



Hertsmere Borough Council
Self-build and Custom Housebuilding Register
APPLICATION FOR ENTRY IN THE REGISTER
Guidance Notes

What is the Self-build and Custom Housebuilding Register?

The Self-build and Custom Housebuilding Register will provide information on the demand for self-build and custom housebuilding in the local area. The Council needs to have regard to it when preparing local planning policy and determining planning applications, and exercising its housing, regeneration and land disposal functions. Please note however that successful inclusion on the register does not require the Council to identify a specific plot(s) for you or your association.

Who should use the form, Application for Entry in the Register?

- Any adult individual may use this form to apply to the Council to have their details placed on the Self-build and Custom Housebuilding Register. The form may be used for a new application or to add or amend details of an entry which is already on the register.
- You should make the application on behalf of your own household or on behalf of an association of individuals or households.

A household may consist of 1, 2 or more people living together. The household may already exist and living together, or be concealed and waiting to form (e.g. an adult living with parents, or sharing, and seeking to live in a separate home; two adults living with others and seeking to make their own home together). We recommend you nominate one individual per household and provide details for that person – whether applying as an individual (household) or association. This will help you by limiting the amount of information it is necessary to provide. It will help us to better understand the demand for plots of land.

Who is eligible for entry into the Register?

- An individual/household or an association

An individual (household) is eligible for entry in the Register if the named individual is:

- a) aged 18 or over;
- b) a British citizen, a national of an EEA (European Economic Area) state other than the United Kingdom, or a national of Switzerland; and
- c) seeking (either alone or with others) to acquire a serviced plot of land in the authority's area to build a house to occupy as their sole or main residence.

An association is eligible for entry in the Register if each named member of the association meets the criteria set out for an individual.

Why is the information, we are asking for, needed?

- Some information is required by the Regulations. This is marked with an asterisk (*) on the application form. Without it we cannot place your details on the Register.
- The other information will help us to:
 - a) maintain contact with you; and
 - b) determine the extent and nature of local demand for self-build and custom housebuilding plots – this is important when the Council is considering its housing or planning policies or disposal of land. For example, the Council may draft specific planning policies for the provision of self-build and custom housebuilding plots in the new Local Plan which is under preparation.

We expect the Government to provide further guidance on registers. If this requires us to collect other information, we will contact you.



How will the information be used?

The Register itself will not be published. However headline data will be used in the exercise of the Council's housing, planning, regeneration and land disposal functions, and published from time to time. Publication will include the annual Authority Monitoring Report.

Completing the Application form

- The declaration at the end of the form should be completed for every application. This confirms that you (or each member of your association) are seeking to acquire a serviced plot of land on which to build a house that will be occupied as your own sole or main residence.
- Individuals should complete Sections 1, 2 and 4.
- Associations should complete Sections 1, 3, 4 and 5.

Section 1 asks whether the application is being made on behalf of an individual/household or an association, and whether it is a new application or seeks to amend an existing entry on the Register.

The information you provide can be updated at any time, as circumstances change and/or members join or leave an association.

Section 2 asks you to provide details if the application is made by an individual (household). Name, address, date of birth and nationality are required by the Regulations.

Section 3 asks for details of the association, if the application is made on behalf of an association. The Regulations require the name and address of the association. They also require the name, address, date of birth and nationality of the lead contact for the association. **Section 5** requests the name, address, date of birth and nationality of each member of the association, as required by Regulation. There is no limit on the number of members in an association.

Section 4 asks about the plots of land you or your association wish to acquire. For an individual (household) this will be one. For an association, you must state the number as required by the Regulations.

You may be looking for a plot anywhere in the borough, but equally may prefer to be at a particular place. It is helpful for the Council to know if there is any locational preference and where that is. Please base your answer on specific settlements, and if relevant state preferences in order of priority (with the most preferred location first).

We also need to know when the land is required and the size of property in order to help us facilitate the right supply of plots. We suggest that you provide as accurate estimate as possible, limiting any assumption about spare bedrooms to a maximum of one.

Lastly, please let us know whether you have applied to be added to the Self-build and Custom Housebuilding Register within any other Local Authority areas. This will help inform us about the extent of your search for a building plot, and will also allow us to estimate demand more accurately as we will know how many entries duplicate those on other Council's Registers.

Further information

- [Self-build and custom housebuilding: draft planning practice guidance](#) – draft Government guidance
- [Self-build Homes](#) – information on the Planning Portal website
- [The Self-build and Custom Housebuilding \(Register\) Regulations 2016](#)
- [Self-build and Custom Housebuilding Act 2015](#)