



**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](mailto:planning@scilly.gov.uk)

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

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### **PERMISSION FOR DEVELOPMENT**

**Application No:** P/22/030/FUL                      **Date Application Registered:** 8th April 2022

**Applicant:** Lindsay Rodger  
Post Office  
Hugh Street  
Hugh Town  
St Mary's  
Isles Of Scilly  
TR21 0LL

**Agent:** Robert Green  
Charlotte House,  
Garrison Lane,  
St Mary's,  
Isles Of Scilly,  
TR210JD

**Site address:** Post Office Hugh Street Hugh Town St Mary's Isles Of Scilly  
**Proposal:** Incorporation of an ATM (Automated Teller Machine) into the side elevation of a listed building. (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 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 The development hereby permitted shall be carried out in accordance with the approved details only including:**

- Existing Site Plans **AMENDED**, drawing number PGPA1A date stamped 07/04/2022
- Proposed Plans and Elevations, Drawing number PGPO3 date stamped 06/04/2022
- Design and Access Statement, Drawing number PGPO5A, date stamped 07/04/2022 (Waste Management)
- Light Specification, date stamped 12/05/2022

**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).

**C3 All works involving machinery required in connection with the implementation of this**

**permission shall be restricted to between 0800 and 1800 hours Monday to Saturdays. There shall be no works involving machinery on a Sunday or Public or Bank Holiday.**

Reason: In the interests of protecting the residential amenities of neighbouring properties.

**C4 Notwithstanding the information submitted with the application, no additional artificial external lighting shall be installed within the application site. The single light, as per the light specification listed in condition 2 above, shall be maintained to the minimum brightness to achieve the required safety of use of the ATM after dark and the light shall be directed away and shielded to prevent light spillage towards the windows of neighbouring residential windows.**

Reason: In the interests of local amenity, and in the interests of the tranquillity and dark sky experience of the Islands in accordance with Policy OE4 of the Isles of Scilly Local Plan 2015-2030.

**C5 Any audible sounds and prompts connected with customer usage of the ATM, hereby approved, shall be set to the lowest possible decibel (dB) level whilst maintaining any necessary accessibility requirements. For the avoidance of doubt this shall be no higher than 27dB.**

Reason: In the interests of the amenity of the area.

### **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.

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:** 16<sup>th</sup> May 2022



# 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 Lindsay Rodger

## Please sign and complete this certificate.

This is to certify that decision notice: P/22/030/FUL and the accompanying conditions have been read and understood by the applicant: Lindsay Rodger.

1. **I/we intend to commence the development as approved:** Incorporation of an ATM (Automated Teller Machine) into the side elevation of a listed building (Listed Building) at: Post Office Hugh Street 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.



