**Westminster City Council**

Custom and Self-Build Register Application Form

Please note this application form must be completed in all its parts (where applicable) to allow your application to enter onto Westminster’s register to progress.

Please send your completed form with the required additional documentation to planningpolicy@westminster.gov.uk using “Custom and Self-Build Register Application” as subject line.

Alternatively, you can post it to:

Custom and Self-Build Register
Policy & Projects Team
Policy, Performance and Communications
Westminster City Hall, 17th Floor
64 Victoria Street
London SW1E 6QP

Guidance on how to complete the Custom and Self-Build Register application form is provided on the Council’s website at <https://www.westminster.gov.uk/self-build-and-custom-build-register>.

If you need further assistance for completing the form, please email planningpolicy@westminster.gov.uk.

**Westminster City Council**

Custom and Self-Build Register Application Form

To apply to enter Westminster’s Custom and Self-Build Register, please complete this application form and return it to planningpolicy@westminster.gov.uk or to Custom and Self-Build Register, Policy & Projects Team, Policy Performance and Communications, 17th Floor, 64 Victoria Street, London SW1E 6QP.

If you are applying as an individual, please note you will need to complete sections 1, 3 and 4 of the form. If you intend to self-build or custom-build a single home for a group of people who will live together as one household (eg. a couple or a family), you do not need to apply as an association, or apply separately for every individual in the household to join the register.

If you are applying on behalf of a group or an association of individuals, please complete sections 2, 3 and 4. Please note that in this case you will need to provide information and evidence that you meet the criteria for each individual of the group/association that is included in the application. A £95 administration fee will be required for each individual you are applying for.

## **Eligibility requirements**

* Be aged 18 or over
* Be a British citizen or national of a European Economic Area State (member states of the European Union, Iceland, Lichtenstein and Norway, other than the United Kingdom), or a national of Switzerland
* Have access to sufficient financial resources to acquire land for custom or self-build in Westminster
* be seeking to acquire a serviced plot of land in Westminster for custom or self-build as your sole/primary residence
* **“Local Connection Test”**Have lived or worked[[1]](#footnote-1) in Westminster for the past 12 months
**or**
Be currently serving in the regular armed forces of the Crown[[2]](#footnote-2) or have served within the last 12 months from the date of your application.

**If you meet all of the above requirements, but not the “Local Connection Test”, you will be eligible to enter Part 2 of the register.**

**If you also meet the “Local Connection Test” criteria, in addition to all other eligibility requirements listed above, you will be eligible to enter Part 1 of the register.**

## **Supporting documentation**

As detailed in section 3 of the Application Form, you will need to provide supporting documentation to prove you meet the eligibility requirements. Please do not send original documents with your application as we cannot ensure that they will be returned to you.

## **Fees**

Eligible applicants for either Part 1 or Part 2 are required to pay **a £95 administration fee** to enter the register. To remain on the register from the following year, Part 1 entries will be required to pay a yearly £95 fee while Part 2 entries will be able to remain on the register free of charge.

Once your initial payment has been successfully processed, you will be entered onto the register and will remain on it for one calendar year from the day we receive your payment (eg. from 1 February 2020 until 31 January 2021).

Prior to your registration elapsing after one calendar year, we will be in touch to check with you if you would like to remain on the register and will provide further advice on next steps.

## **Next steps**

Once your application form is received, we will let you know within 28 days whether you are eligible for Part 1 or Part 2 of the register, and send you a confirmation email with further instructions on how to pay the required administration fee for entering the register.

Please note you will be required to pay the administration fee within 28 days of receipt of Westminster’s letter confirming your eligibility for either Part 1 or 2 of the register. If you fail to pay within this timeframe, we will consider your application withdrawn.

If your application is refused, we will write to you within 28 days of receipt of your application form explaining the reasons. Please note that insufficient information for an application to be assessed can also result in it being refused.

## **Personal information**

The council will process your personal details in line with the most up-to-date data protection regulations. Please see Westminster’s fair processing notice at the following link: <https://www.westminster.gov.uk/fair-processing-notice>.

