



Maldon District Council Self-Build and Custom Housebuilding Register Application Form

Please complete this form to apply for entry on Maldon District's Self-build and Custom Housebuilding Register. Some of the questions are mandatory and need to be completed for your application to proceed. Mandatory questions are identified by an asterisk (*). It is recommended that you provide as much information as possible to help us assess your self-build preferences and requirements.

Maldon District's Self-Build and Custom housebuilding register is divided into two parts:

1. **Part 1:** keeps track of local demand for self-build and custom housebuilding to be met by granting sufficient development permissions for serviced plots of land
2. **Part 2:** keeps track of general demand for self-build and custom build housebuilding, but there is no requirement for the Council to grant development permission for serviced plots of land

Part 1 of the Self Build Register

To register for Part 1 of the 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;
- 3) You must satisfy the local connection eligibility criteria; and
- 4) You must want to acquire a serviced plot of land to build a house to occupy as your sole or main home.

Associations

An association is eligible for entry onto Part 1 of the register if each member of the association meets all of the eligibility requirements for an individual set out above. The lead contact should complete and sign this form. The relevant details of all other individuals should be set out in Part 1 B. of the form. Each individual is required to sign this form to confirm to agreement with the declaration above.

Part 2 of the Self Build Register

If you do not meet all of the above criteria you will be entered onto Part 2 of the Register.

Evidence Required

Please note that we will require proof of identity, nationality and proof of local connection for **all** household members. This includes:

- Proof of age: Copy of passport, driving licence, birth certificate
- Proof of Nationality: Copy of passport, identity card
- Proof of armed forces membership: Copy of current or former armed services membership (in active service within the last 5 years)
- Proof of local connection:
 - Current utility bill showing name and home address of the applicant and historic evidence to demonstrate residency within the District for previous 5 years; or
 - Current P45 or payslip showing applicant's employer's address and historic evidence to demonstrate employment within the District for previous 3 years; or
 - Current utility bill showing name and home address of applicant's close relative and historic evidence to demonstrate relative's residency within the District for previous 5 years. A close relative is a parent, child or sibling.

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 let you know 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;
- 4) 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

Please confirm that by applying to join the Register you agree for the Council to contact you with regards to self-build and custom build opportunities and to provide your details to relevant third party landowners, developers, land agents, housing associations or other appropriate groups that deal in, or wish to be involved in self or custom build.

Anonymised data from the register may be published in Council reports or other materials accessible by the public. No data that could be reasonably attributed to an individual or association on the register will be published without explicit consent.

Signature

Date

Please return your completed application to:

**Planning Policy
Maldon District Council
Princes Road
Maldon
CM9 5DL**

Email: policy@maldon.gov.uk

PART 1 – MANDATORY INFORMATION

A. PERSONAL DETAILS (INDIVIDUALS OR LEAD CONTACT FOR ASSOCIATIONS)

Title:

First Name:

Surname:

Name of Organisation (*if applicable*):

Address:

Postcode:

Email:

Contact Telephone:

Nationality:

Date of Birth:

Do you want to acquire a serviced plot of land to build a house to occupy as your sole main residence?

Yes No

B. ASSOCIATIONS OF INDIVIDUALS

Name	Address	Date of Birth	Nationality	Declaration

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

C. LOCAL ELIGIBILITY TEST – Please place a cross in the box to all that apply			
I/We have been living in the District for at least five years prior to completing this application	<input type="checkbox"/>		
I/We have been working in full-time employment (greater than 16 hours per week) in the District for at least three years prior to completing this application, and continue to do so	<input type="checkbox"/>		
I/We are currently a member of the armed forces	<input type="checkbox"/>		
I/We are ex-service personnel (who have been out of service for 5 years or less prior to completing this application)	<input type="checkbox"/>		
I/We are currently have a family member residing in the District	<input type="checkbox"/>		
PART 2 – ADDITIONAL INFORMATION			
A. YOUR HOUSEHOLD’S REQUIREMENTS			
<i>To help us understand the demand for self and custom build housing in Maldon District, it would be helpful if you could answer the following questions.</i>			
How many adults (age 16+) would be living in the new self-build property?	<input type="checkbox"/>		
How many children/dependents (under 16) would be living in the new self-build property?	<input type="checkbox"/>		
How many bedrooms would you require?	<input type="checkbox"/>		
What type of property would you be building?	<input type="checkbox"/>		
What type of site would you consider for your custom/ self-build project?			
A single self build plot <input type="checkbox"/> A single plot in a housing development <input type="checkbox"/> A single plot in a self build scheme <input type="checkbox"/>			
What type of location are you looking to build yourself or custom build property within?			
Town <input type="checkbox"/>	Suburb <input type="checkbox"/>		
Countryside <input type="checkbox"/>			
Please identify 3 settlements in the District that you would prefer to live in or near:			
Althorne	Great Braxted	Mayland	Tolleshunt D’Arcy
Asheldham	Great Totham	Mundon	Tolleshunt Knights
Bradwell on Sea	Hazeleigh	North Fambridge	Tolleshunt Major
Bradwell Waterside	Heybridge	Purleigh	Ulting
Beacon Hill	Heybridge Basin	St Lawrence	Wickham Bishops
Burnham on Crouch	Langford	Southminster	Woodham Walter
Cocks Clark	Latchingdon	Steeple	Woodham Mortimer
Cold Norton	Little Braxted	Stow Maries	Other (<i>please specify</i>)
Dengie	Little Totham	Tillingham	
Goldhanger	Maldon	Tollesbury	
Why are you looking to build your own home:			
I want to own my own home		I want a home in a particular location	
I want a home built to my own design and specification		Other: <i>Please specify</i>	
I want a home that I can afford to buy			
I want a property that is better for the environment with low running costs			
When would you realistically wish to start work on your self build project?			
Within the next 2 years <input type="checkbox"/> 3 to 5 years from now <input type="checkbox"/> 6 or more years in the future <input type="checkbox"/>			