**Self-build and custom housebuilding register application form**

Use this form to register your aspirations/interest for self/custom build plots in our borough.  We will use this information to explore ways in which it might be possible for people and plots to be brought together.

The information you provide will enable us to:

* Assist in monitoring of demand for self/custom build plots in the borough.
* Inform the preparation of planning policy.
* Publish in reports or other publicly accessible material, anonymised, collated data from the register.

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.  Further details about how we will use the information we hold about you are contained within our [Privacy Notice](https://www.reigate-banstead.gov.uk/info/20400/your_council_documents/1139/privacy_notice_%E2%80%93_self_and_custom_housebuilding_register).

**Please note**:

* Registration does not guarantee that plots will be identified for applicants.
* Applicants will only be included on the register where all criteria are met and evidence of this can be provided, as set out in the accompanying [Advisory Notes](https://www.reigate-banstead.gov.uk/info/20088/planning_policy/1106/self_and_custom_house_building).
* You will need to provide documents to show proof of age, nationality and financial eligibility (as set out below) for this application to be assessed
* Applications will be determined within 28 days of its submission.
* Entries will be removed after 3 years from inclusion, unless a request is made in writing.
* You may, at any time, request removal or amendment by contacting the[Planning Policy](mailto:LDF@reigate-banstead.gov.uk)team.

**Eligibility and individual/group applications**

In accordance with our [Advisory Notes](https://www.reigate-banstead.gov.uk/info/20088/planning_policy/1106/self_and_custom_house_building), you will need to provide the following evidence:

* Proof that you are aged 18 or over, and have UK/EEA/Swiss nationality status
* Proof that you have a minimum of £388,640 finances at your disposal

If you are applying as a group, the lead contact needs to complete the whole questionnaire. Please ensure you have the other members' permission to share their details.

1. Are you applying as an individual or on behalf of a group? (Please indicate)

Individual (including part of a couple/household group interested in a single plot) - Yes/no

Group (representing a group) - Yes/no

If you are applying on behalf of a group you will need to provide evidence for all applicants confirming each member of the group as noted above.

**Additional financial information**

1. Does your household earn less than £80k per annum? - Yes/No
2. If you are a home-owner, would you need to sell your property to proceed? - Yes/No

**Connection to the borough**

1. Are you connected to Reigate & Banstead borough? (This is for applicants of Part 1 of the register)

(If you need further guidance, please refer to our Advisory Notes.)

Please select:

Lived in the borough for at least three years

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Worked in the borough for at least one year

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Have family living in the borough for at least five years

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Are (or have been) a member of the armed forces

|  |
| --- |
|  |

No connection

|  |
| --- |
|  |

Please note that you will need to send evidence of your connection to the borough.

If you are unsure what evidence is required to be sent, please check our [Advisory Notes](https://www.reigate-banstead.gov.uk/info/20088/planning_policy/1106/self_and_custom_house_building).

**Project details**

1. What ownership options for self /custom build would you consider? (Please tick all that apply)

Owned outright by you without a mortgage

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| --- |
|  |

Owned by you with a mortgage

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Fund with a mortgage/finance through community group

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| --- |
|  |

Rent-to-buy

|  |
| --- |
|  |

Shared ownership (part rent, part buy)

|  |
| --- |
|  |

Other …………………………………………………………………………………............

1. Why are you interested in self/custom build? (Please tick all that apply)

Location of choice

|  |
| --- |
|  |

Cost of buying a home

|  |
| --- |
|  |

Cost of running a home

|  |
| --- |
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Chance to downsize

|  |
| --- |
|  |

Making a profit

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| --- |
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Building a bespoke home for your needs

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Environmental considerations

|  |
| --- |
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To live in a community

|  |
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To learn about building and construction

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Other …………………………………………………………………………………..

