



# COUNCIL OF THE ISLES OF SCILLY

Planning Department

Town Hall, The Parade, St Mary's, Isles of Scilly, TR21 0LW

☎01720 424455

✉[planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

## Custom/Self-Build Interest - Register Form

### What is the purpose of the register?

The Government wants to enable more people to build or commission their own home and have recently published national guidance which sets out how councils should manage the demand for self-build and custom house-building. A key element of the guidance is the requirement to keep a register of interested individuals and associations which will provide an indication of the demand for self/custom build locally in the Isles of Scilly. The information held by the register will allow the Council to develop their housing and planning policies to support the kinds of self and custom build projects that would be most appropriate.

### How we will use information from the register

By signing up, you will help us find out more about the demand for custom build plots in the Isles of Scilly, for instance where people would like their plot to be and the type of house that they would like to build.

We shall use the information to explore ways in which it might be possible for people and plots to be brought together, for instance by including appropriate policies in Local Plans. Registration does not however guarantee that a suitable serviced plot will be identified, or become available.

We will not pass identifiable information from the Register onto anyone without the written consent of the person who registered their details.

### More information on self-build and custom house building

The National Custom and Self Build Association (NCaSBA) have produced a [toolkit](#) which provides advice on how numbers of homes being built through this method can be increased. Whilst the information in the toolkit is primarily aimed at local authorities, there is a range of useful information provided which introduces the main models which typically deliver custom and self-build homes and also showcases a number of informative case studies from the UK and abroad.

## Privacy Notice

Under the General Data Protection Regulations (GDPR) as of 25th May 2018, the Council of the Isles of Scilly has a mandatory obligation to explain its Privacy Policy under a Privacy Notice of 'what', 'how', 'where', 'why' and 'when' we process your personal data.

### 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

### There's something I don't understand?

If you need help in understanding or completing this form, please contact the Planning Department on 01720 424455 or by emailing [Planning@scilly.gov.uk](mailto:Planning@scilly.gov.uk).

### **How we will use the information about you?**

The Council of the Isles of Scilly has a statutory duty, as the relevant authority, to retain a Self-Build and custom housebuilding register of individuals who are seeking to acquire serviced plots of land within the Isles of Scilly, as set out in the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016). If you want to express an interest in Self-Build Custom Housebuilding then we cannot consider your needs without the information being requested in this form.

### **Who else will we share your information with?**

By submitting this form you are consenting to us holding your data, agreeing that the Council of the Isles of Scilly using the data to understand the demand for custom build housing, helping to support our policies to improve the supply of land for custom build housing. To ensure the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with third-partner organisations. 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.

### **If you do not agree to your information being shared in this way then please tick this box**

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 EEA. Access to your information will only be made to authorised members of staff who are required to process 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 this here:

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

### **How long will you keep this information for?**

We will hold this information for a period of 2 years from the date you submitted your form. After 2 years we will write to you again to determine whether your circumstances have changed at which point your original register of interest will be deleted.

### **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);
- 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  
4<sup>th</sup> Floor, North Wing  
County Hall

Truro  
TR1 3AY  
Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

### **I don't agree with something**

We would prefer any complaints to be made to us initially at the Planning Department, Town Hall St Mary's, Isles of Scilly TR21 0NL 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 direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

### **Why do you need my information?**

We need the information if you would like to be registered as having an interest in Self-Building Custom Housebuilding on the Isles of Scilly. You are under no obligation to provide this information unless you want us to assess whether or not you qualify with the requirements of Self-build. The data you provide will be used to understand the demand for this type of development and where and how the Council can assist with this delivery. Without this information we are not able to register your interest.

We would like to send you information about any future Self-build, Custom Housebuilding Council-led initiatives by post or email. **If you agree to being contacted in this way please tick the relevant box.**

Email  Post  I do not agree to being contacted

**Applicant's Signature**

**Date**

**(Please note: an \* indicates a required field.)**

The information required in parts 2 and 3 are essential to register your interest. Information in parts 4 to 10 is voluntarily provided by you and is useful to the Council in building up a picture of where there is demand for self/custom-build housing in the Isles of Scilly, and why people are considering this option for a new home.

## **1. Introduction**

The Council of the Isles of Scilly recognises the potential benefits of self-build in meeting the housing needs of Scilly's residents. These include supporting the delivery of lower cost affordable housing for local people, supporting residents employed in the construction industry, and supporting a more resilient supply of housing from a wider diversity of sources.

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## **2. Eligibility for the Register**

*Applicants must meet all 3 of the eligibility criteria for entry on the register.*

**\* Please confirm you are:**

- \*Aged 18 or older.
- \*A British citizen, a national of an EEA state other than the United Kingdom, or a national of Switzerland.

- \*Seeking (either alone or with others) to acquire a serviced plot of land in the Isles of Scilly to build a house to occupy as your sole or main residence.

