



# Self Build and Custom Housebuilding Register Application Form

Stratford-on-Avon  
District Council

February 2024

## Returning Your Form and Making Payment:

Whilst there is an online registration form with an associated online payment system that you are invited to complete, this form has been provided to allow you to register and pay by alternative means.

**A renewal payment of £25 is required to remain on the register. Applications received without valid payment cannot be processed.**

The Council can accept payment by Cheque in the post. Cheques should be made payable to Stratford-on-Avon District Council. Please mark your cheque with your (lead applicant) name and address. Cheques should be sent to:

Jo Bozdoganli  
Policy Manager  
Stratford-on-Avon District Council  
Elizabeth House  
Church Street  
Stratford-upon-Avon  
CV37 6HX

**Alternatively** the application form can be returned to the Council 's Elizabeth House reception where a cheque, card or cash payment can be accepted.

Stratford-on-Avon District Council  
Elizabeth House  
Church Street  
Stratford-upon-Avon  
CV37 6HX

Please direct queries to: [planning.policy@stratford-dc.gov.uk](mailto:planning.policy@stratford-dc.gov.uk)

## Step 1: Privacy Policy

Under the terms of the Custom Housebuilding Act 2015 and the Self-build and Custom Housebuilding Regulations 2016, the Council has an obligation to provide a register for people interested in self and custom housebuilding. By completing this form, you will help us find out more about demand for self-build plots across the district. The personal data that you provide will be used to allow us to register your interest in a possible future Self/Custom Home Build Scheme and can contact you as and when relevant information becomes available.

In accordance with the UK General Data Protection Regulation, the Council needs a "lawful basis" for collecting and using your information. The legal basis for this processing is that it forms part of the Council's "public task". These services are provided in terms of the council's statutory functions as a local authority, more details of which can be found on the Council's website (<https://www.stratford.gov.uk/council-democracy/why-do-we-use-personal-data.cfm>). Processing your personal information is necessary for the performance of a task to be carried out in the public interest by the Council.

When you have completed and submitted the Custom and Self-Build Register registration form, we will add your details to our register, and use them to contact you with useful information relevant to your needs. Your personal details will not be made available for public viewing. Anonymous headline data extracted from the register is published on our website monthly (i.e. the overall numbers of entries in various categories, geographical areas, types of housing sought, etc.).

We will store entries onto the Register permanently, in accordance with the Council's retention policy. If you inform us that you do not wish to remain on the register, we will remove your information.

Other information such as your rights can be found here: [Data Protection | Stratford-on-Avon District Council \(https://www.stratford.gov.uk/council-democracy/data-protection.cfm\)](https://www.stratford.gov.uk/council-democracy/data-protection.cfm)

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Do you agree to the privacy policy above? Please tick one of the fields below.

Yes ☐

No\* ☐

(\*Applicants must indicate their agreement to the privacy policy in order to have their applications processed)

## Step 2: About You

Q1. First Name\*

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Q2. Surname\*

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Q3. Address\*

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Q4. Telephone\*

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Q5. E-mail Address\*

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Q6. Reference\*

This is the reference number listed from the renewal notification email / letter, eg  
000001

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\* The asterix indicates that this is a required field and failure to complete it will result in your application not being processed.