Application form

Self-build and Custom Housebuilding Register

The easiest way to apply to go on the Register is by completing the online form. Alternatively, you can complete this form. There is a registration fee of £26.00 to join the register. Cheques are not accepted. If you are part of an association the fee only needs paying once by the Lead Contact. If you wish to join Part 2 the fee is £10.50. Please call customer services 01483 505050 to pay the fee and insert the payment receipt number here:

Please make sure you meet the eligibility and financial criteria as we do not issue refunds if you are found to not be eligible. Please provide information requested on this form, so we can check your eligibility.

Please send documents by a secure method or contact the Planning Policy team by email at planningpolicy@guildford.gov.uk. Please note, we do not accept responsibility for documents in transit.

Fields marked with an asterisk * must be filled in.

1. Your nationality *
   - British Citizen
   - National of a European Economic Area state other than the UK
   - National of Switzerland
   - Other: You are not eligible to go on the register.

2. In order to meet the local eligibility criteria to go on Part 1 of the register, please select one of the following statements. *
   - My partner or I have lived in Guildford Borough for at least 5 years prior to the date of this application
   - My partner or I have been working in permanent full-time employment (greater than 16 hours per week) in Guildford Borough for at least 3 years and continue to do so
   - My partner or I am currently or have been in the past 5 years been a member of the Armed Forces

None of the above: You are not eligible to stay on Part 1 of the register as you do not meet the local eligibility criteria. If you meet the general eligibility criteria and the financial criteria and wish to join Part 2 of the register, please tick here The fee to join Part 2 is £10.50 and you do not need to complete Section 2.
Proof of eligibility

To demonstrate that you meet the register's eligibility requirements, please submit a colour copy, scan or photograph of the documents under section 1 and section 2 below.

Please send your documents by a secure method or contact the Planning Policy team by email at planningpolicy@guildford.gov.uk. Please note, we do not accept responsibility for documents in transit.

Section 1: proof of address and nationality

Please send a copy of one of the following:

- Current Passport
- UK driving licence
- UK, EEA state or Swiss birth certificate
- Identity card

Section 2: proof of local connection

Please send a copy of two of the following (include one current and one at least five years old) with your name and address on it:

- Utility bill (gas, electric, satellite television, landline phone bill)
- Council tax bill
- Bank, building society or credit union statement
- Mortgage statement from a recognised lender or a council or housing association rent card or tenancy agreement
- Electoral register entry

Or two of the following (include one current and one from three years ago):

- Payslip or P45 showing address of employment
- Proof of employment in armed forces in the last 5 years

Your details

Title *

First name(s)*

Last name*

Address
Postcode *
Email address *
Daytime telephone
Name of Association (if relevant)
Lead contact for Association

Please confirm that you are over 18 years old * Yes

**Declaration**

Information provided on this form must be correct and complete. Any false or misleading information on this form will result your application being refused or being removed from the register. Providing false information is a criminal offence.

1. I declare that the information provided on this form is correct and complete * □
2. I confirm that I am seeking (either alone or with others) to acquire a serviced plot of land in the Guildford Borough area to build a house to occupy as my sole or main residence * □

You must be able to demonstrate that you will have the financial resources to purchase a plot of land at market value for your self-build/custom-build project. Please read the financial criteria guidance below. The Council reserves the right to ask for further evidence in support of your application to verify this claim.

**Financial criteria**

You must have sufficient resources and demonstrate that you can afford to purchase land for your self-build or custom housebuilding project. You don't need to show that you have sufficient resources to cover build costs. For associations, evidence must be provided for each applicant.

This criteria applies to Part 1 and Part 2 of the register. The Council has the right to set this eligibility criteria as set out in The Self-build and Custom Housebuilding Regulations 2016 (October 2016) Part 5.

Evidence of sufficient resources to purchase land should include one, or a combination, of the following:

1. Details of savings or equity that could be used to purchase land at a realistic or average land value.
2. In principle bank-loan agreement or offer of a self-build mortgage from a verifiable and recognised lender (such as a member of the Council of Mortgage Lenders). Evidence must show that the release of funds for the purchase of the land covers the purchase of a plot at a realistic market land value.
3. Written confirmation and evidence from a qualified financial advisor with active membership of an appropriate professional body. Evidence should clearly demonstrate that you have sufficient readily accessible funds or equity to purchase land.
4. Any other information which demonstrates, to the Council's satisfaction, that you have sufficient resources to purchase land for your own self-build or custom housebuilding.

You are not required to submit this evidence at the time of applying to go on the register, but the Council reserves the right to request this evidence at a later stage to verify your claim. If this evidence is not provided to the Council within 21 days of a request, the Council may remove you from the register.
3. I confirm that I can demonstrate that I will have the financial resources and have read and understand the financial criteria guidance.

4. I agree to inform Guildford Borough Council in writing of any changes of circumstances relevant to my application to renew my Part 1 membership the Self-build and Custom Housebuilding Register.

5. I agree and understand that the Council will process my personal data and information shown on supporting documents as part of this application.

6. I agree to Guildford Borough Council contacting me about self-build or custom housebuilding developments and self-build or custom housebuilding developments events in the borough.

Please read Guildford Borough Council’s self-build and custom housebuilding privacy statement below.

**Self-build and custom housebuilding privacy statement**

To go on the Self-build and Custom Housebuilding Register you must provide us with some personal data (eg name, address, contact details). To allow us to determine whether you meet the eligibility criteria we require personal data in support of your application (eg evidence of living or working in the borough). We will use this information to assess your eligibility. This is known as a "public task". We are required to do this to meet the provisions of the Self Build and Custom Housebuilding Act 2015 and the Self-build and Custom Housebuilding Regulations 2016.

Your personal details will remain confidential and are for use by Guildford Borough Council only. We will not sell your information to other organisations or move your information beyond the UK. General information on plot preferences and locations may be published, but this will not be attributable to individuals.

We will keep entries onto the statutory register forever, unless you request that your details are removed. We will keep supporting documents for up to 4 years.

If you have any questions about your data or privacy or the way the Council uses personal information please contact our information rights officer Tel: 01483 505050 email: iro@guildford.gov.uk You can report a personal data breach to our Data Protection Officer email: DPO@guildford.gov.uk

7. I confirm I have read Guildford Borough Council’s self-build and custom housebuilding privacy statement.

Signed

Date

Please send completed forms to:

Planning Policy, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB.

Alternatively, you can email scanned copies to planningpolicy@guildford.gov.uk