

Ennor Farm Self & Custom build Application Form



Self & Custom Build Application: Ennor Farm

ENNOR FARM SELF-BUILD ALLOCATIONS APPLICATION: PRIVACY NOTICE

Under the General Data Protection Regulations (GDPR), the Council of the Isles of Scilly has a mandatory obligation to explain 'what', 'how', 'where', 'why' and 'when' we process your personal data in a Privacy Notice.

WHO will control my data?

The Data Controller for all the information you provide on this form is the Council of the Isles of Scilly, Town Hall, St Mary's Isles of Scilly TR21 0LW. Data Protection Registration Number: Z5715100

HOW will we use the information about you?

The information you provide through this application process will be used for considering your interest in a serviced plot at the Self-build Project site known as 'Ennor Farm' in Old Town, St Mary's. The information provided will allow the Council of the Isles of Scilly and its partner, Cornwall Community Land Trust, to confirm eligibility for the scheme and assess the prioritisation of applicants as resolved through the adopted [Allocations Policy](#).

The information provided as part of this application process will allow the Council to determine the applicants' ability to deliver the self-build project in compliance with the planning consent and design parameters in place, as well as your financial capacity. This requires personal and financial data to be collected. The Council will use this information only for the purposes of assessing applications for this project.

The Council of the Isles of Scilly has partnered with Cornwall Community Land Trust (CCLT) to progress this project and CCLT will implement the plot specific allocations. In order to do this, the Council will be required to share the information provided as part of this application process with CCLT. Applicants will be asked to confirm they agree to the sharing of their information. CCLT's Data Protection Policy can be found here [privacy policy - Cornwall Community Land Trust Limited \(cornwallclt.org\)](#)

WHO else will we share your information with?

We will only use this information for the purposes of assessing your application for consideration of a serviced plot at Ennor Farm.

By signing this application form, you are consenting to the Council of the Isles of Scilly using your data to assess your eligibility for a serviced plot at Ennor Farm only and for this to be shared with Cornwall Community Land Trust (CCLT) for the moderation of applications. The information relating to Specific Local Need compliance will need to be shared with the Council's Local Planning Authority to confirm you meet the requirements under this [policy](#).

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To ensure the Council processes your application, in an efficient and effective manner, we will sometimes need to share your information between teams within the Council. If we consider it necessary to share your data with a third-party organisation, outside of the Council, we will only do this in an anonymised format unless we have obtained your express further consent first.

If you have concerns about your information being shared in the manner set out above, please tick this box and we will contact you to discuss further

WHY do you need my information?

The information requested within this application for a serviced plot at Ennor Farm, St Mary's, Isles of Scilly will allow the Council to assess your eligibility and consideration for a plot in line with the approved Allocations Policy. Once eligibility is confirmed, the Council will then be able to pass this information onto its partner, Cornwall Community Land Trust, with your consent to inform the plot specific allocations.

Without the information requested, the Council cannot confirm whether you are eligible for a serviced plot, nor award points for the various criteria prioritised and agreed within the Allocations Policy for this site.

WHERE and for how long will you keep this information?

Your data will be held within the Council of the Isles of Scilly secure network and premises, and will not be processed outside of the European Economic Area (EEA). Access to your information will only be made to authorised members of staff of the Council and of Cornwall CLT who require it for the purposes outlined in this privacy notice.

If you would like to find out more information about the Council's Data Protection Policy then you can read it here:

<http://scilly.gov.uk/sites/default/files/Data%20Protection%20Policy%20v1.0%20FINAL%20May%202018.pdf>

We will hold your information in connection with this process for a maximum period of two years from the date you supply it. After two years we will remove this information from our records, unless you explicitly request otherwise. CCLT will retain your information for longer to allow for allocations to progress and plot transfers to complete.

What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you and in commonly-used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way);

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- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has had an adverse effect on you.

