

**List of documents accepted as proof of evidence**

The Council will undertake checks with other Council Directorates and relevant external bodies as appropriate to verify proof.

**1. Proof of Identity: Any 2 of the following**

- Full Birth Certificate
- A current and valid passport
- UK Residence Permit
- A valid UK Driving Licence
- Marriage Certificate
- National Insurance Card

**2. Proof of Residency –have lived in the area for a continuous period of two years, up to and including the day of the application for entry in the Register**

**Any combination of the following**

- Utility Bills
- Bank/ Building Society account/credit card statements
- Council Tax Records
- Electoral Register
- Payslips showing home address
- Rent statement
- Mortgage statement

**3. Proof of Employment – have lived in the area for a continuous period of 2 years, up to and including the day of the application for entry in the Register**

- Payslips
- P60 Annual statement of earnings
- Employment contract/ letter confirming length of employment

#### **4. Proof of sufficient financial resources available to applicant to purchase a plot of serviced land for self-build or custom housebuilding project**

The Council will require relevant evidence of sufficient resources as follows:

- An offer for a self-build mortgage from a verifiable lender (for example, a member of the Council of Mortgage Lenders). Any evidence provided must clearly show that the release of funds for the purchase of land – which is usually the first phase of funding released – covers any proxy land value used by the Council for the purposes of assessing this criterion.
- Written confirmation and evidence from a qualified financial advisor with active membership of a verifiable and appropriate professional body. This evidence should clearly outline that the applicant has sufficient readily accessible funds/equity to purchase land.
- Any other information which demonstrates, to the council's satisfaction, that the applicant has sufficient resources to purchase land for their own self-build and custom housebuilding.
- Where multiple funding sources are utilised, evidence may be required that funds will be readily accessible for the purchase of land phase of the project.

Any information submitted needs to demonstrate that sufficient resources are available to purchase land. Regulations do not require evidence of sufficient resources to cover build costs or other associated costs. Where an applicant provides information on total financial resources available for an entire project – e.g. purchase of land, build costs, fit out costs – the council may request further details such as an itemised list of funds for each phase of a project, to ensure that the land purchase costs can be met. Where multiple funding sources are utilised, evidence may be required that funds will be readily accessible for the purchase of land phase of the project.

The Council may utilise information on recent land transaction costs and/or any other reasonable method of arriving at a proxy land cost to determine applications. As land values change over time, we may require updated evidence of an applicant's ability to fund the purchase of the land.

The Council will ask for further information where necessary; or refuse an application for entry in the register due to lack of information.