

For Council use only

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Rec’d…………………...

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**Exeter City Council**

**Self build and Custom Housebuilding Register**

**Application Form for entry on the Register**

**Statement**

The Self-build and Custom Housebuilding Act 2015 requires Councils to keep a register of people who want to acquire a serviced plot of land in the City Council’s area in order to build or commission a home that will be their sole or main residence. To apply to be on this register you will need to complete this application form and submit it to the Council.

The form is designed to collect the information required by the Self-build and Custom Housebuilding (Register) Regulations 2016. This will provide an important source of information about demand for self-build and custom housebuilding in the area. It is also an opportunity for you to provide additional information which supports a greater understanding about that demand.

Data recorded on Exeter Self-Build and Custom Housebuilding Register (“the Register”) may be used

* As evidence of the demand for self-build and custom housebuilding
* To inform Exeter City Council’s decision making and activities relating to the functions of planning, housing, regeneration and disposal of the Council’s land
* To contact you about your intentions and information
* To put you in contact with organisations who can assist you with your project, and to alert you to self build or custom housebuilding opportunities in the Council’s area or to training opportunities.

The information for the Register is collected by Exeter City Council as data controller in accordance with the data protection principles in the General Data Protection Regulations 2018. The Council will publish aggregated data from the register as evidence of demand for self-build and custom housebuilding but your personal details will not be disclosed to any third party unless you give us express consent to do so. Further details about how the Council will look after your data can be found in the Council’s Data Privacy Notice: <https://exeter.gov.uk/council-and-democracy/council-information/data-protection/privacy-notices/>.

Any person with an entry on the Register may request its removal by writing to the City Council or amend it by completing and submitting a new form to the Council.

By submitting this form you are applying as an individual or as an association of individuals to be entered on the Register. The form requires you to confirm that you as an individual is seeking, or that each member of the association is seeking (either alone or with others), to acquire a serviced plot of land in Exeter City Council’s area in order to build or commission a house to occupy as your sole or main residence.

**Declaration :** I confirm that I have read, understood and accept the content of the statement set out above:

Signed…………………………………………………………………..Date…………………….

SUBMISSION ON FORMS THAT ARE NOT SIGNED AND DATED WILL NOT BE ACCEPTED

**Exeter Self build and Custom Housebuilding Registration Form**

Further guidance about self and custom housebuilding and eligibility criteria for entry on the Register is available on the City Council’s website.

**Part 1** – Please complete all of Part 1

Note: Items marked with an asterisk (\*) are required by the Self Build and Custom Housebuilding (Register) Regulations 2016.

1. \* Is this application submitted by

an individual?

Please insert an X in one box only

or

by an association of individuals?

1. \* Where the applicant is an individual please confirm the individual is seeking to acquire a serviced plot of land within the administrative area of Exeter City Council to build a house to occupy as that individual’s sole or main residence

Please insert an X to confirm

1. \* Where the applicant is an association please confirm that each member of the association is seeking (either alone or with others) to acquire a serviced plot of land within the administrative area of Exeter City Council to build a house to occupy as that individual’s sole or main residence

Please insert an X to confirm

1. For the individual or all those individuals in the association, for whom this application for entry on the Register is being made, please provide the following information.

Please use an additional sheet if more than 3 individuals

|  |  |
| --- | --- |
| Information | Individuals |
|  | 1 | 2 | 3 |
| Date of Birth \* |  |  |  |
| Nationality \* |  |  |  |
|  |  |  |  |
| *Contact details* |  |  |  |
| Title \* |  |  |  |
| First Name \* |  |  |  |
| Last Name \* |  |  |  |
| Address (Line 1) \* |  |  |  |
| Address (Line 2) \* |  |  |  |
| Post Town/City \* |  |  |  |
| Postcode \* |  |  |  |

1. Where the applicant is an individual please provide the following

 Your telephone number ……………………………………………………..………

 Your e-mail address………………………………………………………………….

1. Where the applicant is an association of individuals please provide the following information:

|  |  |
| --- | --- |
| Name of the association \* |  |
| *Association’s address details* |  |
| Address (Line 1) \* |  |
| Address (Line 2) \* |  |
| Post Town/City \* |  |
| Postcode \* |  |
| Tel No |  |
| e-mail address |  |
| How many serviced plots of land in the administrative area of Exeter City Council are the members of the association seeking to acquire?\* |  |

1. Are you a corporate body acting on behalf of the association?

 Yes/No (*delete as appropriate)*

1. Where the applicant is an association of individuals and the address for the lead contact is different from the address of the association, please provide the following information:

|  |  |
| --- | --- |
| *Lead contact details* : |  |
| Title \* |  |
| First Name \* |  |
| Last Name \* |  |
| Organisation\* *(if relevant)* |  |
| Address (Line 1) \* |  |
| Address (Line 2) \* |  |
| Post Town/City \* |  |
| Postcode \* |  |
| Tel No |  |
| e-mail address |  |

**Part 2 …** **Request for additional information**

1. This form is also an opportunity for you to provide more details about your interest in self build and custom build. This might be your connection to the local area, the number of adults and children in the household, and your current housing circumstances. You could describe the nature of your project and where you wish to build. You might refer to the finances you may have in place and what you have done to progress your project. You could indicate what skills and experience you have and what help would be useful to progress the project. This type of information helps to support a greater understanding of the nature of demand for self build and custom housebuilding in this area.

Please add more sheets or attach documents with your application form if needed

**Please return the completed form**

By e-mail to Katharine.Smith@exeter.gov.uk

By post to City Development

 Exeter City Council

 Civic Centre

 Paris Street

 Exeter

 EX1 1NN

For more information please see the Council’s website

<https://exeter.gov.uk/selfbuildregister/>

Or telephone:

Katharine Smith 01392 265283