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**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 in the register(s) of self build and custom housebuilding for Ribble Valley. Some of the questions are mandatory and need to be completed in order 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.

**Part 1\*\* - Local Eligibility Criteria**

Applicants wishing to be entered on Part 1 of the Register will need to evidence that they satisfy the Local Eligibility requirements below. If the applicant does not satisfy these requirements they will be entered into Part 2 of the register\*\*

Applicants (including all individuals applying as an Association of individuals) will need to meet one of the following criteria to be considered as having a ‘local connection’ for the purposes of the Self Build and Custom housebuilding Register. Applicants must be able to evidence their ‘local connection’

1. Currently living in Ribble Valley for a minimum of 3 consecutive years as your only or primary place of residence.
2. Previously lived in Ribble Valley for a period of five consecutive years within the past 10 years as your only or primary place of residence.
3. Currently permanently employed in the Borough for a minimum of 12 consecutive months. You must be employed for a minimum of 18 hours per week paid. A local connection through employment is not established in situations where the work is unpaid, voluntary or on a temporary contract for less than 5 years.
4. Currently self-employed in Ribble Valley and have been for a minimum of 12 consecutive months. You must demonstrate work for a minimum of 18 hours and a viable business.
5. Has a next of kin who is currently living in the Borough and who has done so continually for a minimum of five years as their sole or primary place of residence. Next of kin for the purposes of this clause is defined as parent, adult son/daughter or sibling. The family connection must be established by the applicant.

6. Has been a former resident of the Borough (who has previously lived in the Borough for a period of five consecutive years in the last 10 years), who has moved away because of inability to access housing including affordable housing, or to complete tertiary education.

Any person currently serving in the regular armed forces of the Crown (within the meaning of Section 374 of the Armed Forces Act 2006) is deemed to satisfy the above ‘local connection’ requirement and for a period after leaving service of 5 years.

Evidence for a local connection may include but is not limited to copies of:

• Council Tax bills addressed to the applicant

• household utility bills addressed to the applicant

• pay slips or employment contract

• name and address of the family member and their Council Tax or utilities bills

• armed forces identification (ID) card

• veteran ID card or discharge papers

All evidence submitted will be destroyed once local connection is verified. Please do not send original documents.

\*\*Part 1 – for entries on Part 1 of the register, the Council must count these entries towards the number of suitable serviced plots that they must grant development for.

\*\*Part 2 – for those who do not meet the requirements of the local connection criteria, they will then be placed on Part 2. The Council has a duty to regard the entries on Part 2 of the register when carrying out planning, housing, land disposal and regeneration functions.

Once we have received your completed form we will:

1. determine your application to be included on the register (Part 1\*\* or Part 2\*\*) within 28 days of receiving it;

2) if the application is eligible, Ribble Valley Borough Council will invoice you £75.20 per application. Once payment has been received we will make an entry on the register and let you know that this has been done in writing. If the application is from an association, we will only notify the lead contact as identified in 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. If the application is from an association, we will only notify the lead contact as identified in 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)

**ASSOCIATION\***

**Ribble Valley**

**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:**

**Person 2**

**Age: Nationality:**

**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: housing@ribblevalley.gov.uk**