

# Self-Build & Custom Build Register Application Form

## Association

*Self and custom build housing is housing built by individuals or groups for their own use, either by building the home on their own or by working with builders. The Government recognises that homes built in this way are often cheaper, greener, more affordable and more innovatively designed than standard market housing and they offer a real alternative to buying 'off the peg' houses that may not meet your household's needs.*

If you would like to be included on Bedford Borough Council's Self & Custom Build Register you must complete an application form. Complete this form if you are an Association of self/custom builders working together to secure more than one plot. Please nominate a lead person to complete this application form. If you are an individual, couple or group of people from one household jointly seeking to acquire one plot of land, please complete the separate **individual** application form and not this one. **Please note: for your Association to have their details placed in Part 1 of the Register, each member must be eligible as a Part 1 applicant. If they are not your Association's details will be placed in Part 2 of the Register.**

### Lead Contact for the Association

- A Title (Mr, Mrs, Dr, etc.)
- B First Name
- C Surname
- D Address 1
- E Address 2
- F Address 3
- G Address 4
- H Post Code
- I Email address
- J Phone number we can contact you on to discuss your application
- K Name of the Association
- L Number of members in the Association

- M Address 1 of the Association (if different to above)
- N Address 2 of the Association
- O Address 3 of the Association
- P Address 4 of the Association
- Q Post Code of the Association
- R Is there potential for more members to join the Association?      Yes      No
- S If, “Y”, how many?\*
- T How long has the Association existed (in years)?
- U Does the Association have a formal constitution?      Yes      No  
(you may be asked to produce evidence of this if “Y”)
- V Does the Association have a legal structure?      Yes      No  
(you may be asked to produce evidence of this if “Y”)

\*New members will be required to complete an application form when they join

To continue with your application, please complete the forms below for each member of your Association (including yourself as Association Member 1) and send the completed form to [housing.strategy@bedford.gov.uk](mailto:housing.strategy@bedford.gov.uk) or by post to:

Housing Strategy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP.

July 2021

## Lead Contact Association Member 1

Please refer to the Guidance Note when completing this form. Provision has been made for yourself and 5 other members on this form but more can be added as required (If there are more than 6 members in your Association, please add extra pages containing the same details as supplied by the other members on this form).

### Section 1 - Qualification to be included on the Register

All applicants must complete this section. If you cannot confirm all of the following (1a, 1b and 1c) you are not eligible to join the Register. We may ask for evidence to support your answers but you do not need to submit it at this stage.

- 1a I confirm that I am 18 years of age or over
- 1b I confirm that I am (please tick at least one of the following three options)
- a British Citizen
  - a national of a European Economic Area State other than the UK
  - a national of Switzerland
- 1c I confirm that I am/we are looking for a plot to build a home that will be my/our sole or main residence

### Section 2 - About you

**Details as above Lead Contact Form. Please complete 2e below.**

- 2e Have you registered your interest to build a self or custom build property with any other local authority? Yes No

## Section 3. Connection to Bedford Borough (Local Eligibility)

Bedford Borough Council's Self-build & Custom Housebuilding Register is held in two parts. To qualify for Part 1, you must meet **at least one** of the following local eligibility criteria. You must provide suitable evidence in support of your application (please see the Guidance Note).

- 3a I have lived in Bedford Borough for at least 3 of the last 5 years
- 3b I have a close relative who has lived in Bedford Borough for at least three of the last 5 years  
(mother, father, sister, brother, grandparents, grandchildren, adult children & corresponding step relations)
- 3c I have worked, or have a household member who has worked, in permanent employment in Bedford Borough for an average of at least 16 hours per/wk over the past twelve weeks, or have retired and have fulfilled this criterion immediately prior to retirement
- 3d I am a member of HM Armed Forces or have left the Armed Forces within the last 5 years

If you qualify to go on the Register (Section 1) but cannot demonstrate a local connection (Section 3) your Association's details will be placed on Part 2 of the Register

## Section 4 – Location Preference

### Where is / are your preferred location(s) to build in Bedford Borough?

4a Anywhere in areas A-G below (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

4b Any of the areas below except Area A (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

Alternatively, please choose up to three preferred areas from the options below and enter them, in order of preference, into the boxes beneath the table. This information will help the Council to understand the locations that most registrants want to build but it will not limit your future choices.