# COUNCIL OF THE ISLES OF SCILLY

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

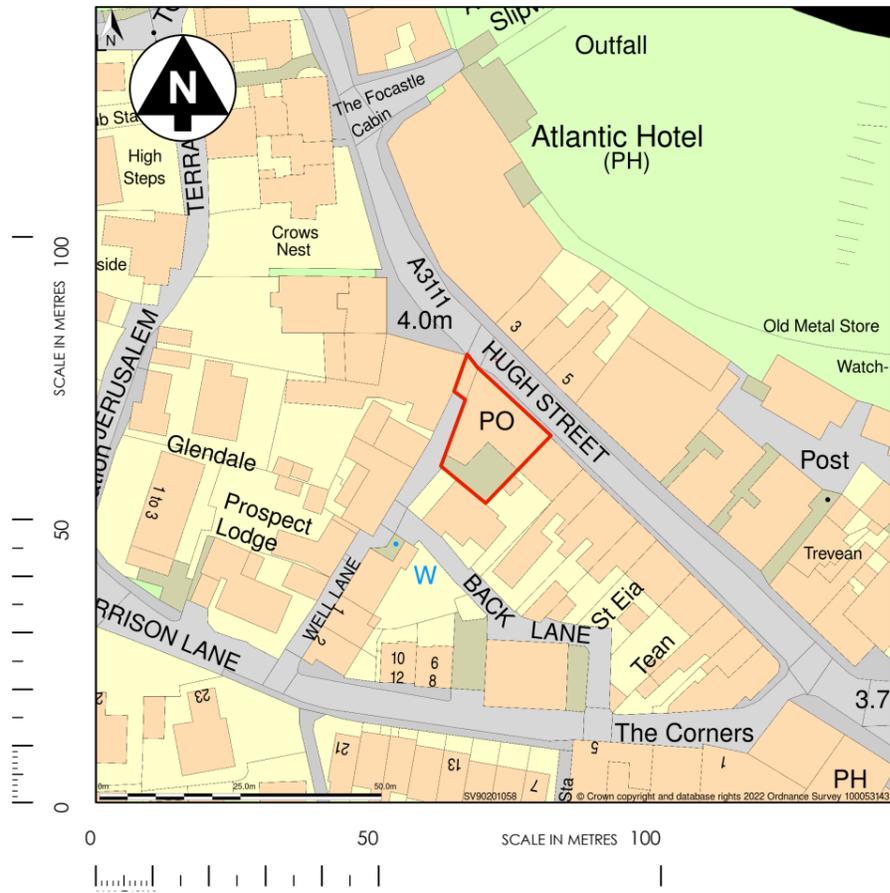
#### **Registering/Altering Addresses**

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.



LOCATION PLAN - 1:1250



BLOCK PLAN - 1:500

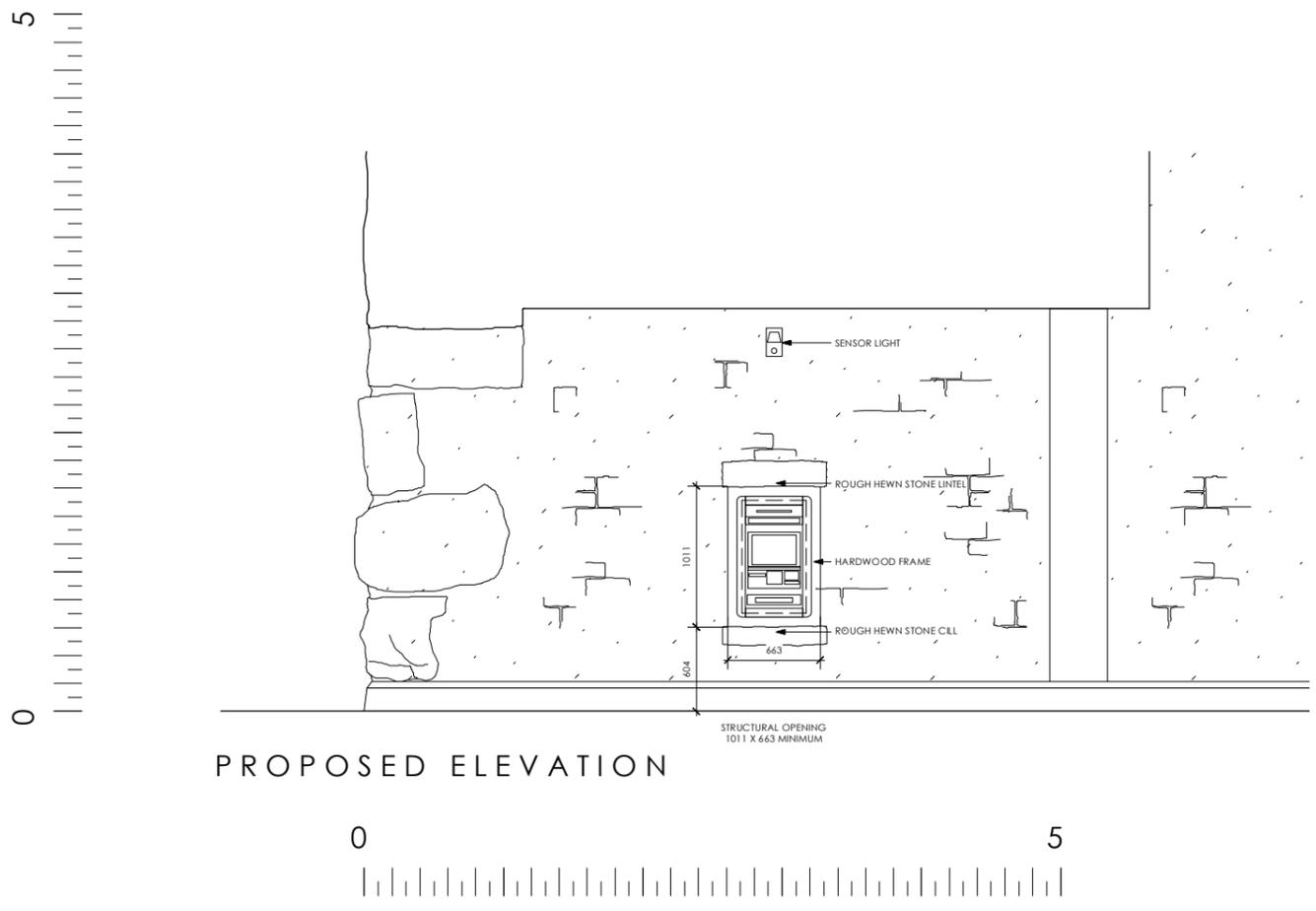
**APPROVED**  
By Lisa Walton at 3:50 pm, May 12, 2022

