



## Self/custom build proforma

Please complete this form if your proposed scheme is a self-build and/or custom-build development.

The Council must be satisfied that the initial owner and occupier of the home will have primary input into its final design and layout. Therefore, you must complete this form to demonstrate how your scheme meets the definitions of self-and custom-build housing.

Please ensure you fill out all the sections and provide as much detail as possible. The information provided through this form will be used in the determination of your planning application, and to check whether your scheme is eligible for exemptions from [Biodiversity Net Gain \(BNG\)](#) and [Community Infrastructure Levy \(CIL\)](#) requirements.

The information provided will also be used by the Council to monitor the delivery of self- and custom-build housing.

### Section 1 – You and the scheme:

Item	Information needed	Your response
1	Full name of the applicant	
2	Name and contact details of the Agent (if applicable)	
3	Planning application reference (If known)	
4	Applicant Phone number	
5	Applicant Email	
6	Site address	
7	Description of development	

## Section 2 – How does your scheme meet the definition of self/custom build?

The National Planning Policy Framework ([NPPF](#)) defines self-build and custom-build housing as:

‘Self-build and custom-build housing: Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in section 1(A1) and (A2) of that Act.’ (page 75)

The [Self-build and Custom Housebuilding Act 2015](#) defines self-build and custom housebuilding as:

‘(A1) In this Act “self-build and custom housebuilding” means the building or completion by—

(a) individuals,

(b) associations of individuals, or

(c) persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals.

(A2) But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person’

The [Right to Build Task Force](#) says:

‘In simple terms, this form of housebuilding can be described as a process where “a home is built to the plans or specifications decided by the occupant”. When considering whether a home is a self-build or custom build home, relevant authorities must be satisfied that the initial owner of the home will have primary input into its final design and layout.

‘Self-build typically involves the construction of single (usually detached) homes, including conversion projects and extensive renovations (usually demolition or rebuild). Where individuals work as a group or association, it can also include the construction of higher density homes in the form of terraced housing or apartments if those homes are commissioned or built by those individuals.

‘Custom build involves the construction of homes, of all types and sizes, on serviced multiplot sites. With custom build, an enabling developer, which can be a local authority, community group, housing association or commercial developer, works with individuals or groups to specify the details of appearance and internal layouts of their homes. This may involve an element of DIY build or self-finish or can be full construction and finish of the home as specified by the home buyer.

‘A self-build home is one built to the plans or specifications of the occupant on a single plot.

‘A custom build home is built to the plans or specifications of the occupant on a multiplot site which is actively managed by a third-party enabler.’

Note that off-plan housing, homes purchased at the plan stage prior to construction and without input into the design and layout from the buyer, will not meet the definition.

Further information on self-and custom-build housing, and why we are asking for this information, can be found at [Building your own home | Cheltenham Borough Council](#).

Based on the definitions above, please respond:

Item	Information needed	Your response
8	What is your primary input into the design of the scheme?	
9	What is your primary input into the layout of the scheme?	
10	Who will be living in the house once built?	
11	Does your application specify the scheme is self-build or custom-build within the description of the development?	<input type="checkbox"/> Yes – it includes reference to self/custom build <input type="checkbox"/> No – it does not include reference to self/custom build
12	If 'No' to Q11, we will need to amend the description of the planning application relevant to this proforma to say that it is for self/custom build. Please check the box to authorise us to make the change.	<input type="checkbox"/> I agree to the proposal of my development being changed to include reference to self-build or custom-build housing.  This is in accordance with the requirements of the Levelling Up and Regeneration Act 2023 which states that development permissions must be specifically for the carrying out of self-build and custom housebuilding.
13	Declaration	<input type="checkbox"/> I confirm this development meets the definition of self/custom build.

### Section 3 - Signature and date:

Name (print).....

Signature (sign).....

Date .....

Note that personal details will be redacted when uploaded to the website. For more details about how we use your data, please see [Planning applications, appeals and general enquiries privacy statement | Cheltenham Borough Council](#).