

## **Delivery Statement for Self-Build**

The Delivery Statement is to ensure that self-build units are delivered onsite to meet the requirements of the [Self and Custom Housebuilding Act 2015 \(as amended by the Housing and Planning Act 2016\)](#). The self-build units must comply with the [Policies, Sites and Places Plan; Self and Custom Housebuilding \(PSP42\)](#), be delivered to an acceptable standard in the interests of the character and visual amenity of the area and in accordance with policy CS1 of the South Gloucestershire Local Plan Core Strategy (adopted) December 2013.

### **Aim of this document**

This document is designed for developers to use as a template to set out the contents of their Delivery Statement, or to simply fill in the question boxes as part of their submission. This document includes a number of criteria which need to be covered in their submission for proposals involving self and custom-build housing, including windfalls or sites invoking policy PSP42 of the South Gloucestershire Local Plan: Policies, Sites and Places (adopted November 2017), which requires developers to provide at least 5% of the total dwellings on residential and mixed-use sites of over 100 dwellings. The criteria are designed to prompt the developer to consider matters, such as, how self-build projects are brought forward (i.e. which model), where the plots will be located, how do they meet the definition of self-build, and so on.

### **Self and custom-built homes**

Self and custom building can be described as any instance when a person is involved in some way in the production of their new home rather than buying from a speculative home builder. Self-build housing is where people physically build their home, sometimes with help from sub-contractors. The level of involvement can therefore vary greatly, from project management of the design and construction, undertaking all the building work to purchase of the site and appointment of a contractor. Such is the possible scope of involvement in the construction process by the eventual occupant, that the term custom-build is now also commonly used.

Custom build homes are self-build homes facilitated in some way by a developer, this still offers the opportunity of a unique home that suits the private home builder's needs, lifestyle and design preferences but through a more hands off approach for the occupant than traditional self-build home. This option can mean a home commissioned by an individual and built by the developer, through to a group of homes, built by a developer, but with the offer of bespoke design for each individual.

Shell homes are permitted dwellings built to a shell and offered for sale at a point prior to second fix with the finishing design and fitting out commissioned by the purchaser. PSP42: Self and Custom Housebuilding (part 4 a and b) require the delivery of at least 5% of the total dwellings on residential and mixed use sites for sale to self and custom builders on a sequential basis firstly as serviced plots. Following the first marketing period, any unsold plots that are not possible to deliver as serviced plots can be delivered as shell homes through a second marketing period.

Community Infrastructure Levy (CIL) exemptions and self-build –

It is worth noting that under current Council policy Community Infrastructure Levy (CIL) regulations provide for dwellings which are built or commissioned by individuals for their own occupation and as their principle home for a minimum of three years, are exempt from paying CIL. Phasing in the planning permission is important because the CIL regulations require it in order to allow developers to take the benefit of the phasing provision in the regulations. Each self-build plot would need to be identified as an individual phase. If the planning permission is not phased then the commencement of the development will trigger the CIL attributable to the whole development. More information on CIL can be found on our website [here](#).

## **Models**

The models described below represent four generic ways that custom and self-build projects can be brought forward on sites where self-build plots are required through the Policies, Sites and Places Plan, self and Custom-build housing, PSP42. Each can be adapted to suit a particular site.

- a. **Sell plots to private homebuilders:** Developer/land owner to provide building plots for self and custom-build. The plots are serviced, delivered and marketed by the developer (with the principle of planning permission already established) directly to individual private homebuilders through a reputable estate agent and to persons registered on the Council's self-build register. Private homebuilders are responsible for designing and building or commissioning the building of their home. During the second marketing period the developer may offer any unsold plots as shell homes.
- b. **Turnkey:** Serviced plots are marketed directly to individual private homebuilders along with a design and build contract for a completed custom home to provide genuine bespoke and individual design to meet the customers need. These architect led homes will offer a complete service and will include designing the home, sourcing the materials, arranging labor and the build to completion. During the second marketing period any unsold plots may be offered as shell homes.
- c. **Sell land to Enabler:** Developer/land owner to sell the self-build land to a third party such as a self-build enabler who will be responsible for servicing, delivering and marketing the plots directly to individual private homebuilders through a reputable estate agent and to persons registered on the Council's self-build register. The self-build enabler may sell the plots to private homebuilders to design and build or commission their own home, they may also provide design and build contracts to meet the private homebuilders' individual design. During the second marketing period any unsold plots may be offered as shell homes.
- d. **Partnership with enabler:** Developer works with a third party such as a self-build enabler to provide serviced building plots for self or custom-building. The plots are delivered and sold by the third party or developer (with the principle of planning permission already established) directly to individual private homebuilders through a reputable estate agent and to persons registered on the Council's self-build register. The self-build enabler may sell the plots to private homebuilders to design and build or commission their own home, they may also provide design and build contracts to meet the private homebuilders' individual design. During the second marketing period unsold plots may be offered as shell homes.

- 1) What model will be followed in order to deliver self and custom-build housing?  
Please confirm below - a, b, c or d?**

**Self and Custom Build Definition**

The [Self-build and Custom Housebuilding Act 2015](#) defines self-build and custom housebuilding as, '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, but 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 Act does not distinguish between self-build and custom housebuilding and provides that both are where an individual, association of individuals, or persons working with or for individuals or associations of individuals, build or complete houses to be occupied as homes by those individuals.

In considering whether a home is a self or custom build home, South Gloucestershire Council must be satisfied that the initial owner of the home will have primary input into its final design and layout. The Self and Custom Housing Act (2015) requires Councils to keep a register of individuals and associations of individuals who are seeking to acquire serviced plots of land in the area and grant suitable development permission to enough suitable serviced plots of land to meet demand demonstrated through the self-build register.

