

Rushmoor Self-Build and Custom Housebuilding Register

Applicant Guidance Note (September 2026)

1. Introduction

- 1.1 This guidance note provides information to applicants who wish to join the Rushmoor Self-Build and Custom Housebuilding Register. It sets out the eligibility criteria for joining the register and explains how to submit an application, including the supporting evidence required.
- 1.2 If you are a couple or a household, you will need to apply as an individual. Please nominate one person as the 'lead contact' whose details will be included in the register.
- 1.3 If you are applying as an individual, you will need to provide documents that show proof of your age and nationality. If you have a local connection to Rushmoor, as defined in paragraph 3.3, you will also need to provide evidence of this.
- 1.4 If you are applying on behalf of an association (a group of people who wish to secure several plots for their own self-build or custom housebuilding), you will need to provide details (the name, address, date of birth and nationality) for each member of the association. You will also need to provide documents that show proof of age and nationality for each member. If all members have a local connection to Rushmoor, you will also need to provide evidence of this.
- 1.5 Please ensure that you have the required information and evidence documents ready to upload to the [online submission form](#) before you begin the application. Documents will not be accepted if they are blurred, illegible, out of date or incomplete.
- 1.6 If you have any queries about the eligibility criteria, the submission requirements or the contents of this guidance note, please contact us at selfbuild@rushmoor.gov.uk.

2. National Eligibility Criteria

- 2.1 The government has set the basic national eligibility criteria for entry on to self-build and custom housebuilding registers through the [Self-Build and Custom Housebuilding Regulations 2016](#).
- 2.2 To be eligible for entry to the Council's register, individual applicants and all members of an association must be:
 - Aged 18 or over;
 - A British citizen, a national of a European Economic Area (EEA) state, or a national of Switzerland; and
 - Seeking (either alone or with others) to acquire a serviced plot of land in Rushmoor to build a home for their own self-build and custom housebuilding.
- 2.3 European Economic Area (EEA) states include the European Union member states, plus Iceland, Liechtenstein and Norway.

- 2.4 The European Union member states include Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.
- 2.5 When applying to join the register, applicants are required to confirm their date of birth, nationality and that they are seeking (either alone or with others) to acquire a serviced plot of land in Rushmoor to build a home for their own self-build and custom housebuilding. For association applications, this information must be provided for each member. Association applications must also confirm how many plots are being sought; the number of plots must not exceed the number of members.
- 2.6 Applicants are required to provide documentation to demonstrate their age and nationality. If making an association application, documentation must be provided to demonstrate the age and nationality of all members of the association.
- 2.7 Identification must be submitted which shows an applicant's name, date of birth and nationality. Acceptable forms of identification include the following:
- Valid passport (proof of age and nationality)
 - Valid UK photocard driving licence (proof of age only)
 - National identify card (proof of nationality and age if date of birth is shown)

3. Local Connection Criteria

- 3.1 The Council's register is divided into two parts.
- 3.2 Applicants who have a local connection to Rushmoor, as defined in paragraph 3.3, and who meet the national eligibility criteria, as defined in paragraph 2.2, will be entered into Part 1 of the register, in accordance with the [Self-Build and Custom Housebuilding Regulations 2016](#). Applicants who meet the national eligibility criteria but who do not meet the local connection requirements will be entered into Part 2 of the register.
- 3.3 To demonstrate a sufficient local connection to Rushmoor, individual applicants and all members of an association should meet at least one of the following criteria:
- Currently live in Rushmoor Borough and have lived in the Borough continuously for at least one year from the date of the application.
 - Have lived in Rushmoor Borough for three out of the last five years from the date of the application.
 - Currently work in Rushmoor Borough and have been employed in the Borough continuously for at least one year from the date of the application (employment must be for no less than 16 hours a week, must be on the basis of a permanent employment contract or fixed-term contract, and excludes voluntary and unpaid work).
 - Currently self-employed and have been continuously for at least one year from the date of the application, primarily in Rushmoor Borough, with an ongoing viable venture which has a registered business address in the Borough (note that self-employment must be for no less than 16 hours a week).

