

# Build your own affordable home (Single Plot Exceptions Policy)

## Housing and Local Need Form

If you have any queries or require assistance completing this form, please contact the Housing Strategy Team using the contact details at the back of this form.

1. Name of applicant(s):

2. Address:

3. Telephone:  Email:

To qualify for the 'Build your own affordable home' scheme you must satisfy each of the four criteria details on this form. Please give brief details of your circumstances below and include a separate covering letter with documentary evidence to support your case.

### Criteria 1 - Housing Need

4. Please tick which of the options below describes your circumstances:

Option	Qualifying option	<input type="checkbox"/>
A	<b>You have no home of your own, whether owner occupied or private rented</b> Tell us in the box at question 5 about your current situation e.g living with parents etc.	<input type="checkbox"/>
B	<b>You are living in unsuitable or inadequate housing to meet existing or future needs due to:</b>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>■ Tenure Tell us in the box at Q5 why your housing tenure is unsuitable for your needs</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>■ Size Tell us in the box at Q5 why the size of your home is unsuitable for your needs</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>■ Type or design Tell us in the box at Q5 why the type, layout or design of your home is unsuitable for your needs</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>■ Location Tell us in the box at Q5 why the location of your home is unsuitable for your needs</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>■ Condition or security Tell us in the box at Q5 why the condition or security of your home causes you problems</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>■ Cost (e.g. mortgage/rent, maintenance or heating costs etc) Tell us in the box at Q5 why the running costs of your home cause you problems</li> </ul>	<input type="checkbox"/>
C	<b>You are a Council or Housing Association tenant and wish to become an owner occupier but cannot afford to access the local housing market.</b> Tell us in the box at Q5 the name and address of your landlord.	<input type="checkbox"/>

5. In the box below please provide details of the evidence requested above from the option you have ticked.

## Criteria 2 – Strong Local Connection and Need to Live Locally

*"Local Area" is defined as being in the same Parish as the site.*

### Strong Local Connection

6. Please tick the appropriate boxes below and provide details of your strong local connections to this locality.

To be eligible for this scheme, applicants must meet AT LEAST TWO of the criteria below

Option	Qualifying option	✓
A	<b>Your parents were permanent residents in the local area when you were born.</b> Tell us in the box at Q7 the address where your parents were living?	
B	<b>You lived in the local area for five years as a child and attended a local school.</b> Tell us in the box at Q7 where you lived and which school you attended	
C	<b>You currently live in the local area.</b> Tell us in the box at Q7 your address	
D	<b>You previously lived in the local area for a continuous period of 15 years as an adult. (eg: someone who moved away)</b> Tell us in the box at Q7 your pervious address in the local area	
E	<b>You are currently employed / self-employed working in the local area.</b> Tell us in the box at Q7 the name and address of your employer	
F	<b>You have a formal written offer of employment which you cannot accept unless you move to the local area.</b> Tell us in the box at Q7 the name and address of your prospective employer.	
G	<b>You have a parent currently living in the local area.</b> Tell us in the box at Q7 their address	
H	<b>If aged over 55 you:</b> <b>(i) have a son / daughter or other close relative living in the area; or</b> <b>(ii) have any other strong connection to the local area.</b> Tell us in the box at Q7 your close family's address(s) and / or details of your other strong connection to the local area.	

7. In the box below please provide details of the evidence requested above from the options you have ticked.

### Local Need

8. Please tick the appropriate box(es) below to provide details of your need to live in this particular location.

Option	Qualifying option	✓
A	Need to live in the local area for employment reasons?	<input type="checkbox"/>
B	Need to live in the local area to receive or provide support to / from a close relative?	<input type="checkbox"/>
C	Need to live in the local area to receive or provide child care to / from a close relative?	<input type="checkbox"/>
D	You are a Key Worker in the local area or, have been actively involved in the community some other way for at least two years?	<input type="checkbox"/>

9. Please tell us in the box below about your involvement in the local community and why you **NEED** to live in this specific area for employment, travel, family support, child care or other reasons.