**RECEIVED**  
By Liv Rickman at 1:59 pm, Apr 07, 2022

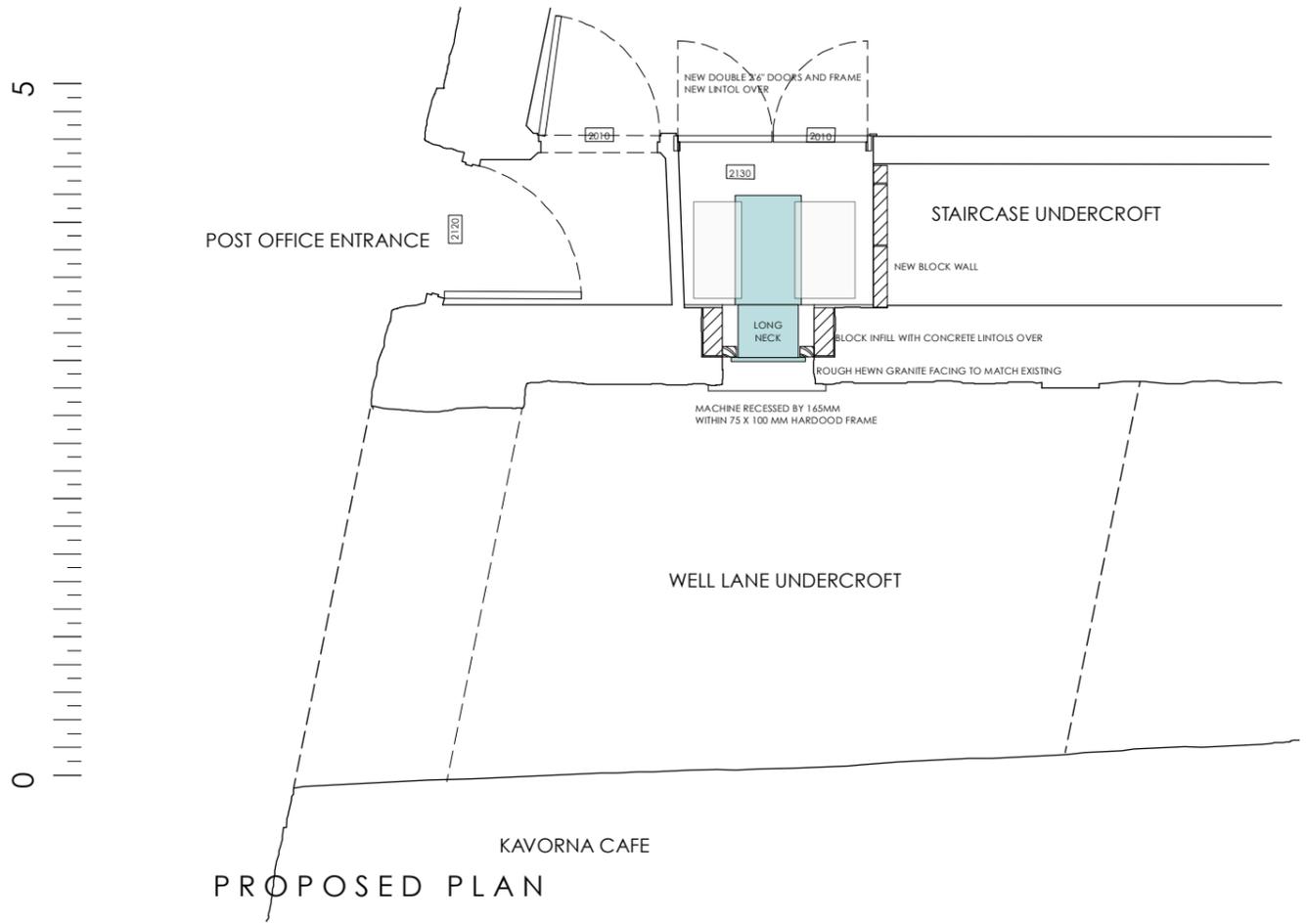
**POST OFFICE**  
HUGH STREET TR21 0LR

EXISTING  
SITE PLANS

DRAWING NO.PGPO1A  
DATE - MAR 2022  
SCALE - AS SHOWN @ A3



PROPOSED ELEVATION



PROPOSED PLAN

**APPROVED**  
 By Lisa Walton at 3:51 pm, May 12, 2022

**RECEIVED**  
 By Liv Rickman at 3:16 pm, Apr 06, 2022

**POST OFFICE**  
 HUGH STREET TR21 0LR

**PROPOSED  
 PLAN/SECTION  
 /ELEVATIONS**

DRAWING NO. PGPO3  
 DATE - MAR 2022  
 SCALE - 1:100 @ A3



EXISTING ATM



LOCATION 1

With the imminent closure of the only bank on the island of St Mary's, the Lloyds Bank Branch. It has fallen upon the Post Office to provide an Automatic Teller machine (ATM).

2 locations have been investigated for the inclusion of the ATM. Both locations would require alterations to the Grade II listed building.

Location 1 - Front elevation LHS window.

In terms of structural simplicity this location works well as it would involve only a minor amendment to an existing opening in the facade. The cill would be dropped to allow for a DDA accessible machine. As this element of the building is already a change from the original design the impact would be minimal. However, its proximity to the road and the impact of queueing customers so close to the road (especially in the tourist season) has ruled this out, primarily on safety grounds. The amount of space the machine would take up behind the main Post Office counter also rules out this location.

Location 2 - Post office undercroft

This passageway is generally only used by the post office vehicles and therefore is very manageable as a space for siting the machine. It is away from heavily trafficked areas and is also enclosed which provides shelter from inclement weather. The passageway consists of a blank granite wall with no other features.

Location 2 has been determined as the best position for siting the new ATM

The machine will be set back from the stone facade within a dark stained timber frame to match with the existing window fenestration.

This will protect the machine from any accidental damage from post office vehicles.

