

<p><b>Lichfield District</b></p> <p><b>Self-build and Custom House building Register – Application form</b></p>	<p>Date Received:</p> <p>Date Acknowledged:</p> <p><b>FOR OFFICIAL USE ONLY</b></p>
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Please use this form to provide personal details to apply for inclusion on the Self-build and Custom Housebuilding register for Lichfield District. This information is required in line with The Self-build and Custom Housebuilding (Register) Regulations 2016.

**Please return your completed forms to:**

Spatial Policy & Delivery  
Lichfield District Council  
Council House  
Frog Lane  
Lichfield  
Staffordshire,  
WS13 6YZ

[developmentplans@lichfielddc.gov.uk](mailto:developmentplans@lichfielddc.gov.uk)

**SECTION 1 – Is this an individual or association application?**

<b>1. Are you applying as an Individual or an Association</b>	
Individual	<input type="checkbox"/> For individuals please proceed to section 2
Association	<input type="checkbox"/> For associations please proceed to section 3

Please complete either section 2 or 3 as indicated above and then proceed to section 4.

**SECTION 2 – Individual application**

Please complete the following section if you are an individual (either alone or with others) seeking to be entered onto the Self-build and Custom Housebuilding Register.

<b>2a. Personal Details - Individual</b>	
Title	
First Name	
Last Name	
Date of Birth	
Nationality	
Address Line 1	
Line 2	
Line 3	

Line 4

Post Code

Email address

### 2b. Individual confirmation

Please complete this section to confirm you are seeking (either alone or with others) to acquire a serviced plot of Land within Lichfield District Council's area to build a house to as your sole or main residence.

Yes

No

## SECTION 3 – Association application

Please complete the following section if you are an association seeking to be entered onto the Self-build and Custom Housebuilding Register.

### 3a. Association Details

Name of Association

First Name

Last Name

Date of Birth

Nationality

Address Line 1

Line 2

Line 3

Line 4

Post Code

Email address

### 3b. Lead contact details

Title

First Name

Last Name

Date of Birth

Nationality

Address Line 1

Line 2

Line 3

Line 4

Postcode

Email address

### 3b. lead contact confirmation

Please complete this section to confirm you are seeking (either alone or with others) to acquire a serviced plot of Land within Lichfield District Council's area to build a house to as your sole or main residence.

Yes

No

### 3c. Number of plots required for association

Please provide the number of serviced plots of land within the Lichfield District Council area the association are seeking to acquire.

Please include the name, address, date of birth and nationality of each member of the association. Please use additional copies of this page of the form for all additional members of the association.

**3d. Association member details**

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Nationality	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Post Code	<input type="text"/>
Email address	<input type="text"/>

**3d. Association member details**

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Nationality	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Postcode	<input type="text"/>
Email address	<input type="text"/>

**3c. Individual confirmation**

Confirm you are seeking (either alone or with others) to acquire a serviced plot of Land within Lichfield District Council's area to build a house to as your sole or main residence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**3c. Individual confirmation**

Confirm you are seeking (either alone or with others) to acquire a serviced plot of Land within Lichfield District Council's area to build a house to as your sole or main residence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## SECTION 4 – Additional information

Please complete the following section to provide us with additional information which will assist with our intelligence on the housing need being identified through the Self-build and Custom Housebuilding register

Additional information		
Have you made a request to be included on the Self-build and Custom Housebuilding register in any other Local Authority areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so which local authority(ies)?		
Please provide detail on the size and type of plot(s) preferred if known.		
Please provide detail on the type of homes you are seeking to build if known.		
Signed:		
Date:		

### Determination of applications for individuals/associations to be included on the register

Please note that Lichfield District Council will determine your application for entry in the register within 28 days of the date that the application was received.

Notification of the authority's decision will be provided within 28 days of the date of the determination to:

- (a) in the case of an individual applicant, the individual;
- (b) in the case of an association, the lead contact or such other person as the authority considers to be action on behalf of the association.

Please note proof of personal details of any person requesting to be entered onto the register may be required.

### Amendments to register

Individuals or associations entered on the register may apply to amend that entry. Applications for amendments should be submitted in writing by the individual or, in the case of an association, the lead contact. Such amendments and notification of such will be determined in line with the timescales set out as above.

### Removal from the register

Lichfield District Council must remove an entry from the register within 28 days of receiving:

- (a) in the case of the individual, a written request from the individual to be removed from the register;
- (b) in the case of an association, a written request for the association to be removed from the register from the lead contact or such other person as the authority considers to be acting on behalf of the association.

Lichfield District Council may remove an entry from the register if the authority considers that the individual (or in the case of an association, any member of the association) is no longer eligible for entry on the register. Where it is decided to remove an entry from the register Lichfield District Council will notify the subject of the entry and give reasons for their decision. This will be made in writing and sent within 28 days of the date of the decision to:

- (a) in the case of an individual, the individual;
- (b) in the case of an association, the lead contact or such other person as the authority considers to be acting on behalf of the association.

Lichfield District Council will process your personal data in accordance with the Data Protection Act 1998. Our Privacy Notice can be viewed at [www.lichfielddc.gov.uk/Council/Privacy-notice.aspx](http://www.lichfielddc.gov.uk/Council/Privacy-notice.aspx) or contact us for a copy to be sent to you.