**Application for entry onto the Runnymede Self-Build and Custom Housebuilding Register**

Government legislation places a duty on local councils to maintain a register of people who are seeking to acquire land for self or custom housebuilding. Councils are required to have regard to these registers in carrying out their planning functions. To apply to be put on this register, please complete the form below and submit with the necessary evidence required to:

* Email: planningpolicy@runnymede.gov.uk
* Post: Planning Policy and Strategy Team, Runnymede Borough Council, Addlestone Civic Centre, Addlestone, Surrey, KT15 2AH

Please note:

* An application does not guarantee inclusion on the register and registration does not guarantee a suitable plot will be identified, or become available. The normal planning permission process must still be followed for self/custom build housing.
* If applying as a group, all group members must meet the local eligibility conditions. To see what is required to prove eligibility, please refer to the advisory notes available here on the Self and Custom Build webpage of the Council’s website.
* All supporting evidence must be copies and **not** original documents.

Please note mandatory questions are identified by an asterisk (\*) and these questions must be completed to allow your registration. The Planning Policy and Strategy team recommend you answer as many questions as possible to help the Council better assess your self/custom build preferences and requirements.

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| **PART A** |

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| 1. **Contact Details**
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| **Are you applying as: \***An individual - (If you are part of a couple or other household group that wants to register for a single plot) [ ]  As a group – (if you are representing a self-build group and would like to make an application on behalf of the group) [ ] If you are applying as a group then the lead contact needs to complete the whole of Part A and the rest of the group need to complete Part B. Please note that if applying as a group Part B is mandatory. |
| **Title:**……..  | **First name: \***……..  | **Last name: \***……..  |
| **Address: \***……..  |
| **Correspondence address (if different from above): \***……..  |
| **Telephone Number:**……..  | **Email address: \***……..  |

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| 1. **About you**
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| **Are You Over 18 Years of Age?: \*** Yes [ ]  No [ ]  | **Your nationality: \***UK Citizen [ ]  A National of Switzerland [ ]  A National of the EEA [ ]  None of the above [ ]  Please include relevant documentation to prove your age and nationality – see the advisory notes for details.  |
| **What will your Self-build or Custom build project be used for: \***Sole or main residence (home you usually live at, spend majority of your time at, [ ] are registered at for tax and voting purposes) Second home (you live in for short periods; i.e. holiday home, weekend retreat) [ ]  Rented out (i.e. holiday let, private rental) [ ]   |
| **What is your local connection to the Borough of Runnymede:\***Resident of the borough for at least three consecutive years [ ]  Previously a resident of the borough for a period of three consecutive years within the past 5 years [ ]  Employed in the borough and have been for the past 12 consecutive months[[1]](#footnote-1) [ ]  Currently self-employed, with an ongoing viable venture where the work is within the Borough, and has been for the past 12 consecutive months[[2]](#footnote-2) [ ]  I am a member of the Armed Forces or have been within the past 5 years [ ]  None of the above [ ]  Please ensure that you have included relevant documentation to support your claim to a local connection – see advisory notes.  |
| **Officers are requesting evidence from applicants which demonstrates that they have sufficient funds to purchase a plot of land for their self-build project. Do you have the ability to fund a self-build or custom build plot of at least £259,333?** \*Yes [ ]  No [ ]  Please ensure that you have included relevant documentation to support your claim to a local connection – see advisory notes.  |
| 1. **Information about the self/custom build**
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| **Type of Self-build or Custom Build project interested in:** Individual full/part DIY self-build [ ]  Individual developer custom build [ ]  Group led self-build [ ]   Developer led group custom build [ ]  Self-finish [ ]   Affordable housing [ ]  Not decided [ ]   Other [ ]   |

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| **Type of home you want to develop/build:**Detached House [ ]  Semi-detached House [ ]  Terraced House [ ]  Bungalow [ ]  Flat/maisonette [ ]  No preference [ ]   |

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| **If there are certain parts of the Borough of Runnymede that you would be interested in for a Self-build or Custom build project, please confirm below. Otherwise it will be assumed that you would be interested in considering plots in any part of the Borough.** |
| **Do/have you:**Found a plot but don’t own it [ ]  Own a plot that you think would be suitable [ ] Neither of the above [ ]  | **Number of bedrooms:**  |
| **I am interested in a project of:**An individual home [ ] 2-4 homes on a site [ ] 5-9 homes on a site [ ] 10+ homes on a site [ ]   | **How quickly do you think you would be able to progress if a site became available?** \*Under 6 months [ ]  6 months – 1 year [ ]  1– 2 years [ ]  3-5 years [ ]  More than 6 years [ ]   |

**PART B\***

If you are applying as a group then the lead contact needs to complete the whole questionnaire and the rest of the group need to complete the table below. Please be aware that supporting documents must be provided for all members of the association to indicate age and nationality, local connection, and financial eligibility.

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|  | **Name** | **Address** | **Date of Birth** | **Nationality**  | **Total no. of serviced plots of land in the relevant authority’s area the members of the association are seeking to acquire** |
| Association  | …….. | …….. | N/A | N/A | …….. |
| Person 1 | …….. | …….. | …….. | …….. | N/A |
| Person 2 | …….. | …….. | …….. | …….. | N/A |
| Person 3 | …….. | …….. | …….. | …….. | N/A |
| Person 4 | …….. | …….. | …….. | …….. | N/A |
| Person 5  | …….. | …….. | …….. | …….. | N/A |
| Person 6 | …….. | …….. | …….. | …….. | N/A |
| Person 7 | …….. | …….. | …….. | …….. | N/A |
| Person 8 | …….. | …….. | …….. | …….. | N/A |
| Person 9 | …….. | …….. | …….. | …….. | N/A |
| Person 10 | …….. | …….. | …….. | …….. | N/A |

If there are additional group members, please continue on another page.

1. Employment must be more than 16 hours per week and where working hours fluctuate, an average will be taken over 12 months [↑](#footnote-ref-1)
2. Self-employment must be more than 16 hours per week and where working hours fluctuate, an average will be taken over 12 months [↑](#footnote-ref-2)