

Self/custom build proforma and Form DM01

Biodiversity net gain (BNG)

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BNG requirement for self or custom build exemptions

As set out in the Councils BNG PAR (Planning Application Requirements), a declaration must be submitted for any application claiming the self-build exemption for BNG. The information we require is set out below and you will need to answer each question and provide it as part of your application, labelled 'Self/custom build form for BNG'.

Your application will be invalid without this information.

The document is required for our self / custom build monitoring requirements.

Section 1

Your details, the scheme and date completed

Please provide the following information:

1. Name of the person submitting the form Click or tap here to enter text.
2. Are you the agent, landowner or developer Click or tap here to enter text.
3. Address of the proposal Click or tap here to enter text.
4. Planning portal or planning application number of the proposal Click or tap here to enter text.
5. Summary of the proposal Click or tap here to enter text.
6. Date of completion of the form Click or tap to enter a date.

Section 2

How does your proposal meet the definition of self / custom build?

The Self-build and Custom Housebuilding Act 2015¹ defines what self-build and custom housebuilding is as follows:

- (A1) In this Act "self-build and custom housebuilding" means 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.
- (A2) But it 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 NPPF includes this definition:

Self-build and custom-build housing: Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in section 1(A1) and (A2) of that Act.

The Right to Build Task Force says:

¹ [Self-build and Custom Housebuilding Act 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

In simple terms, this form of housebuilding can be described as a process where “a home is built to the plans or specifications decided by the occupant”. When considering whether a home is a self-build or custom build home, relevant authorities must be satisfied that the initial owner of the home will have primary input into its final design and layout.

Self-build typically involves the construction of single (usually detached) homes, including conversion projects and extensive renovations (usually demolition or rebuild). Where individuals work as a group or association, it can also include the construction of higher density homes in the form of terraced housing or apartments if those homes are commissioned or built by those individuals.

Custom build involves the construction of homes, of all types and sizes, on serviced multiplot sites. With custom build, an enabling developer, which can be a local authority, community group, housing association or commercial developer, works with individuals or groups to specify the details of appearance and internal layouts of their homes. This may involve an element of DIY build or self-finish or can be full construction and finish of the home as specified by the home buyer.

A self-build home is one built to the plans or specifications of the occupant on a single plot.

A custom build home is built to the plans or specifications of the occupant on a multiplot site which is actively managed by a third-party enabler.

7. How does your proposal meet the definition of self-build that is set out in the 2015 Act? In answering this question, you may want to address the various parts of the definition and explain who will live in the dwelling and their involvement in the scheme. You may also want to address the various aspects of how the Right to Build Taskforce define this house building type. [Click or tap here to enter text.](#)

Section 3

Description of development

As you have ticked the BNG exemption saying that your scheme is self-build, we will need to amend the description of the planning application relevant to this proforma to say that it is for self/custom build. Please confirm that you are in agreement with this.

8. Confirm that you are in agreement with an amended description.

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Form: DM01 Self/custom build eligibility form

BNG requirement for self or custom build exemptions

The Self-Build and Custom Housebuilding Act 2015 places a duty on councils to keep a register of eligible individuals and associations who wish to self-build. These are defined as:

- **Individual custom build:**
An individual purchases a plot and builds a home for themselves to live in. The owner of the house must have primary input into its final design and layout. You can employ builders, architects and project managers to oversee the building project.
- **Group custom build - (association):**
An association of individuals purchases a plot and builds a home, or with the assistance of a developer, for themselves to live in.
- **Developer led build:**
A developer divides a larger site and not individual plots and provides a development service to an individual who wants to design their own home.

As set out in the Councils BNG PAR (Planning Application Requirements), a declaration must be submitted for any application claiming the self-build exemption for BNG. The information required includes a proforma and an eligibility check form (DM01) and both parts are required to be submitted as part of your application as your application will be invalid without this information.

Information indicated in blue text will be treated as 'sensitive' information and redacted before publication, however, it may qualify as 'Public' information under the Freedom of Information Act 2014 and would have to be disclosed under any formal request.

The document is required for the Council's monitoring purposes.

Part A

Your details, the scheme and date completed

Please provide the following information:

1. name and address of the association; Click or tap here to enter text.
2. name and address (if different from that of the association) of the lead contact; Click or tap here to enter text.; and
3. the number of serviced plots of land in the relevant authority's area the members of the association are seeking to acquire Click or tap here to enter text.

Part B

Eligibility requirements

The Self-Build and Custom Housebuilding Act 2015 places a duty on councils to keep a register of eligible individuals and associations who wish to self-build. If planning permission is granted for your proposal, you will need to ensure that you are on the register and further details can be found

at <https://m.luton.gov.uk/Page/Show/Environment/Planning/Pages/self-and-custom-build-register.aspx>.

To ensure you meet the exemption requirements, you need to complete the checklist below.

Part Ba: Eligibility requirements:

Please tick one of the boxes:

- be aged 18 or over
- a British citizen or
- a national of an EEA state other than the UK
- a citizen of Switzerland
- seeking (either alone or with others) to acquire a serviced plot of land in the relevant authority's area for their own self-build and custom housebuilding [Click or tap here to enter text.](#)

You do not need to provide evidence at this stage, however, when you apply to go on the register, you will need to provide evidence such as:

- Full birth or adoption certificate issued in the UK
- Passport
- National identify card
- Home Office documents confirming nationality

Please confirm that you will be able to provide evidence when required

Part Bb: Local connection test:

You will need to provide evidence showing that you or an immediate family member lived in Luton for each calendar year over the past five years. If you do not have a local connection, please tick the appropriate box.

- have lived in the Borough of Luton continuously for the previous five years or
- been in paid employment continuously in the Borough of Luton for the previous year (one year) or
- have an immediate family member who has lived in Luton continuously for the past five years (definition of Immediate family: spouse, parent, child or sibling. Please note that step or half relatives count as full relatives) or
- currently in the service of the regular or reserve armed forces of the Crown or have applied within five years of discharge (the tests will also be met where another household member meets this test, including cases of bereavement but not lodgers) or
- I do not meet the local connection criteria

Again you do not need to provide evidence at this stage, however, when you apply to go on the register, you will need to provide evidence such as:

- Household utility bills
- Council tax bills

- Tenancy agreement/ mortgage statement
- Documentation of your relationship to an immediate family member (e.g birth certificate, marriage certificate) & proof of their residency
- HM Revenues & Customs tax documents
- Employment contract
- Written letter from your employer
- Identity card issued by one of HM's UK armed forces
- Confirmation document issued by one of HM's UK armed forces or the Secretary of State
- Discharge papers/ form

Please confirm that you will be able to provide evidence when required

Part C

Planning conditions

If your application is permitted, the exemption applied will be controlled by either a formal legal agreement or a self/custom build planning condition.

If a legal agreement is required, the planning case officer will contact you to discuss this.

Where a self/custom build planning condition is appropriate, this will be in the form of a pre-commencement condition requiring evidence of your written confirmation to Luton Councils Self-Build register, following your application to enlist.

If your application to join the register is refused, you will be required to submit amendments to the planning scheme demonstrating that the scheme can achieve the required BNG provision **before** starting any works on the site.

Failure to comply with this condition would result in the Council taking enforcement action.

Part D

Signature and personal data

The information contained in this document will NOT be published.

4. please confirm that to the best of your knowledge, the information provided in this form is true and accurate:
5. sign the document: [Click or tap here to enter text.](#)
6. email address: [Click or tap here to enter text.](#)
7. phone number: [Click or tap here to enter text.](#)