**Self- and Custom-Housebuilding Register**

**Advisory Notes for Age, Nationality, Local Connection and Financial Eligibility Tests and Evidence Required**

The Self-build and Custom Housebuilding Regulations that came into force on 31 October 2016 allow the council to apply a local connections test and a financial eligibility test to applicants for the self- and custom-housebuilding register, in addition to the existing requirements for applicants to be over 18 years of age and a national of the UK, another EEA country, or Switzerland. This document explains the eligibility criteria and the documents you will be required to provide as part of your application for the register. Applicants who fail the local connections test but meet all other criteria will be added to Part 2 of the register. Applicants who fail to meet any of the other criteria for inclusion will be rejected. Please note that for group applications, all members of the group must meet the criteria and provide evidence.

In all cases, please send scans or photocopies of evidence, as originals will not be returned.

The information you provide will be collected to enable us to determine your eligibility for entry onto the register, to contact you if plots matching your requirements become available, to assist in monitoring of demand for self/custom build plots, and to inform the preparation of planning policy.

Anonymised, collated data from the register may be published by the Council in reports or other publicly accessible material. We will not pass identifiable information or personal details from the register onto anyone outside the Council without the written consent of the person who registered their details. The data we collect will be held in accordance with the General Data Protection Regulations (GDPR) 2018. Any personal documents you provide will be used to confirm your eligibility for the register and deleted or destroyed thereafter. Further details about how we will use the information we hold about you are contained within the [Privacy Notice](http://www.reigate-banstead.gov.uk/info/20090/council_policy/260/privacy_notice/2).

**Age and Nationality**

Applicants must be over 18 years of age and a national of the UK, another EEA country, or Switzerland.

Evidence required: a scan or photocopy of a passport identity page, a driving licence, or an official identity card from an EEA country or Switzerland.

**Local Connections**

Applicants must demonstrate that they have a connection to the borough. For the purposes of the register, a local connection is defined as:

* Being resident in the borough for at least two years;
* OR, being employed in the borough for at least one year;
* OR, having a close relative (parent, grandparent, sibling, child, or grandchild) resident in the borough for at least five years.

Current members of the armed forces, or people who have served in the armed forces within the last five years are exempt from the local connections test, but will need to provide evidence of their status.

Evidence required:

* Proof of residency – a current council tax statement or utility bill, and one from at least two years earlier.
* Proof of employment – a current payslip, and one from at least one year earlier.
* Proof of close relative residency – a current council tax statement or utility bill, and one from at least five years earlier, in the name of the relative; and an explanation of how they are related to you.
* Armed forces status - official confirmation of current employment, discharge papers, or other proof such as confirmation provided by the Royal British Legion.

Other kinds of local connection may be considered in exceptional circumstances – please get in touch with the planning policy team at [LDF@reigate-banstead.gov.uk](mailto:LDF@reigate-banstead.gov.uk) to discuss.

We understand that most people will not keep council tax statements for the two previous years. However, historical council tax records for Reigate & Banstead can be accessed at <https://counciltaxandbenefitschecker.reigate-banstead.gov.uk/CitizenAccess/RevenuesScreens/SelfServeAssessment/SecureWelcomePage.aspx>. To access the records, you will need your council tax account number and online key, both of which can be found on your most recent council tax statement. Different addresses will generate different council tax account numbers, so if you have moved house within Reigate & Banstead within the past two years you will need your previous council tax account number as well.

**Financial Eligibility**

An applicant must demonstrate that they have sufficient financial resources to purchase land for their self- or custom-housebuilding project. Based on a sample of plot sizes and land prices for non-greenbelt land in the borough, applicants should demonstrate access to at least £388,640 in finance. This could be in the form of savings, or an in-principle loan agreement from a financial institution.

Evidence required:

* A bank statement showing adequate savings to meet the anticipated land price (you may redact or obscure account numbers if you wish, as long as your name is clearly visible on the statement);
* OR, an in-principle loan agreement from a bank or other eligible financial institution, specifically for the purchase of land for self- or custom-housebuilding purposes.

As with the local connection test, exceptional circumstances will be considered. If you believe you can demonstrate financial eligibility for purchasing land for self or custom build projects in another way, or at a lower threshold, please contact the planning policy team at [LDF@reigate-banstead.gov.uk](mailto:LDF@reigate-banstead.gov.uk) to discuss.