

Self-build and Custom Housebuilding Grant Application Form

Section 1: Retrospective Funding

If you have already paid planning application and / or building control costs for your self-build project please complete this section. **If you have not already paid these costs, please go to section 2.**

Please note that only costs incurred after the Self-build and Custom Housebuilding policy was adopted on 17 October 2018 will be considered for retrospective funding.

You must be able to demonstrate that you would qualify for part one of the Self-build and Custom Housebuilding register by providing evidence to show:

- You are aged 18 or over
- You are a British citizen, a national of an EEA state other than the United Kingdom, or a national of Switzerland
- You have been resident in Allerdale for more than 12 months; **or**, are no longer resident but was a resident for at least one of the last five years; **or**, have a family association¹ with an existing resident of at least 12 months residence in Allerdale; **or**, permanent employment in Allerdale or the acceptance of such employment

Please show how much you have paid for the following:	Amount		Date cost incurred	ABC reference number
	Amount	VAT		
Pre-planning advice costs				
Planning Application costs				
Building Control fees				
TOTAL	£	£		
Please provide receipts for all costs you are seeking retrospective funding for.				

Your Details	
Name	
Address	
Email address	
If you are part of an association, please give the name and address of the main contact (if different from above)	

Please go to section 3 and complete the rest of the form

¹ Family association is defined as spouse, civil partner, children and siblings. We will also allow family association through marriage, e.g. step-parents, children and siblings.

Section 2: Pre-Payment Funding

If you have not already paid planning application and / or building control costs for your self-build project please complete this section. **If you have already paid these costs, please complete section 1.**

You must be on part 1 of the Self-build and Custom Housebuilding register before you can apply for pre-payment funding. Information about how to join the register is available on the Council website at allerdale.gov.uk/en/housing/self-build-and-custom-house-building/.

Your Details	
Name	
Address	
Email address	
If you are part of an association, please give the name and address of the main contact (if different from above)	

Self-build and Custom Housebuilding register reference number	
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Please show how much you will pay for the following:	Amount		Date cost incurred	ABC reference number
	Amount	VAT		
Pre-planning advice costs				
Planning Application costs				
Building Control fees				
TOTAL	£	£		

Applicants are expected to refer to the Scale of Fees for Planning Applications sheet and Building Regulation charges which are both available from Allerdale Borough Council

Please go to section 3 and complete the rest of the form

Section 3: Project Details

Your Self-build or Custom Housebuilding Project	
Type of property and number of bedrooms	
Address of the plot on which you will be building	
Please provide an official copy of the register of title. This is available from Land Registry for a small fee. Go to www.gov.uk/government/organisations/land-registry	

Project Viability	
Insurance	Please provide evidence that you have public liability insurance with a limit of indemnity not less than five million pounds (£5,000,000)
Financial information	Please explain how do you intend to finance your self-build project? E.g. self-build mortgage, savings or other method.
	Please provide evidence that you have sufficient funding to complete your project.

Section 4: Financial Details

Please give details of the account that you would like the grant paid in to.		
Bank / Building Society		
Bank / Building Society Address		
Name(s) of account holder(s)		
Sort Code and Account Number	Sort Code	Account Number
Please provide a statement from this account which shows the name and address of the applicant		

Section 5: Conditions of the Grant

- Those receiving the grant must use the services of Allerdale Borough Council planning and building control teams
- An application for planning permission must be submitted within six months of the grant funding being paid
- The applicant's self-build and custom housebuilding project must be completed within three years of the grant funding being received. If it is not completed within this time, reasonable explanation of the delay should be provided to Allerdale Borough Council
- In the event that the plot is sold after grant funding is received, but before the project is completed, the Council will recoup the grant funding.
- The recipient of the grant will provide a written update of the project every three months
- An Allerdale Borough Council grant agreement must be signed before the grant funding is transferred to the applicant

Section 6: Non-Financial Support

To help us improve the service we provide, please suggest other ways Allerdale Borough Council could support self-builders in Allerdale.

Section 7: Declarations

I declare that the information given on this application form is accurate to the best of my knowledge.

I understand that I must notify Allerdale Borough Council of any significant changes to the application and that misleading information can invalidate this application.

I understand the conditions of the grant agreement and agree to abide by them.

This application form contains information that is personal data for the purposes of the **Data Protection Act 2018**.

Signature	
Date	

Section 8: Required Documentation

Please go through this carefully, if you do not submit all the necessary information your application will be delayed.

All applications must be accompanied by:

- An official copy of the register of title, available from Land Registry
- Evidence of public liability insurance with a limit of indemnity not less than five million pounds (£5,000,000)
- Evidence that you have sufficient funding to complete your project
- A statement from the account the grant will be paid in to which shows the name and address of the applicant

Applications for **retrospective funding** must also be accompanied by:

- Receipts for all costs you are seeking retrospective funding for
- Evidence that you meet the requirements to join part 1 of the Self-build and Custom Housebuilding:
 - You are aged 18 or over
 - You are a British citizen, a national of an EEA state other than the United Kingdom, or a national of Switzerland
 - You have been resident in Allerdale for more than 12 months; **or**, are no longer resident but was a resident for at least one of the last five years; **or**, have a family association² with an existing resident of at least 12 months residence in Allerdale; **or**, permanent employment in Allerdale or the acceptance of such employment

Applications for **pre-payment funding** must also be accompanied by:

- Evidence of the amount you will be paying, the Scale of Fees for Planning Applications sheet and Building Regulation charges

² Family association is defined as spouse, civil partner, children and siblings. We will also allow family association through marriage, e.g. step-parents, children and siblings.

Section 9: Return Address

Please return this form to:

housing.developmentteam@allerdale.gov.uk

Or

Housing Policy
SPP Team
Allerdale Borough Council
Workington CA14 3YJ

“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”