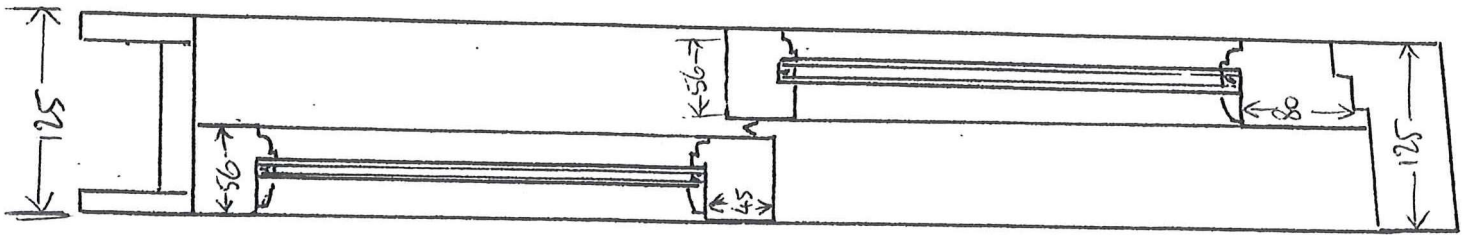
ALHODEL COTTAGE. ST. MARYS. TE 21 OLP.  
PROPOSED REPLACEMENT SASH WINDOWS.  
TO FRONT OF HOUSE.

ALL DIMENSIONS IN MM.

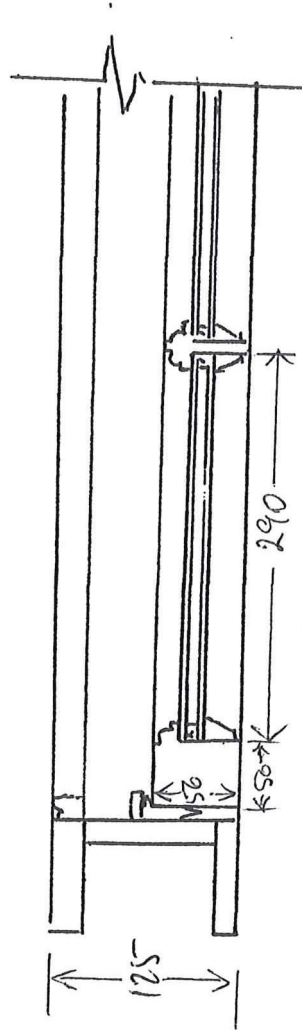
**APPROVED**

By Lisa Walton at 4:24 pm, Jan 28, 2022

ARMORIEL COTTAGE. ST. MARYS. TOWN OLP.  
PROPOSED REPLACEMENT SASH WINDOWS.  
TO FRONT OF HOUSE.



Vertical  
Section.



Horizontal Section.  
SECTION B-B

ALL DIMENSIONS IN MM.

SECTION A-A.

SCALE 1:5.