

Self-build and Custom Housebuilding Register – Fees

The [Self-build and Custom Housebuilding \(Time for Compliance and Fees\) Regulations 2016](#) allows local planning authorities to charge a fee for:

- a person to be entered onto the borough's Self-build and Custom Housebuilding register; and
- thereafter, on an annual basis, to remain on that register irrespective of whether any fee was charged to be entered on the register.

Different fees may be charged for entry onto the register; and to remain on the register on an annual basis. The local authority may not charge a fee to remain on the register:

- to any person on Part 2 of the register, or
- as a consequence of a direction exempting the local authority from the duty to provide serviced plots, issued under section 2B of the Self-build and Custom Housebuilding Act ("the Act").

The local authority must determine when a fee is to be payable, and must refund any fee paid by a person whose application to be entered on or to remain on the register is unsuccessful. Fees must be determined and published by the local authority, and should not exceed its reasonable costs incurred in connection with its functions under sections 1 and 2A of, and the Schedule to, the Act.

Islington Self-build and Custom Housebuilding Register fees

Consistent with the Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016 Regulation 3, Islington Council (on 3 November 2016) have set the following fees which must be paid in order for a person to be entered on the Islington Self-build and Custom Housebuilding Register:

- 1. A sum of £350 for entry onto Part 1 of the register; and**
- 2. A sum of £350 for entry onto Part 2 of the register.**

The relevant fee is payable within 28 days of an applicant being notified that their application for the Islington Self-build and Custom Housebuilding Register has been successful. If payment is not made within 28 days, the individual will be removed from the Register and any subsequent applications for re-entry onto the Register must pay the relevant fee upfront, prior to the application being assessed. Islington Council reserves the right to refuse subsequent applications where the fee is not paid.

Where an application is from an association of individuals, each member of the association must pay the relevant fee.

These fees reflect the reasonable costs likely to be incurred, based on an analysis of the level of officer time likely to be required for processing applications. This includes assessment of documents submitted, potential requests for additional information, the process of updating the register itself and drafting of correspondence to inform individuals of

the outcome of their application. The fee is also based on possible sourcing of relevant expertise to assess information against regulatory requirements, including financial information.

The fee structure will be kept under review and may be changed where appropriate.

An additional fee may be charged to those on Part 1 of the register on an annual basis to cover the costs of assessing information of continued eligibility. This will be determined and published at a later date.