

# Application form

## Self-build and custom house building register

---

Westmorland and Furness Council has a legal obligation to keep a register of those seeking serviced plots of land for self-build or custom house building in the South Lakeland area. If you are looking for a plot within the Lake District or Yorkshire Dales National Parks, then you must contact the appropriate National Park Authority.

The register is used to inform us on future policies and demand for self and custom build. Applications for planning permission for any building project need to be submitted to the council in the usual way.

### Processing your personal information

In order for us to carry out our duty and obligations it is necessary for us to collect personal information from you to support any Self-Build or Custom House Building Register application. The council has a legal obligation and statutory duty to process certain personal information under a number of regulations including:

- The Self-build and Custom House Building Act 2015
- Housing and Planning Act 2016

We work with a range of other organisations to either store personal information or help us deliver our services to you. We may also share your personal information when we feel there's a good reason that's more important than protecting your privacy. As an example, we may share your information in order to find and stop crime and fraud. We will retain your personal information in accordance with the retention periods contained in the council's Records Retention Schedule and Record of Processing Activity.

We have a statutory duty to provide these services and you are therefore expressly consenting to our use and disclosure of your personal information in the manner described in this application form, therefore the consequences of you failing to provide your personal information is that we can no longer comply with our statutory duty.

You have the right to request access to information about you that we hold.

You can contact our Data Protection Officer by email at: [policy@westmorlandandfurness.gov.uk](mailto:policy@westmorlandandfurness.gov.uk)  
by telephone on: **0300 373 3300**  
or at: South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4DQ

Our Privacy Notice is available on request or you can go to our website at: [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

**Questions marked with an \* are mandatory, your form may not be accepted if these questions are not answered.**

# Application form

## Self-build and custom house building register

Q1* About you		
Are you applying as an individual household?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many people are in your household?	Adults: .....	Children: .....

Q2* Association		
Are you applying on behalf of an association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the name and address of your association?		
How many individual households are in your association?		
Are all individual members of the association over 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many serviced plots are required?		
<b>Please provide a list of the names and addresses of all members in a separate document.</b>		

Q3* Contact details of applicant or lead contact for an association		
Title		
First name		
Last name		
Address		
Postcode		
Are you over 18	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact telephone no.		
Email		

**Local connection**  
To simply join our register, we do not insist that you satisfy a local connection test. However should certain schemes or plots become available which require a local connection due to a planning requirement, then you will need to prove that you meet the criteria specific to that plot/scheme. Such terms will depend on the location of the plot, our local connection and planning policies at the time.

Q4* Nationality		
Are you a British Citizen/Swiss or EEA National (other than UK)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If applying on behalf of an association, are all your members British Citizens/ Swiss or EEA Nationals (other than UK)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



# Application form

## Self-build and custom house building register

Q5* Sole residence statement		
Do you and your household intend to live in the self build property as your sole residence on completion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If applying on behalf of an association, does each member household intend to live in the self build property as their sole residence on completion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Strength of interest in seeking a building plot</b> This helps establish an understanding of the likelihood of schemes going forward (please tick relevant box):	Very interested – actively pursuing plots	<input type="checkbox"/>
	Quite interested – not actively pursuing plots yet	<input type="checkbox"/>

Q6 Type of project	
This develops an understanding of the kind of schemes that are likely to be in demand. <b>Type of project you are interested in</b> (please tick preferred build type):	
Self-build (manage the whole thing yourself, even if you get a contractor to carry out all or some of the work)	<input type="checkbox"/>
Supported self-build (site manager, developer or landlord oversees the work but you do all or some of the work)	<input type="checkbox"/>
Self-finish (you buy a part built home and complete some / all of the internal works yourself)	<input type="checkbox"/>
<b>Type of serviced plot you are interested in</b> (please tick preferred plot):	
Individual plot	<input type="checkbox"/>
Individual serviced plot as part of a larger self-build (provided by a developer, local authority or landlord)	<input type="checkbox"/>
Community led/Collective self-build (building as part of a community land trust. These are non-profit community based organisations that develop housing or other assets that meet the needs of the community)	<input type="checkbox"/>
Co-housing project (co-housing is usually built and run by residents, with each household having a private home with additional shared buildings and outside space that allow community activities, eating and socialising together)	<input type="checkbox"/>
Affordable housing (e.g. shared equity) with a regulated housing provider such as a housing association or community land trust	<input type="checkbox"/>
Eco home	<input type="checkbox"/>
Not sure yet	<input type="checkbox"/>



# Application form

## Self-build and custom house building register

### Q7 Your home - number of bedrooms

How many bedrooms do you want? (please tick whichever applies):

1-2

3-4

5+

### Q8 Your home - plot size

What size of plot are you seeking? (please tick whichever applies):

Under 150m<sup>2</sup>

151-200m<sup>2</sup>

201-250m<sup>2</sup>

251-300m<sup>2</sup>

301-400m<sup>2</sup>

401m<sup>2</sup>+

### Q9 Your home - location

What is your preferred location? (please tick whichever applies):

Town

Village

Rural

Please state Parish area(s) of interest (areas within the National Parks are dealt with by the relevant National Park authority, not us):

### Q10 Your home - cost of plot

How much do you anticipate spending on the plot? (please tick value):

Under £100,000

£101,000- £150,000

£151,000-£200,000

£201,000-£250,000

£251,000 - £300,000

£301,000+

### Q11 Your home - time frame

Subject to a plot being available you could be ready to take part in a self/custom build project within (please tick realistic time frame):

Two years

Two-five years

Five+ years

Date:

Signature:

### Please return the completed form to:

Housing Strategy Team, Westmorland and Furness Council, South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4DQ

Or by email to: [affordablehousing@westmorlandandfurness.gov.uk](mailto:affordablehousing@westmorlandandfurness.gov.uk)

You can amend your self-build registration record at any time, please use the contacts above.