1. How would you use the self/custom build? (Please tick all that apply)

As your sole/main residence

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|  |

As a second home

|  |
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To rent out

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Other……………………………………………………………………………………

1. What is your level of knowledge/expertise with self or custom build? (Please describe)……………………………………………………………………………….
2. Preferred geographical location for the build within the borough? (Please tick all that apply)

North of the borough (north of the M25)

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Mid-borough (Reigate/Redhill)

|  |
| --- |
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South of the borough towards Gatwick/Horley

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1. What is your preferred type of location? (Please tick all that apply)

Countryside

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| --- |
|  |

Village

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|  |

Suburb

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|  |

Town

|  |
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1. What type of home do you want to build? (Please tick all you might be interested in)

Detached house

|  |
| --- |
|  |

Semi-detached house

|  |
| --- |
|  |

Terraced house

|  |
| --- |
|  |

Detached bungalow

|  |
| --- |
|  |

Semi-detached bungalow

|  |
| --- |
|  |

Terraced bungalow

|  |
| --- |
|  |

Flat/maisonette

|  |
| --- |
|  |

1. Do you have a site? - Yes/No
2. What type of building might you be interested in? (Please tick all that apply)

Full/part DIY self-build - You manage the building process, even if a contractor is involved with part/all of the work

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| --- |
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Contractor built one-off home - You manage the design process, and select a Contractor, and they carry out the construction work

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KIT/package build - You select the kit home and the kit home company erect the house; some additional works such as foundations maybe required

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Watertight shell - The building will be completed up to the point where it is watertight so you will need to finish internal works

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Self-finish home - The build will be further on than the watertight shell above but you will still need to do works such as installing fittings, fixtures, internal doors etc

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Developer-built one-off home - An individual finds a developer with a site and a design they like, and it is built by the developer

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|  |

Not sure yet

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Other……………………………………………………………………………………

1. What type of plot are you interested in? (Please tick all that apply)

Individual plot - Individual serviced plot that is part of a new build housing development

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Independent community collaboration - Work with others to acquire and split up a site into plots, then organise the design and construction of own homes

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Supported community self-build group - A social landlord/self-build organisation helps you learn the skills to build a group of homes

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Developer led group project - A developer organises a group and builds the homes

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Other…………………………………………………………………………………..

1. Would you be interested in any of the following types of building project? (Please tick all that apply)

Co-housing (private home with shared amenities)

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Community Land Trust (community-based organisations that develop housing)

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Eco-home/villages

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1. What site size do you envisage for your project? (Please select one)

Individual home

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| --- |
|  |

2 – 4 homes on a site

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|  |

5 – 9 homes on a site

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10 plus homes on a site

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1. Would you be interested in being put in touch with others interested in a community-led build? – Yes/No/Not sure

**Your details**

### **Privacy Notice**

Your contact details (phone number, address, email address) and all other information will be held securely on a database. All personal data provided as proof of age, nationality, financial status, or connection to the borough will be deleted from Council records immediately after verification of eligibility for entry onto the Register.

**Please note -**the Council is obliged by law to remove all personal information from the Register after three years unless a request to remain on the Register is formally made in writing. You may also withdraw your information at any time by writing to us.

The formal basis for keeping and processing personal information provided is as:

* a contact for the supply of services, and/or tasks carried out in the public interest (in this case regarding the registering of individuals/groups to the Council’s self-build and custom housebuilding register, and its use).

The legal bases for the maintenance/use of the register are:

* The Self-build and Custom Housebuilding (Register) Regulations 2016 which set out the provisions for the register’s purpose and use, including what information is gathered and the local conditions applied
* The Self-build and Custom Housebuilding Act 2015 as amended by the Housing and Planning Act 2016 and Self and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016 regarding the government’s requirements for permissions for land to be given against information contained in the register, and the monitoring of this information. Section 2 of the Act and its Commencement Regulations which set out the ‘duty’ to have regard to the register.

The self and custom housebuilding web page includes a [Privacy Notice](https://www.reigate-banstead.gov.uk/info/20400/your_council_documents/1139/privacy_notice_%E2%80%93_self_and_custom_housebuilding_register) that sets out how the personal information on the register can be used or shared. More information on how the Council holds your data, and details for the Data Protection Officer, are available on the Council’s full [Privacy Notice](https://www.reigate-banstead.gov.uk/info/20090/council_policy/260/privacy_notice).

