



**Planning & Economic Growth Committee**  
**07 January 2025**

## **Draft Custom and Self-Build Housing Supplementary Planning Document (SPD)**

**Report Author(s):** Carole Baker  
Principal Planning Officer  
01508 533807  
Carole.baker@southnorfolkandbroadland.gov.uk

**Portfolio:** Cllr Lisa Overton-Neal  
Portfolio Holder for Planning and Economic Growth

**Ward(s) Affected:** All

### **Purpose of the Report:**

This report presents the draft Custom and Self-Build Supplementary Planning Document (SPD) and seeks member sign-off for public consultation. Consultation is scheduled to commence in mid-January 2025 and to last for four weeks.

### **Recommendations:**

It is recommended that the Planning and Economic Growth Committee advises Cabinet to agree that:

1. The draft Custom and Self-Build Housing Supplementary Planning Document (SPD) can go out for a four-week public consultation to commence mid-January 2025; and
2. Sign off for any minor amendments to the SPD prior to public consultation can be delegated to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning and Economic Growth as appropriate.

## 1. Summary

- 1.1 This report presents the draft Custom and Self-Build Supplementary Planning Document (SPD). The SPD has been written primarily to provide further detail regarding the interpretation and implementation of policies relating to self and custom build in the Greater Norwich Local Plan which was adopted in March 2024. It also provides further guidance and information for people wanting to submit planning applications for self and custom build.
- 1.2 The purpose of this report is to seek member sign off for public consultation on the draft SPD. Consultation is scheduled to commence in mid-January 2025 and last for four weeks.

## 2. Background

- 2.1 The requirement to make provision for custom and self-build housing is laid out in legislation and guidance, predominantly the [Self-build and Custom Housebuilding Act 2015 \(as amended by the Housing and Planning Act 2016\)](#) and the [Self build and Custom Housebuilding Planning Practise Guidance \(PPG\)](#). Custom and self-build has many benefits in allowing people to choose the design and layout of their own home. This can lead to innovative approaches to design and construction and help to diversify the market, increase choice and improve rates of housing delivery.
- 2.2 South Norfolk Council makes provision for custom and self-build housing through policies in the Greater Norwich Local Plan (GNLP) which was adopted in March 2024. Policies in the GNLP specifically relating to custom and self-build housing are Policy 5 (Homes) and Policy 7.5 (Self-build and custom build windfall housing development outside defined settlement boundaries).
- 2.3 GNLP Policy 5 states that at least 5% of plots on residential proposals of 40 dwellings or more should provide serviced self/custom build plots unless a lack of need can be demonstrated, or the plots have been actively marketed for 12 months and have not sold.
- 2.4 GNLP Policy 7.5 allows for small scale residential development of up to 3 dwellings for self-build and custom build homes for people who meet the eligibility criteria for Part 1 of the relevant district's self-build register. The policy states that these dwellings can be on sites that are within or adjacent to settlements both with and without a defined settlement boundary.
- 2.5 Under self-build legislation South Norfolk Council also have a responsibility to keep a self-build register to record the demand for custom and self-build plots in the district. The Government require the Council to demonstrate that they have granted enough planning permissions for self-build over a rolling three-year period to match the demand evidenced by the number of people on the register. Since 31 October 2024 South Norfolk Council have operated a two-part register with a local connection test to join Part 1.

### **3. Current positions/findings**

- 3.1 Following adoption of the GNLP in March 2024 it was recognised that there would be a need for some additional guidance to support the policies in the plan. One of the areas identified was self-build and in particular Policy 7.5 and what constitutes a settlement in the context of the policy.
- 3.2 It was decided that the best way to provide the additional guidance needed would be through the preparation of a Supplementary Planning Document (SPD). The purpose of an SPD is to expand upon policy and provide further detail to support the implementation of policies in local plans. Whilst not a part of the development plan they are a material consideration in the determination of planning applications.
- 3.3 South Norfolk Council currently has an advice note on [proposals for Custom and Self-Build Housing](#) on their website. This was last revised in 2017 so is now out of date. This advice note will be replaced by the SPD when it is adopted.
- 3.4 The draft Custom and Self-Build Housing SPD at Appendix 1 has been written following engagement with Development Management colleagues. It applies to both Broadland and South Norfolk Councils and points to relevant sources of information available on the Council website. As well as providing guidance to how the relevant policies in the GNLP should be interpreted and implemented it also gives wider guidance regarding submitting a planning application for custom or self-build. Adoption of the SPD should give a clear steer on the Council's position which in turn may reduce the amount of pre-application enquiries received.

