



Self-build and Custom Housebuilding Register

Applicant Guidance Notes

- Please read all sections of these notes carefully before completing and submitting your application

A. Local Connection

The Self-build and Custom Housebuilding Regulations 2016 allow local authorities to apply a “local connection test” to applications to join the register. Whilst any applicants without a local connection can still join the register (subject to the other eligibility criteria being met – see Section B below), each local authority will only be required to grant enough planning permissions for serviced plots to meet the demand arising on the register from those with a local connection.

Should such a test be applied, a separate register will be kept by authorities of those applicants without a local connection; each authority will have regard to this register in their plan-making.

South Staffordshire Council has chosen to implement a local connection test. Only those individuals (or members of associations) meeting at least one of the following criteria will be deemed to have a local connection to the district:

- Person/s whose primary place of residence:
 - Is in the district of South Staffordshire and has been so for not less than three (3) out of the past five (5) years; or
 - Was in the district of South Staffordshire for not less than ten (10) out of the past twenty (20) years; or
- Person/s whose parents, siblings, grand-parents or adult children have their primary place of residence in the district of South Staffordshire and have done so for not less than three (3) out of the past five (5) years or for not less than ten (10) out of the past twenty (20) years; or
- Person/s who have their primary place of work in the district of South Staffordshire and have done so for not less than three (3) out of the past five (5) years or for not less than ten (10) out of the past twenty (20) years.

NB: Any person in service of the regular armed forces of the Crown is deemed to satisfy the above test whilst in service and for a period after leaving service of 10 years.

You are required to confirm whether or not you have a local connection to the district (as referenced above) at **Section 5** of the application form. If applicable, you must also then provide details of your connection to the district and clearly state how you meet one of the above criteria. If you do not provide this information, you will not be deemed to have a local connection to South Staffordshire.

B. Eligibility to join the Council's register

In order to join the Council's register, you (and all members if applying as an association) must meet the following eligibility criteria:

1. Aged 18 or over
2. A British citizen, a national of an EEA other than the United Kingdom, or a national of Switzerland
3. Seeking (either alone or with others) to acquire a serviced plot of land in South Staffordshire District to build a house to occupy as your sole or main residence

You are required to declare your eligibility based on the above criteria at **Section 6** of the application form.

C. Payment

The Self-build and Custom Housebuilding Regulations 2016 also allow local authorities to charge a fee for applying to be entered onto their register.

South Staffordshire Council charges an application fee of **£12** due on submission of your application.

Payments for self build applications should be made online via the Council website – [click here](#) to go to the relevant page and make your payment. Please select 'Self and custom build register' in the first dropdown box and quote 'Self build application'. Please then enter your postcode in the 'Site Address' box so we can identify your payment.

Please note your application will not be considered until payment is made. If your application to join the register is incomplete or unsuccessful, it will be returned to you and your fee will be refunded.

D. Application Determination

Please note that South Staffordshire District Council will determine your application for entry on the register within 28 days of the date that the application was received.

Notification of the authority's decision will be provided within 28 days of the date of the determination to:

- a) in the case of an individual applicant, the individual;
- b) in the case of an association, the lead contact or such other person as the authority considers to be acting on behalf of the association.

E. Amendments to register

Individuals or associations entered on the register may apply to amend that entry. Applications for amendments should be submitted in writing by the individual or, in the case of an association, the lead contact. Such amendments and notification of such will be determined in line with the timescales set out as above.

F. Removal from the register

South Staffordshire District Council must remove an entry from the register within 28 days of receiving:

- a) in the case of the individual, a written request from the individual to be removed from the register;
- b) in the case of an association, a written request for the association to be removed from the register from the lead contact or such other person as the authority considers to be acting on behalf of the association.

South Staffordshire District Council may remove an entry from the register if the authority considers that the individual (or in the case of an association, any member of the association) is no longer eligible for entry on the register. Where it is decided to remove an entry from the register South Staffordshire District Council will notify the subject of the entry and give reasons for their decision. This will be made in writing and sent within 28 days of the date of the decision to:

- a) in the case of an individual, the individual;
- b) in the case of an association, the lead contact or such other person as the authority considers to be acting on behalf of the association.

G. Data Protection

Data Controller

South Staffordshire District Council of The Council Offices, Wolverhampton Road, Codsall, South Staffordshire, WV8 1PX (telephone number 01902 696000) is what is known as the 'controller' of your personal data.

Data Protection Officer

Our 'Data Protection Officer' is Lorraine Fowkes. She can be contacted at the address and via the number given above, or by email dpo@sstaffs.gov.uk.

Purpose of Processing

As a service we process your personal data: to contact you regarding your application to join the register, to enable us to record your interest in building or commissioning your own home in the district on the register; to fulfil our statutory requirements to meet the need arising from the register through local plan making processes and by giving suitable development permissions to enough suitable serviced plots of land in the area; and to contact you about serviced plots which become available in the district.

Legal Basis

Our legal basis for processing your ordinary personal data will be either that it is necessary to do so to perform a task carried out in the public interest or in the exercise of official authority vested in us.

Recipients

Officers of the Strategic Planning Team and other officers within the council may receive/process your personal data where it is appropriate to do so. We may share information with other services in the Council where it is appropriate to do so.

Retention

If your application to join the register is successful, we will process your information until you inform us that you would like to be removed from the self-build and custom housebuilding register, as long as there is a justifiable council need to do so. For pending and unsuccessful applicants, and general correspondence relating to the register, we will process your information for up to 2 years or as long as there is a justifiable Council need to do so.

Your rights - In Brief

If we process your personal data you may, depending on your circumstances have a right of access to it; to correct inaccurate information; to restrict our processing of it or to have your personal data erased.

Complaints

Please speak to the Data Protection Officer in the first instance but if you have any concerns about the way we have processed your personal information then you can complain to the Information Commissioner.