



Self-build and custom housebuilding register - application for entry onto the register

Part A: Required information

Your details

Title:	<input type="text"/>	First name:	<input type="text"/>
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Last name	<input type="text"/>
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Address Line 1:	<input type="text"/>
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Line 2:	<input type="text"/>
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Line 3:	<input type="text"/>
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Line 4:	<input type="text"/>
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Post code:	<input type="text"/>	Email address:	<input type="text"/>
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Date of birth:	<input type="text"/>
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Part A Declaration: eligibility criteria

I (<i>Insert full name</i>)	<input type="text"/>
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do hereby confirm that I am:

- aged 18 or over
- a British citizen, a national of an EEA state other than the United Kingdom, or a national of Switzerland and
- seeking (either alone or with others) to acquire a serviced plot of land within Epsom & Ewell Borough Council boundary to build a house to occupy as my sole or main residence.

Signature:	<input type="text"/>
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Part B: Additional information

1. Are you actively searching for land in our borough to build your own home?

Yes No

2. Do you have funding in place, or are you in the process of securing funding, to build your own home?

Yes No

3. What type of project are you considering?

Self-build

Other form of custom housebuilding - please specify

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Not sure/undecided

4. Where in our borough are you looking to build your home? (please prioritise if you are considering more than one location)

	Choice 1	Choice 2	Choice 3
Name of area(s) (if known)			
Postcode(s) (if known)			
Ward(s) (if known)			

5. Would you consider building your home within a mainstream housing development?

Yes No

6. How many bedrooms are you considering?

None 1 2 3
 4 5 6 7 or more

7. Is there any further information you would like to provide?

8. Are you entered on a register or seeking to be entered on the register of another authority?

Yes - please specify which authorities

No

Part C: Your data

Data protection

Epsom & Ewell Borough Council is the data controller for the purposes of the Data Protection Act 1998.

Personal information submitted on the self- build and custom housebuilding register (the Register) will be held by the Council. This information will be used to:

- a) carry out the Council's duties in accordance with provisions contained in the Self-Build and Custom House Building Act 2015;
- b) carry out strategic housing functions under the Housing Act 1985 and Planning and Compensation Act 2004 and any other relevant legislation.

In addition, the Council may, from time to time, disclose certain information from the Register to other local authorities. This information will be used to determine the level of demand for self-build and custom housebuilding across our wider Housing Market area. Certain information will also be published, including in the Authority's Monitoring Report, as part of the Council's duty to publicise the Register. No personal data will be disclosed, and the types of information to be shared and published will include the number of individuals or associations on the register, the number of serviced plots of land sought in the Council's area and the preferences people on the register have indicated such as the general location of plots within the Council's area, desired plot sizes and type of housing intended to be built.

Data will be held on the register until such time as:

- the Council is notified by an individual or association that they wish to be removed from the register;
- The Council decides to remove an entry from the register if the Council considers that the individual, or in the case of an association, any member of the association, is no longer eligible for entry in the register.

You have the right to access, rectify, erase or restrict your personal data. You also have the right to object to its processing or to withdraw your consent to its processing. You also have a right of complaint to the Information Commissioner's Office (ICO).

Freedom of Information Act 2000 and Environmental Regulations 2004

Under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, Epsom & Ewell Borough Council is under a statutory duty to disclose information it holds in recorded form, upon receiving a request for information where the information is not otherwise exempt from disclosure. Information may be exempt if it contains the personal information of an identifiable individual. The decision to disclose or exempt rests with the Council.

Please confirm your consent to the processing of your information as stated above by ticking the following box

You can contact us with regard to the information provided on the register:

- By e-mail to: supportgrouprequests@epsom-ewell.gov.uk
- By post to the address below.

Please send your completed application form to: Email: localplan@epsom-ewell.gov.uk

Post: Planning Policy - Place Development
Epsom & Ewell Borough Council
Town Hall
The Parade
Epsom
Surrey
KT18 5BY