Association Application for Entry to the Self-build and Custom Housebuilding Register

This register is for associations of those who wishing to register an interest in self-build and custom housebuilding together in parts of Allerdale that are **not** in the Lake District National Park (LDNP). Anyone wishing to register an interest in self-build and custom housebuilding in the LDNP should apply for entry to the LDNP register.

Please choose one person as the lead contact for your association. The lead contact should complete the Applicant Details section on page 2. Other members of the association should complete the section on page 7.

The information that you provide below will be treated as confidential under General Data Protection Regulation 2018.

Declaration

I/we declare that to the best of my/our knowledge and belief that the information provided on this form is correct and complete. I/we accept that any false or misleading information will result in my/our application to be placed on the Council's self-build and custom housebuilding register being refused or my/our entry being removed from the register. I/we understand that providing false information is a criminal offence.

I/we agree to inform Allerdale Borough Council in writing of any change in my/our circumstances relevant to my/our application for entry onto the self-build and custom housebuilding register.

I/we give permission for the information submitted in this application form to be retained by the Council and understand that if I/we have indicated a connection through residency or family residency, Council Tax records will be used to verify the connection. The information in this form will not be used for any purpose other than to assess my eligibility for part 1 of the Self-build and Custom Housebuilding register.

I/we understand that entry to the register is not a formal commitment to self-build or custom build in Allerdale. Nor is it a commitment from Allerdale Borough Council to provide a self-build or custom build plot.

Signed _____ Date _____

"**Data Protection:** Allerdale Borough Council takes your privacy seriously and your data will be used to provide you with the services you request. It will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK data protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require. We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights then you can do so by contacting the Information Governance and Data Protection Officer, Allerdale House, Workington, Cumbria, CA14 3YJ (tel: 0303 123 1702 /email: foi@allerdale.gov.uk) or by using the Individuals' Rights form on our website. For further information please see the Privacy Notice and individuals' Rights section at www.allerdale.uk. If you are dissatisfied with the way we have processed your data you may contact the Information Commissioner's Office at www.ico.org.uk"

Contact Details – Association Lead Contact

Title	
First Name	
Last name	
Telephone number	
Email address	
Address	
Post Code	
In which town, village or locality in Allerdale would the association like to build?	
Please tell us of any links your association has to this area.	

Eligibility

The Self-build and Custom Housebuilding register is split in to two parts.

Part 1 is for applicants who meet the statutory requirements and any obligations set by the local authority. Allerdale Borough Council must grant sufficient planning permissions for serviced plots of land to meet the demand identified in part 1 of the register.

Part 2 is for applicants who meet the statutory requirements only. The Council has no duty to grant permissions for serviced plots to meet this need.

Applicants who cannot demonstrate that they meet the statutory requirements are not eligible to join the register.

All members of the association must meet the requirements and obligations and should provide the necessary documentation.

Statutory Requirements

☐ All members of the association are aged 18 or older;

☐ All members of the association are British citizens, a national of a European Economic Area (EEA) State other than the United Kingdom, or a national of Switzerland; and

☐ All members of the association are seeking to acquire a serviced plot of land in the Allerdale area to build a house for occupation as my sole or main residence.

Evidence of age and nationality is required. Both of these are shown in the front page of a passport, other forms of evidence may be accepted. All evidence that you provide will be returned to you when we have fully assessed your application. Photocopies and scanned images are acceptable.

Local Authority Obligations

☐ All members of the association can demonstrate a local connection to Allerdale through one of the following:

- resident in Allerdale for at least 12 months
- no longer resident in Allerdale but was resident for at least one of the last three years
- family association with an existing resident of at least 12 months residency in Allerdale. Family association is defined as spouse, civil partner, parent, children and siblings. We will also allow family associations through marriage e.g. step parents, children and siblings resident in Allerdale for at least five years
- permanent employment in Allerdale or acceptable of the offer of employment

We will use Council Tax records as evidence of residency, previous residency and family association. Other forms of evidence may be considered.

