

# Lambeth Self-build and Custom Housebuilding Register: Local Eligibility Criteria and Fees

## Guidance Note June 2021

This note sets out information about changes to Lambeth's Self-build and Custom housebuilding register. It explains the criteria for eligibility to join the register and provides guidance on how to submit an application and the supporting evidence required. It also includes details of the fees for joining the register.

### **What is the Register?**

Lambeth Council is required by the government to maintain a Register of all individuals and groups (associations) interested in buying a plot of land in the borough to self-build or custom build their own home.

The Register will help the Council assess the demand for these types of housing in the borough. Any future opportunities for self-build and custom-build projects in the borough are likely to require planning permission and will be assessed in line with planning policies and guidance.

These duties come from two Acts of Parliament – the [Housing and Planning Act 2016](#) and the [Self-build and Custom Housebuilding Act 2015](#). In addition, the [Self-build and Custom Housebuilding Regulations 2016](#) set out how the Register should be administered.

### **The Register has changed – how?**

The Council has introduced a new two-part Register which takes effect from 10 June 2021. It has revised eligibility requirements including payment of administration fees to join and to stay on the Register. These are explained below.

Part 1 of the Register assesses local interest in carrying out custom and self-build projects in Lambeth. Part 2 of the Register helps the Council gauge interest from people outside of Lambeth in carrying out custom and self-build projects in the borough.

Full details about the decision to introduce a two-part register can be found in the [Decision Report](#) from 21 January 2021.

### **What are the requirements to join the new Register?**

The Self-build and Custom Housebuilding Regulations 2016 set out national eligibility criteria. To join a Self Build Register you must be:

- Over 18 years old,
- Either a British citizen, a national of an EEA state (Iceland, Liechtenstein, Norway or any member state of the European Union) or a national of Switzerland, and
- Seeking to build a home as your sole or main residence.

The Regulations also allow Councils to set their own local criteria for joining the register. The Council's local eligibility criteria are:

- A local connection test
- A financial solvency test

If you can meet all these national and local eligibility criteria you will join Part 1 of the Register. If you can only meet the national eligibility criteria and the financial solvency test you will join Part 2.

Eligibility for Part 1 or Part 2 of the Register is dependent on submission of the required supporting documentation.

#### **How can I meet the local connection test?**

Individuals must have their principal home in the borough on the day of their application for entry in the Register and have been living in the borough continuously for at least two years, up to and including the day of their application. This two-year residency requirement is similar to that currently used for the Council's housing allocations scheme.

The Council will require evidence of residency in the borough, for example, through submission of utility bills, council tax statements or lease agreements, or any other information which demonstrates residency.

The Council may ask for further information where necessary. If there is not sufficient evidence to prove that the test has been met, the application will be refused.

People in the service of the regular armed forces of the Crown are deemed to satisfy the local connection test whilst in service and for a period of two years after leaving service. The Council will require evidence of current service, or evidence of past service including the date of leaving service.

#### **How can I meet the financial solvency test?**

Individuals must be able to demonstrate that they have the resources to purchase land for their self-build or custom housebuilding project. Regulations do not require evidence of sufficient resources to cover build costs or other associated costs. If there is not sufficient evidence to prove that the test has been met, the application will be refused.

The Council will require relevant evidence of sufficient resources. This could include:

- An offer for a self-build mortgage from a verifiable lender (for example, a member of the Council of Mortgage Lenders).
- Written confirmation and evidence from a qualified financial advisor with active membership of a verifiable and appropriate professional body. This evidence should clearly outline that you have sufficient readily accessible funds or equity to purchase land.
- Any other information which demonstrates, to the Council's satisfaction, that you have sufficient resources to purchase land for your own self-build and custom housebuilding project. This could be verifiable loans, savings or cash, or other funding sources. Where multiple funding sources are utilised, evidence may be required that funds will be readily accessible for the purchase of land phase of the project. The Council may use information on recent land transaction costs or any other reasonable method of arriving at a proxy land cost to determine applications.

The Council may ask for further information where necessary. If there is not sufficient evidence to prove that the test has been met, the application will be refused.

#### **What if I'm already on the Register?**

The previous Register has been replaced by the new two-part Register and previous entries cannot be carried over.

If you are already on the Register, you will be emailed with a questionnaire that asks whether you wish to join the new two-part Register. You will need to complete the questionnaire. Once this is completed, you will be asked to provide evidence to the Council that you are eligible to join the register. The Council will assess your evidence and confirm whether you are eligible to join the new Register – and whether you can join Part 1 or Part 2 – within 28 days. You will then be required to pay the relevant fee and will receive confirmation once the fee is successfully processed.

