

Self-Build and Custom Housebuilding Register Application Form

Please note this application form **must be completed in all its parts** (where applicable) to allow your application to enter onto the Royal Borough of Kensington and Chelsea's register to progress.

Please send your completed form with the required additional documentation to **selfbuild@rbkc.gov.uk** using "Self-build and Custom housebuilding Register Application" as subject line.

Alternatively, you can post it to:

Self-build and Custom Housebuilding Register
Planning Policy
Planning and Place
Town Hall
Hornton Street
London W8 7NX

If you need further assistance for completing the form, please email **selfbuild@rbkc.gov.uk**



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Self-build and custom housebuilding register application form

If you are applying as an individual, you will need to complete sections 1, 3 and 4 of the form. 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.

If you are applying on behalf of a group or an association of individuals, please complete sections 2, 3 and 4. Please note that in this case you will need to provide information and evidence that you meet the criteria for each individual of the group/association that is included in the application.

Eligibility requirements

- Be aged 18 or over
- Be a British citizen or national of a European Economic Area State (member states of the European Union, Iceland, Lichtenstein and Norway, other than the United Kingdom), or a national of Switzerland
- Have access to sufficient financial resources to acquire land for custom or self-build in the Royal Borough of Kensington and Chelsea
- Be seeking to acquire a serviced plot of land in the Royal Borough of Kensington and Chelsea for custom or self-build as your sole/primary residence
- **“Local Connection Test”**
Having your principal home in the borough on the day of your application, and have been living in the borough continuously for at least three years. **Or**

Be currently serving in the regular armed forces of the Crown or have served within the last three years from the date of your application.

If you meet all of the above requirements, but not the “Local Connection Test”, you will be eligible to enter Part 2 of the register.

If you also meet the “Local Connection Test” criteria, in addition to all other eligibility requirements listed above, you will be eligible to enter Part 1 of the register.

Supporting documentation

As detailed in section 3 of the Application Form, you will need to provide supporting documentation to prove you meet the eligibility requirements. Please do not send original documents with your application as we cannot ensure that they will be returned to you.

Fees

Eligible applicants for Part 1 are required to pay a £350 administration fee to enter the register. The fee to be added to Part 2 is £175.

For associations this fee will be required for each individual you added to the register.

To remain on the register from the following year, Part 1 entries will be required to pay a yearly £95 fee. Part 2 entries will be able to remain on the register free of charge.

Once your initial payment has been successfully processed, you will be entered onto the register and will remain on it for one calendar year from the day we receive your payment (e.g. from 1 February 2023 until 31 January 2024).

Prior to your registration elapsing after one calendar year, we will be in touch to check with you if you would like to remain on the register and will provide further advice on next steps.

Next steps

Once your application form is received, we will let you know within 28 days whether you are eligible for Part 1 or Part 2 of the register. We will send you a confirmation email with further instructions on how to pay the required administration fee for entering the register.

Please note you will be required to pay the administration fee within 28 days of receipt of the Council's letter confirming your eligibility for either Part 1 or 2 of the register. If you fail to pay within this timeframe, we will consider your application withdrawn.

If your application is refused, we will write to you within 28 days of receipt of your application form explaining the reasons. Please note that insufficient information for an application to be assessed can also result in it being refused.

Personal information

The Council will process your personal details in line with the most up-to-date data protection regulations.

Section 1 – to be completed by individual applicants only

Application by an individual

A. Lead applicant's name and details

The regulations stipulate the following information requirements.

We may ask for further evidence to confirm the information below.

Title (Mr, Mrs, Miss, Ms, Other):

Address:

First Name:

Surname:

Postcode:

Date of birth:

Nationality:

Phone number:

Email address:

Section 2 – to be completed by group applicants only

Application on behalf of a group/association of individuals

B. Name and address of group/association

Association name:

Association address:

Postcode:

Role of lead applicant within the association:

Association email address:

C. Names and details of all individuals you are applying in behalf of

The following information is required for each individual of the group/association you are applying on behalf of. Please note we may ask for further clarification about the number of members, how these relate to the number of households and their eligibility.

	Name	Home address and postcode	Date of birth (DD/MM/YYYY)	Nationality
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

D. Number of plots required

In total, how many serviced plots is the group/association seeking to acquire?

Section 3 – to be completed by ALL applicants

B. Eligibility requirements

To be entered on the register you need to **provide evidence** to show you meet all the eligibility requirements. For group applicants, evidence must be provided for each individual of the group/association that is included in the application.

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

Eligibility requirement	Examples of acceptable evidence to show you meet the requirement	Check box
Be aged 18 or over	Copy of proof of identity, such as: <ul style="list-style-type: none">• Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland• National identity card• Passport• Certificate of registration or naturalisation as a British citizen• Photo driving license	
Be a British citizen or national of a European Economic Area State (member states of the European Union, Iceland, Lichtenstein and Norway, other than the United Kingdom), or a national of Switzerland	Copy of proof of identity, such as: <ul style="list-style-type: none">• Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland• National identity card• Passport• Certificate of registration or naturalisation as a British citizen• Home Office documents confirming nationality	

Eligibility requirement	Examples of acceptable evidence to show you meet the requirement	Check box
<p>Have access to sufficient financial resources to acquire land for custom or self-build in the Royal Borough of Kensington and Chelsea</p>	<p>An evidenced assessment of the cost of an appropriate plot of land</p> <p>Evidence that you have access to sufficient financial resources to acquire this land. This may include:</p> <ul style="list-style-type: none"> • evidence of annual salary • bank statements • a self-service affordability calculator to calculate likely available mortgage • mortgage promise from a verifiable lender • letter from financial credited advisor <p>This list is not intended to be comprehensive, and the Council recognises what may be appropriate for one individual/ organisation may not be appropriate for another. The Council also notes that other forms of evidence may be available and will consider each as appropriate.</p>	
<p>LOCAL CONNECTION CRITERIA</p> <p>Have lived or worked in the Royal Borough of Kensington and Chelsea for the past three years</p> <p>or</p> <p>Be serving in the armed forces of the Crown or have served within the last three years from the date of this application</p>	<p>Copies of two household bills (eg. bank statement, utility bills, Council tax bills, tenancy agreement, mortgage statement, payslips):</p> <ul style="list-style-type: none"> • One of which dates back three years from date of application; • One recent bill (less than 3 months old). <p>or</p> <p>Proof of service within the armed forces either currently or within the last three years from the date of the application. Acceptable evidence includes any of the following:</p> <ul style="list-style-type: none"> • Identity card issued by one of HM’s UK armed forces • Confirmation document issued by one of HM’s UK armed forces or the Secretary of State • Discharge papers/forms • Record of service papers/document • Armed forces pay statement or P60 • A letter from your commanding officer 	

Section 4 – to be completed by ALL applicants

Declaration	Check box
<p>For individual applicants – I confirm that I am seeking to acquire land in the Royal Borough of Kensington and Chelsea for a self-build or custom-build home for my occupation.</p>	
<p>For group applicants – I confirm that each member of the association is seeking (either alone or with others) to acquire a serviced plot of land in the Royal Borough of Kensington and Chelsea for their own self-build or custom housebuilding.</p>	
<p>I confirm that I am willing to pay the administration fee.</p>	
<p>By submitting this form I confirm that:</p> <ul style="list-style-type: none"> • 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. <p>The Council reserves its right to pass on any evidence of fraud or attempt to deceive to the relevant authorities.</p>	

The Royal Borough of Kensington and Chelsea will handle the personal information you provide in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR)

Please see the Council’s fair processing notice at the following [link](#).

Signature

Date