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**RIBBLE VALLEY BOROUGH COUNCIL**

**SELF-BUILD AND CUSTOM HOUSE BUILDING REGISTER**

# APPLICATION FORM (INDIVIDUAL)

Please complete this form to apply for entry in the register of self build and custom housebuilding for Ribble Valley. Some of the questions are mandatory and need to be completed in order to allow your application to proceed. Mandatory questions are identified by an asterisk (\*). It is recommended that you provided as much information as possible to help the Council better assess your self-build preferences and requirements.

To register you need to meet the following criteria:

1) You must be aged over 18;

2) You must be a British citizen, a national of an EEA State other than the United Kingdom, or a national of Switzerland; and

3) You must want to acquire a serviced plot of land to build a house to occupy as you sole or main home.

**Part 1\*\* - Local Eligibility Criteria**

Applicants wishing to be entered on Part 1 of the Register will need to evidence that they satisfy the Local Eligibility requirements below. If the applicant does not satisfy these requirements they will be entered into Part 2 of the register\*\*

Applicants (including all individuals applying as an Association of individuals) will need to meet one of the following criteria to be considered as having a ‘local connection’ for the purposes of the Self Build and Custom housebuilding Register. Applicants must be able to evidence their ‘local connection’

1. Currently living in Ribble Valley for a minimum of 3 consecutive years as your only or primary place of residence.
2. Previously lived in Ribble Valley for a period of five consecutive years within the past 10 years as your only or primary place of residence.
3. Currently permanently employed in the Borough for a minimum of 12 consecutive months. You must be employed for a minimum of 18 hours per week paid. A local connection through employment is not established in situations where the work is unpaid, voluntary or on a temporary contract for less than 5 years.
4. Currently self-employed in Ribble Valley and have been for a minimum of 12 consecutive months. You must demonstrate work for a minimum of 18 hours and a viable business.
5. Has a next of kin who is currently living in the Borough and who has done so continually for a minimum of five years as their sole or primary place of residence. Next of kin for the purposes of this clause is defined as parent, adult son/daughter or sibling. The family connection must be established by the applicant.

6. Has been a former resident of the Borough (who has previously lived in the Borough for a period of five consecutive years in the last 10 years), who has moved away because of inability to access housing including affordable housing, or to complete tertiary education.

Any person currently serving in the regular armed forces of the Crown (within the meaning of Section 374 of the Armed Forces Act 2006) is deemed to satisfy the above ‘local connection’ requirement and for a period after leaving service of 5 years.

Evidence for a local connection may include but is not limited to copies of:

• Council Tax bills addressed to the applicant

• household utility bills addressed to the applicant

• pay slips or employment contract

• name and address of the family member and their Council Tax or utilities bills

• armed forces identification (ID) card

• veteran ID card or discharge papers

All evidence submitted will be destroyed once local connection is verified. Please do not send originals documents.

\*\*Part 1 – for entries on Part 1 of the register, the Council must count these entries towards the number of suitable serviced plots that they must grant development for.

\*\*Part 2 – for those who do not meet the requirements of the local connection criteria, they will then be placed on Part 2. The Council has a duty to regard the entries on Part 2 of the register when carrying out planning, housing, land disposal and regeneration functions.

Once we have received your completed form we will:

1. determine your application to be included on the register (Part 1\*\* or Part 2\*\*) within 28 days of receiving it;

2) if the application is eligible, Ribble Valley Borough Council will invoice you £77.10 per application. Once payment has been received we will make an entry on the register and let you know that this has been done in writing. If the application is from an association, we will only notify the lead contact as identified in the application; and

3) if the application is not eligible we will write to you to explain the reasons within 28 days of determining the application. If the application is from an association, we will only notify the lead contact as identified in the application.

Any person with an entry on the Register may seek its removal or amendment by submitting a request in writing to the Council.

