
Self-Build and Custom Housebuilding for Allerdale Area: Grant Application Form

Name _____

Address _____

Phone _____

Email _____

If you are part of an association, please give the name and address of the main contact:

Have you already paid planning application and/or building control fees?

Yes

Complete Section 1

No

Complete Section 2 (next page)

Section 1: Retrospective Funding

Please note that only costs incurred after the Self-build and Custom Housebuilding policy was adopted on 17 October 2018 will be considered for retrospective funding.

You must be able to demonstrate that you would qualify for part one of the Self-build and Custom Housebuilding register by providing evidence to show:

- You are aged 18 or over.
- You are a British citizen, a national of an EEA state other than the United Kingdom, or a national of Switzerland.

- You have been resident in the Allerdale area for more than 12 months;
or, are no longer resident but were resident for at least one of the last five years;
or, have a family association* with an existing resident of at least 12 months residence in the Allerdale area;
or, permanent employment in the Allerdale area (or acceptance of an offer of such).

*Family association is defined as spouse, civil partner, children, and siblings. We may also allow family association through marriage, e.g. step-parents, children and siblings.

Please show how much you have paid for the following:	Amount (£)	VAT (£)	Date Cost Incurred	Reference Number
Pre-planning Advice				
Planning Application				
Building Control				
Total				

Please provide receipts for all costs you are seeking retrospective funding for.

> Continue from Section 3

Section 2: Pre-Payment Funding

You must be on part 1 of the Self-build and Custom Housebuilding register before you can apply for pre-payment funding. Information about how to join the register is available on the housing section of the Council's website.

Self-build and Custom Housebuilding register reference number: _____

Please show how much you will pay for the following:	Amount (£)	VAT (£)	Date Cost Incurred	Payment Reference Number
Pre-planning Advice				
Planning Application				
Building Control				
Total				

Applicants are expected to refer to the Scale of Fees for Planning Applications sheet and Building Regulation charges which are both available from the Council.

> Continue from Section 3

Section 3: Project Details

Type of property and number of bedrooms

Address of the plot on which you will be building

Please provide an official copy of the register of title. This is available from Land Registry for a small fee. Go to www.gov.uk/government/organisations/land-registry

How do you intend to finance your self-build project? (please provide details)
e.g. self-build mortgage, savings or other method.

Please provide evidence that you have sufficient funding to complete your project.

Please provide evidence that you have public liability insurance with a limit of indemnity not less than five million pounds (£5,000,000).

Section 4: Financial Details

Please give details of the account that you would like the grant paid in to.

Account Holder Name(s) _____

Sort Code _____

Account Number _____

Bank/Building Society _____

Name & Address _____

Please provide a recent statement from this account which shows the name and address of the applicant.

Conditions of the Grant

- Those receiving the grant must use the services of Cumberland Council planning and building control teams.
- An application for planning permission must be submitted within six months of the grant funding being paid.
- The applicant's self-build and custom housebuilding project must be completed within three years of the grant funding being received. If it is not completed within this time, reasonable explanation of the delay should be provided to Cumberland Council.
- In the event that the plot is sold after grant funding is received, but before the project is completed, the Council will recoup the grant funding.
- The recipient of the grant will provide a written update of the project every three months.
- A Cumberland Council grant agreement must be signed before the grant funding is transferred to the applicant.

Non-Financial Support

To help us improve the service we provide, please suggest other ways Cumberland Council could support self-builders in the area.

Declaration

I declare that the information given on this application form is accurate to the best of my knowledge.

I understand that I must notify the Council of any significant changes to the application and that misleading information can invalidate this application.

I understand the conditions of the grant agreement and agree to abide by them.

This application form contains information that is personal data for the purposes of the Data Protection Act 2018.

Signed

Date

Required Documents

Please go through this carefully, if you do not submit all the necessary information your application will be delayed. Please tick each item to confirm that you have included it.

All applications must be accompanied by:

- An official copy of the register of title (from HM Land Registry)
- Evidence of public liability insurance with a limit of indemnity not less than five million pounds (£5,000,000)
- Evidence that you have sufficient funding to complete your project
- A statement from the account the grant will be paid in to which shows the name and address of the applicant

Applications for **retrospective** funding must also be accompanied by:

- Receipts for all costs you are seeking retrospective funding for
- Evidence that you meet the requirements to join part 1 of the Self-build and Custom Housebuilding register: show:
 - You are aged 18 or over.
 - You are a British citizen, a national of an EEA state other than the United Kingdom, or a national of Switzerland.
 - You have been resident in the Allerdale area for more than 12 months; **or**, are no longer resident but were resident for at least one of the last five years; **or**, have a family association* with an existing resident of at least 12 months residence in the Allerdale area; **or**, permanent employment in the Allerdale area (or acceptance of an offer of such).

*Family association is defined as spouse, civil partner, children, and siblings. We may also allow family association through marriage, e.g. step-parents, children and siblings.

Applications for **pre-payment** funding must also be accompanied by:

- Evidence of the amount you will be paying, the Scale of Fees for Planning Applications sheet and Building Regulation charges

Please send your completed form and evidence by email to:

housing.developmentteam@cumberland.gov.uk

Alternatively, send by post to:

Housing Development Team
Cumberland Council
Allerdale House
Workington
CA14 3YJ

Please mark your envelope 'Private and Confidential'.

Data Protection

Cumberland Council takes your privacy seriously and your data will be used to provide you with the services you request. It will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK data protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require. We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights then you can do so by contacting the Information Governance and Data Protection Officer, Allerdale House, Workington, Cumbria, CA14 3YJ (tel: 0300 373 3730 /email: foi@cumberland.gov.uk) or by using the Individuals' Rights form on our website. For further information please see the Privacy Notice and individuals' Rights section at www.cumberland.gov.uk. If you are dissatisfied with the way we have processed your data you may contact the Information Commissioner's Office at www.ico.org.uk