You will be notified 28 days before the anniversary of your new joining date to allow you to apply to renew your registration. If you do not wish to remain on the register you can indicate this through the survey and your details will be removed. If you do not respond to the email within the given timescale you will be removed from the register.

#### **When and how should I provide supporting evidence?**

Supporting information should be submitted by email to [selfbuild@lambeth.gov.uk](mailto:selfbuild@lambeth.gov.uk).

If you are already on the register, you should only submit your evidence when you have completed a questionnaire and you been advised that you are eligible to join the register subject to your evidence being assessed. You will be given a reference number, please quote this when you submit your evidence.

If you apply to join the register for the first time between June and October 2021 you will be asked to provide your evidence in November 2021. Individuals and associations who apply after October 2021 will be asked to provide evidence in the November following their application.

#### **What if I am part of an association?**

For associations that are already on the register, the lead member will be contacted with a questionnaire to confirm whether they wish for their association remain on the register and to assess their potential eligibility. Once the questionnaire has confirmed that the association is potentially eligible to join the register, and which part, they will be asked to submit their evidence.

For an association to join either part of the register, each individual member in the association must meet all the conditions, apart from the Financial Solvency Test which must be met for the association as a whole. Associations will need to demonstrate that they have financial resources to purchase a plot of land for suitable for their project.

Details of information that should be provided in support of your application can be found in the sections above 'How can I meet the financial solvency test' and 'How can I meet the local connection test'.

#### **How can I apply if I'm not already on the Self Build Register?**

Individuals and associations can apply to join the Register via the link on the Lambeth webpage '[Register your interest for self-build or custom housebuilding](#)'. The Council will not accept any other form of application to join the Register. You will be invited to submit evidence to support your application once you have completed an application form.

#### **How long does registration last?**

Entries will remain on the Register for one calendar year from the date the joining fee is paid, for instance from 1 June 2021 to 31 May 2022. You will be required to demonstrate that you still meet the eligibility criteria to be able to stay on the Register for each subsequent year. This will incur an annual fee for entries on Part 1 of the Register, while Part 2 entries can remain on the Register free of charge. These changes are aimed at covering the costs of administering the Register and to better identify what is the genuine appetite for Custom and Self-Build in Lambeth to guide the Council's policies.

If you pay a fee but then change your mind about being on the Register, your entry can be removed on request. However you cannot get a refund once a payment has been made as the fee is used to cover the administration costs of considering your application.

### What are the fees?

Fees have been introduced to cover the costs of administering the Register.

A joining fee is payable to join the Register once the Council has confirmed your eligibility:

Joining Fee	Individuals	Associations
Part 1	£125 + VAT	£125 per person, up to a maximum of £1,250 (+ VAT)
Part 2	£85 + VAT	£85 per person, up to a maximum of £850 (+ VAT)

A fee is payable to renew your registration each year:

Renewal Fee	Individuals	Associations
Part 1	£100 + VAT	£100 per person, up to a maximum of £1,000 (+ VAT)
Part 2	Nil	Nil

The relevant fee is payable within 28 days of the Council notifying you that your application has been successful. Details of how to pay will be provided with this confirmation. If payment is not made within 28 days, you will be removed from the Register and any subsequent applications for re-entry must pay the relevant fee upfront, prior to the application being assessed. The Council reserves the right to refuse subsequent applications where the fee is not paid.

### What happens after I register?

The Council may contact you from time to time for information to update the Register or to provide information on self-build and custom homebuilding opportunities.

The Council will not offer you any free or subsidised land or grants to carry out your project, nor is registration a guarantee that planning permission will be granted for an application for self-build or custom-build development in Lambeth. The Council will not get involved with civil matters between two parties such as the purchase of land.

### What about privacy and data protection?

The Register is maintained by Council officers in conjunction with a company called Ecomotive. The details you have shared with the Council as part of your application form will not be made public. The Council will on occasion use anonymised data to report on the Register, for instance to show the total number of entries.

The Council will process your personal details in accordance with the [Lambeth Planning, Transport and Development Service Privacy Notice](#). Copies of documentation submitted as evidence that you meet the eligibility requirements to be on the Register will be stored by the Council for a maximum period of six months after which they will be deleted. Access to such documents will be restricted to officers processing the applications.

### Where can I find out more information?

If you have any further questions about the Lambeth Self-build and Custom Housebuilding Register, you can get in touch by sending an email to [selfbuild@lambeth.gov.uk](mailto:selfbuild@lambeth.gov.uk).