

Self-Build and Custom Housebuilding Register Application Form for Individuals



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 individuals who wish to be included on the register; if you are part of an association please find the application form for associations 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Personal data will not be published or shared with bodies external to the Council, unless you give your written consent.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 You

First Name:

Last Name:

Contact Address:

Postcode:

Contact Telephone Number:

Contact Email Address:

Eligibility Criteria

To go on the register you must be:

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

What is your nationality?

Do you meet this criteria?

Yes

No

To go on the register you must be aged 18 or over.

What is your date of birth?

Do you meet this criteria?

Yes

No

Local Connection

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.

Do you meet one or more of the above local connection criteria?

Yes

No

You are 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).

About Your Project

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?

Yes

No

What type of plot are you interested in?

A single plot of land to build your own home

A plot with a group of other custom builders

A plot that is part of a new build housing development

Any

What are your preferences for the location of the plot?

Baffins

Drayton & Farlington

Nelson

Central Southsea

Eastney & Craneswater

Paulsgrove

Charles Dickens

Fratton

St Jude

Copnor

Hilsea

St Thomas

Cosham

Milton

Any

What size plot are you interested in?

Under 200m²

400m²+

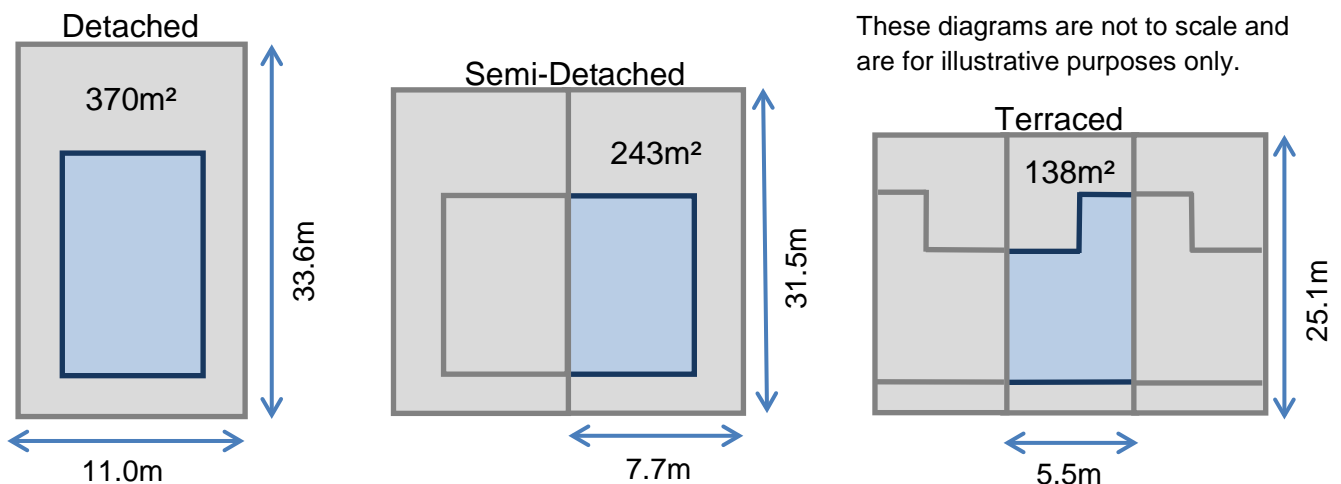
200m² - 300m²

Other

300m² - 400m²

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:



What type of home are you interested in building?

- | | |
|------------------------|-----------------|
| Detached house | Apartment/ flat |
| Semi-detached house | Other |
| Terraced house | Please specify: |
| Detached bungalow | |
| Semi-detached bungalow | |

How many bedrooms do you require?

- 1
- 2
- 3
- 4+

What other features would you like to include in your home?
(for example, garage, parking, low-carbon design)

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: (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.

Please notify us in writing if at any time your details change or if you wish to be removed from the register.

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