You should provide as much information as possible to justify your case. Remember to substantiate your case in terms of 'need' rather than 'want':

## Parish/Town Council Confirmation

10. The Parish/Town Council will need to confirm the accuracy of your local connection against the criteria given in Questions 6 and 8 of this form. Please confirm whether you have already contacted them.

Note: At this stage they are NOT being asked to formally comment on whether or not they would support any future application.

Yes, they have been contacted  No, they haven't been contacted

If Yes, please enclose a copy of their letter confirming your strong local connection.

## Criteria 3 - Affordability and availability of other suitable properties in the local area

11. Please tick ✓ which of the options below describes your circumstances:

Option	Qualifying option	✓
A	<p><b>Your current monthly housing costs (rent / mortgage) are more than 25% of your household's gross income.</b>                      (Including any Housing Allowance and other benefit entitlements into account.) If you have ticked this option please go to Q12a</p> <p><b>And / Or</b></p>	<input type="checkbox"/>
B	<p><b>Your total household income is insufficient to purchase a suitable house on the open market in the parish where you propose to build.</b>                      (Note: Any mortgage achievable for this purpose would not be considered "affordable" if the repayments were more than 25% of gross household income.) If you have ticked this option please go to Q12a</p> <p><b>Or</b></p>	<input type="checkbox"/>
C	<p><b>There are no suitable properties available in the local area that would meet your existing or future housing needs.</b>                      If you have ticked this option please go to Q12a</p>	<input type="checkbox"/>

### If you ticked option A and/or B in Q11

12a. Please provide the following as documentary evidence of your housing costs and total household income:

- Proof of rent payments and length of tenancy.....
- Details of monthly mortgage payments, outstanding mortgage balance / term and current property valuation .....
- Three months wages slips / most recent P60 / business accounts for you and any partner.....
- Details of any Tax Credits, Benefits, Pensions or child support payments that you or your partner receive .....
- Three months current account bank statements for you and any partner.....
- Three months savings / ISAs etc account statements for you and any partner.....
- Details of any other income, shares, bonds, investments or assets that you or any partner own.....

Please also provide estate agent's details showing the cost, size, specification and condition of properties that are either currently for sale on the local market within and adjoining the Parish or have been so during the past two years

## If you ticked option C in Q11.

12b. Please provide estate agent's details showing the cost, size, specification and condition of properties that are either currently for sale on the local market within and adjoining the Parish or have been so during the past two years.

Attached

13. Please explain fully why none of the available properties are suitable for you housing needs

## Criteria 4 – Site and planning considerations

- Your proposed development must be acceptable to the Council in terms of its size, scale, location and design. Therefore it is highly unlikely that your application will be able to proceed unless you have support from the Planning Officer.
- There is a presumption against granting planning permission for dwellings in isolated locations and developments should be sited in or immediately adjacent to existing settlements.
- Affordable homes on exceptions sites are normally restricted to a maximum gross internal floor area of 100 square metres with a maximum plot size of 0.1 of a hectare.
- Your attention is also drawn to the fact that permitted development rights in relation to the alteration or extension of any dwelling developed under these policies will be withdrawn.
- You are also reminded that the dwelling must remain available for local people and affordable in perpetuity through the terms of East Lindsey District Council's Section 106 Agreement.

14. Please provide written confirmation that the Planning Officer has confirmed that the proposed site is acceptable for use as an affordable single plot.

Attached

15. Please provide a map or location plan outlining the proposed development site.

Attached

16. Please also provide a copy of any drawings that you may have showing the location of the proposed property and any other details of design that are available at this time.

Attached

17. Do you or any member of your household, own or have a legal interest in any other assets or property?

Yes

No

If Yes, please give a full explanation including details of the value:

## Declaration

I confirm that all of the information on this form and the supporting evidence is accurate.

Applicant's signature(s):

Date:

Please return the completed form and supporting documents to:

Helen Wright  
Senior Housing Enabling Officer  
East Lindsey District Council  
Tedder Hall  
Manby Park  
Louth  
Lincs  
LN11 8UP

Helen.wright@e-lindsey.gov.uk  
Tel: 01507 613148

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The information you provide will only be used for Council purposes unless we are required by law to do otherwise