Location	Area
Bedford Town & Kempston Town (including Brickhill and Gt Denham urban parishes)	<b>A</b>
Dean & Shelton, Melchbourne & Yelden, Swineshead & Pertenhall, Riseley, Bolnhurst & Keysoe, Little Staughton parishes	<b>B</b>
Wymington, Knotting & Souldrop, Podington, Odell, Sharnbrook, Bletsoe, Thurleigh, Harrold, Felmersham & Radwell parishes	<b>C</b>
Carlton & Chellington, Pavenham, Milton Ernest, Turvey, Stevington, Oakley, Clapham parishes	<b>D</b>
Bromham, Stagsden, Biddenham, Kempston Rural, Wootton, Stewartby parishes	<b>E</b>
Elstow, Wixams, Wilshamstead, Shortstown, Cotton End, Cardington, Cople, Willington parishes	<b>F</b>
Great Barford, Renhold, Ravensden, Wilden, Wyboston, Chawston & Colesden, Roxton, Little Barford, Colmworth, Staploe parishes	<b>G</b>

4c Preferred Area Option 1

Preferred Area Option 2

Preferred Area Option 3

## Section 5. Self / Custom Build Preferences

5a Why do you wish to self/custom-build? **Please tick all that apply**

To purposely design for disability needs

For improved eco performance

To join in with a community-led build

To improve my / our construction-related skills

To design/build my / our own property

To build a property cheaper than can buy on the market

Other (please specify)

5b What type of self/custom build are you interested in? **Please tick one box only**

Self-build

Custom build

Either

5c Please confirm your preference(s) from the following. **Please tick one box only**

Standalone self-build / custom build plot

Individual self-build as part of a larger site with other self-build plots

Either

5d What type of dwelling are you seeking to build **Please tick all that apply**

Detached house

Semi-detached house

Terraced house

Detached bungalow

Semi-detached bungalow

Other (please specify)

5e How many bedrooms do you intend your self-build/custom build property to have? **Please tick one box only**

1-2 bedrooms

3-4 bedrooms

More than 4 bedrooms

## Section 6. Timescales

When do you intend to start building? **Please tick one box only**

Under 2 years

2-5 years

Over 5 years



Section 7. Finance

Do you have the necessary finance in place to fund your proposed self-build/custom build project? Yes No

Will you need to sell your current home in order to finance the project? Yes No

What is your estimated maximum budget for building your home, including site purchase costs? Please tick one box only

- £100,000
- £150,000
- £200,000
- £250,000
- £300,000
- £350,000
- £400,000
- £450,000
- Over £500,000

## Section 8 - Any other comments in relation to the questions on this form?

## Section 9 – Data Protection, Declaration and Signature

### Data Protection Act 2018 & General Data Protection Regulation 2018

The information provided above will be held by Bedford Borough Council in relation to self/custom build housing only. It will be held in accordance with the Council's Data Protection Policy which may be found on the Council's website at the following link: <http://www.bedford.gov.uk/gdprprivacy>.

If at any time you would like to remove your name from the Register and your details from our records, please let us know by sending an e-mail to [housing.strategy@bedford.gov.uk](mailto:housing.strategy@bedford.gov.uk), phone 01234 718585 or write to: Housing Strategy Team, Bedford Borough Council, 4<sup>th</sup> Floor Borough Hall, Cauldwell Street, Bedford, MK42 9AP

### Declaration

I confirm that the information I have provided on this form is true and correct and

I have not deliberately given false or misleading information or withheld any relevant information in my application **(please tick the box)**

Signed

Date

Please return this form, attaching scanned copies of any supporting documents, to [housing.strategy@bedford.gov.uk](mailto:housing.strategy@bedford.gov.uk).

