

SELF BUILD AND CUSTOM HOUSEBUILDING REGISTER

ELIGIBILITY CONDITIONS GUIDANCE NOTE



The Council's Cabinet considered a report on 1 February 2018 and agreed to introduce eligibility criteria in order to clarify the process for the self build and custom housebuilding register. The two tests are detailed below.

Local Connection Test

In order to demonstrate sufficient local connection, individuals and associations of individuals should meet at least one of the following local connection criteria¹ to be eligible for entry to **Part 1** of the Register:

1. Lived in Hart District for a minimum period of 3 out of the last 5 years;
2. Currently employed² in Hart District and have been employed in Hart District for a minimum period of 3 out of the last 5 years;
3. Currently self-employed³ primarily based in Hart District with an on-going viable venture for a minimum period of 3 out of the last 5 years;
4. Currently serving in the armed forces⁴ or have left the services within the last 3 years.

In due course the council will require evidence of residency within Hart District such as utility bills, council tax statements and lease arrangements, or other information which demonstrates residency beyond doubt. Evidence of employment within Hart District can include pay slips or other information which demonstrates local employment beyond doubt. An application can be refused if there is insufficient information or evidence provided.

For associations, appropriate evidence must be provided for each individual.

¹ Consistent with the Self Build and Custom Housebuilding Regulations 2016, Regulations 5(2) and 5(3).

² Employment must be more than 16 hours per week and where working hours fluctuate be an average taken over 12 months.

³ Self-employment must be more than 16 hours per week and where working hours fluctuate be an average taken over 12 months.

⁴ Within the meaning of Section 374 of the Armed Forces Act 2006.

Financial Resources Test

Individuals and associations of individuals must have sufficient resources⁵ to purchase land for their self-build and custom housebuilding. This applies to **Part 1** and **Part 2** of the register.

Relevant evidence of sufficient resources to purchase the land includes:

1. Details of savings or equity for the purchase of a site/plot at a realistic value;
2. An offer letter from a self-build mortgage lender eg. Member of the Council of Mortgage Lenders. Evidence must show the release of specific funds for the purchase of a site/plot at a realistic land value.
3. Written confirmation from a qualified financial advisor with active membership of a relevant professional body. Evidence should demonstrate that the individual has sufficient funds/equity to purchase the land.
4. Any other information which demonstrates, to the council's satisfaction, that the individual has sufficient resources to purchase land for their self-build custom housebuilding.

For associations, appropriate evidence must be provided for each individual.

All individuals should complete and upload the [Eligibility Confirmation Form](#) as part of their online application.

⁵ Consistent with the Self Build and Custom Housebuilding Regulations 2016, Regulation 5(4).