

# Camden Council Self-build and Custom Housebuilding Register Application Form

If you wish to be entered on the Council's Self-build and Custom Housebuilding Register (the Self-build Register), please use this application form, which has been designed to guide you through the process and make sure you have included all the necessary information and evidence. You need to apply in writing, but you can send your application by email or by post provided you include all the necessary information and evidence.

To apply you will need to provide your name and address and a range of information and evidence to demonstrate that you satisfy a series of eligibility conditions. The main part of this form takes you through the eligibility conditions and the evidence required.

To apply on behalf of an association, you will need to provide this information and evidence for each member of the association that is included in the application. You will also need to provide the name and address of the association and the number of plots the association wishes to acquire.

Please do not send original documents with your application as we cannot ensure that they will be returned to you. By submitting this form you are confirming that the documents you provide are true copies.

Please make sure you copy all parts of the documents that we will need to confirm that the documents are valid and that the eligibility conditions are satisfied. If any of the documents were not issued in the current name of the applicant, please provide evidence of the name change (eg a marriage or deed-poll certificate).

Please provide all the information and evidence that the application form requests as we will need this to assess your eligibility. When we have received and assessed your application, we will confirm in writing whether you are eligible or not. We may refuse your application if the information and evidence is not sufficient to show that you are eligible.

There is an administration fee for entry on the register. You only need to pay this fee if we confirm that you are eligible.

Associations will need to pay the fee for each member they wish to include in their entry.

If we confirm that you are eligible for the register, we will also provide you with details of how to pay the administration fee. Your eligibility for the register is conditional on us receiving the administration fee and you will not appear on the register if the fee is not paid.

Further information about eligibility and the administration fee for the Self-build Register can be found on our [self-build webpage](#).

We will not publish information from the Self-build Register in a way that allows any person on the register to be identified. However, we may publish your personal information in an anonymous and aggregate form to report the number of individuals and associations seeking to acquire land in the borough for self-build and custom housebuilding, and how this has changed over time. Please read the Privacy Notice at the end of this form to find out more about how we will handle your personal information.

Please return completed forms by email to [selfbuild@camden.gov.uk](mailto:selfbuild@camden.gov.uk) or by post to:

Self-build Register  
Planning Policy  
Supporting Communities  
London Borough of Camden  
Town Hall  
Judd Street  
LONDON  
WC1H 9JE

If you are applying as an individual, please complete Sections A to E.

If you are applying on behalf of an association, please complete Sections F to K.

If you intend to self-build or custom-build a single home for a group of people who will live together as one household (eg a couple or a family), you do not need to apply as an association, or apply separately for every individual in the household to join the register.

## Application by an individual

### A. Applicant's name and details

*The self-build legislation requires you to provide all the information in this section except for your email address.*

<b>Title</b>	
<b>First Name</b>	
<b>Last Name</b>	
<b>Home Address</b>	
<b>Postcode</b>	
<b>Email Address</b> <i>You do not have to provide an email address but we will be able to contact you more easily if you do</i>	
<b>Date of Birth</b> (DD/MM/YYYY)	
<b>Nationality</b>	

## B. Eligibility conditions that apply for all parts of the register

To be entered on the register you need to provide **documentary evidence** to show that you satisfy all these eligibility conditions.

Please do not send original documents with your application as we cannot ensure that they will be returned to you.

Please mark the check box  to show that you have attached suitable documentary evidence.

Eligibility condition	Examples of acceptable evidence to show you satisfy the condition	Check box
You must be aged 18 or over	<p><i>Acceptable evidence includes any of these:</i></p> <ul style="list-style-type: none"> <li>• Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland</li> <li>• Passport</li> <li>• National identity card</li> <li>• Certificate of registration or naturalisation as a British citizen</li> <li>• Full driving licence</li> </ul>	
You must be a British citizen, a national of another EEA State or a national of Switzerland	<p><i>Acceptable evidence includes any of these:</i></p> <ul style="list-style-type: none"> <li>• Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland</li> <li>• Passport</li> <li>• National identity card</li> <li>• Certificate of registration or naturalisation as a British citizen</li> <li>• Home Office documents confirming nationality</li> </ul>	
You must have access to sufficient financial resources to acquire land valued at £360,000 (the minimum likely cost of a self-build plot in Camden)	<p><i>Please note if you intend to use a combination of income and capital/ savings to demonstrate your access to resources, you will need to show:</i></p> <ul style="list-style-type: none"> <li>• you have capital/ savings to fund a deposit of at least 5% of £360,000 (£18,000); and</li> <li>• for a single purchaser, the sum of your deposit plus 4.5 x your income is at least £360,000</li> <li>• for a joint purchaser, the sum of your deposit plus 3.5 x your joint income is at least £360,000</li> </ul> <p><i>For more information on mortgage eligibility please see <a href="https://www.moneyadvice.service.org.uk">https://www.moneyadvice.service.org.uk</a></i></p> <p><i>Evidence we will consider includes:</i></p> <ul style="list-style-type: none"> <li>• Evidence of capital and savings eg current bank statements, certificates of premium bonds, ISAs, stocks, shares and unit trusts, valuation of existing property and copy of title</li> </ul>	