The new opening will be topped with a rough hewn granite lintol and a rough hewn granite cill to compliment the existing exaggerated features of the building.

There will be a security sensor driven light fitting with an acute angle beam to illuminate the machine whilst keeping additional light levels to a minimum.

The machine has a decibel level of 27dB when in use.

For reference :

25dB - Whisper

40dB - Suburban area at night

55dB - Household refrigerator.

Internally the ATM will be enclosed by a new plain double door set. Doors will be painted to match the walls. Architraves will match existing.

Waste Management - Granite will be reused or carted away for reuse elsewhere. Internally, old plasterboard and timber stud will be carted away for disposal at the waste site. The proposal generates very little waste.

**APPROVED**

*By Lisa Walton at 3:52 pm, May 12, 2022*



LOCATION 2



TANGLEWOOD KITCHEN



HOLIDAY ACCOMMODATION

CAFE

POST OFFICE STAFF ROOM + WC

**RECEIVED**

*By Liv Rickman at 2:01 pm, Apr 07, 2022*

POST OFFICE

HUGH STREET TR21 0LR

DESIGN & ACCESS STATEMENT

DRAWING NO.PGPO5A

DATE - MAR 2022

SCALE - 1:100 @ A3

**Lisa Walton**

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**To:** Robert Green  
**Subject:** RE: P/22/030 The Post Office

**APPROVED**  
*By Lisa Walton at 3:51 pm, May 12, 2022*

Proposed single light above the ATM

[https://uk.paulmann.com/p/led-exterior-wall-luminaire-capea-motion-detector-ip44-96x153mm-3000k-6w-500lm-230v-grey-aluminium/94453?gclid=EAlaIQobChMItMGbh7fZ9wIVdIBQBh3x\\_gCoEAQYESABEgLOxPD\\_BwE](https://uk.paulmann.com/p/led-exterior-wall-luminaire-capea-motion-detector-ip44-96x153mm-3000k-6w-500lm-230v-grey-aluminium/94453?gclid=EAlaIQobChMItMGbh7fZ9wIVdIBQBh3x_gCoEAQYESABEgLOxPD_BwE)



LED Exterior wall luminaire Capea Motion detector

LED Exterior wall luminaire Capea Motion detector IP44 96x153mm 3000K 6W 500lm 230V Grey Aluminium

uk.paulmann.com

The colour temperature of 3000k is in the warm white band which generally feels to have less glare. 500 Lumens would be sufficient for a table lamp scenario.

Best regards

Robert Green

**RECEIVED**  
*By Lisa Walton at 3:17 pm, May 12, 2022*