To prove employment in Allerdale please send a wage slip or P60 showing your employers address. We will also accept a letter from the employer confirming the business address. In all cases we will require confirmation from the employer that the employment is permanent.

Under the Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012, the following are not required to show they have a local connection:

- persons who are serving in the regular forces or have done so in the five years preceding their application for an allocation of housing accommodation;
- bereaved spouses or civil partners of those serving in the regular forces where their spouse or partner's death is attributable (wholly or partly) to their service and the bereaved spouse or civil partner's entitlement to reside in Ministry of Defence accommodation then ceases;
- seriously injured, ill or disabled reservists (or former reservists) whose injury, illness or disability is attributable wholly or partly to their service.

If any members of the association are exempt from proving a local connection through the armed forces regulations, please give details in the space below.

☐ All members of the association can evidence that they have sufficient funding to purchase land in Allerdale for self-build and custom housebuilding purposes.

Please provide an offer for a self-build mortgage from a member of the Council of Mortgage Lenders. This must clearly show the release of funds for the purchase of land.

In cases where a mortgage is not needed to purchase land, the applicant should provide written confirmation from a qualified financial advisor that clearly states that the applicant sufficient readily accessible funds/equity to purchase land.

All evidence that you provide will be returned to you when we have fully assessed your application. Photocopies and scanned images are acceptable.

Please return this form and your evidence of eligibility to: housing.developmentteam@allerdale.gov.uk.

Alternatively, please post to Research, Performance & Intelligence Officer (Housing), Strategy, Policy and Performance Team, Allerdale Borough Council, Allerdale House, Workington, CA14 3YJ

Please provide the following information for each member of the association. If there are more members please continue on a separate sheet		
1	Name	
	Address	
2	Name	
	Address	
3	Name	
	Address	
4	Name	
	Address	
5	Name	
	Address	
6	Name	
	Address	

The following questions are not compulsory and you do not need to complete them to be included on the Register. However, it may help us match you with a suitable piece of land during future work.

If you do not currently live in Allerdale, which local authority area do you reside in?		
Please indicate which of the following types of custom build you may be interested in (see page 6 for further details)	Contract built one-off home	
	Self-built one-off home	
	Kit or package home	
	Developer-built one-off home	
	Supported community self-build	
	Independent community collaboration	
	Developer/contractor led group project	
What kind of home would you like to build?	Detached	
	Terraced or semi-detached	
	Apartment	
What plot size would you be interested in?	Apartment	
	Single storey home	
	Smaller plot for 2-3 bedroom home	
	Larger plot for 4-5 bedroom home	
What size of housing development would you consider building your home in?	Single home site	
	Development of less than 10 houses	
	Development of 11-50 houses	
	Development of more than 50 houses	
Would you consider shared ownership for you home? E.g. you part own the home with a Housing Association or community land trust	Yes / No	
	If yes, please specify	
When do you think you will be in a position to start the build?		
How long do you see the building taking?		

There are a number of ways in which self builders can procure and build their own home.

Contractor built one-off home: this is the most common form of self-build. The home owner manages the design process including finding the land, hiring a consultant and securing planning and building regulations approval.

Self-built one-off home: similar to the above, except that the home owner does most of the construction work themselves.

Kit or package home: the owner finds the plot of land and then works with a kit home company to finalise the plans. The kit company then supply and erect the house.

Developer-built one-off home: the owner finds a developer with a site and a design that meets their requirements, and the developer then builds it for them.

Supported community self-build: a group of people come together to share their skills and build a number of houses collectively.

Independent community collaboration: a group is formed to acquire a larger site which is then split in to individual plots. The home owners then organise the design and construction of their own home, sometimes collaborating with others to order materials in bulk.

Developer/contractor led group project: a developer/contractor finds a suitable site then seeks a number of self-build clients and builds the homes to their specification under contract.