



Listed Building Consent Application Validation List

The following documents will be required to validate Listed Building consent applications.

Document	Notes
Completed application form	National validation requirement
Community Infrastructure Levy (CIL) Form	
Ownership Certificate and Agricultural Land Declaration	National validation requirement
Plans/drawings¹	
Site Location Plan	National validation requirement – 1:1250 or 1:2500
Existing and Proposed Block Plan	National validation requirement – 1:200 or 1:500
Existing and Proposed Elevations	National validation requirement – 1:50 or 1:100
Existing and Proposed Floor Plan	National validation requirement – 1:50 or 1:100
Existing and Proposed window and door details including sections ²	Minimum scale of 1:20 (elevations) and 1:5 (sections) showing details of cills, frames, glazing bars, mullions and opening lights including relationship to the existing structure
Design and Access Statement ³	
Heritage Impact Assessment (HIA)	

¹ All plans or drawings must be drawn to the identified scale, and in the case of plans, must show the direction of north. A linear scale bar must also be illustrated, and plans must also clearly annotate key dimensions including as a minimum building/structure external length, width and height (eaves and ridge) and the externally measured separation distance/s between those building/s and structure/s closest to the application site boundary and the site boundary itself. All measurements must be in metres. A location plan must be based on an up-to-date map and must identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

² Where these form part of the description of development

³ Can be combined with HIA