	<ul style="list-style-type: none"><li>• Evidence of income eg P60, wage slips, bank statements showing regular payments from employer (please provide evidence covering at least 2 months' income)</li><li>• Confirmation by a qualified financial advisor (authorised by the FCA) that you are eligible for a mortgage sufficient to fund purchase of a property valued at £360,000 or over</li></ul> <p><i>If you are relying a relative or another party to provide financial support, you should provide signed confirmation from the relevant party, and evidence to show that the relevant party has sufficient financial resources as above.</i></p>	
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## C. Additional eligibility condition that only applies to part 1 of the register

The self-build register has two parts. The difference between the two parts of the register is explained on our [self-build webpage](#).

To be entered on part 1 of the register you need to provide **documentary evidence** to show that you satisfy an additional eligibility condition.

Please do not send original documents with your application as we cannot ensure that they will be returned to you.

**If you are applying to be entered on part 2 of the register, you do not need to complete this section of the application form.**

There are two ways to satisfy the additional eligibility condition. The first relates to long-term residence in the borough, the other relates to current and former armed services personnel.

Please mark the check box  to show which that you have attached suitable documentary evidence.

Ways to satisfy the eligibility condition	Examples of acceptable evidence to show you satisfy the condition	Check box
<p><i>Either:</i></p> <p>1. You must have lived in the London Borough of Camden for at least five of the past seven years</p>	<p><i>You will need to provide evidence showing you were living at an address in the borough for each calendar year of the five years. Acceptable evidence includes any of these:</i></p> <ul style="list-style-type: none"> <li>• Utility bills (eg gas, electricity, water) (NB mobile phone bills are not accepted)</li> <li>• Council tax bills</li> <li>• Tenancy agreement</li> <li>• Mortgage statement</li> <li>• Official correspondence (eg from a government department, Camden Council, a bank or a building society)</li> </ul>	
<p><i>Or:</i></p> <p>2. You must be currently in the service of the regular armed forces of the Crown, or have been formerly in the services no more than seven years ago</p>	<p><i>Acceptable evidence includes any of the following relating to a date no more than seven years ago:</i></p> <ul style="list-style-type: none"> <li>• Identity card issued by one of HM's UK armed forces</li> <li>• Confirmation document issued by one of HM's UK armed forces or the Secretary of State</li> <li>• Discharge papers/ form</li> <li>• Record of service papers/ document</li> <li>• Armed forces pay statement or P60</li> </ul>	

## D. Your requirements (optional)

You can use this box to tell us anything about your plot requirements that may help us to help you

## E. Declaration

To be entered on the register you need to be seeking to acquire land in the borough for your own self-build or custom housebuilding, and you need to pay the fee set by the Council.

Please mark the check box  to confirm that you agree to each part of the declaration.  
Please sign the declaration if you are sending your application form by post.

**Check  
box**

I confirm that I am seeking to acquire land in Camden for a self-build or custom-build house for my own occupation.

I confirm that I am willing to pay the administration fee.  
(if your application demonstrates that you are eligible for entry on the register we will provide you with details of how to pay the fee once we have assessed the application)

By submitting this form I confirm that:

- all the information submitted is accurate to the best of my knowledge, and can be relied upon by the Council for the purposes of the register; and
- all documents submitted are true copies; and
- I understand that the Council has powers (under regulation 10(2)(a) of the Self-build and Custom Housebuilding Regulations 2016) to remove a person (or association) from the register where the Council considers that the person (or association) is no longer eligible for entry on the register.

The Council reserves its right to pass on any evidence of fraud or attempt to deceive to the relevant authorities.

Signature: ..... Date: .....  
(only for applications sent by post) (DD/MM/YYYY)

If you are applying on behalf of an association, please complete Sections F to K.

If you are applying as an individual, please complete Sections A to E.