- A close family relative currently lives in Rushmoor and has done so for at least five years from the date of the application (close family relative includes parents and grandparents, and children, grandchildren and siblings aged 18 or over).
 - Currently serving in the regular armed forces of the Crown or have served in the regular armed forces of the Crown within five years of the date of the application (within the meaning of Section 374 of the [Armed Forces Act 2006](#)).
- 3.4 To be entered into Part 1 of the register, applicants must provide documentation which demonstrates beyond reasonable doubt that they meet the local connection criteria. If applicants have more than one local connection to Rushmoor, evidence only needs to be provided for one of the criteria. Associations will only be entered into Part 1 of the register where it is demonstrated that all members have a local connection to Rushmoor.
- 3.5 Acceptable evidence to demonstrate a local connection may include but is not limited to the following:
- **Residency:** dated council tax bills, utility bills (gas, electricity, water, fixed-line telephone/broadband), bank statements, mortgage statements or lease/rental agreements. Documents must show the applicant's name and home address. If you currently live in Rushmoor, the most recent document must be less than three months old.
 - **Employment:** dated pay slips, P45s, P60s or contracts of employment. Documents must show the applicant's name and place of employment/the employer's name and address. The most recent document must be less than three months old.
 - **Self-employment:** dated business accounts, invoices or tax returns. Documents must show the applicant's name and the registered business address. The most recent document must be less than three months old.
 - **Family connection:** dated council tax bills, utility bills (gas, electricity, water, fixed-line telephone/broadband), bank statements, mortgage statements or lease/rental agreements in the name and address of the family member. These should be accompanied by a statement signed by both the applicant and the family member confirming their relationship. The most recent document must be less than three months old.
 - **Regular armed forces service:** a valid armed forces ID card, or an armed forces veteran card and military discharge records which show the date of leaving service.
- 3.6 If you have any queries about the local connection criteria and whether your evidence documents would be acceptable, please contact us at selfbuild@rushmoor.gov.uk before submitting an application.
- 3.7 Applicants who do not meet the local connection criteria but who feel that they have a connection to Rushmoor are able to provide evidence as part of their application to support a claim of local connection through special or exceptional circumstances. Such applications will be assessed for local connection on a case-by-case basis. Applicants are advised to contact us at selfbuild@rushmoor.gov.uk before submitting an application so that we can advise whether the connection is likely to be accepted and what evidence will be required.

4. What Happens after an Application Is Submitted?

- 4.1 Once you have submitted your application, we will assess it to ensure that all the criteria for entry to the register have been met. If we need any additional information, we will let you know.
- 4.2 If you are eligible for entry to Part 1 or Part 2 of the register, we will ask you to pay an entry fee. Details of entry fees are available to view on the Council's [website](#).
- 4.3 You must pay the required fee within 21 days of being notified that your application has been successful. Payment of the fee is a condition of entry to the register. We will only add your details to the register once we have received the appropriate fee.
- 4.4 If you pay the entry fee but later change your mind about being on the register, you will not be able to get a refund. This is because the entry fee is to cover the administrative costs of processing your application.
- 4.5 Once we have determined an application for entry to the register, we will delete all identification and evidence documents submitted. For information on how we use and protect your personal information, please see our [privacy notice](#).
- 4.6 The register is not a public document, but we may publish headline data from it annually.

5. Application Renewal

- 5.1 Entries will remain on the register for one calendar year from the date that the entry fee has been paid.
- 5.2 Prior to the one-year anniversary of your joining the register, we will contact you to ask if you wish to remain on the register for another year.
- 5.3 If we do not hear from you within 28 days of contacting you to ask if you wish to remain on the register, we will assume that you no longer wish to be included, and your details will be removed from the register. If you later decide that you wish to rejoin, you will be required to submit a new application and pay the required entry fee.
- 5.4 If you are on Part 1 of the register and wish to stay on Part 1 for another year, you will need to confirm that you continue to have a local connection to Rushmoor. Associations will need to confirm that all members of the association continue to have a local connection. Documentation to prove local connection will not need to be resubmitted at this stage. If you declare that you or all members of the association no longer have a local connection but wish to remain on the register for another year, we will move your entry in the register to Part 2.
- 5.5 You will need to pay the annual fee to stay on Part 1 of the register for another year. Details of the fee are available to view on the Council's [website](#). Payment of the annual fee is a condition to remain on Part 1 of the register. The fee must be paid within 21 days of receiving notification that the fee is due. If the fee is not paid within this requisite period, you will be removed from the register. If you later wished to rejoin, you would need to make a new application and pay the required entry fee.