- 2) How does the proposed model fulfil the Housing and Planning Act's (2016) definition of self-build and custom housebuilding?**

## **Location**

Plots should be carefully selected to ensure that they can be serviced in an agreed specified period in the construction programme and are attractive to prospective self and custom house builders. Plot sizes should be realistic to make them attractive propositions, they should be clustered together, easily serviceable and in an attractive location not encumbered by significant constraints such as trees, slopes and free from flood risks. There should not be services or rights of way crossing the land and the boundaries should be clearly marked out. Plots should benefit from easy access directly to the plot to facilitate the delivery of bulky materials.

### **3) Where will the plots be located? Please attached a proposed layout plan.**

## **Servicing plots**

Serviced building plots are shovel-ready parcels of land with planning permission, laid out and ready for construction with access and utilities/services provided to the plot boundary. Private home-builders can just purchase a plot or select from an extensive menu of options offered by developers/builders.

A serviced plot of land means a plot to which all reasonably necessary service connections have been provided to the boundary including being accessible by road of an adoptable standard and utility services to adoptable standards by the relevant statutory undertaker.

Installing utilities: there are usually four common utility connections; water and sewage connections, electricity, gas and telecoms. Each utility is normally provided to a disconnected chamber on or just within the boundary of each plot (for example electricity connections provided to fuse boxes on stakes and water connections provided to a man-hole in the pavement). Connections should be clearly identified and labels should not use short-hand. Careful consideration of the locations of the connections is required so that they are kept out of the way of construction traffic.

### **Phasing –**

On larger sites, the Council will expect the early delivery of parcels of self-build plots. The Council will work with developers to understand any challenges to the early phasing and release of the self-build element of developments. It is important that developers consider early on the timing of the servicing and provision of the plots as this is an important aspect of their delivery. On larger sites, this will be dealt with via S106 Agreement. On smaller scale projects, this may more simply be dealt with via planning conditions.

**4) Who will be responsible for connecting to or extending the utilities to each home?**

**5) What fences or boundary treatments will be required and who is responsible for installing them (and by when)?**

**6) What remediation is required for each plot and how will this be delivered?**

**7) Will there be any shared maintenance areas or communal areas and who will be responsible for this?**

**8) Access roads: At what point will the surface course of the access road be laid?**

- 9) What obligation is there to complete works to the access road (mortgage providers for serviced plots may require evidence of the landowners obligation to complete the works so it may be necessary to sell the plots with a copy of the infrastructure contract)?

- 10) Please describe the proposed estimated timing of the servicing and provision of the self-build plots.

**Bond Payments**

Bond payments can be required from plot purchasers to ensure that any damage to the road and kerbs during construction can be recouped, the bond can be extended to cover the whole self-build site, for example to repair accidental damage. Bonds can encourage honesty, as everyone’s money is collectively at risk for any liabilities by individuals during construction and therefore assist both parties. The requirements and value of any bonds should be reasonable with very clear terms and conditions to include when they can be spent, how much is required, how expenditure is agreed and when it is returnable. Clear guidance for the self-build is required to set these conditions out.

- 11) Will private self-builders be required to provide a bond payment to the master developer to cover any damage to public areas the development?

## **Design Code**

National policy and guidance proactively encourages and sets the framework for the use of Design Codes, including their use for private homebuilding projects to clearly set out what form of development is preapproved in response to an agreed design vision for a site. This will ensure that individually designed homes will fit into the surrounding area.

Design codes can thus play an important role on private homebuilding sites. They reduce risk, provide certainty, drive up design quality and give the private homebuyer the flexibility to design their own home by permitting freedom of design with some high level rules. Design codes are particularly useful for larger multi-plot developments involving more than ten homes and/or self and custom build schemes that may impact on more 'design' sensitive locations such as conservation areas or the setting of listed buildings. They should not generally be overly prescriptive and should allow for design variation, creativity, innovation and originality. The amount of prescription will vary according to the sensitivity of the site. They should specify what is mandatory and what is optional. Where possible they should be style neutral so they can deliver contemporary or traditional architecture and they should allow for advanced methods of construction.

Design codes should consist of written and graphic rules that establish, with some precision, the two and three dimensional design elements of a proposed development. Key design considerations typically focus on the site/plot and the acceptable form of development (for example scale, massing, height, build line & layout, boundary treatments and landscaping). Codes can define process considerations (for example how construction traffic will be controlled, plant and material storage). An article from the Right to Build Toolkit gives further information on the storage of building materials. See [Storage of Build Materials and other on-plot considerations](#).

### **12) Please provide details of the Design Code for the self-build plots.**

## **Plot passports**

Plot passports are a simple way of helping private homebuilders to understand what they can build on their plot. Plot passports are simple summaries of the design parameters for each plot capturing relevant information from the Design Code, planning permission and Delivery Statement. They are short documents specific to each plot and form part of the marketing materials available for each plot. They act as a key reference point for prospective purchasers and form part of the marketing material available for each custom build plot to help private homebuilders to understand what they can build on a plot. They add value and certainty by acting as a key reference point for the purchaser, capturing relevant information from the planning permission, design constraints and procedural requirements in a concise and accessible format.

Plot passports are required for approval before commencement of those phases which include plots for private homebuilding. They can help speed up the planning process; RM applications from self-builders which fall within the plot passport guidance can be processed in less time. Each passport should clearly show the plot location, permissible building lines and side spacing, proximity constraints to neighboring buildings, the developable footprint and building height restriction. Passports should be clear about the number dwellings that can be built (generally only one) as well as car parking and access location etc. The choice of finishing materials, fenestration and roof shape is usually left to the plot owner. [This is a link to an example of a typical plot passport used for plots at Graven Hill, Bicester.](#)

**13) Please provide details of your Plot Passports.**