### **4. Proposed action**

- 4.1 The proposed action is for members to agree that the draft Custom and Self-Build Housing SPD can go out for a six-week public consultation commencing in mid-January 2025. Public consultation is an important part of preparing SPDs as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. The public consultation will be carried out in accordance with the published South Norfolk Statement of Community Involvement (SCI).
- 4.2 This will be the first stage towards adopting a new SPD to give advice and guidance to people wanting to pursue self-build schemes in the district. Depending upon the results of the consultation it is hoped to be able to publish the final SPD in Spring 2025.

### **5. Other options**

- 5.1 An alternative option would be not to produce a custom and self-build housing SPD. This option is not recommended as it would not give clear guidance to people wishing to submit a planning application for self or custom build and it would not be helpful to Development Management officers when determining such

applications. In addition it could potentially lead to an increase in pre application enquiries.

## **6. Issues and risks**

- 6.1 **Resource Implications** – The SPD is being prepared by officers in the Place Shaping Team with input from Development Management colleagues as appropriate. There are no additional resource implications.
- 6.2 **Legal Implications** – There are no legal implications as there is no legal requirement to produce the SPD. However, it is considered having an adopted SPD would be of benefit to Development Management and people wishing to submit planning applications for self-build. It would aid with the implementation of policies in the local plan and should be helpful to give a clear steer on the Council's position at planning appeals.
- 6.3 **Equality Implications** – There are not considered to be any equalities implications related to the SPD. It is not considered that adopting an SPD related to custom and self-build housing would disadvantage any group protected by the Public Sector Equality Duty. It could be viewed as a positive thing to facilitate people to build their own home.
- 6.4 **Environmental Impact** – An SEA Screening has been undertaken as required by relevant legislation and this has concluded that a full Strategic Environmental Assessment is not required. The SEA Screening will be available online as part of the consultation.
- 6.5 **Crime and Disorder** – It is not considered that the SPD will have any material implications in terms of crime and disorder.
- 6.6 **Risks** – There are not considered to be any significant risks to adopting a Custom and Self-Build Housing SPD.

## **7. Conclusion**

- 7.1 A draft Custom and Self-Build Housing SPD has been written principally to support policies 5 and 7.5 from the Greater Norwich Local Plan. It also gives helpful guidance regarding self-build in general and advice for those seeking to submit a planning application. It is recommended that members agree that the draft SPD can go out for a four-week public consultation commencing in mid-January 2025.

## **8. Recommendations**

- 8.1 It is recommended that the Planning and Economic Growth Committee advises Cabinet to agree that:
1. The draft Custom and Self-Build Housing Supplementary Planning Document (SPD) can go out for a four-week public consultation to commence mid-January 2025; and
  2. Sign off for any minor amendments to the SPD prior to public consultation can be delegated to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning and Economic Growth as appropriate.

### Appendix 1

Draft Custom and Self-Build Housing Supplementary Planning Document (SPD)

## **Custom and Self-Build Housing Supplementary Planning Document (SPD)**

Custom and Self-Build Housing Supplementary Planning Document (SPD).....	1
1. What is a Supplementary Planning Document? .....	2
2. Introduction .....	2
3. National Guidance and Legislation.....	3
4. What is Self and Custom Build?.....	3
5. Self and Custom Build Housing Registers .....	4
6. Finding a self-build plot .....	6
7. Submitting a planning application for custom or self-build .....	6
Impact of nutrient neutrality.....	7
Other Guidance.....	7
8. Policy context.....	8
Greater Norwich Local Plan .....	8
Policies directly applicable to custom and self-build.....	9
Other Local Plan Policies .....	17
Neighbourhood Planning.....	18
9. Design Codes and Plot Passports.....	19
Design Codes.....	19
Plot Passports.....	20
10. Community Infrastructure Levy .....	21
11. Phasing.....	21
12. Self-Build and affordable housing .....	22
13. Marketing Strategy.....	22
14. Where to get further assistance .....	24
APPENDIX 1 – LIST OF PARISHES WITH AND WITHOUT DEFINED SETTLEMENT BOUNDARIES .....	25

