**Self-Build & Custom Housing Register**

**Application for entry onto the register under the Self-build and Custom Housebuilding (Register) Regulations 2016.**

***1 Are you applying for entry onto the register as:***

|  |  |
| --- | --- |
|  |  |
| An individual? (go to section 2) |  |
|  |  |
| An Association? (go to section 3) |  |

***2 If applying as an individual, please provide the following information.***

|  |  |
| --- | --- |
| Full name |  |
|  |  |
| Contact address |  |
|  |  |
| Date of Birth (dd/mm/yyyy) |  |
|  |  |
| Nationality |  |

**(Please go to section 5)**

***3 If applying as an association, please provide the following information***

|  |  |
| --- | --- |
| Name of Association |  |
|  |  |
| Address of Association |  |
|  |  |
| Name of lead contact |  |
|  |  |
| Contact address for lead contact (if different from above) |  |
|  |  |
| Date of Birth (dd/mm/yyyy) |  |
|  |  |
| Nationality |  |
|  |  |
| The number of serviced plots of land sought |  |

**(Please go to section 4)**

***4 For each member of the association, please provide the following:***

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Date of Birth | Nationality |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please attach further sheets as necessary

***5 Declaration***

I declare that I/the members of the association\* are:

|  |  |
| --- | --- |
| Aged 18 or over |  |
|  |  |
| A British Citizen; |  |
| A national of an EEA State other than the United Kingdom; or |  |
| A national of Switzerland |  |
|  |  |
| Seeking to acquire a serviced plot of land within the area of Chesterfield |  |
| Borough Council to build a house to occupy as the individual’s sole or main residence. |  |

I understand the following:

You will use the information I have provided to process my application for the following purposes providing evidence of the demand for Self Build and Custom housebuilding to inform the preparation of the council's Local Plan (as required by the Self-build and Custom Housebuilding Act 2015).

The Council may also share your information with other public sector bodies or agencies where it has a statutory requirement to do so or there exists another legal gateway such as a data protection exemption. This may include sharing information for crime and taxation purposes, such as fraud prevention.

If I give information that is incorrect or incomplete when it is unlawful to do so, you may take action against me, including court action.

Where the information relates to another individual I can confirm that I have sought their permission, where required from them, prior to its use.

I declare that the information I have given on this form is correct and complete.

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Signature |  |
|  |  |
| Date |  |

Completed forms should be returned to the address at the end of this form or by email to [forward.planning@chesterfield.gov.uk](mailto:forward.planning@chesterfield.gov.uk)

If your application is successful we will notify you within 28 days and place your details on the Council’s register. If your application is unsuccessful we will notify you of the reason(s) within 28 days.

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**Privacy Notice**

Chesterfield Borough Council is committed to protecting your privacy when you use our services. The privacy notice below explains how we use information about you and how we protect your privacy.

*Using your personal information*

Personal information which you have supplied to us on this form will be used for the following purposes:

* *for the purposes of providing evidence of the demand for Self Build and Custom housebuilding to inform the preparation of the council's Local Plan (as required by the Self-build and Custom Housebuilding Act 2015)*

*Lawful basis for using your information*

The lawful basis for processing your personal data is:

We are carrying out a task in the public interest, such as providing statutory services

**The following is only necessary if you’re collecting sensitive personal data on this form. In which case you also need to provide this additional lawful basis**

*Sharing your information*

The Council may share your information with other public sector bodies / agencies where it has a statutory requirement to do so. This may include sharing information for crime and taxation purposes, such as fraud prevention.

*Retaining your information*

Your personal data will be retained in accordance with Local Government retention Guidelines.

*Your rights*

If you require more information regarding the processing of your personal information and details of the rights you have under data protection law please go to:

<https://www.chesterfield.gov.uk/privacy> or alternatively telephone our customer services team on 01246 345345.

We also have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, the council’s Data Protection Officer can be contacted:

* by phone on 01246 345345
* via email to [dpo@chesterfield.gov.uk](mailto:dpo@chesterfield.gov.uk)
* by writing to us at: Data Protection Officer, Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield, Derbyshire, S40 1LP