

DARTFORD

BOROUGH COUNCIL

Self-build and Custom Housebuilding Register

APPLICATION FOR ENTRY IN THE REGISTER

Self-build and Custom Housebuilding Act 2015
The Self-build and Custom Housebuilding (Register) Regulations
2016

For office use _____

Reference No:

Date received:

You can use this form to register your interest in acquiring land for Self-build and Custom Housebuilding in Dartford. Please return it to Dartford Council:

By email: housingpolicy@dartford.gov.uk

By post: Housing Policy, Dartford Borough Council, Civic Centre, Home Gardens,
Dartford, Kent DA1 1DR.

By registering your details, you are agreeing that we can use the data you provide to understand the demand for self-build and custom-build housing. While the register will not itself be published, we will publish headline data from it as and when we consider appropriate.

Further information and guidance on completing this form is available on the Council's website.

<http://www.dartford.gov.uk/by-category/housing2/housing/other-housing-services/self-and-custom-build-register>

It is important that you provide all of the information marked with an asterisk (*). These details are required by the Regulations and we cannot place you or your association on the Register without them.

1. Which of the following applies to you? (please tick as appropriate)

1a	About the application*	
	I am making a new application (Please complete the form as fully as possible)	<input type="checkbox"/>
	OR	
	I am making an application to amend details held on the Council's Register (Please complete your name and address, along with the parts of the form relevant to the information you wish to add/amend)	<input type="checkbox"/>
1b	About me*	
	I am applying as the nominated member of an individual household (If yes, go to Section 2)	<input type="checkbox"/>
	OR	

I am applying as a member of a group of households or association (If yes, go to Section 3)	<input type="checkbox"/>
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Note: While any adult individual may apply to be included on the register, we recommend you apply on behalf of your household or your association of households. A household may consist of 1, 2 or more people living together. The household may already exist or may be concealed (e.g. an adult living with parents may be seeking to live in a separate home).

2. Details for an Individual Household

2a	*Title	
2b	*First name	
2c	*Last name	
2d	*Home Address	
2e	Correspondence address (if different from home address)	
2f	Telephone number	
2g	Email address	
2h	*Date of birth	Day: Month: Year:
2i	*Nationality	
2j	*Have you or your partner lived continuously in Dartford Borough for at least 2 years up to the date of this application? (evidence will be required to confirm this)	Yes / No
2k	*Are you or your partner a serving member of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to your service?	Yes / No
2l	*Are you or your partner a serving member of the regular forces or ex-service personnel discharged within the last 10 years who have a housing need and can demonstrate a local link such as previous residence, family or employment?	Yes / No
2m	*Are you or your partner a bereaved spouse or civil partner of those that served in the regular forces where you have recently ceased to be or will cease to be entitled to reside in Ministry of Defence accommodation following the death of a service spouse or civil partner where their death was wholly or partly attributable to their service?	Yes / No

Note: If you answered Yes to question 2j above, you will need to provide evidence of your residential and ID status such as bank statements and passport. If you answered Yes to questions 2k, 2l or 2m above, you will need to provide a letter confirming service with the Ministry of Defence. Documents should be submitted with the application form (copies only).

Please go to Section 4

3. Details for an Association

The Association

3a	*Name of Association	
3b	*Address of Association	

Lead Contact for the Association

3c	*Title	
3d	*First name	
3e	*Last name	
3f	*Address (if different from the Association's address)	
3g	Telephone number	
3h	Email address	
3i	*Date of birth	Day: Month: Year:
3j	*Nationality	
3k	*Have you or your partner lived continuously in Dartford Borough for at least 2 years up to the date of this application?	Yes / No
3l	*Are you or your partner a serving member of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to your service?	Yes / No
3m	*Are you or an association partner a serving member of the regular forces or ex-service personnel discharged within the last 10 years who have a housing need and can demonstrate a local link such as previous residence, family or employment?	Yes / No
3n	*Are you or an association partner a bereaved spouse or civil partner of those that served in the regular forces where you have recently ceased to be entitled to reside in Ministry of Defence accommodation following the death of a service spouse or civil partner where their death was wholly or partly attributable to their service?	Yes / No

Note: If you answered Yes to question 3k above, you will need to provide evidence of your residential and ID status such as bank statements and passport. If you answered Yes to questions 2l, 2m or 2n above, you will need to provide a letter confirming service with the Ministry of Defence. Documents should be submitted with the application form (copies only).

Please go to Section 4, and after that list all the members of the association with their details (i.e. complete Section 5).

4. Plots of Land required			
Please provide more information about the plot or plots you or your association are seeking to acquire.			
Nature of the Plot(s) – in Dartford			
4a	How many plots are you seeking to acquire? * (Please state the number)		
4b	Where do you wish to build (in Dartford)?	<input type="checkbox"/> Anywhere <input type="checkbox"/> In selected location(s)	
4c	If you have particular location preferences, please state in order of priority (with the highest priority first)		
4d	When is the land required?	<input type="checkbox"/> Within 1 year <input type="checkbox"/> In 1-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> After 10 years	
4e	What size of home(s) are you / your association members seeking to build? (Please state the number where relevant)	No. of bedrooms	No. of plots required at each size
		1	
		2	
		3	
		4	
5 or more			
4f	Please add any further information about the nature of the plots required, if you wish		
Outside Dartford			
4g	Have you applied to be added to the Self-build and Custom Housebuilding Register within any other local authority area?	<input type="checkbox"/> Yes <input type="checkbox"/> No, but plan to apply in the future <input type="checkbox"/> No (and no plans to apply elsewhere)	
4h	If yes, or if you plan to apply in the future, please state the local authority areas(s)?		

5. Association members		
In order to make an application on behalf of an association, you need to provide the name, address, date of birth and nationality of each adult member of the association. While you may list every individual, we recommend that each member of the association is a nominated member of a separate household.		
Association Member Details		
5a	*Title	
5b	*First name	
5c	*Last name	
5d	*Home Address	
5e	Correspondence address (if different from home address)	

5f	Telephone number	
5g	Email address	
5h	*Date of birth	Day: Month: Year:
5i	*Nationality	
Association Member Details		
5a	*Title	
5b	*First name	
5c	*Last name	
5d	*Home Address	
5e	Correspondence address (if different from	
	home address)	
5f	Telephone number	
5g	Email address	
5h	*Date of birth	Day: Month: Year:
5i	*Nationality	
Association Member Details		
5a	*Title	
5b	*First name	
5c	*Last name	
5d	*Home Address	
5e	Correspondence address (if different from	
	home address)	
5f	Telephone number	
5g	Email address	
5h	*Date of birth	Day: Month: Year:
5i	*Nationality	
Please continue on additional sheets if required.		

Declaration

I confirm that:
 I am seeking to acquire a serviced plot of land on which to build a house to be occupied as my sole or main residence; OR

Each person whose details are provided in Section 5 is seeking to acquire a serviced plot of land on which to build a house to be occupied as their sole or main residence

Name of person completing the form
.....

Signed.....
Date:.....

By signing this form I confirm that, to the best of my knowledge, the details supplied on this form are true

and accurate.

DATA PROTECTION -. We will collect and use your personal information to administer our self-build and custom housebuilding register process.

Our **lawful basis** for processing your personal information is that it is necessary for the performance of a task in the public interest or in the exercise of official authority vested in us pursuant to the Self-build and Custom Housebuilding (Register) Regulations 2016.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller dataprotection@dartford.gov.uk

Please refer to our [Corporate Privacy Notice](#) and the [Privacy Notice for the Housing Services \(Landlord and Tenant\)](#) for further details of how we process your personal information and your rights.