## 1. What is a Supplementary Planning Document?

- 1.1 Supplementary Planning Documents (SPDs) expand upon policy and provide further detail to support the implementation of policies in local plans. Whilst not a part of the development plan, they are a material consideration in the determination of planning applications. The adopted Local Plan policies for both Broadland and South Norfolk Councils on which this SPD provides guidance can be viewed online at [Current Local Plan – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk). Other adopted and emerging SPDs for both Councils can be viewed at [Supplementary Planning Documents – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk).
- 1.2 SPDs may be prepared jointly, particularly where a consistent policy approach is required over an area covered by more than one local planning authority. This SPD is supplementary to policies in the adopted Greater Norwich Local Plan (March 2024) and as such is applicable to both South Norfolk and Broadland Council's areas.

## 2. Introduction

- 2.1 The requirement to make provision for custom and self-build housing is laid out in government legislation and guidance. Custom and self-build has many benefits as it can help to diversify the market, increase choice and improve rates of housing delivery. It enables people to choose the design and layout of their own home which can in turn lead to innovative approaches to design and construction.
- 2.2 The purpose of this SPD is to support anyone wishing to submit a planning application for self or custom build, whether that be for a single plot or a larger development of self or custom build properties to sell on. The SPD aims to highlight the key issues that need to be taken into account when submitting a planning application for custom and self-build housing.
- 2.3 Broadland and South Norfolk Councils make provision for custom and self-build housing through policies in their local plans. This SPD provides guidance on the implementation and interpretation of policies in the current local plans for Broadland and South Norfolk, in particular the Greater Norwich Local Plan (GNLP) (adopted March 2024). Policies in the GNLP specifically relating to custom and self-build housing are Policy 5 (Homes) and Policy 7.5 (Self-build and custom build windfall housing development outside defined settlement boundaries).
- 2.4 The SPD also signposts readers to further relevant information about self and custom build available on the website for Broadland and South Norfolk Council's, including self-build registers and Community Infrastructure Levy.

- 2.5 This SPD applies to the whole of Broadland and South Norfolk, except the area within the Broads Executive Area, for which the Broads Authority is the local planning authority.

### 3. National Guidance and Legislation

- 3.1 The Government has put in place a series of Acts and Regulations which require local authorities to support increasing the number of developments which come forward as custom and self-build properties. It is useful to have knowledge of these if you are considering submitting a planning application for self or custom build.
- 3.2 Custom and self-build housing is legislated for in the [Self-build and Custom Housebuilding Act 2015 \(as amended by the Housing and Planning Act 2016\)](#). The Act places three legal duties on local authorities:
- To hold a register of individuals who are seeking to acquire serviced plots of land for their own custom and self-build home.
  - To have regard to the register when carrying out its functions relating to planning, housing, land disposal and regeneration.
  - To grant enough planning permissions for custom and self-build housing to meet the demand on the register.
- 3.3 Also of relevance are the Government's [National Planning Policy Framework \(NPPF\) \(2023\)](#) and [Self build and Custom Housebuilding Planning Practise Guidance \(PPG\)](#) as these are material considerations in the determination of planning applications and set national policy and guidance in relation to custom and self-build housing.

### 4. What is Self and Custom Build?

- 4.1 The Government's [Self build and Custom Housebuilding Planning Practise Guidance \(PPG\)](#) defines self-build and custom build housebuilding as covering ***'a wide spectrum, from projects where individuals are involved in building or managing the construction of their home from beginning to end, to projects where individuals commission their home, making key design and layout decisions, but the home is built ready for occupation'***.
- 4.2 Self-build does not necessarily mean a large budget 'Grand Designs' type property, custom and self-build housing can cover a wide range of developments including:
- Individuals or associations of individuals applying for their own self build plot/s.
  - Landowners/developers providing plots for sale either as standalone self-build development or as part of a larger development.
  - Affordable self-build units on 'exceptions' sites.