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| **DECLARATION** |
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| The purpose of collecting this data is to identify and manage interest in custom/self-build projects and potential custom/self-build opportunities. The data you provide will be recorded in the Ribble Valley and Custom House Building Register of Interest ("the Register").The data recorded in the Register may be used by Ribble Valley Borough Council "the Council") in order to:* establish the scope and nature of the need for custom/self-build housing within their respective areas; and
* facilitate the delivery of custom/self-build housing projects.

Anonymised, collated data from the Register may be published by the Council in reports or other publicly accessible material. No data which could reasonably be attributed to an individual on the Register will be published without explicit consent.Subject to explicit consent being received to the relevant questions as part of an individual submission, contact information recorded on the Register may be provided to relevant third parties who have been identified as potentially offering appropriate opportunities to deliver custom/self-build housing projects.The information is collected by the Council as data controller(s) in accordance with the data protection principles in the Data Protection Act 1998. The above purposes may require public disclosure of any data received by the Councils through your submission, in accordance with the Freedom of Information Act 2000.**I confirm that I have read, understood and accept the content of the Statement set out above:** |
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| **Signed\*:** |  | **Date\*:** |  |  |
| FORMS WILL NOT BE ACCEPTED IF:**THEY ARE NOT SIGNED AND DATED** |

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| **PART 1 – MANDATORY INFORMATION** |
| **A. SELECT REGISTER\*** |
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| **Application is for entry in the register of:**(tick all that apply) |
|  |
| Ribble Valley  |
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| **B. YOUR DETAILS\*** |
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| **Title:** |  |  | **First Name:** |  |  |
|  |
| **Surname:** |  |  |
|  |
| **Address:** |  |  |
|  |
| **Postcode:** |  |  |  |
|  |
| **Email:** |  |  |
|  |
| **Contact Telephone:** |  |  |
|  |
| **Nationality:** |  |  |
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| **Date of Birth:** |  |

Do you want to acquire a serviced plot of land to build a house to occupy as your sole or main residence?  |
|  | **Yes**  | **No**  |  |
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| **Please sign and date on the first page before submitting. A typed signature is acceptable.** |
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| **PART 2 – REQUEST FOR ADDITIONAL INFORMATION** |
| **A. YOUR HOUSEHOLD’S REQUIREMENTS** |
| ***In order to help us understand the demand for self and custom build housing in Ribble Valley, it would be helpful if you could answer these additional questions.***  |
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| **How many adults (age 16+) would you anticipate living in the new self-build property?** |
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| **How many children / dependents (under 16) would you anticipate living in the new self-build property?** |
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| **On the basis of the information provided above, how many bedrooms would you anticipate being required in the new self-build property?** |
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| **Would the property be likely to require wheelchair adaptation?** |  |
|  | **Yes**  | **No**  |  |  |

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| **Would the property be likely to require level (step-free) access?** |  |
|  | **Yes**  | **No**  |  |  |
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| **PART 2 – REQUEST FOR ADDITIONAL INFORMATION** |
| **A. YOUR HOUSEHOLD’S REQUIREMENTS (continued)** |
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| Which of the following features would you seek from your new self-build property? |
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|  | **Essential** |  | **Desirable** |
| **Private garden** |  |  |  |
| **Private terrace / balcony** |  |  |  |
| **Private Garage(s)** |  |  |  |
| **Allocated Parking Space(s)** |  |  |  |
| **Other feature(s)** |  |  |  |
|  | ***If other, please specify:*** |  |  |