**START OF FORM**

**Section 1 – to be completed by individual applicants only**

# **Application by an individual**

|  |
| --- |
| **A. Lead applicant’s name and details**The regulations stipulate the following information requirements. We may ask for further evidence to confirm the information below. |
| Title |  |
| First Name |  |
| Last Name |  |
| Home AddressPostcode |  |
| Date of birth(DD/MM/YYYY) |  |
| Nationality |  |
| Date of birth |  |
| Phone number |  |
| Email address |  |

**Section 2 – to be completed by group applicants only**

# **Application on behalf of a group/association of individuals**

|  |
| --- |
| **A. Lead applicant’s name and details**The regulations stipulate the following information requirements. We may ask for further evidence to confirm the information below. |
| Title |  |
| First Name |  |
| Last Name |  |
| Home AddressPostcode |  |
| Date of birth(DD/MM/YYYY) |  |
| Nationality |  |
| Phone number |  |
| Email address |  |
| **B. Name and address of group/association** |
| Association name |  |
| Association addressPostcode |  |
| Role of lead applicant within the association |  |
| Association email address |  |
| **C. Names and details of all individuals you are applying in behalf of**The following information is required for each individual of the group/association you are applying on behalf of. Please note we may ask for further clarification about the number of members, how these relate to the number of households and their eligibility. |
|  | **Name** | **Home address and postcode** | **Date of birth**(DD/MM/YYYY) | **Nationality** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |

Please add more rows if required or provide this as a separate attachment.

|  |
| --- |
| **D. Number of plots required** |
| **In total, how many serviced plots is the group/association seeking to acquire?** |  |

**Section 3 – to be completed by ALL applicants**

|  |
| --- |
| **B. Eligibility requirements**To be entered on the register you need to **provide evidence** to show you meet all the eligibility requirements. For group applicants, evidence must be provided for each individual of the group/association that is included in the application.Please mark the check box to show that you have attached suitable documentary evidence. |
| **Eligibility requirement** | **Examples of acceptable evidence to show you meet the requirement** | **Check box** |
| Be aged 18 or over | Copy of proof of identity, such as:* Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland
* National identity card
* Passport
* Certificate of registration or naturalisation as a British citizen
* Photo driving license
 |[ ]
| Be a British citizen or national of a European Economic Area State (member states of the European Union, Iceland, Lichtenstein and Norway, other than the United Kingdom), or a national of Switzerland | Copy of proof of identity, such as:* Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland
* National identity card
* Passport
* Certificate of registration or naturalisation as a British citizen
* Home Office documents confirming nationality
 |[ ]
| Have access to sufficient financial resources to acquire land for custom or self-build in Westminster | Evidence that you have access to sufficient financial resources:* bank statement
* evidence of annual salary
* mortgage promise
* keyfacts documents
* letter from financial credited advisor
 |[ ]
| **LOCAL CONNECTION CRITERIA**Have lived or worked in Westminster for the past 12 months**or**Be serving in the armed forces of the Crown or have served within the last 12 months from the date of this application | Copies of two household bills (eg. Bank statement, utility bills, Council tax bills, tenancy agreement, mortgage statement, payslips):- One of which dates back 12 months from date of application;- One recent bill (less than 3 months old).**or**Proof of service within the armed forces either currently or within the last 12 months from the date of the application. Acceptable evidence includes any of the following:* Identity card issued by one of HM’s UK armed forces
* Confirmation document issued by one of HM’s UK armed forces or the Secretary of State
* Discharge papers/forms
* Record of service papers/document
* Armed forces pay statement or P60
* A letter from your commanding officer
 |[ ]

**Section 4 – to be completed by ALL applicants**

|  |  |
| --- | --- |
| **Declaration** | **Check box** |
| **For individual applicants – I confirm that I am seeking to acquire land in Westminster for a self-build or custom-build home for my occupation.** |[ ]
| **For group applicants – I confirm that each member of the association is seeking (either alone or with others) to acquire a serviced plot of land in Westminster for their own self-build or custom housebuilding.** |[ ]
| **I confirm that I am willing to pay the administration fee.** |[ ]
| **By submitting this form I confirm that:*** **all the information submitted is accurate to the best of my knowledge, and can be relied upon by the Council for the purposes of the register; and**
* **all documents submitted are true copies; and**
* **I understand that the Council has powers (under regulation 10(2)(a) of the Self build and Custom Housebuilding Regulations 2016) to remove a person (or association) from the register where the Council considers that the person (or association) is no longer eligible for entry on the register.**

**The Council reserves its right to pass on any evidence of fraud or attempt to deceive to the relevant authorities.** |[ ]
| **Signature (type name if submitting online): …………………………………………………………………****Date: ………………………………………………………………….** |

**END OF FORM**

1. Applicants should have been spending the majority of their week employed within Westminster (at least 20 hours) for at least the last 12 months, this needs to be evidenced in a letter from their employer. [↑](#footnote-ref-1)
2. Regular forces within the meaning of section 374 of the Armed Forces Act 2006. [↑](#footnote-ref-2)