If you intend to self-build or custom-build a single home for a group of people who will live together as one household (eg a couple of a family), you do not need to apply as an association, or apply separately for every individual in the household to join the register.

## Application on behalf on an association

### F. Name and address of association and lead member

*The lead member is the person who acts on behalf of the association as the contact for the Council.*

*The self-build legislation requires you to provide all the information in this section except for the email address.*

<b>Association Name</b>	
<b>Association Address</b>	
<b>Postcode</b>	
<b>Title of Lead Contact</b>	
<b>First Name of Lead Contact</b>	
<b>Last Name of Lead Contact</b>	
<b>Address of Lead Contact</b> <i>If different from the Association Address</i>	
<b>Postcode</b>	
<b>Email Address</b> <i>You do not have to provide an email address but we will be able to contact you more easily if you do</i>	



## G. Names and details of each member

*The self-build legislation requires you to provide all the information in this section.*

	<b>Name</b> (title, first name, last name)	<b>Home Address and Postcode</b>	<b>Date of birth</b> (DD/MM/YYYY)	<b>Nationality</b>
1				
2				
3				
4				
5				
6				
7				

8				
9				
10				
11				
12				
<b>Please add more rows/ more pages if required</b>				

## H. Requirements of the association

*If you are applying on behalf of an association you need to tell us how many plots of land the members of the association are seeking to acquire in the borough*

<b>Number of plots required</b>	
<b>Additional details</b> <i>You can use this box to tell us anything about the association's plot requirements that may help us to help the association</i>	

## I. Eligibility conditions that apply for all parts of the register

To be entered on the register each member of the association needs to provide **documentary evidence** to show that they satisfy all these eligibility conditions.

Please do not send original documents with the application as we cannot ensure that they will be returned.

Please mark the check box  to show that you have attached suitable documentary evidence for each member.

You can complete this section separately for each member of the association if you wish.

Eligibility condition	Examples of acceptable evidence to show each member satisfies the condition	Check box
Each member must be aged 18 or over	<p><i>Acceptable evidence includes any of these:</i></p> <ul style="list-style-type: none"> <li>• Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland</li> <li>• Passport</li> <li>• National identity card</li> <li>• Certificate of registration or naturalisation as a British citizen</li> <li>• Photo card driving licence</li> </ul>	
Each member must be a British citizen, a national of another EEA State or a national of Switzerland	<p><i>Acceptable evidence includes any of these:</i></p> <ul style="list-style-type: none"> <li>• Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland</li> <li>• Passport</li> <li>• National identity card</li> <li>• Certificate of registration or naturalisation as a British citizen</li> <li>• Home Office documents confirming nationality</li> </ul>	
Each member must have access to sufficient financial resources to acquire land valued at £360,000 (the minimum likely cost of a self-build plot in Camden)	<p><i>Please note if you intend to use a combination of income and capital/ savings to demonstrate your access to resources, you will need to show:</i></p> <ul style="list-style-type: none"> <li>• you have capital/ savings to fund a deposit of at least 5% of £360,000 (£18,000); and</li> <li>• for a single purchaser, the sum of your deposit plus 4.5 x your income is at least £360,000; or</li> <li>• for a joint purchaser, the sum of your deposit plus 3.5 x your joint income is at least £360,000.</li> </ul> <p><i>For more information on mortgage eligibility please see</i>  <a href="https://www.moneyadvice.service.org.uk">https://www.moneyadvice.service.org.uk</a></p> <p><i>Evidence we will consider includes:</i></p> <ul style="list-style-type: none"> <li>• Evidence of capital and savings eg current bank statements, certificates of premium</li> </ul>	

	<p>bonds, ISAs, stocks, shares and unit trusts, valuation of existing property and copy of title</p> <ul style="list-style-type: none"><li>• Evidence of income eg P60, wage slips, bank statements showing regular payments from employer (please provide evidence covering at least 2 months' income)</li><li>• Confirmation by a qualified financial advisor (authorised by the FCA) that you are eligible for a mortgage sufficient to fund purchase of a property valued at £360,000 or over</li></ul> <p><i>If you are relying a relative or another party to provide financial support, you should provide signed confirmation from the relevant party, and evidence to show that the relevant party has sufficient financial resources as above.</i></p>	
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## J. Additional eligibility condition that only applies to part 1 of the register

The self-build register has two parts. The difference between the two parts of the register is explained on our [self-build webpage](#).

To be entered on part 1 of the register each member of the association needs to provide **documentary evidence** to show that they satisfy an additional eligibility condition.