If you prefer you can print the form, complete a paper copy and send it, along with any photocopies of supporting documents, to Housing Strategy Team, 4<sup>th</sup> Floor Borough Hall, Cauldwell Street, Bedford, MK42 9AP.

## Association Member 2

Please refer to the Guidance Note when completing this form.

### Section 1 - Qualification to be included on the Register

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  - a national of a European Economic Area State other than the UK
  - a national of Switzerland
- 1c I confirm that I am/we are looking for a plot to build a home that will be my/our sole or main residence

### Section 2 - About you

**All applicants must complete sections 2a to 2d.**

- 2a Title (Mr, Mrs, Dr, etc.)
- First Name
- Surname

Address 1

Address 2

Address 3

Address 4

Post Code

2b Date of birth (xx/xx/xxxx)

2c Email address (if you have one)

2d Phone number we can contact you on to discuss your application

2e Have you registered your interest to build a self or custom build property with any other local authority? Yes No

### Section 3. Connection to Bedford Borough (Local Eligibility)

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## Section 4 – Location Preference

### Where is / are your preferred location(s) to build in Bedford Borough?

4a Anywhere in areas A-G below (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

4b Any of the areas below except Area A (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

Alternatively, please choose up to three preferred areas from the options below and enter them, in order of preference, into the boxes beneath the table. This information will help the Council to understand the locations that most registrants want to build but it will not limit your future choices.

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Wymington, Knotting & Souldrop, Podington, Odell, Sharnbrook, Bletsoe, Thurleigh, Harrold, Felmersham & Radwell parishes	<b>C</b>
Carlton & Chellington, Pavenham, Milton Ernest, Turvey, Stevington, Oakley, Clapham parishes	<b>D</b>
Bromham, Stagsden, Biddenham, Kempston Rural, Wootton, Stewartby parishes	<b>E</b>
Elstow, Wixams, Wilshamstead, Shortstown, Cotton End, Cardington, Cople, Willington parishes	<b>F</b>
Great Barford, Renhold, Ravensden, Wilden, Wyboston, Chawston & Colesden, Roxton, Little Barford, Colmworth, Staploe parishes	<b>G</b>

4c Preferred Area Option 1

Preferred Area Option 2

Preferred Area Option 3

## Section 5. Self / Custom Build Preferences

5a Why do you wish to self/custom-build? **Please tick all that apply**

To purposely design for disability needs

For improved eco performance

To join in with a community-led build

To improve my / our construction-related skills

To design/build my / our own property

To build a property cheaper than can buy on the market

Other (please specify)

5b What type of self/custom build are you interested in? **Please tick one box only**

Self-build

Custom build

Either

5c Please confirm your preference(s) from the following. **Please tick one box only**

Standalone self-build / custom build plot

Individual self-build as part of a larger site with other self-build plots

Either

5d What type of dwelling are you seeking to build **Please tick all that apply**

Detached house

Semi-detached house

Terraced house

Detached bungalow

Semi-detached bungalow

Other (please specify)

5e How many bedrooms do you intend your self-build/custom build property to have? **Please tick one box only**

1-2 bedrooms

3-4 bedrooms

More than 4 bedrooms

## Section 6. Timescales

When do you intend to start building? **Please tick one box only**

Under 2 years

2-5 years

Over 5 years



Section 7. Finance

Do you have the necessary finance in place to fund your proposed self-build/custom build project? Yes No

Will you need to sell your current home in order to finance the project? Yes No

What is your estimated maximum budget for building your home, including site purchase costs? Please tick one box only

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- £150,000
- £200,000
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- £300,000
- £350,000
- £400,000
- £450,000
- Over £500,000

## Section 8 - Any other comments in relation to the questions on this form?

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### Declaration

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Signed

Date

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## Association Member 3

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### Section 2 - About you

**All applicants must complete sections 2a to 2d.**

- 2a Title (Mr, Mrs, Dr, etc.)
- First Name
- Surname

Address 1

Address 2

Address 3

Address 4

Post Code

2b Date of birth (xx/xx/xxxx)

2c Email address (if you have one)

2d Phone number we can contact you on to discuss your application

2e Have you registered your interest to build a self or custom build property with any other local authority? Yes No

### Section 3. Connection to Bedford Borough (Local Eligibility)

Bedford Borough Council's Self-build & Custom Housebuilding Register is held in two parts. To qualify for Part 1, you must meet **at least one** of the following local eligibility criteria. You must provide suitable evidence in support of your application (please see the Guidance Note).