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### 3. Contact Details

*When applying to be entered on the register, individuals who wish to register as an association must appoint a member or officer to act as the lead contact for the purposes of correspondence between the association and the Council of the Isles of Scilly*

*If you are a couple or a household seeking to acquire a serviced plot of land to build a house to occupy as your sole or main residence, please nominate one member of the couple or household to apply for entry on the register as an individual.*

**\*Are you:**

- An individual person/family, or  
 The lead contact of a group of individuals/families wishing to register as an association?  
**\*Contact Name:** [Click here to enter text.](#)  
**\*Contact Email:** [Click here to enter text.](#)  
**\*Contact Address:** [Click here to enter text.](#)

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### 4. Location – This establishes on which island the need and demand for self-build exists.

**Where do you currently live?**

- St Mary's |  St Martin's |  Bryher |  Tresco |  St Agnes |  Other: (please state) [Click here to enter text.](#)

**Where would you be interested in self-building?**

- St Mary's |  An off-island: (please state) [Click here to enter text.](#)

**Have you spoken with the landowner? Choose an item.**

- Tresco Estates |  Duchy of Cornwall |  Other: (please state): [Click here to enter text.](#)

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### 5. Local Connection – This criterion can be used in assessing households' suitability to access affordable self- or custom-build housing.

*Consider the following questions (tick all that apply):*

- Do you live in the Isles of Scilly?  
 Do you have a strong family association within the islands?  
 Do you work for 16 hours or more within the Isles of Scilly?

You need to indicate ✓ **YES** to **at least 2** of the above questions.

- Alternatively, are you in the service of the armed forces of the Crown?

On which island does your local connection principally apply?

St Mary's |  St Martin's |  Bryher |  Tresco |  St Agnes

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## 6. Financial Position – This helps generate evidence on the affordability of self-build as a housing option.

**SAVINGS:** What is the maximum amount you have **saved** and could definitely afford to pay as a deposit or for the whole build without borrowing additional finance (including sale of existing dwelling)?

**Amount:** Choose an item.

**BORROWING:** Indicate the maximum mortgage amount you could realistically access from a bank or building society. Banks typically lend a maximum of 3.5 times your gross (total) household income.

**Amount:** Choose an item.

**RE-PAYING:** Indicate the Maximum monthly rent/mortgage amount you could realistically afford.

**Amount per month:** Choose an item.

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## 7. Discount Sale - This relates to the government's Starter Home Initiative

**Your age:**  under 40,  over 40  
**Are you a First Time Buyer:**  yes,  no

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## 8. Type of Project – This develops an understanding of the kind of schemes that are likely to be in demand.

**I am interested in** (tick options that apply):

- Self-Build** (manage the whole project myself even if I get a contractor in to do some or all of the work).
- Supported self-build** (site manager, developer or landlord oversee the project but I will do some or all of the work).
- Self-finish** (I will buy a part-built home and complete the internal works myself).
- Affordable Housing** (shared equity with a registered provider such as a housing association or community land trust).

**I would like to take part in the following type(s) of project** (tick options that apply):

- Individual Plot
- Individual Plot (as part of a larger self-build site)
- Community-led/Collective Self-build
- Not sure yet

**I would consider building a house with the following number of bedrooms:**

- 1-bed,  2-bed,  3-bed,  4-bed

**I would consider building the following type(s) of accommodation** (tick options that apply):

- Flat/Maisonette (as part of a group project)
- Terraced (as part of a group project)
- Semi
- Detached

**My preferred location(s):**

St Mary's |  an off-island (please state): [Click here to enter text.](#)

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## 9. Housing Need – This relates to eligibility for affordable housing. Self-build can be deemed affordable housing where it meets certain criteria.

How many people are in your household?

**\*Adults:** [Click here to enter text.](#)

**Children (under 16):** [\\* Click here to enter text.](#)

**My household has a combined income of under £80K:** [Choose an item.](#)

**I am interested in:**

- Full ownership
- Shared equity (e.g. you own 75% of your home and the remainder is owned by a Registered Provider)

**My current housing type is:** [Choose an item.](#)

**Are you registered with a Housing Association?** [Choose an item.](#)

**If yes please state who:** [Choose an item.](#)

**Are you registered for Council Housing?** [Choose an item.](#)

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## 10. Courses and Information

We would like to keep you informed of plot releases, courses and public events relating to self or custom builds?

Opt in

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This form is designed to collect information to shape future policies and understand the demand for self-build in the Isles of Scilly. **Completing this form does not necessarily mean you qualify for any future criteria that may be established.**

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Please email this form to [Planning@scilly.gov.uk](mailto:Planning@scilly.gov.uk) – Please title the Email: **Registration for Custom/Self Build** or Print and Deliver/Post to:

**The Planning Department (Registration for Custom/Self Build)  
Council of the Isles of Scilly  
Town Hall  
St Mary's  
Isles of Scilly  
TR21 0LW**

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