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| Time and EffortMost self-build projects involve the commitment of a large number of hours over a long period of time. It is important that anyone starting on a self-build scheme is fully aware of the significant commitment that is required to bring a self-build project to completion.There are a range of potential options for self-build projects that should be considered. Some of the common approaches are:Self-build one-off home: you manage the design and construction process and are physically involved in part or all of the construction of your home;Contractor-built one-off home: you manage the design process and appoint a contractor to build the home to your specification;Kit home: you select your preferred kit home and possibly establish the foundations. The kit home company then erects the home;Independent community collaboration: you work with others to acquire a site to split into plots then organise the design and construction of your own home;Supported community self-build group: a social landlord or the Community Self Build Agency helps you build a group of homes together;Community self-build: being physically involved in part of all the construction of your home, as part of a wider scheme on the site; andCustom-build home: where a house builder offers a serviced building plot and may also provide a design and build service to create the home you want.On the basis of the time, effort and skills required to build your own home, are you interested in (please tick all that apply): |
|  |
|  | **Self-build one-off home**  | **🗆****🗆****🗆****🗆****🗆****🗆****🗆****🗆** |
| **Contractor-built one-off home**  |
| **Kit home**  |
| **Independent community collaboration**  |
| **Supported community self-build group** |
| **Community self-build**  |
| **Custom-build home** |
|  **Other (please specify below)**  |
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|  | ***If other, please specify:*** |  |  |
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| **PART 2 – REQUEST FOR ADDITIONAL INFORMATION** |
| **A. YOUR HOUSEHOLD’S REQUIREMENTS (continued)** |
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| Why do you want to build your own home?Please rank the reasons below in order of importance to you for a self-build project, with 1 being the most important and 6 the least important |
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| (a) I want to physically build my own home |  |  |
|  |
| **(b) I want a home built to my own design and specification** |  |  |
|  |
| **(c) I want a home that I can afford to buy** |  |  |
|  |
| **(d) I want to be part of a building community** |  |  |
|  |
| **(e) I want a property that is better for the environment with low running costs** |  |  |
|  |
| **(f) I want a home in a particular location** |  |  |
|  |
| Which elements of a self-build project do you think that you would realistically seek to carry out (please tick all that apply)? |
|  |
| **Design of the home 🗆**  |
| **Preparation of the plot and foundations 🗆**  |
| **Building the structure and walls 🗆**  |
| **Installing bathroom(s) and kitchen 🗆**  |
| **Internal / external decoration 🗆**  |
| If it is possible, when would you realistically wish to start work on your self-build project? |
|  |
| **Within the next 2 years 🗆**  |
| **3 to 5 years from now 🗆**  |
| **6 or more years in the future 🗆**  |
| What type of site would you consider for your self-build project (tick all that apply): |
|  |
| **A site for a single self-build plot 🗆** |
| **A plot on a wider self-build scheme 🗆**  |
| **A self-build plot as part of a wider 'mainstream' housing development 🗆**  |
| **Other (please specify below) 🗆** |
|  | ***If other, please specify:*** |  |  |

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| **PART 2 – REQUEST FOR ADDITIONAL INFORMATION** |
| **B. LOCATIONAL PREFERENCES** |
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| **Please specify the locations within Ribble Valley where you would consider locating your self-build property (please tick all that apply):** |  |
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| **Anywhere in Ribble Valley**  | **🗆** | **Hothersall** | **🗆** |
| **Aighton, Bailey & Chaigley** | **🗆** | **Longridge** | **🗆** |
| **Balderstone** | **🗆** | **Mellor** | **🗆** |
| **Barrow** | **🗆** | **Newsholme** | **🗆** |
| **Bashall Eaves & Mitton** | **🗆** | **Newton** | **🗆** |
| **Billington & Langho** | **🗆** | **Osbaldeston** | **🗆** |
| **Bolton-by-Bowland** | **🗆** | **Pendleton** | **🗆** |
| **Bowland Forest (Higher)** | **🗆** | **Ramsgreave** | **🗆** |
| **Bowland Forest (Lower)** | **🗆** | **Ribchester** | **🗆** |
| **Bowland with Leagram** | **🗆** | **Rimington & Middop** | **🗆** |
| **Chatburn** | **🗆** | **Sabden** | **🗆** |
| **Chipping** | **🗆** | **Simonstone** | **🗆** |
| **Clayton-le-Dale** | **🗆** | **Slaidburn & Easington** | **🗆** |
| **Clitheroe**  | **🗆** | **Salesbury** | **🗆** |
| **Dinckley** | **🗆** | **Twiston** | **🗆** |
| **Downham** | **🗆** | **Waddington** | **🗆** |
| **Dutton** | **🗆** | **West Bradford** | **🗆** |
| **Gisburn** | **🗆** | **Whalley** | **🗆** |
| **Grindleton** | **🗆** | **Wilpshire** | **🗆** |
| **Horton** | **🗆** | **Wiswell** | **🗆** |

