

TMBC's Self Build Portal

Guidance Notes and Frequently Asked Questions (FAQs)

Thank you for your interest in the Council's Self Build/Custom Build Register. Please take a moment to review these guidance notes/FAQs so that you can get the best user experience from our website.

What is the Self Build Register?

The Self-Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) and subsequent Self-Build and Custom Housebuilding Regulations 2016 (updated February 2021) require 'Relevant Authorities', including Tonbridge and Malling Borough Council (TMBC), to have established and publicised a Self-Build and Custom Housebuilding Register by 1st April 2016. The Register is intended to identify the demand for self-build and custom housebuilding within each Relevant Authority's area.

Following Cabinet Member approval, and under the duties of The Self-Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) and subsequent Self-Build and Custom Housebuilding Regulations 2016 (updated February 2021), the Council is now introducing a Local Connections Test (LCT), a Financial Viability Test (FVT), and an administrative fee.

The Register will now be split into two parts. If you cannot meet the Local Connections Test and Financial Viability Test set out below, but meet all the other eligibility criteria, you will be entered on Part 2 of the register (please note that this does not apply to members of the armed forces). TMBC must count entries on Part 1 of the register towards the number of suitable serviced plots that they must grant development permission for. Entries on Part 2 do not count towards demand for the purpose of the 2015 Act (as amended) but TMBC must have regard to the entries on Part 2 when carrying out their planning, housing, land disposal and regeneration functions.

Are you a new applicant (have never been on our Register?)

Please click on 'Apply' and see 'How to Use the Forms' notes below.

Are you already registered?

If you are already registered (applied by email or post before the 1 August 2023), you will have recently received a letter or email from the Local Plans Team. Please click on 'Apply' in order to submit documentation/information as necessary - please refer to your letter/email for further details. If you require any further assistance, please contact the Local Plans Team at:

localplan@tmbs.gov.uk

Have you registered using our online portal, and now need to pay the yearly administration fee (due every 31 October)?

Please click on the 'Renew' button and see 'How to Use the Forms' notes below.

How to Use the Forms

New application/Apply Online

Please sign in or create an account before progressing. This will make it easier for you to keep track of your application.

1. Type of Self Build Request

Please confirm whether or not you are making the application as an association. An association is a group of individuals. If you are applying as an association, you will be asked to provide the Name and Address of the association.

2. Contact information and personal details

Please enter the details requested. If you are applying as an association, please fill in the lead named contact details here.

3. Address

Please provide your current address. If you are applying as an association, please provide the address of the lead named contact. You will also be asked to provide contact/personal details of all those in the association.

4. Documentation

Please upload requested documentation to support your application.

To confirm age and nationality:

- Copy of passport, driving licence, birth certificate, identity card or suitable equivalent

To be entered on to Part 1 of the Register, new applicants and those already on the Register, are now required to demonstrate that:

- They have been a permanent resident of the Borough for three consecutive years, prior to application OR;
- They are currently employed within the Borough and have been for a minimum of the past twelve months (consecutively) OR;
- They are current self-employed, with an ongoing viable venture where the work is within the Borough, and has been for a minimum of twelve months (consecutively) OR;
- They are in the service of the regular armed forces of the Crown (defined within the meaning of section 374 of the Armed Forces Act 2006) or have left regular service within the past 5 years immediately preceding their application on the Self-Build Register.

In respect of the second bullet point, employment must be over 16 hours per week, and where working hours fluctuate, an average will be taken over the prior 12 months. For the third bullet point, self-employment must be more than 16 hours a week, and where working hours fluctuate, an average will be taken over the 12 months.

Regarding the fourth bullet point, those who have retired from the armed forces are eligible for a period of 5 years after leaving active service. In these circumstances the Council would require proof of current or past service. This will include the date of leaving service, if relevant.

Examples of proof might include: utility or bank statements confirming address, Council tax bill, driving licence, dated pay slips, working hours contract/contract of employment, self assessment/Companies House statements etc, as relevant.

If you have armed forces service, you could provide a military ID card or discharge record.

New applicants, and those already on the Register are also required to provide evidence which demonstrates that they have sufficient funds to purchase a plot of land and to fund the construction of their self-build project.

The Council has used data from BCIS (<https://bcis.co.uk/>) and the Governments own Land Value estimates - GOV.UK (www.gov.uk) to determine the most up to date financial data. Based on the data sets above, it is estimated that the cost of land per hectare in the borough is approximately £4,250,000. It is projected that the average cost per square metre for a self-build project, built to a good standard, using builders and subcontractors in the South-East, is £2415 per square metre (m2).

When applying these cost estimates to an average three bed semi-detached two-storey house, with a floor area of around 100 square metres, the cost would be in the region of **£241,500**.

The requirements of associations on the Register may be different in order to suit different needs of those within the association.

Please therefore provide relevant evidence to demonstrate that you have sufficient funds to purchase a plot of land, and to fund the construction of a self-build project.

Please also provide any additional information as you see fit.

Examples of additional information:

- The location where an applicant wants to build in the authority's area (for example town/village/ward if appropriate);
- The type of project an applicant seeks to undertake (for example, self-build or custom build);
- Preferred tenure, dwelling type and plot size preference;
- Whether you are looking for a single independent plot, or a plot on a housing site

5. Confirmation

Please tick to confirm the statement: I confirm that the purpose of the application is to acquire a serviced plot of land to build a house (either alone or with others) in the Borough of Tonbridge and Malling to occupy as my sole or main residence.

6. Payment

You are required to make a payment of either £33 (new applicant), or £16.50 (renewal).

Following receipt of the information above, the documentation and details will be checked by Officers. You will be contacted in due course to confirm the status of your application. You may be asked to provide further information or provide clarification.

Monitoring

Demand on the self-build register is measured against an annual 'base period'. The first base period began on the day on which the register was established and ended on 30 October 2016. Each subsequent base period is the period of 12 months beginning immediately after the end of the previous base period.

Availability of Sites

Authorities must give suitable development permission to enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding in their area. There is no duty on a relevant authority to permission land which specifically meets the requirements expressed by those on the register and there is no guarantee of when or if we will find suitable sites.