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3d I am a member of HM Armed Forces or have left the Armed Forces within the last 5 years

If you qualify to go on the Register (Section 1) but cannot demonstrate a local connection (Section 3) your Association's details will be placed on Part 2 of the Register

## Section 4 – Location Preference

### Where is / are your preferred location(s) to build in Bedford Borough?

4a Anywhere in areas A-G below (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

4b Any of the areas below except Area A (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

Alternatively, please choose up to three preferred areas from the options below and enter them, in order of preference, into the boxes beneath the table. This information will help the Council to understand the locations that most registrants want to build but it will not limit your future choices.

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4c Preferred Area Option 1

Preferred Area Option 2

Preferred Area Option 3

## Section 5. Self / Custom Build Preferences

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To purposely design for disability needs

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Other (please specify)

5b What type of self/custom build are you interested in? **Please tick one box only**

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Either

5d What type of dwelling are you seeking to build **Please tick all that apply**

Detached house

Semi-detached house

Terraced house

Detached bungalow

Semi-detached bungalow

Other (please specify)

5e How many bedrooms do you intend your self-build/custom build property to have? **Please tick one box only**

1-2 bedrooms

3-4 bedrooms

More than 4 bedrooms

## Section 6. Timescales

When do you intend to start building? **Please tick one box only**

Under 2 years

2-5 years

Over 5 years



Section 7. Finance

Do you have the necessary finance in place to fund your proposed self-build/custom build project? Yes No

Will you need to sell your current home in order to finance the project? Yes No

What is your estimated maximum budget for building your home, including site purchase costs? Please tick one box only

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### Declaration

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## Association Member 4

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Date

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## Association Member 5

Please refer to the Guidance Note when completing this form.

### Section 1 - Qualification to be included on the Register

All applicants must complete this section. If you cannot confirm all of the following (1a, 1b and 1c) you are not eligible to join the Register. We may ask for evidence to support your answers but you do not need to submit it at this stage.

- 1a I confirm that I am 18 years of age or over
- 1b I confirm that I am (please tick at least one of the following three options)
- a British Citizen
  - a national of a European Economic Area State other than the UK
  - a national of Switzerland
- 1c I confirm that I am/we are looking for a plot to build a home that will be my/our sole or main residence

### Section 2 - About you

**All applicants must complete sections 2a to 2d.**

- 2a Title (Mr, Mrs, Dr, etc.)
- First Name
- Surname

Address 1

Address 2

Address 3

Address 4

Post Code

2b Date of birth (xx/xx/xxxx)

2c Email address (if you have one)

2d Phone number we can contact you on to discuss your application

2e Have you registered your interest to build a self or custom build property with any other local authority? Yes No

### Section 3. Connection to Bedford Borough (Local Eligibility)

Bedford Borough Council's Self-build & Custom Housebuilding Register is held in two parts. To qualify for Part 1, you must meet **at least one** of the following local eligibility criteria. You must provide suitable evidence in support of your application (please see the Guidance Note).