Please do not send original documents with the application as we cannot ensure that they will be returned.

**If your association is applying to be entered on part 2 of the register, you do not need to complete this section of the application form.**

There are two ways to satisfy the additional eligibility condition. The first relates to long-term residence in the borough, the other relates to current and former armed services personnel.

Please mark the check box  to show which that you have attached suitable documentary evidence.

You can complete this section separately for each member of the association if you wish.

Ways to satisfy the eligibility condition	Examples of acceptable evidence to show each member satisfies the condition	Check box
<p><i>Either:</i></p> <p>1. Members must have lived in the London Borough of Camden for at least five of the past seven years</p>	<p><i>For each member, you will need to provide evidence showing they were living at an address in the borough for each calendar year of the five years (or evidence of current or former service in HM's UK armed forces). Acceptable evidence includes any of these:</i></p> <ul style="list-style-type: none"> <li>• Utility bills (eg gas, electricity, water) (NB mobile phone bills are not accepted)</li> <li>• Council tax bills</li> <li>• Tenancy agreement</li> <li>• Mortgage statement</li> <li>• Official correspondence (eg from a government department, Camden Council, a bank or a building society)</li> </ul>	
<p><i>Or:</i></p> <p>2. Members must be currently in the service of the regular armed forces of the Crown, or have been formerly in the services no more than seven years ago</p>	<p><i>Acceptable evidence includes any of the following relating to a date no more than seven years ago:</i></p> <ul style="list-style-type: none"> <li>• Identity card issued by one of HM's UK armed forces</li> <li>• Confirmation document issued by one of HM's UK armed forces or the Secretary of State</li> <li>• Discharge papers/ form</li> <li>• Record of service papers/ document</li> <li>• Armed forces pay statement or P60</li> </ul>	

## K. Declaration

*To be entered on the register each member of the association needs to be seeking (either alone or with others) to acquire land in the borough for their own self-build or custom housebuilding, and you need to pay the fee set by the Council.*

*Please mark the check box  to confirm that you agree to each part of the declaration.*

*Please sign the declaration if you are sending your application form by post.*

**Check  
box**

I confirm that each member of the association is seeking to acquire land in Camden for a self-build or custom-build house for their own occupation.

I confirm that each member of the association is willing to pay the administration fee.  
*(if your application demonstrates that each member of the association is eligible for entry on the register we will provide you with details of how to pay the fee once we have assessed the application)*

By submitting this form I confirm that:

- all the information submitted is accurate to the best of my knowledge, and can be relied upon by the Council for the purposes of the register; and
- all documents submitted are true copies; and
- I understand that the Council has powers (under regulation 10(2)(a) of the Self-build and Custom Housebuilding Regulations 2016) to remove a person (or association) from the register where the Council considers that the person (or association) is no longer eligible for entry on the register.

The Council reserves its right to pass on any evidence of fraud or attempt to deceive to the relevant authorities.

Signature: ..... Date: .....

(only for applications sent by post)

(DD/MM/YYYY)

# **Privacy Notice for the Camden Self-build and Custom Housebuilding Register ("the Self-build Register") August 2018**

## **Introduction**

We are providing this privacy notice because the Council collects personal information from anyone who applies to be included in the Self-build and Custom Housebuilding Register ("the Self-build Register"). When we handle personal information we are required to provide a privacy notice by the General Data Protection Regulation (GDPR).

The Council as an organisation is responsible for your personal information, and is known as the data controller. The Council also has a Data Protection Officer, who is responsible for making sure that we comply with the data protection rules when we handle your personal information.

## **Contact details for the data controller**

The Council's contact details are:

London Borough of Camden,  
Judd Street  
London  
WC1H 9JE

020 7974 4444

## **The Council's Data Protection Officer**

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at [dpo@camden.gov.uk](mailto:dpo@camden.gov.uk)

## **The personal information covered by this privacy notice**

This privacy notice covers the personal information you have provided to us when you asked us to enter you on Self-build and Custom Housebuilding Register ("the Self-build Register"), or asked us to change your entry in the Self-build Register.

If you have provided personal information to the Council for another purpose this privacy notice will not apply. To find out how the Council treats personal information collected for other purposes please see the Council's general [privacy statement](#).

## **Legal requirement to provide personal information**

Regulations under the Self-build and Custom Housebuilding Act 2015 ("the Self-build Legislation") set out the personal information that you must provide when you apply to be entered in the Self-build Register.

If you do not provide this personal information you will not be entered in the Self-Build Register.