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact (quoting this form):

Simon Mansell
Data Protection Officer Council of the Isles of Scilly
C/O Information Governance
4th Floor, North Wing
County Hall
Truro
TR1 3AY
Tel: 01872 326424 Email: dpo@scilly.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially in writing by emailing livescilly@scilly.gov.uk or via post to the Town Hall St Mary's, Isles of Scilly TR21 0LW so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

There's something I don't understand

If you need help in understanding this notice, please contact the Housing Delivery Team on 01720 424417 or by emailing livescilly@scilly.gov.uk

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Part 1: Eligibility – Local Need Assessment

The information requested below is intended to ensure that you, as applicant, and your household satisfy the Council's criteria for eligibility for the scheme at Ennor Farm. NB At this stage it is preferable that a single main applicant completes the form. This will not affect the legal ownership of the plot should you be successful in buying one.

Ref	Question	Response		Guidance
1.1	Full Name of Applicant			<p>Please provide a named applicant/nominated head of household.</p> <p>If this is a Joint Application (two households applying jointly for one plot), please specify this here and include the named applicant from each household. The Council will then be able to review the two applications together.</p>
1.2	Date of birth			
1.3	Number of people in household	Adults	Children (under 18 years)	Please include all individuals in household including applicant named above and all others who will be occupying the proposed property.
1.4	Contact details	Telephone/Mobile No. Email address Current address		Named point of contact of applicant
1.5	Please confirm you are registered on the Council's Self and Custom Build Register?	<p>Yes, I/we are registered on the Council's Self and Custom Build register. Please add date of registration if known.</p> <p><input type="checkbox"/></p> <p>.....</p> <p>My/our application has been submitted to the Planning Department <input type="checkbox"/></p>		<p>If no, please apply to join the Council's Self and Custom Build register prior to completing this application.</p> <p>Application forms to join the Self-build register can be found at:</p> <p>https://scilly.gov.uk/planning/customself-build-register</p> <p>If your application to join the register is currently being processed by the Planning Department, the</p>

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				Housing Delivery Team will need to confirm your eligibility to join the register prior to processing this application for a plot at Ennor Farm.
1.6	<p>Please confirm which Specific Local Need Application Form you have completed alongside this application.</p> <p>Please note: if your status as complying with the Specific Local Need Policy has not previously been confirmed, we will require you to submit one of the applications (see policy details in right hand column) alongside this form.</p>	<p>Application form A for Employment</p> <p>Application form B for Current Residents</p> <p>Application form C for Former Residents</p> <p>I/We have already confirmed we meet the Specific Local Need Policy.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>https://scilly.gov.uk/planning/specific-local-need-policy</p> <p>Note: If you have resided on the Isles of Scilly for 5 or more years, please use Application Form B.</p> <p>Please note; if you have stated you are already confirmed as complying with the Specific Local Need Policy, we may require evidence of such from yourselves or confirmation from the Council of the Isles of Scilly’s Planning Department.</p>
1.7	<p>Please provide details of your current accommodation.</p>	<p>Please note: If you have not already provided evidence of your current address through your Specific Local Need application (1.6 – specifically Application form A or B), this evidence will be required in addition. Please see Appendix A, Checklist and Evidence.</p>		
		<p>Renting from Council or Housing Association</p> <p>Renting from the private market</p> <p>Living with family or friends</p> <p>Other (please state)</p> <p>.....</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Evidence of current accommodation can include, tenancy agreement, letter from landlord or other individual (in the case that you are living with family or friends).</p>
		<p>Number of rooms and details</p>		<p>Please give total number of rooms and details e.g. 1 kitchen, 1 lounge, 1 bathroom & 1 bedroom).</p>

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		Number of habitants and details IF different from 1.3 above	
		Adults	Children (under 18 years)
	.	Please state whether you intend to downsize through the self-build project: Yes / No	If you intend to downsize i.e. move from a larger property to one smaller, more suitable for your household, please provide details.
1.8	Declaration of property ownership		Please include details here of any property you or any adult member of the household have legal ownership. Please include business premises, residential properties, and shares in property. Please include <u>all</u> property, even if you have stated owner-occupier under 1.7.
1.9	Please confirm details of your employment. If you are unemployed or retired, please state this under Employment status and leave the remaining details blank. If you have received a prospective employment offer, please state this here along with the details of the offer.	Specific Local Need Application Form A for Employment completed: Yes / No If no , complete the following details: Employment status: Name and address of employer: Location of work: Job title: Part time or Full time: Permanent or Contract: Length of Contract: Length remaining on contract: If part time, number of hours per week: Contract end date: Paid or voluntary:	If you have completed Specific Local Need Application Form A for Employment, as part of this application, you do not need to complete these details again. Please state here if this is the case. Please note: Evidence will be required for your employment, if this evidence has not already been provided as part of your Specific Local Need application.