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| **Other settlement(s) not listed above (please specify):** |
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| **From the locations that you have identified above, which would be your preferred location(s) to build your self-build property?** |  |
| **First Choice** |  |  |
|  |  |
| **Second Choice** |  |  |
|  |
| **Third Choice** |  |  |
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| **PART 2 – REQUEST FOR ADDITIONAL INFORMATION** |
| **E. YOUR FINANCES** |
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| **What would you estimate to be your household's annual income (gross income)?****(please tick all that apply)** |
| **Less than £10,000 🗆** |  | **£10,000-£15,000 🗆** |  |
| **£15,001-£20,000 🗆** |  | **£20,001-£25,000 🗆** |  |
| **£25,001-£30,000 🗆** |  | **£30,001-£35,000 🗆** |  |
| **£35,001-£40,000 🗆** |  | **£40,001-£45,000 🗆** |  |
| **£45,001-£50,000 🗆** |  | **£50,001-£55,000 🗆** |  |
| **£55,001-£60,000 🗆** |  | **More than £60,000 🗆** |  |

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| **What level of savings does your household have access to (to the nearest £1000)?** |
|  | £ |
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| Do you currently own one or more residential properties, either outright or with a mortgage? |
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| **Yes – Outright 🗆** | **Yes - With a Mortgage 🗆** | **No 🗆** |  |
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| **If applicable, what would you estimate to be the value of your existing property?** |
|  | £ |
|  |
| **If applicable, how much do you estimate you owe on your existing mortgage?** |
|  | £ |
|  |
| In terms of your self-build property, which ownership options would you realistically consider (please tick all that apply)? |
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| **Purchase Outright 🗆** |
| **Fund with a Mortgage 🗆** |
| **Fund with a mortgage/ finance through a community group / association 🗆** |
| **Rent-to-Buy 🗆** |
| **Shared Ownership - Part-Rent/ Part-Buy 🗆** |
| **Affordable Rent (with no purchase) 🗆** |
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| **F. HOUSING NEED** |
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| If you consider that your household is in affordable housing need, it is advisable that you are registered on the Ribble Valley housing waiting list. |
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| Are you registered on waiting list? |
|  |
| **Yes 🗆** | **No 🗆** |  |
|  |
| Would you consider other forms of affordable housing? |
|  |
| **Shared ownership 🗆** |  | **Discount sale 🗆** |
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| **PART 2 – REQUEST FOR ADDITIONAL INFORMATION** |
| **G. FURTHER INFORMATION** |
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| **Please provide any further information that you consider might be relevant:** |
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| **H. INFORMATION SHARING** |
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| It is proposed that, in the future, the Self-build Registers of Interest/ Land may be used to try and match those with an interest in pursuing a self-build project with landowners who might have appropriate plots of land available to develop for housing. |
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| Please confirm whether you consent to your contact details being made available to landowners identified as potentially having appropriate plots available for self-build projects in the preferred locations that you have indicated: |
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|  | **I Agree 🗆** |  | **I Decline 🗆** |  |

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| **THANK YOU** |
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| **Please return your completed form to Ribble Valley Borough Council:** |
| **Ribble Valley Borough Council**  |
| Council OfficesChurch WalkCLITHEROE BB7 2RA | **Telephone: 01200 414581****Email:** **planning.policy@ribblevalley.gov.uk** |
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