Annual renewal form

Self-build and Custom Housebuilding Register

Existing members must renew their membership annually to stay on the register. The easiest way to do this is by completing the online form. Alternatively, you can complete this form. There is an annual renewal charge of £10.50 on 31 October, regardless of the date of joining the register. Cheques are not accepted. Please call customer services 01483 505050 to pay the fee and insert the payment receipt number here:

Please make sure you still 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 if you are still eligible.

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 renew your application to stay on the register.

2. In order to meet the local eligibility criteria to stay 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
Your details

Title *

First name(s) *

Last name *

Address

Postcode *

Email address *

Daytime telephone

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 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