**Advisory notes re application for Reigate & Banstead Borough Council’s Self-build and Custom Housebuilding Register**

This note sets out the criteria for entry to the Register (Parts 1 and 2), and the evidence to be provided for meeting that criteria.

Applicants meeting all of the basic and financial criteria will be admitted to the Register (at Part 2), and those able to demonstrate a local connection to the borough in addition to these will be added to Part 1.

**Basic criteria (and evidence required)**

**Age/Nationality**: Applicants should be over eighteen years old, and a national of the UK, European Economic Area, or Switzerland.

The proof required could be a scan or photocopy of a passport identity page or a driving licence, or an official identity card from an EEA country or Switzerland. This will need to be uploaded to the online application form or sent to the Council in hard-copy form to accompany any hard-copy forms submitted.

**Financial criteria (and evidence required)**

Inclusion of a financial test by the Council is allowed under Regulations published in October 2016.

**Finances**: Applicants should present evidence of access to at least £388,640 in finance, to demonstrate sufficient financial resources to purchase land for their self or custom-housebuilding project. This figure is based on a sample of plot sizes and land prices for non-greenbelt land in the borough. It 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, provided 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.

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 to discuss.

**Local connection criteria (and evidence required)**

Inclusion of a local connection test by the Council is allowed under Regulations published in October 2016.

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 for admission to Part 1, but will need to provide evidence of their armed forces status.

**Local connection**: For the purposes of the register, a local connection is defined as:

* Being resident in the borough for at least two years;
* 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.

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; or
* 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 to discuss.

**Further Notes/ data protection**

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 in support of your application will be collected to enable us to determine your eligibility for entry onto the Register and will be immediately deleted once eligibility has been established.

Your details will be kept to allow us to contact you. Anonymised, collated data from the register will be used to assist in monitoring the demand for self/custom building in the borough and to inform policy. It may also be published by the Council in reports or other publicly accessible material.

We will not pass identifiable information or personal details from the register on to 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. 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).