

Self-Build and Custom Housebuilding Register Application Form for Associations



Please complete this form if you wish to be included in Portsmouth City Council's Self Build Register. The Self Build Register is for individuals or associations who are seeking to acquire serviced plot(s) of land to build their own home(s) in Portsmouth. This form is for completion by associations who wish to be included on the register; if you want to be registered as an individual rather than as an association of individuals, please find the application form on our website.

Information on this register will provide Portsmouth City Council with an indication of the demand for self-build and custom build plots in the City. Please note however that registration does not guarantee that a suitable plot will be identified, or become available for purchase.

Data Protection: This data is sought by the Council in connection with the requirement to maintain a register under the provisions of the Self-Build and Custom Housebuilding (Register) Regulations 2016 (made under the Self-build and Custom Housebuilding Act 2015). It will be stored and processed on computers and used by relevant Council Departments for the purposes of its functions under the Act.

Personal data will not be published or shared with bodies external to the Council, unless you give your written consent. The Council may use data extracted from the register in an anonymous format for the function of reporting on the demand for self-build housing.

Please select one of the options below:

I **agree** to Portsmouth City Council storing and processing the data I provide in their function to maintain a Self- Build and Custom Housebuilding Register

I **do not agree** to Portsmouth City Council storing and processing the data I provide in their function to maintain a Self- Build and Custom Housebuilding Register

Please note that you can have your name and details removed from the register at any time by informing us in writing.

About Your Organisation

Name of the Association:

Address of the Association:

Postcode of Association:

About Your Lead Contact

First Name:

Last Name:

Contact Address:

Postcode:

Contact Telephone Number:

About The Members of Your Association

	Name	Address
Lead Contact		
Member 1		
Member 2		
Member 3		
Member 4		
Member 5		
Member 6		
Member 7		
Member 8		

To go on the register each member of your association must be:

- a British citizen; or
- a national of a EEA State other than the United Kingdom; or
- a national of Switzerland; and
- aged 18 or over

On 28th February 2018 Portsmouth City Council introduced **local connection criteria** for entry onto part 1 of their self-build and custom housebuilding register. All applications made after this date will need to provide proof that the applicant is:

- Currently employed at an address in the city for a period of at least two continuous years without a gap of more than 4 weeks between different employment in the city; or
- Currently living at an address that forms their sole or principal place of residence in the city for a period of at least two continuous, uninterrupted years; or
- Currently a serving member of the regular armed forces, or that they have served as a member of the regular armed forces within the two years prior to their application to be entered onto the register.

	Date Of Birth	Nationality	Local Connection Criteria Met?
Lead Contact			
Member 1			
Member 2			
Member 3			
Member 4			
Member 5			
Member 6			
Member 7			
Member 8			

Each applicant in your association is required to provide copies of the following

evidence along with this completed application form when requesting entry on the register:

Evidence of residency in the City:

- Utility bills; or
- Council tax statements; or
- Lease agreements.

Evidence of being self-employed in the City:

- Business rates records; or
- Tax documentation; or
- Companies House directorships

Evidence of employment in the City:

- Payslips; or
- Letter from your employer on headed paper.

Evidence of service in the regular armed forces:

- MOD-90 military ID; or
- Discharge letter (ex-service personnel).

Are you seeking to acquire a serviced plot of land in Portsmouth for your own self-build / custom housebuilding project which will be used as your sole/ main residence?

Lead Contact

Member 5

Member 1

Member 6

Member 2

Member 7

Member 3

Member 8

Member 4

About Your Project

In total, how many plots are the association seeking to acquire?

What types of homes are the association seeking to build?
(Select all that apply)

Detached house(s)

Semi-detached house(s)

Terraced house(s)

Detached bungalow(s)

Semi-detached bungalow(s)

Apartment/ flat(s)

Other

Please specify:

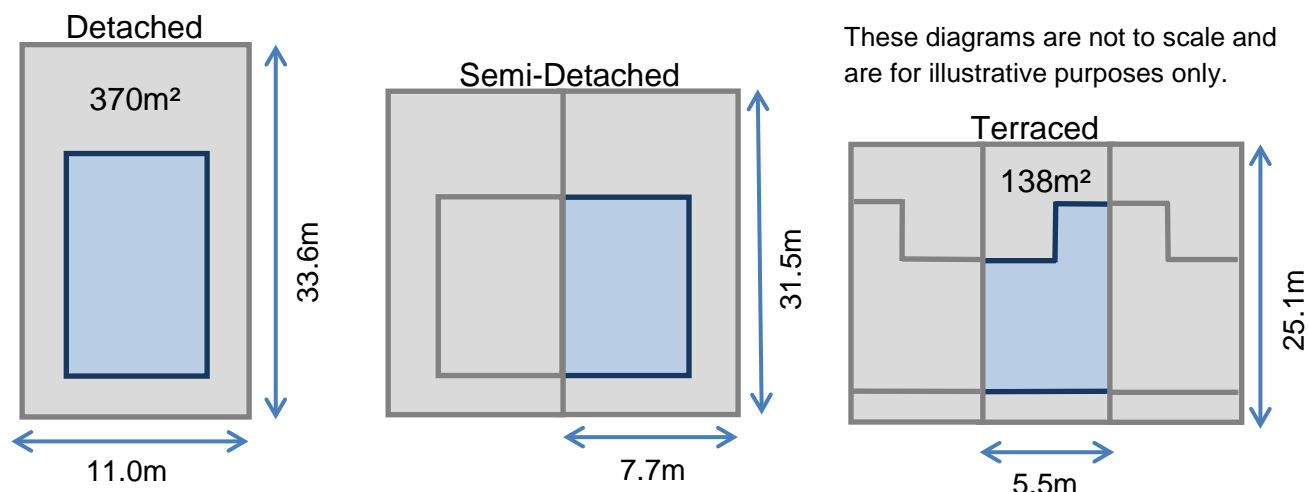
What is the association's preference for the location of the plots?

Baffins	Drayton & Farlington	Nelson
Central Southsea	Eastney & Craneswater	Paulsgrove
Charles Dickens	Fratton	St Jude
Copnor	Hilsea	St Thomas
Cosham	Milton	Any

What is the association's preference for the size of the plots?

Under 200m ²	400m ² +
200m ² - 300m ²	Other
300m ² - 400m ²	Please specify:

To help give you an idea of what different plot sizes look like, here are some examples of typical plot sizes for different dwelling types in Portsmouth:



Declaration

I confirm that in submitting this form, I am confirming that I am interested in acquiring a plot suitable for self-build or custom-build housing Portsmouth.

Signature of lead contact: (type name if completing electronically)

Date:

Thank you for providing the above information. When your application form is received it will be checked to ensure that you meet the legal requirements for inclusion on the Self-Build and Custom Housebuilding Register.

You will be notified of the outcome within 28 days and we will contact you if we require any further information.

Completed forms should be emailed to planningpolicy@portsmouthcc.gov.uk or posted to Planning Policy, City Development, Portsmouth City Council, Civic Offices, Guildhall Square Portsmouth PO1 2AU