1. Title

Please select:

Mr/Mrs/Miss/Ms/Mx/Dr

1. First name /surname…………………………………………………………………
2. Mobile (or landline) number ………………………………………………………..
3. Email address ………………………………………………………………………..
4. Address:

Flat/house number or name…………………………………………………………

Street…………………………………………………………………………………...

Town/City………………………………………………………………………….......

County (or country if outside of the UK)…………………………………………….

Postcode……………………………………………………………………………….

1. Date of birth: …………………………………………………………………………..
2. Are you currently employed? - Yes/No
3. Number of adults in your household? ……………………………………………...
4. Number of children in your household? ……………………………………………

(Forms for additional group members’ details are included at the end of this form.)

**Declaration (and requests for additional information)**

The information I have provided is complete and accurate. I understand the Council may hold the information on computer records, in accordance with the Privacy Notice and provisions of the General Data Protection Regulations (GDPR) 2018.

**I confirm** (please sign) ………………………………………………………………………

1. Would you like to be contacted by the Council about self/custom self-build opportunities in the borough? - Yes/No
2. We would like to add your details to our Planning Policy consultation database to keep you informed as we develop new planning policies. If you would like to receive future correspondence about Planning Policy matters please tick this box? - Yes/No

**Additional group information –**

For group applications, the lead contact needs to complete the whole questionnaire. As you are sharing others' personal details, you will need to ensure that you have their permission to share their information.

You will also need to upload evidence for all applicants below to confirm each member of group:

* Is aged 18 or over and a UK/EEA/Swiss national, and
* Provide evidence they can demonstrate they have access to a minimum of £388,640.

**Additional person 1**

Please select: Mr/Mrs/Miss/Ms/Mx/Dr

First name /surname ……………………………………………………………

Contact number …………………………………………………………………

Email address …………………………………………………………………..

Address (Please include postcode) …………………………….

Date of birth …………………………………………………………….

Nationality ………………………………………………………………

Are they connected to Reigate & Banstead borough? (This is for applicants for Part 1 of the register)

(If you need further guidance, please refer to the Advisory Notes.)

Lived in the borough for at least three years

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Worked in the borough for at least one year

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Have had family living in the borough for at least five years

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Are/have been a member of the armed services

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No connection

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Are they seeking (alone or with others) to acquire a serviced plot of land to build a house to occupy as their sole/main residence? – Yes/No

**Additional person 2**

Please select: Mr/Mrs/Miss/Ms/Mx/Dr

First name /surname ……………………………………………………………

Contact number …………………………………………………………………

Email address …………………………………………………………………..

Address (Please include postcode) …………………………….

Date of birth …………………………………………………………….

Nationality ………………………………………………………………

Are they connected to Reigate & Banstead borough? (This is for applicants for Part 1 of the register)

(If you need further guidance, please refer to the Advisory Notes.)

Lived in the borough for at least three years

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Worked in the borough for at least one year

|  |
| --- |
|  |

Have had family living in the borough for at least five years

|  |
| --- |
|  |

Are/have been a member of the armed services

|  |
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|  |

No connection

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|  |

Are they seeking (alone or with others) to acquire a serviced plot of land to build a house to occupy as their sole/main residence? – Yes/No

**Additional person 3**

Please select: Mr/Mrs/Miss/Ms/Mx/Dr

First name /surname ……………………………………………………………

Contact number …………………………………………………………………

Email address …………………………………………………………………..

Address (Please include postcode) …………………………….

Date of birth …………………………………………………………….

Nationality ………………………………………………………………

Are they connected to Reigate & Banstead borough? (This is for applicants for Part 1 of the register)

(If you need further guidance, please refer to the Advisory Notes.)

Lived in the borough for at least three years

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Worked in the borough for at least one year

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Have had family living in the borough for at least five years

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Are/have been a member of the armed services

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|  |

No connection

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Are they seeking (alone or with others) to acquire a serviced plot of land to build a house to occupy as their sole/main residence? – Yes/No