

Self-Build and Custom Housebuilding Grant Application



Carlisle City Council has introduced a grant scheme to help people wishing to build their own home within our District, through providing a contribution towards the set-up costs of their custom or self-build project. Eligible fees which can be reclaimed are: Building Control fees; Planning Application costs; Land Registry charges; and architect's fees, up to a combined maximum of £2,000. It is appreciated that this may not cover the full cost of your upfront fees, but this will hopefully provide a helpful contribution towards your costs.

To qualify for a grant, applicants must already have been accepted onto the Council's *Custom and Self-Build Register*. Please note: these grants are not available retrospectively to anyone who already owned a plot prior to applying to join Carlisle's *Custom and Self-Build Housing Register*.

1. Lead Applicant Details

Name	
Application no. (if known)	
E-mail Address	
Address	
If you are applying on behalf of an Association, please give the name and address of the main contact (if different from above)	

2. Details of Self-Build or Custom Housebuilding Project

Address / location of your building plot	
Size and type of property (e.g. 3 bed detached house)	
<i>Please provide an official copy of the Register of Title – available from the Land Registry for a small fee: www.gov.uk/government/organisations/land-registry (reclaimable, subject to the £2,000 maximum grant – see Section 3).</i>	

3. Amount of Grant Claimed - maximum £2,000 (including VAT)

Fees Incurred Towards your Self-Build / Custom Housebuilding Project	Amount		Date Cost Incurred
	Total (£)	VAT (£)	
Planning Application costs			
Building Control fees			
Land Registry charges			
Architect fees			
	_____	_____	
TOTAL	£	£	

Please provide supporting evidence (e.g. invoices or receipts) for all fees/ costs incurred.

4. Self-Build / Custom Housebuilding Project Viability

Financial Information	Please provide evidence that you have sufficient funding to complete your Self or Custom build – including details of how you intend to finance your project (e.g. Self-Build mortgage; savings)
Insurance	Please provide evidence that you have Public Liability insurance with a limit of indemnity not less than five million pounds (£5,000,000)

5. Bank / Building Society Details

Please provide details of the account that you would like the Self-Build/ Custom Housebuilding grant paid into.

Bank / Building Society		
Bank / Building Society Address		
Name(s) of account holder(s)		
Account Details	Sort Code	Account Number

Please provide a statement for this account, showing the name and address of the lead applicant.

6. Required Supporting Information

Please ensure you have provided all of the following information to avoid your grant application being delayed.

- An official copy of the Register of Title, available from the Land Registry.
- Confirmation that you have sufficient Public Liability insurance, with a limit of indemnity not less than five million pounds (£5,000,000).
- Evidence that you have sufficient funding to complete your Self-Build or Custom Housebuilding project.
- A statement from the bank or building society account the grant will be paid into, showing the name and address of the applicant.

7. Grant Conditions

Applicants for a Self-Build and Custom Housebuilding grant through Carlisle City Council will be required to sign a grant agreement, setting out the conditions of the funding and how it will be paid.

Summary of the grant conditions:-

- Grant funding can only be reclaimed towards the following costs you have incurred, as set out in Section 3 of this form (Planning Application costs; Building Control fees; Land Registry charges; and architect fees) up to a maximum of £2,000.
- Applicants must confirm that the property they build will be their sole residence and the only property they own.
- The property must be registered as a dwelling with Council Tax within three years of the grant agreement being signed.
- In the event that the plot is sold before the building project is completed, the grant will be recovered by the Council.
- You acknowledge that the Council will check that you do not owe any money to the Council (e.g. outstanding Council Tax) and agree that any money owed to the Council will be deducted from your Self-Build/ Custom Housebuilding grant.

Grants will only be approved where applicants can demonstrate to the Council's satisfaction that their Self-Build or Custom Housebuilding project will be completed within three years of the grant being paid.

In cases where an association is submitting a planning application on behalf of the group, individual members will still be able to apply separately for any permissible costs not included in the main application.

8. Declaration

I declare that the information provided within this application is accurate to the best of my knowledge, and I accept the grant conditions, as detailed in Section 7 of this form.

I understand that Carlisle City Council must be notified of any significant changes to the application and that any misleading information may invalidate this application.

Signature	
Date	

9. General Data Protection Regulation

The information you provide on this application form, together with any supporting information, will not be shared with anyone outside Carlisle City Council. The information is required to process your grant application as follows:-

- confirm details of expenses claimed in respect of your Self-Build/ Custom Housebuilding project;
- verify ownership of the plot;
- ensure that your build project is viable and deliverable, and you have the necessary insurance in place;
- check that you do not owe any outstanding money to the Council, which would need to be deducted from any grant approval.

If your grant application is approved, the Council will need to retain your personal information up to three years (as the plot must be registered as a dwelling with Council Tax within three years of the grant being awarded). Alternatively, if your grant application is unsuccessful, the Council will destroy your personal information within one month of this being confirmed.

The information that you provide in this grant application will be treated as confidential under the *General Data Protection Regulations (GDPR) 2018* – further information on the GDPR is available on the Self-Build and Custom Housebuilding page on the Council’s Self-Build and Custom Housebuilding Webpage:

<https://www.carlisle.gov.uk/Residents/Planning-Building-Control/Self-Build>

Please return this application, together with the required supporting information to:-

Investment & Policy Team, Economic Development Section,
Carlisle City Council, Civic Centre
Rickergate, Carlisle, CA3 8QG

Alternatively, you can e-mail this form and relevant supporting information to:

EDA@carlisle.gov.uk