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Part 2: Gateway Criteria – Financial Assessment

The information requested below on personal circumstances and financial capacity is designed to provide evidence that you are able to complete a self-build. This information will be treated with sensitivity and handled confidentially. Please refer to the Council's Privacy Notice for more information.

A financial assessment is required to help determine the affordability of the self-build project for you. This assessment is only high level at this stage, as we appreciate you will not yet have all the details and information required to inform a full assessment of your individual build costs and that these, together with the way the project is delivered, may also change over time.

Evidence of how you plan to finance your self-build will be required at the next Full Application Stage which will be completed by Cornwall Community Land Trust; confirmation of loans, mortgages, and any additional financial information will need to be in place before solicitors are instructed on the sale of the plots.

Ref	Question	Response	Evidence submitted, if required See Appendix A for further information.	Guidance
2	FINANCIAL ASSESSMENT:			
2.1	Is a mortgage required in order to finance your self-build project?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
2.1.1	If yes , please confirm your anticipated mortgage amount and any available deposit?	Mortgage amount: Deposit available:	Indication of borrowing capacity i.e. email, letter from advisor, screenshot of online mortgage calculator, evidence of deposit such as bank statement.	This can be obtained, usually free of charge, via a mortgage broker, a financial adviser, or via online tools.
2.1.2	If no , please confirm how you plan to finance the build including evidence of capital available?		Bank statements or other evidence of capital.	Details of savings amounts and sources for each relevant adult member of the household including e.g. access term, and/or other sources of capital e.g. relatives, personal loans etc.

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2.1.3	<p>Affordability (mortgage repayment)</p> <p>Please confirm you have considered your affordability for mortgage repayments (if applicable) with evidence of calculations.</p>		<p>Please provide a high-level calculation to show anticipated borrowing repayment amount per month plus living costs subtracted from total net monthly household income.</p> <p>Please note: If further information or evidence is required, you will be contacted to request this.</p>	<p>Please refer to guidance on mortgage and repayments available from reputable lenders. Please be aware that some mortgage providers will expect full mortgage repayments to be made whilst you are in the process of building and on top of existing rental costs.</p>
2.2	<p>Basis on which you have assessed your required finance amount (i.e. current estimated build costs)</p>		<p>Anticipated build costs (own estimate or professional estimate) and basis of this e.g. cost per m2.</p> <p>Online calculators are available to support this high-level estimate.</p>	<p>Anticipated build costs based on expected size and specification of finished home. High-level estimate including level of sweat equity (self-building).</p> <p>Please consult the Planning Consent, Plot Passports and Duchy's Design Code when considering build costs. See supporting information for guidance on costs per m2</p>
2.3	<p>Details of any other equity</p>		<p>Statement of Shares. Property ownership details, such as title document</p>	<p>Please state whether this equity will support a mortgage application to allow greater borrowing capacity.</p>

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Please complete the checklist below and return with your completed Application Form

Checklist		
Read and understood the following documents and information:		Comments
Ennor Farm Self-build Allocations Application: Privacy Notice		
Guide to Application Process (Appendix B) incl. information on:		
Plot Passports		
Illustrative house-types		
Overview of anticipated conditions of sale		
Anticipated Plot Costs		
Council IoS Adopted Allocation Policy		
Outline Planning Permission, Site Information, Reserved Matters		
Duchy's Design Code		
CCLT's Additional Information (Appendix C)		
Completed and submitted the following documents:		
Registration on CloS Self-build Register		
Ennor Farm Self-build Application Form Parts 1 and 2		
Specific Local Need Application (A, B or C)		
Accompanying evidence (see Appendix A for guidance on evidence required)		

Declaration

By submitting this Application Form you are confirming your agreement to your details being processed and shared, in line with the Privacy Notice at the start of this Application Form. You are also agreeing to comply with the Duchy's Design Code.

Please confirm your agreement to the points above and that the information given is a true and accurate reflection of your household's circumstances at the time of application:

Signature (all responsible applicants named at 1.1):

Date: