

Wandsworth Council

Home Ownership Team

Resident Self-Build and Custom Housebuilding Register Application Form

Individual Households

Please complete this application form for entry onto Wandsworth's register. All questions **MUST** be completed (where applicable) to allow your application to proceed.

If you need any help filling in the form, please:

- phone us on (020) 8871 6161;
- email us at housesales@wandsworth.gov.uk; or
- visit our website at www.wandsworth.gov.uk/homeownership

Return the completed form to:

Home Ownership Team
Housing and Regeneration Department
Wandsworth Council
Town Hall
Wandsworth High Street
LONDON
SW18 2PU

or housesales@wandsworth.gov.uk



Wandsworth Council

Individual Households: Resident Self and Custom Housebuilding Application Form

Eligibility for the register

To be eligible for Part 1 of the register you must:

- Be aged 18 or older
- Be a British citizen, a national of a EEA State other than the United Kingdom, or a national of Switzerland
- Be seeking (either alone or with others) to acquire a serviced plot of land in the borough of Wandsworth to build a house to occupy as your sole or main residence
- Currently live and have continuously lived within the Borough of Wandsworth for the past two years from the date of your application (this is our 'local connection test', if you are in the service of the regular armed forces or have served in the armed forces within the last two years from the date of your application, you will be deemed to have satisfied the 'local connection test')
- Have access to a minimum of £350,000 (either in savings or through private finance or mortgage in principle)

Should you meet all the above criteria, with the exception of our 'local connection test' you will be entered onto Part 2 of the register.

Should you meet all the above criteria, including our 'local connection test', you will be entered onto part 1 of the register, subject to payment of fee as detailed below.

Fee

There is a fee of £150 for eligible applicants to join our Part 1 register for one year, with an annual re-registration fee of £150 to remain on the register thereafter, subject to re-assessment of any relevant eligibility criteria at that time. There is no fee to join the Part 2 register.

Next Steps

Once we have received your application form we will:

- A.** Assess the validity of your application form within 28 days of receiving it;
- B.** If the application is eligible, we will send you a registration letter within 28 days of assessing your application form and request the registration fee of £150 which should be sent back to the Council within 28 days from the date of the registration letter (Fee applicable to Part 1 Applicants only);
- C.** If the application is not eligible, we will write to you explaining the reasons why within 28 days of assessing the application.

Please note that the Register will not be made public, although the Council may report on data in an anonymised fashion.

Any person with an entry on the Register may seek its removal or amendment by submitting a request in writing.

For further information on how we will protect your right to privacy whilst being on this register, please see our GDPR / Data Protection Statement on our resident Self Build Page at:

www.wandsworth.gov.uk/resident_self_build

Section 1 – Lead applicant details

The main person applying must fill in this section.

1 Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>
2 Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>			
3 First name or names	<input type="text"/>				
4 Last name	<input type="text"/>				
5 Previous last name (if this applies)	<input type="text"/>				
6 Nationality	<input type="text"/>				
7 Address and postcode	<input type="text"/>				
8 Date of birth	<input type="text"/>				
9 National Insurance number	<input type="text"/>				
10 Contact details	Home phone no.	<input type="text"/>			
	Work phone no.	<input type="text"/>			
	Mobile phone no.	<input type="text"/>			
	Email address	<input type="text"/>			

11 Would you consider building a home/development with a group/association of people? Yes No

Section 2 – About the home you currently live in

12 What is your current tenancy status?

- A Wandsworth Council tenant
- Renting privately / living with family or friends
- A housing-association tenant
- Renting from your employer
- A current or previous homeowner
- Temporary accommodation

Section 3 – Dependants

13 What dependants will be living with you?

Name	Relationship to you	DOB	M/F
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 4 – Your financial information

Your household savings

14 Please confirm the total amount of savings you hold in your name.

If you are applying as a household, please put the savings for the household.

£

Your income each year

15 Give your gross income each year (in other words, before tax but not including bonuses or paid overtime). If you are self-employed, give your net annual profit (after deductions).

Total each year
£

Section 5 – Self and custom build household details

16 What type of property are you looking for:

- Detached house Semi-detached house Terraced house
 Flat or Apartment Any of the above

Other (please specify)

17 How many bedrooms are you looking for?

18 Which area(s) of the Borough would you like to build in?

19 When would you be looking to commence the build?

- Within 6 months Within 1 year Within 2 years
 Within 3 years After 3 years

20 Did you originally express an interest in Resident Self-Build and Custom Housebuilding in Wandsworth via the Local Self Build Register website? Yes No If

so, when did you apply. Date

Section 6 – Local eligibility criteria

- I meet the local connection criteria: living continuously within Wandsworth Borough for 2 years prior to application.
or
- I am in the service of the regular armed forces or have served in the armed forces within the last two years from the date of my application
- I have the financial resources to support the purchase of land for self-build or custom housebuilding.
- I can confirm that I am seeking to acquire a serviced plot of land in Wandsworth Borough for self-build or custom housebuilding as my sole/primary residence.

Please tick the boxes above to confirm that you pass the local eligibility criteria and ensure that you provide evidence when sending back the application form. Details of evidence can be found at the end of the application form. Failure to provide this information will result in the application being refused.

Please note that entry on the register will not guarantee that a suitable plot will be identified or be made available for you. Subsequent applications for self-build and custom build projects will require planning permission and will be assessed in line with the council's planning policies and guidance.

Please provide the following documents.

The lead applicant must provide:

- Proof of identity, such as a copy of your passport or photo driving license.
- Copies of two household bills (e.g. bank statement, payslips or utility bill)
 - One which dates back 2 years 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 two years from the date of application. This can take the form of a letter from your commanding officer.
- Evidence that you have access to a minimum of £350,000 (e.g. bank statement, evidence of annual salary, mortgage promise, keyfacts document OR letter from financial accredited advisor).

Further information relating to Wandsworth's Resident Self Build Scheme can be obtained by visiting: www.wandsworth.gov.uk/resident_self_build

If you have questions about this application form or if you need it in a different format (for example, large print) please contact us on:

(020) 8871 6161

housesales@wandsworth.gov.uk

Section 7 – Signatures

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering funds for these purposes.

It is a criminal offence to knowingly or without care make a false declaration or withhold information that is reasonably needed in connection with my application.

Declaration: I have read the above and confirm that I have provided accurate and up-to-date information relating to my application. I understand that if you find that I have given false information to get housing, you may take appropriate legal action against me and the registered social landlord or local authority will apply to repossess the property.

If you wish to be withdrawn at any point from the self build register, we will need a request in writing which we will endeavour to process within 28 days.

Lead applicant signature Date

Print your name

Further information relating to Wandsworth's Resident Self Build Scheme can be obtained by visiting:

www.wandsworth.gov.uk/resident_self_build

If you have questions about this application form or if you need it in a different format (for example, large print) please phone (020) 8871 6161

housesales@wandsworth.gov.uk