**Self Build and Custom Housebuilding Register**    
Eligibility and Local Connections Test

Those applying for inclusion on the North Norfolk Self Build and Custom House Building Register are now required to provide basic eligibility information, and, evidence of a connection to the local area. Further details on the requirements are available at: [www.north-norfolk.gov.uk/customselfbuild](http://www.north-norfolk.gov.uk/customselfbuild)

**YOUR REF:**  \_\_\_\_\_\_\_\_ **Basic Eligibility Criteria**

In order to register you must meet the basic eligibility criteria, please confirm by ticking the following:

|  |  |
| --- | --- |
| 1. I am aged 18 or over, |  |
| 1. I am a British citizen, a national of a EEA State other than the UK, or a national of Switzerland and; |  |
| 1. I am seeking (either alone or with others) to acquire a serviced plot of land in North Norfolk to build a house to occupy as my sole or main residence. |  |

**Local Connections Test**

In order to be eligible for Part 1 of the register, you must meet one of the following local connections. Please tick the following that apply:

|  |  |
| --- | --- |
| 1. I have lived in the North Norfolk District Council area for a period of at least 12 months immediately prior to the date of my application. |  |
| 1. I have previously lived in North Norfolk continuously for a period of at least 3 years out of the past 5 years immediately prior to the date of my application. |  |
| 1. If either of the above apply please provide the following evidence:   **Full Name**: **Full Address** (where you have lived either for the last 12 months or 3 out of the past 5 years):   **Length of time you have lived at that address**: | |
| 1. I have permanent employment within North Norfolk. |  |
| 1. If this applies please provide the following evidence:   **Company / Employers Name**:  **Address of Employment**:  **Employers Phone Number**:  **Length of time in this employment**: | |
| 1. I have immediate family members (spouse / partner, parents, step parents, adult (aged 18 years and over) children or step children, or siblings and step siblings) who have lived in North Norfolk continuously for at least 3 years immediately prior to the date of my application. |  |
| Name of immediate family member:  Address of immediate family member:  Relationship to you: | |

If none of the above apply, you will be eligible for Part 2 of the register, if the basic eligibility is met.

**Evidence**

Please provide appropriate evidence of your local connection to North Norfolk. This could include a utility bill or council tax bill. **Do not send original documents - photocopies only**.

Please return this form and appropriate supporting documents (photocopies):

* By email to [planningpolicy@north-norfolk.gov.uk](mailto:planningpolicy@north-norfolk.gov.uk) along with appropriate evidence of your local connection to North Norfolk (if applicable). Please include your reference number in the subject heading of your email.
* By post to: Planning Policy, NNDC, Holt Road, Cromer. NR27 9EN. Please include your reference number on the envelope.

**Next Stage and Fees**

An initial registration fee of **£25.00** is required to confirm entry to the register – information on how to pay this can be found on our website [www.north-norfolk.gov.uk/customselfbuild](http://www.north-norfolk.gov.uk/customselfbuild).

We will write to you within 28 days of your application to confirm your eligibility to join Part 1 or Part 2 of the register.