## **The purpose of processing your personal information**

The Council is required to process the personal information by the Self-build and Custom Housebuilding Act 2015 ("the Self-build Legislation"). The Self-build Legislation requires the Council to keep a register of people who are seeking to acquire land in the borough to build a house for their own occupation.

Under the Self-build Legislation the Council has a duty to take account of the register when it carries out the following functions:

- a) planning;
- b) housing;
- c) the disposal land;
- d) regeneration.

Under the Self-build Legislation the Council also has a duty to grant suitable planning permissions for the number of self-build homes needed to meet the demand indicated by the register.

The Council may use your personal information to let you know about opportunities to acquire land in the borough for self-build or custom housebuilding.

The Council may also use your personal information in an anonymous and aggregate form to allow us to effectively target and plan the provision of services for people seeking to acquire land in the borough for self-build or custom housebuilding.

## **The legal basis for processing**

The legal basis for processing your personal information is Article 6(1)(c) of the General Data Protection Regulation (GDPR), as the processing is necessary to comply with our legal obligations under the Self-build Legislation.

Under the GDPR we must have a valid legal basis to process personal information. If we intend to process your personal information, we must tell you the legal basis for the processing. The legal basis is Article 6(1)(c) legal obligation under the Self Build legislation. We need to process your personal information to comply with our duties under the Self-build Legislation.

## **The categories of personal information collected for the Self-build Register**

The types of personal information we collect for the Self-build Register are:

- name
- current address
- date of birth
- nationality/ citizenship
- confirmation that you are seeking to acquire land in the borough to build a house for your own occupation

From September 2018, in addition we will collect these types of personal information:

- information to demonstrate that you have access to the finance needed to acquire land valued at £360,000
- where relevant, information to demonstrate that you have lived in the London Borough of Camden for five of the last seven years, including previous addresses for up to seven years



- where relevant, information to demonstrate that you are or were in the service of the regular armed forces of the Crown no more than seven years before the date of your application for entry in the Self-build Register

Where the entry in the Self-build Register is for an association, the register includes the personal information listed above for each member of the association, and also the name and address of the lead contact for the association.

### **How long we will keep your personal information**

The Council will keep your personal information while you remain in the Self-build Register.

If an individual or association asks to be removed from the Self-build Register, we will remove the entry from the Register within 28 days. We will retain the request to be removed for two years from the date of removal, but will not retain any other personal information associated with the entry.

Where the Council decides that an individual or association is not eligible for entry in the Self-build Register or otherwise decides to remove an entry from the Register, we will keep the personal information provided by the individual or association for two years from the date of the decision.

### **Keeping your information up-to-date**

Individuals and associations who are entered in the Self-Build Register can write to us at any time to ask for the entry to be removed, or to amend the personal information related to the entry. The Council will respond to such requests and amend the Self-build Register as appropriate within 28 days.

The personal information associated with the Self-build Register will be reviewed every 2 years. To help us keep the information up-to-date, we will write to all individuals and associations entered on the Register and ask them whether they wish to remain on the Self-build Register, and whether there has been any change to their circumstances or the information they provided.

### **Sharing information with third parties**

The council will share information with third parties only where the law compels or allows us to, for more details see the [Council's privacy statement](#).

The Council may publish your personal information in an anonymous and aggregate form to report the number of individuals and associations seeking to acquire land in the borough for self-build and custom housebuilding, and how this has changed over time.

In future we may wish to disclose your personal information to a third party to fulfil our duties under the Self-build Legislation. If we wish to do this we will provide a new privacy notice explaining the purpose of sharing the information and the controls we will place on the third party. Where necessary, we will seek your prior consent to sharing the personal information.

### **Transfer of personal information abroad**

The Council may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

## **Automated decision-making and profiling**

We will not use automated decision-making or profiling to process the personal information you provided for the Self-build Register.

## **Your rights**

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. For more information, please see our [data protection guidance](#) and the [guidance of the Information Commissioner's Office](#). To exercise these rights please use our [online form](#).

## **The right to lodge a complaint with a supervisory authority**

You can complain to the Information Commissioner's Office if you are unhappy with how the Council has handled your personal information. It would be helpful if you contacted us first at [dpo@camden.gov.uk](mailto:dpo@camden.gov.uk) to see if we can resolve the problem. You can contact the ICO at [casework@ico.org.uk](mailto:casework@ico.org.uk) telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **Review of this privacy notice**

We will keep this privacy notice under regular review. If the notice changes in any way we will place an updated version on our [self-build webpage](#) and take steps to communicate any changes to you where appropriate.