3a I have lived in Bedford Borough for at least 3 of the last 5 years

3b I have a close relative who has lived in Bedford Borough for at least three of the last 5 years  
(mother, father, sister, brother, grandparents, grandchildren, adult children & corresponding step relations)

3c I have worked, or have a household member who has worked, in permanent employment in Bedford Borough for an average of at least 16 hours per/wk over the past twelve weeks, or have retired and have fulfilled this criterion immediately prior to retirement

3d I am a member of HM Armed Forces or have left the Armed Forces within the last 5 years

If you qualify to go on the Register (Section 1) but cannot demonstrate a local connection (Section 3) your Association's details will be placed on Part 2 of the Register

## Section 4 – Location Preference

### Where is / are your preferred location(s) to build in Bedford Borough?

4a Anywhere in areas A-G below (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

4b Any of the areas below except Area A (If you choose this option please do not tick any other box in Section 4 move on to Section 5)

Alternatively, please choose up to three preferred areas from the options below and enter them, in order of preference, into the boxes beneath the table. This information will help the Council to understand the locations that most registrants want to build but it will not limit your future choices.

Location	Area
Bedford Town & Kempston Town (including Brickhill and Gt Denham urban parishes)	<b>A</b>
Dean & Shelton, Melchbourne & Yelden, Swineshead & Pertenhall, Riseley, Bolnhurst & Keysoe, Little Staughton parishes	<b>B</b>
Wymington, Knotting & Souldrop, Podington, Odell, Sharnbrook, Bletsoe, Thurleigh, Harrold, Felmersham & Radwell parishes	<b>C</b>
Carlton & Chellington, Pavenham, Milton Ernest, Turvey, Stevington, Oakley, Clapham parishes	<b>D</b>
Bromham, Stagsden, Biddenham, Kempston Rural, Wootton, Stewartby parishes	<b>E</b>
Elstow, Wixams, Wilshamstead, Shortstown, Cotton End, Cardington, Cople, Willington parishes	<b>F</b>
Great Barford, Renhold, Ravensden, Wilden, Wyboston, Chawston & Colesden, Roxton, Little Barford, Colmworth, Staploe parishes	<b>G</b>

4c Preferred Area Option 1

Preferred Area Option 2

Preferred Area Option 3

## Section 5. Self / Custom Build Preferences

5a Why do you wish to self/custom-build? **Please tick all that apply**

To purposely design for disability needs

For improved eco performance

To join in with a community-led build

To improve my / our construction-related skills

To design/build my / our own property

To build a property cheaper than can buy on the market

Other (please specify)

5b What type of self/custom build are you interested in? **Please tick one box only**

Self-build

Custom build

Either

5c Please confirm your preference(s) from the following. **Please tick one box only**

Standalone self-build / custom build plot

Individual self-build as part of a larger site with other self-build plots

Either

5d What type of dwelling are you seeking to build **Please tick all that apply**

Detached house

Semi-detached house

Terraced house

Detached bungalow

Semi-detached bungalow

Other (please specify)

5e How many bedrooms do you intend your self-build/custom build property to have? **Please tick one box only**

1-2 bedrooms

3-4 bedrooms

More than 4 bedrooms

## Section 6. Timescales

When do you intend to start building? **Please tick one box only**

Under 2 years

2-5 years

Over 5 years



Section 7. Finance

Do you have the necessary finance in place to fund your proposed self-build/custom build project? Yes No

Will you need to sell your current home in order to finance the project? Yes No

What is your estimated maximum budget for building your home, including site purchase costs? Please tick one box only

- £100,000
- £150,000
- £200,000
- £250,000
- £300,000
- £350,000
- £400,000
- £450,000
- Over £500,000

## Section 8 - Any other comments in relation to the questions on this form?

## Section 9 – Data Protection, Declaration and Signature

### Data Protection Act 2018 & General Data Protection Regulation 2018

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If at any time you would like to remove your name from the Register and your details from our records, please let us know by sending an e-mail to [housing.strategy@bedford.gov.uk](mailto:housing.strategy@bedford.gov.uk), phone 01234 718585 or write to: Housing Strategy Team, Bedford Borough Council, 4<sup>th</sup> Floor Borough Hall, Cauldwell Street, Bedford, MK42 9AP

### Declaration

I confirm that the information I have provided on this form is true and correct and

I have not deliberately given false or misleading information or withheld any relevant information in my application **(please tick the box)**

Signed

Date

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