- 5.6 If you are on Part 2 of the register and wish to stay on Part 2 for another year, applicants will need to confirm that they still do not have a local connection to Rushmoor. There is no fee to stay on Part 2 of the register. This is because the [Self-Build and Custom Housebuilding \(Time for Compliance and Fees\) Regulations 2016](#) do not allow councils to charge a fee to applicants who wish to remain on Part 2 of a register.
- 5.7 If you are on Part 2 of the register and wish to remain on the register for another year but your circumstances have changed and you now have a local connection, as defined in paragraph 3.3, you will be eligible for entry to Part 1. To be entered into Part 1, applicants will need to provide documentation to demonstrate beyond reasonable doubt that they meet the Council's local connection criteria, and the Part 1 annual fee will need to be paid. Note that all members of an association must meet the local connection criteria for an association to have a local connection.

6. Removing or Updating Entries

- 6.1 If you decide that you no longer wish to be included in the register or if you would like to update your details, please contact us at selfbuild@rushmoor.gov.uk.
- 6.2 Once we have received a written request for removal from the register, we will remove your details from the register within 28 days and will let you know when we have done this. Please note that if you later wished to rejoin the register, you would need to make a new application and pay the required entry fee.
- 6.3 If you pay a fee but later change your mind about being on the register, you will not be able to get a refund. This is because the fees cover the costs of processing applications and administering the register.

7. Applications Made before 1 September 2026

- 7.1 The Council's local connection test and fee-charging schedule were introduced on 1 September 2026. If you are an existing applicant who made an application to join the Council's register before this date, we will contact you to ask if you wish to remain on the register.
- 7.2 If you wish to remain on the register, you will need to reapply and demonstrate that you remain eligible for inclusion on the register. Please complete a new application on the Council's [website](#). Like new applicants, you will be required to provide identification to demonstrate that you meet the national eligibility criteria, as defined in paragraph 2.2. If you have a local connection to Rushmoor, as defined in paragraph 3.3, you will also need to provide documentation to evidence this. Existing applicants who meet the national eligibility criteria and the local connection criteria will be entered into Part 1 of the register, whilst those who meet only the national eligibility criteria will be entered into Part 2 of the register. Existing applicants will not be charged an entry fee when reapplying.
- 7.3 If an application to remain on the register is successful, entries will remain on the register for one calendar year from the date that the Council determines the application. Prior to the one-year anniversary of the decision, we will contact you again to ask if you wish to remain on the register for another year. If you meet the local connection criteria and are

placed on Part 1 of the register, you will not be required to pay an annual fee to remain on Part 1 until 31 October 2027.

- 7.4 If we do not hear from you within 28 days of contacting you to ask if you wish to remain on the register, we will assume that you no longer wish to be included, and your details will be removed from the register. If you later decide that you wish to rejoin, you will be required to submit a new application and pay the required entry fee. If you were subsequently entered into Part 1 of the register, you would be required to pay the annual fee on the one-year anniversary of your rejoining the register if you wished to remain on Part 1 for another year.

8. Important Information

- 8.1 It is not a requirement to be on the register to self-build or custom build or to make a planning application for self-build or custom-build housing.
- 8.2 The Council is required by the [Self-Build and Custom Housebuilding Act 2015](#) to keep a register of people and groups of people who are interested in self-build or custom-build projects in their areas. The register will help us find out about the level of demand for self-build and custom-build housing in Rushmoor. It will inform our work on future housing need and supply and may help with the development of specific planning policies for the provision of self-build or custom housebuilding plots.
- 8.3 In signing up to the register, you are making no commitment, but you are agreeing that we can use the data that you provide to understand the demand for self-build and custom-build housing in Rushmoor.
- 8.4 The Council has a duty to grant planning permission for enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding in its area. The demand is established by the number of entries added to Part 1 of the register within a base period, which runs from 31 October to 30 October each year. At the end of each base period, the Council has three years in which to grant planning permission for an equivalent number of plots. Entries on Part 2 of the register do not count towards this requirement. However, the Council must have regard to all entries on the register when carrying out its planning, housing, land disposal and regeneration functions.
- 8.5 There is no requirement for local authorities to provide plots or to make land available for sale to those on a self-build and custom housebuilding register. In preparing the register, we are making no commitment to provide self-build or custom-build plots. Joining the register does not guarantee that a suitable plot will be identified or made available or that planning permission will be granted.