4.3 A legal definition of custom and self-build housing is provided in the [Self-build and Custom Housebuilding Act 2015 \(as amended by the Housing and Planning Act 2016\)](#). The Act does not distinguish between self-build and custom housebuilding and sets out that both are where an individual, an 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.

4.4 Custom and self-build are defined in the glossary of the adopted GNLP as:

***Custom build – A form of self-build homes that is, in some form, supported by a developer through a more hands-off approach than traditional self-build would entail.***

***Self-build – Housing built by an individual, a group of individuals, or persons working with them or for them, to be occupied by that individual. Such housing can be either market or affordable housing.***

4.5 In considering whether a dwelling is a custom or self-build home Broadland and South Norfolk Councils will need to be satisfied that the initial owner of the house will have a primary input into its final design and layout. Off-plan housing, homes purchased at the plan stage prior to construction and without input into the design and final layout from the buyer do not meet the definition of custom and self-build housing and will not be deemed acceptable.

## **5. Self and Custom Build Housing Registers**

5.1 In line with Government requirements both Broadland and South Norfolk Councils keep registers of people interested in acquiring a serviced plot for self-build development. Currently, most people join the register as individuals, although groups of people can also register as an association.

5.2 Self and custom build housing registers are important as councils have a duty to grant permission for enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding in their areas and demand is established by taking the number of new people joining the register during each year. Monitoring is undertaken using 'base periods' which run from 31 October to 30 October annually. At the end of each base period authorities have three years in which to grant the equivalent number of planning permissions. For the purposes of monitoring whether they are meeting demand both Broadland and South Norfolk Councils count serviced plots as fulfilling at least one of the following criteria: 1) self or custom build in the title of the planning application, 2) a S106 requirement and/or 3) a completed part 1 form for CIL exemption.

5.3 The PPG uses a wider definition and defines a serviced plot as a plot of land that has access to the public highway and connections for electricity, water and wastewater or can be provided with access to those things within a reasonable time period relative to the grant of permission.

- 5.4 The most up to date information about the Broadland and South Norfolk Council registers, as well as details about how to apply can be found online at [Self Build Register – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk).
- 5.5 As set out in the PPG to be eligible for entry onto the relevant Councils register each individual, and every member of an association of individuals, must meet certain eligibility criteria:
- Be aged 18 or older.
  - Be a British citizen, a national of an EEA State other than the United Kingdom, or a national of Switzerland.
  - Be seeking (either alone or with other to acquire a serviced plot of land for their own self-build and custom housebuilding project).
- 5.6 Authorities can choose to set a local connection eligibility test as part of their self and custom build housing registers. If a local connection test is used, then authorities are required to have two parts to their register. Individuals, or associations of individuals, who meet all the eligibility criteria including the local connection test must be entered on Part 1. Those who meet all the eligibility criteria apart from the local connection test must be entered on Part 2 of the register.
- 5.7 Both Broadland and South Norfolk Councils use a local connection eligibility test and therefore have two-part registers. Broadland District Council's local connection test says that applicants must have resided in the Broadland district for at least the last three years (or be in the service of the regular armed forces of the crown, or were in the service within the last three years) to join Part 1 of their register. South Norfolk Council require applicants to have lived in South Norfolk for three of the previous ten years, have a contract of permanent employment which requires residency in South Norfolk or have family that have lived in South Norfolk for a continuous period of at least five years to be eligible for Part 1 of their register.
- 5.8 Local authorities can also charge a fee for their register on a cost recovery basis only. Both Broadland and South Norfolk Councils implement a £50 annual charge for new registrations and annual renewals to stay on Part 1 of their respective registers.
- 5.9 There is no requirement to be on the register to apply for planning permission to build a self-build dwelling but in the context of GNLP Policy 7.5 there is a requirement to be eligible to be on Part 1 of the relevant authorities register, so for a scheme to be acceptable under this policy applicants would need to demonstrate that they fulfil the criteria in paragraph 5.7 above even if they have not formally joined the register. In the context of GNLP Policy 5 there is no requirement to be on the relevant authorities register or to meet any kind of local connection eligibility test to build a self or custom build dwelling on one of the plots identified on a larger residential site. See section 8 for more detail about the implementation of both these policies.

