

Self-build and Custom Housebuilding Register

The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) requires each 'relevant authority' to keep a register (the Register) of individuals and associations of individuals who are seeking to acquire serviced plots of land in the authority's area for their own self-build and custom housebuilding. Oadby and Wigston Borough Council is a 'relevant authority' therefore is required to hold a Register. The information that Oadby and Wigston Borough Council holds on the Register is determined by relevant national government acts, legislation, policies and guidance.

The information that Oadby and Wigston Borough Council holds on the Register is confidential unless explicit consent is obtained from the individual or association of individuals that made the initial application (the applicant).

Any individual or association of individuals that applies for their information to be held on the Register should be aware that the Council will hold the information permanently. The Council will however review all information held at regular intervals. All information is stored on an internal Database which is not available to the public.

The Council has a statutory duty to make applicant information available to the applicant that submitted the information when requested to do so by that applicant. The Council will not release other applicant information unless the other applicants give explicit permission to do so. To request information relating to the Self-build and Custom Housebuilding Register that the Council holds, please contact the Council's Customer Service Team on (0116) 2888961.

The information that is provided as part of the Register by the applicant will be processed by Oadby and Wigston Council, which is the 'data controller' for the purpose of the Data Protection Act.

The information that is provided for the Register by the applicant will only be used for the purpose of the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016).

The retention of the information held on the Register will be determined by Oadby and Wigston Borough Council's retention policy. A copy of the retention schedule is available on the Council's website.

Information collected:

- Title

- First Name
- Surname
- Address
- Telephone number(s)
- Email address
- Date of Birth
- Nationality
- Citizenship.

Agencies we might share the information with:

- Judicial Agencies e.g. Courts
- Government departments

Purpose for processing:

- Statutory requirements
- Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016)
- Housing and Planning Act 2016
- Self-build and Custom Housebuilding Regulations 2016
- Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016
- National Planning Practice Guidance

Lawful basis for processing:

- Consent
- Public Task