

SELF AND CUSTOM BUILD REGISTER – GUIDANCE NOTES

Introduction

The Self-build and Custom Housebuilding Act 2015 requires the Council to keep a register of individuals and associations of individuals who are seeking to acquire serviced plots of land in Dartford for their own self-build and custom housebuilding.

Self-build housing is when someone directly organises the design and construction of their new home, while custom build housing is typically defined as when someone commissions a specialist developer to help to deliver their own home.

Any proposals for self-build or custom-build housing will require a formal planning application and will be subject to all relevant planning policies, e.g. Green Belt restrictions. We have a Pre-Application Planning Advice service which we encourage you to use if you would like to discuss your self-build or custom-build proposal with us. For further information on this, please see the weblink [here](#).

The Register

We will use the Register to inform us about the level of demand for self-build and custom build plots in the borough so we can plan to meet this need. Entering the register does not guarantee that a suitable plot will be identified or made available to applicants. We are not obliged to find plots that match your specific requirements so you may have to undertake your own research to identify a suitable plot.

Parts 1 & 2 of the Register

The Register is divided into Part 1 and Part 2. Individuals or associations who apply for entry on the Register and meet all the eligibility criteria, including the local connection test, will be entered on Part 1. Those who meet all the eligibility criteria except for the local connection test will be entered on Part 2 of the Register. Further information on the eligibility criteria and local connection test are set out below.

Eligibility Criteria

Each individual applicant and every member of an association of individuals that applies for entry on the register must be:

- aged 18 or over;
- a British citizen, a national of an EEA state other than the UK or a national of Switzerland; and
- seeking (either alone or with others) to acquire a serviced plot of land in the Dartford Borough area to build a house to occupy as that individuals sole or main residence

For entry onto Part 1 of the Register individual applicants and one member of an association must also meet at least one criteria of the local connection test below.

Please fill in the application form if you are a couple or members of the same household. You can apply as an individual applicant and nominate one person as the 'lead contact' whose name and address will be included in the register.

Any documentary evidence to support local connection must be submitted alongside the application form (see below).

Local Connection Test

The Self-Build and Custom Housebuilding Regulations 2016 allow Local Planning Authorities to introduce a local connection test to their registers.

Applicants who meet at least one of the following local connection test criterion will join Part 1 of the Register, providing they also meet the standard eligibility criteria:

- The applicant or partner has lived in the Borough of Dartford continuously for at least two years prior to application.
- Serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service.
- Former members of the regular forces who have been discharged within the past 10 years, who have a housing need and can demonstrate a local link such as previous residence, family or employment.
- Bereaved spouses or civil partners of those serving in the regular forces where:
 - (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and
 - (ii) the death was wholly or partly attributable to their service.

Applicants will need to submit evidence of their local connection and ID such as Bank Statements, passport etc. and where a connection applies regarding military service, a letter from the Ministry of Defence will be required.

The Council reserves the right to ask for further evidence from applicants in support of the local connection at a later date if required, including confirmation with the Royal British Legion.

A member of an association must meet at least one local connection test criteria for an association to be entered onto Part 1 of the Register.

Privacy notice

We will use the information you provide to process your application to join the Dartford Self-build and Custom Housebuilding Register.

We will not share it with any third parties.

However, the Council may, from time to time, disclose information from the Register to other local authorities. This information will be used to determine the level of demand for self-build and custom housebuilding across our wider Housing Market Area. The Council may also publish anonymised headline data - such as the overall demand for self-build and custom build in Dartford. This does not include personal data.

In accordance with the Self-build and Custom Housebuilding Regulations 2016, we store your information on the register unless an individual or association submits a written request to be removed from the Register, or an entry is no longer eligible for the Register.