**Self-Build Partnership Criteria**

# **Invitation to apply for membership of the Self-Build Partnership**

# **Introduction**

Thank you for expressing an interest in joining the Self-Build Partnership.

South Gloucestershire Council is developing a Self-Build Partnership (Partnership) to improve the availability and accelerate the delivery of self and custom build plots within the district. This is to enable the council to meet the demand on its self and custom build register as part of its statutory duties and to deliver the plots gained through the adopted [Policies, Sites and Places plan policy PSP42](https://beta.southglos.gov.uk/wp-content/uploads/PSP-Plan-Nov2017.pdf) (PSP42). It will also grow the sector within the district.

The Partnership is for Self and Custom build Enablers (Enablers), Small and Medium Enterprise (SME) Self and Custom build businesses, and House Builders who specialise in the construction or delivery of self and custom build homes (House Builders). Members of the partnership (Partners) will deliver self or custom build homes that meet the definition contained in PSP42 and demonstrate high quality design and build standards. We welcome experienced Enablers, SMEs and House Builders from outside and already in the region who are keen to grow their organisations or work within the district, subject to meeting the Partnership criteria below.

The Partnership offers Partners a range of benefits in terms of availability of land, better marketing, access to expertise, promotion, and growth of the sector. Partners will be exclusively promoted to Developers to acquire the self and custom build plots negotiated through planning applications. This opportunity is the first of its kind with South Gloucestershire leading the way on innovation in the self and custom build arena. Furthermore, the Council have updated their register to include mapping facilities of self and custom build plots in the district and allow direct promotion of Partners products and services to the registered applicants allowing them to better engage with active marketing of their developments. Excellence in self and custom build delivery from the Partnership will also be actively promoted.

South Gloucestershire Council has excellent knowledge of self and custom build housing and development through our specific resource hub. Partners will be able to work with our Self Build Officer who is an active member of the Right to Build Task Force. The Task Force was founded by the National Custom and Self Build Association (NaCSBA) and provides advice and information to local authorities, their partners and stakeholders to support the delivery of custom and self-build homes. The Council maintains a self-build register for those interested in self and custom house building which will be used to inform plan making, support housing and regeneration functions and decision making. The Partnership will be instrumental in self and custom build policy development and any initiatives related to self and custom build to ensure that it works in practice for its Partners.

Partners are selected based on experience, good practice and design, robust governance, and finance arrangements. As such, a joining fee of £50 per year will be required to cover the administration costs of regular meetings which may be reviewed annually by the Partnership depending on planned work. This fee will be waivered in the first year.

A Partnership Fee of 1% of the market value of each self and custom build plot will also be required for the service provided by the Self-Build Officer in negotiating and procuring the plots for the Partners to acquire and deliver.

The Partnership Fee is required for the service provided by the Self-Build Officer in negotiating and procuring the plots for the Partners to acquire and deliver.

Those that provide a specialist service, such as, an Estate Agent, mortgage advisor or legal services, would be exempt from paying the Partnership Fee.

# **Pack contents**

Included in this pack are a series of Partnership documents and criteria for interested applicants to the Partnership.

To demonstrate accreditation, we require those applying to the Partnership to provide detailed information and case study examples. The information required is set out below in a number of technical questions. Applicants must pass section A before their application will be assessed under section B and C.

|  |  |
| --- | --- |
| **South Gloucestershire Council****Self-Build Partnership Application – Other Specialist Service Category** | Score |
| **I confirm that in order to be part of Self-Build Partnership,** **[………….*organisation name*…………..] agrees to fulfilling the following criteria:** |
|  |
| **SECTION A:** |
| **At selection stage, each company is required to demonstrate that they have:** |
|  |  |
| **Been in business a minimum of 2 years** | Yes/No |
| **Provide a copy of your credit report (Experian or similar). This will be checked by one of the Council’s Finance Officers.** | Yes/No |
| **Completed 2 projects successfully (continued in Section C)** | Yes/No |
| **NaCSBA Member** | Yes/No |
| **Professional indemnity or equivalent insurance** | Yes/No |
| **Have one or more of the following (please tick all that apply):** |  |
| **Membership of one of the following institutions:*** **Royal Institution of Chartered Surveyors**
* **Chartered Trading Standards Institute**
* **Propertymark**
* **Guild of Letting and Management**
 |  |
|  |
|  |
|  |
|  |
|  |
| **What relevant work experience or skills do you possess that make you a suitable partner for our partnership? Please list any relevant qualifications, memberships, educational background, achievements, and professional expertise related to custom and self-build housebuilding:** |  |
|  |  |
|  | Yes/No |
| **Satisfactorily completed the South Gloucestershire Council Mandatory Equalities Questionnaire** |  |
|  | Pass/fail |
|  |
| **SECTION B:** |  |
| **1. Credit scoring for financial soundness. Provide a copy of your credit report (Experian or similar). This will be checked by one of the Council’s Finance Officers.**  | Yes /No  |
| **2. Willingness to take part in an annual review with the council for feedback and service update.** | Yes /No |
| **3. Willingness to sign up to a Self-Build Partnership Joint Working Agreement and provide a specific company representative as a single point of contact.** | Yes /No |
|  |  Pass/fail |
| **The above 3 key Partnership criteria in Section B are essential. All future SGC Partners will be expected to agree to these in order to join the Partnership.** |

|  |
| --- |
| **SECTION C:** |
| **5. Please tell us about your company. This should include your Business Plan, how you propose to deliver self and custom build in South Gloucestershire and any specific skills or expertise your company can bring to our partnership? (e.g., design, construction, marketing, project management, financial advice, legal, etc.)** |  [ ] / 25 |
| **6. Please demonstrate your company’s knowledge of self and custom build schemes. Please provide two case study examples of completed successful projects that demonstrate the quality of your product , design, and additional sustainable build standards:** | [ ] / 25 |
| **7. Please demonstrate your company’s commitment to good quality customer service.** | [ ] / 20 |
| **8. South Gloucestershire Council made a Climate Emergency declaration on 17th July 2019 which included the commitment to become carbon neutral by 2030.** **Please provide evidence to demonstrate how your company are addressing climate change. This could include detail on any mitigation and adaptation measures you have adopted or are working on.** | [ ] / 15 |
| **9. Provide evidence to demonstrate how your company delivers opportunities for social value.**  | [ ] / 10 |
| **Total score – Key criteria** | **[ ] / 100** |
| **Name:** |  |
| **Position:** |  |
| **On behalf of:** |  |
| **Organisation:** |  |
| **Contact postal address:** |  |
| **Telephone:** |  |
|  |
| **Email address:** |  |
|  |

Application deadline: Wednesday 31st January 2024

**Please return your submission by email in PDF format to: *Selfbuild@southglos.gov.uk* .**