## **6. Finding a self-build plot**

- 6.1 As already mentioned, the number of people on the Broadland and South Norfolk registers will inform the demand for planning permissions and the development of future planning policies to address identified need as described in paragraph 5.2 above. Inclusion on the Broadland and South Norfolk self and custom build housing registers does not, however, guarantee provision of a self-build plot. This should be considered when applying to be on the register as an annual fee will be charged to applicants to recover the administrative costs associated with maintaining the register. This section outlines some ways in which people may be able to find out information about potential custom and self-build plots.
- 6.2 An anonymised version of the register will be made available on request to developers and promoters who are looking to bring forward schemes in Broadland and South Norfolk and people on the register may periodically be made aware of plots and land that would be suitable for self-build such as those coming forward as part of larger residential schemes. As part of GNLP Policy 5 developers of larger residential sites of 40 or more dwellings will have to provide at least 5% serviced self-build plots and these will have to be advertised and marketed as part of the build out of these schemes.
- 6.3 South Norfolk Council publishes annually a list of all planning permissions which have yet to be completed, called the 'Residential Land Availability (RLA)'. This is available on the [Monitoring section](#) of the Council's website. The RLA includes details of numerous smaller sites (set out by parish) which may provide a source for those seeking available and suitable locations. Details of what each permission is for can be found by using the application reference search at the Council's [find a planning application page](#). Broadland does not currently have a comparable document available.
- 6.4 Self-builders may also wish to contact the relevant town or parish council to find out whether a Neighbourhood Plan is being considered; contact details can be found on the [Parish and Town Councils](#) page of Broadland and South Norfolk Councils' website.

## **7. Submitting a planning application for custom or self-build**

- 7.1 Planning applications for custom and self-build can be submitted as outline, full, hybrid or permission in principle applications depending on the exact nature of the scheme proposed. It is important to consider the most appropriate way to submit your application and potential applicants are advised to seek pre application advice before formally submitting their plans. Each route to planning permission can impact the commencement of the development and subsequent Community Infrastructure Levy (CIL) exemption (see section 10) and also the ability for the initial occupant to have a primary input into the design and layout of their home so it is important to get advice from the relevant

authority. Further advice on submitting a planning application and the pre application advice service can be found online at [Planning application advice – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/planning-application-advice)

- 7.2 When submitting a planning application, it is of great importance that clarity is provided as to whether a development proposal includes custom or self-build. Planning applications must state clearly that a proposal is for custom or self-build housing, including reference to custom and self-build housing in the description of development. The Councils will attach conditions and/or Section 106 obligations to any grant of planning permission to ensure that the proposal is delivered as proposed and in accordance with policy. For applications under GNLP Policy 7.5 the applicant will also have to demonstrate that they meet the eligibility criteria for Part 1 of the relevant Council's self-build register. Examples of standard conditions and legal agreements are available from each council on request.

### **Impact of nutrient neutrality**

- 7.3 Alongside other local planning authorities in Norfolk, Broadland and South Norfolk Councils received a letter in March 2022 from Natural England concerning nutrient pollution in the protected habitats of the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar site. The letter advised that all new development within the catchment of these habitats comprising overnight accommodation has the potential to cause adverse impacts with regard to nutrient pollution which would need to be mitigated. This would include any developments for custom and self-build housing. More information regarding nutrient neutrality and its impact on planning applications is available online at [How to apply for planning permission – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/how-to-apply-for-planning-permission)

### **Other Guidance**

- 7.4 Other considerations when submitting a planning application for custom or self-build housing include biodiversity net gain (BNG) and the Green Infrastructure Recreational Avoidance Mitigation Strategy (GIRAMS). Details of both can be found online at [How to apply for planning permission – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/how-to-apply-for-planning-permission)
- 7.5 As specified in the Government's guidance for [biodiversity net gain: exempt developments](#) applications for custom and self-build developments are exempt from BNG rules where they meet all the following conditions:
- Consists of no more than 9 dwellings
  - On a site that has an area no larger than 0.5 hectares
  - Consists exclusively of dwellings that are self-build or custom housebuilding as defined in section 1(A1) of the [Self-build and Custom Housebuilding Act 2015](#).

