

Guidance notes for Custom & Self-build Register

General

Councils must keep custom and self-build registers (for simplicity referred to as “self-build” registers in these notes) to assess the numbers of people who want serviced plots on which to build in their districts. This is used to assess how many plots with planning permissions must be provided. It is important that these figures are realistic and so applicants must demonstrate real intent, not just interest. We therefore ask applicants for local connection, financial and other information in order to assess their eligibility for the register.

The register is not intended to match people on it to permissioned land to or to specific parishes. It is used to assess the required numbers of permissioned sites on a district wide basis. Chichester District Council owns very little land itself, so permissioned plots may be provided, for example, on large strategic development sites, usually around Chichester city.

Since October 2016 councils have been able to apply a local connection requirement (Part 1 of the register) and to require applicants to prove they have adequate funding. Councils are only obliged to grant sufficient development permissions for the Part 1 of the register. Part 2 numbers need not be considered. From April 2018, Chichester District Council will have a two part register and applicants on the older register will need to reapply with proof of their eligibility.

Chichester District Council is not the planning authority for the South Downs National Park. Applicants living within it, or wanting plots within it, must apply to the SDNP’s register as they cannot be accepted onto Chichester’s.

Eligibility for the register:

Applicants at the time of applying on line must provide scans or photocopies of the required documentation in a separate email to selfbuild@chichester.gov.uk or to Selfbuild, Chichester District Council, East Pallant House, Chichester PO19 1TY

A Basic eligibility (for both Part 1 and Part 2 of the register)

All applicants must provide proof of:

- Age over 18 (passport or birth certificate)
- EU or Swiss citizenship (passport)
- Main address (utilities or council tax bill)

B Part 1 of register for people or groups who live in the district and for armed forces personnel

In addition to the above, further eligibility criteria and proof are required:

1. Adequate financial resources to buy land.

- Applicants must identify the approximate size of plot they want to accommodate the size of property they want to build, indicating the approximate cost of such a site and evidencing this by way of examples of recent comparable land sales in the areas or confirmation from a registered valuer or chartered surveyor. The council may use its own valuation to check the reasonableness of the assumptions. As land values change over time we may require updated evidence of an applicant's ability to fund the purchase of the land.
- If a cash purchase is planned a bank statement, written confirmation and evidence from a qualified financial advisor proving there are enough funds for land purchase at the very least. If funding is through a mortgage, an offer of a self-build mortgage from a verifiable lender (e.g., a member of the Council of Mortgage Lenders) is required.
- Where an applicant provides information on total financial resources available for an entire project – e.g. purchase of land, build costs, fit out costs – the council may request further details such as an itemised list of funds for each phase of a project, to ensure that the land purchase costs can be met.

2. Residency in Chichester or service in armed forces.

1. Either:

- i) Proof of residency within the Chichester District Local Plan area (i.e not in the South Downs National Park) for a continuous period of at least five years immediately prior to the date of the application to join the register. Five years' utilities, council tax bills, lease agreements or other acceptable proof.

Or

- ii) Current service in the regular armed forces, or of discharge within the last five years, with appropriate proof.

3. General

- Applicants who already have a site will not be counted for the permissioned sites number.
- For group applications information must be provided for **each** individual.
- The council will ask for further information where necessary; or refuse an application for entry in the register due to lack of information.
- Successful applicants who are placed on the Part 1 may be invited to reapply annually to ensure the database is up to date and if no updates received, they may be removed from the register.