



## South Staffordshire District

### Self-build and Custom House building Register – Application form

Date Received:

Date Acknowledged:

**FOR OFFICIAL USE ONLY**

Please use this form to provide personal details to apply for inclusion on the Self-build and Custom Housebuilding register for South Staffordshire District. This information is required in line with The Self-build and Custom Housebuilding (Register) Regulations 2016. You will find details of how the Council processes your personal data in the Data Protection Privacy Notice at the end of this form, and in Section G of the Applicant Guidance Notes.

**Please read the Applicant Guidance notes carefully before completing this form.**

Return your completed form to:

[selfbuild@sstaffs.gov.uk](mailto:selfbuild@sstaffs.gov.uk)

**OR**

Strategic Planning  
South Staffordshire Council  
Council Offices  
Wolverhampton Road  
Codsall  
South Staffordshire  
WV8 1PX

## SECTION 1 – Is this an individual or association application?

1. Are you applying as an Individual or an Association	
Individual	<input type="checkbox"/> For individuals please proceed to section 2
Association	<input type="checkbox"/> For associations please proceed to section 3

Please complete either section 2 or 3 as indicated above and then proceed to section 4.

## SECTION 2 – Individual application

Please complete the following section if you are an individual seeking to be entered onto the Self-build and Custom Housebuilding Register.

2a. Personal Details - Individual	
Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>

Date of Birth	<input type="text"/>
Nationality	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email address	<input type="text"/>

2b. Individual confirmation	
Please complete this section to confirm you are seeking (either alone or with others) to acquire a serviced plot of Land within South Staffordshire District Council's area to build a house to use as your sole or main residence.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

### SECTION 3 – Association application

Please complete the following section if you are an association seeking to be entered onto the Self-build and Custom Housebuilding Register.

3a. Association Details	3b. Lead contact details
Name of Association <input type="text"/>	Title <input type="text"/>
Address Line 1 <input type="text"/>	First Name <input type="text"/>
Line 2 <input type="text"/>	Last Name <input type="text"/>
Line 3 <input type="text"/>	Date of Birth <input type="text"/>
Postcode <input type="text"/>	Nationality <input type="text"/>
Telephone <input type="text"/>	Address Line 1 <input type="text"/>
Email address <input type="text"/>	Line 2 <input type="text"/>
	Line 3 <input type="text"/>
	Postcode <input type="text"/>
	Telephone <input type="text"/>
	Email address <input type="text"/>

3b. Lead contact confirmation	
Please complete this section to confirm you are seeking (with others) to acquire a serviced plot of land within South Staffordshire District Council's area to build a house to use as your sole or main residence.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

3c. Number of plots required for association	
Please provide the number of serviced plots of land within the South Staffordshire District Council area the association are seeking to acquire.	

Please include the name, address, date of birth and nationality of each member of the association. Please use additional copies of this page of the form for all additional members of the association.

### 3d. Association member details

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Nationality	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email address	<input type="text"/>

### 3d. Association member details

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Nationality	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email address	<input type="text"/>

### 3e. Individual confirmation

Confirm you are seeking (with others) to acquire a serviced plot of land within South Staffordshire District Council's area to build a house to use as your sole or main residence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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### 3e. Individual confirmation

Confirm you are seeking (with others) to acquire a serviced plot of land within South Staffordshire District Council's area to build a house to use as your sole or main residence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## SECTION 4 – Additional information

Please complete the following section to provide us with additional information which will assist with our intelligence on the housing need being identified through the Self-build and Custom Housebuilding register.

Additional information		
Have you made a request to be included on the Self-build and Custom Housebuilding register in any other Local Authority areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so which local authority(ies)?		
Please provide detail on the size and type of plot(s) preferred if known.		
Please provide detail on the type of homes you are seeking to build if known.		
Please indicate which village/area within South Staffordshire you would be seeking to build your home ( <b>please be aware this is for intelligence purposes only, there is no obligation for the Council to provide a plot in this specific area</b> ).		

## SECTION 5 – Local Connection

South Staffordshire Council has chosen to apply a local connection test to the district's Self-build and Custom Housebuilding register. Whilst any applicants without a local connection can still join the register (subject to the other eligibility criteria being met), the Council is only required to grant enough planning permissions for serviced plots to meet the need arising on the register from those with a local connection to South Staffordshire.

If you do not have a local connection to the district, you will be added to a separate register of interest held by the Council (subject to you meeting the other eligibility criteria), which the authority will have regard to in plan-making.

Please refer to details of the Council's local connection criteria in **Section A of the Applicant Guidance Notes**.

Local connection		
Do you have a local connection to South Staffordshire (as specified in <b>Section A of the Applicant Guidance Notes</b> )?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please provide details of your local connection to the district:

## SECTION 6 – Declaration

Please note that in order to be eligible for the register applicants need to:

- a) Be aged 18 or over
- b) Be a British citizen, a national of an EEA other than the United Kingdom, or a national of Switzerland.
- c) Be 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.

### Applicant Declaration

By signing below you are confirming that you (and all members of the association if an association application) meet all criteria above, and that all information that you have provided is correct.

Signed:

Date:

## SECTION 7 – Payment

South Staffordshire Council charges an application fee of **£12** for entry on the register, due on submission of your application (**see Section C of the Applicant Guidance Notes for further information**).

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.

## Data Protection – what you need to know

### 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](mailto: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.