



**RIBBLE VALLEY BOROUGH COUNCIL
SELF-BUILD AND CUSTOM HOUSE BUILDING REGISTER**

APPLICATION FORM (ASSOCIATION)

Please complete this form to apply for entry as an association onto the self-build and custom housebuilding register for Ribble Valley. Some of the questions are mandatory and need to be completed to allow your registration. Mandatory questions are identified by an asterisk (*). It is recommended that you provided as much information as possible to help the Councils better assess your self-build preferences and requirements.

To register you need to meet the following criteria:

- 1) You must be aged over 18;
- 2) You must be a British citizen, a national of an EEA State other than the United Kingdom, or a national of Switzerland; and
- 3) You must want to acquire a serviced plot of land to build a house to occupy as you sole or main home.

Once we have received your completed form we will:

- 1) Determine your application within 28 days of receiving it;
- 2) If the application is eligible, we will make an entry on the register and invoice the lead applicant for the fee of £65.60. Once this is paid you will be added to the register we will inform the lead applicant that this has been done in writing within 28 days of determining the application; and
- 3) If the application is not eligible we will write to you to explain the reasons within 28 days of determining the application.

Any person with an entry on the Register may seek its removal or amendment by submitting a request in writing to the Council.

DECLARATION

The purpose of collecting this data is to identify and manage interest in custom/self-build projects and potential custom/self-build opportunities. The data you provide will be recorded in the Ribble Valley and Custom House Building Register of Interest ("the Register"). The data recorded in the Register may be used by Ribble Valley Borough Council ("the Council") in order to:

- establish the scope and nature of the need for custom/self-build housing within their respective areas; and
- facilitate the delivery of self-build housing projects.

Anonymised, collated data from the Register may be published by the Council in reports or other publicly accessible material. No data which could reasonably be attributed to an individual on the Register will be published without explicit consent.

Subject to explicit consent being received to the relevant questions as part of an individual submission, contact information recorded on the Register may be provided to relevant third parties who have been identified as potentially offering appropriate opportunities to deliver custom self-build housing projects.

The information is collected by the Council as data controller(s) in accordance with the data protection principles in the Data Protection Act 1998. The above purposes may require public disclosure of any data received by the Council through your submission, in accordance with the Freedom of Information Act 2000.

I confirm that I have read, understood and accept the content of the Statement set out above:

Signed*:

Date*:

SUBMISSIONS ON FORMS THAT ARE NOT SIGNED AND DATED WILL NOT BE ACCEPTED

SELECT REGISTER***Application is for entry in the register for:**

(tick all that apply)

Ribble Valley **ASSOCIATION***

Name of Association:

Address of Association:

MEMBERS***Name and address, age and nationality of each member of the association:**(Please use an additional sheet if more than 4 members)**Person 1**

Name:

Address:

Age:

Nationality:

Person 2

Name:

Address:

Age:

Nationality:

Person 3

Name:

Address:

Age:

Nationality:

Person 4

Name:

Address:

Age:

Nationality:

LEAD CONTACT*

Name of lead contact:

E-mail address of lead contact:

Telephone number for lead contact:

Address of lead contact:

ADDITIONAL INFORMATION*

Number of serviced plots that the members of the association are seeking to acquire in Ribble Valley:

Do you confirm that each member of the association is seeking (either alone or with others) to acquire a serviced plot of land in Ribble Valley to build a house to occupy as that individual's sole or main residence?

Yes

No

Please sign and date on first page before submitting. A typed signature is acceptable.

THANK YOU

Please note that the Councils may get in touch to seek additional information in order to better understand the circumstances of the association and constituent individual households and to assist in fulfil their statutory functions in relation to the register.

Please return your completed form to Ribble Valley Borough Council

Ribble Valley Borough Council

Council Offices

Church Walk

Clitheroe

BB7 2RA

Telephone: 01200 425111

Email: planning.policy@ribblevalley.gov.uk