- 7.6 For custom and self-build applications claiming exemption from BNG legislation conditions or S106 agreements will be needed to ensure that the properties are constructed and occupied as self-build/custom build dwellings.
- 7.7 The ecological mitigation hierarchy is still pertinent to custom or self-build applications and general biodiversity enhancements (such as integrated bird and bat boxes and hedgehog gaps) should be included within the design of any scheme in line with existing planning policy.

## 8. Policy context

- 8.1 Planning permission will be needed for any custom or self-build housing proposal. The Government and both Councils are keen to promote custom and self-build housing development within the overall policy framework of achieving sustainable development. As noted in all the Councils' Development Management Committee agendas '***in accordance with legislation planning applications must be determined in accordance with the policies of the Development Plan, unless material considerations which are relevant to planning indicate otherwise***'. Therefore, any schemes for custom or self-build housing will need to be in accordance with national and local policy and the fact that the proposal is for self or custom build will be a material consideration and given appropriate weight in the planning balance when making a decision. For Broadland and South Norfolk Councils the Development Plan is made up of strategic policies in the Greater Norwich Local Plan and more detailed policies in Development Management Plans.

### Greater Norwich Local Plan

- 8.2 The main high level planning policies covering Broadland and South Norfolk are set out in the [Greater Norwich Local Plan \(GNLP\)](#). Broadland and South Norfolk Councils worked with Norwich City Council and Norfolk County Council to prepare the GNLP which was adopted in March 2024. The GNLP plans for the housing and job needs of the area to 2038 and builds on the long established joint working arrangements for Greater Norwich. It includes strategic policies to guide future development and plans to protect the environment. It looks to ensure that development is delivered in a way that promotes sustainability and the effective functioning of the whole area.
- 8.3 The Homes section of the GNLP Vision states that:

***'High quality new homes will be built to meet the growing and changing needs of Greater Norwich. There will be a variety of type, tenure and sizes of homes in the mixed and inclusive communities, catering for the needs of all as they change over time and providing both market and affordable homes to meet different needs in our urban and rural areas' and:***

***'New homes will be large enough to provide a good quality of life, with adaptable homes built to meet the varied and changing needs of our communities. Many homes across Greater Norwich will also be self and custom-built, along with live-work units'.***

- 8.4 The GNLP contains two policies which are of direct relevance to custom and self-build proposals: Policy 5 (Homes) and Policy 7.5 (self-build and custom build windfall housing outside defined settlement boundaries). These policies are outlined in more detail below.
- 8.5 In addition to Policy 5 and Policy 7.5, other GNLP policies that are likely to be most relevant to the determination of custom and self-build applications are:
- Policy 1 – The Sustainable Growth Strategy
  - Policy 2 – Sustainable Communities
  - Policy 3 – Environmental Protection and Enhancement
  - Policy 7.2 – The Main Towns
  - Policy 7.3 – The Key Service Centres
  - Policy 7.4 – Village Clusters

#### **Policies directly applicable to custom and self-build**

- 8.6 In general, there are three main ways that custom and self-build schemes are likely to come forward. These are:
1. Sites within settlement limits (also known as settlement boundaries, development boundaries or development limits)
  2. Sites provided as part of larger residential developments through GNLP Policy 5
  3. Exceptions sites in the countryside through GNLP Policy 7.5
- 8.7 In all cases early engagement with planning officers at the relevant council prior to submitting a planning application is recommended as discussed under Section 7 above.

#### **Sites within settlement limits**

- 8.8 Getting planning permission for a custom or self-build property or properties on a site within a defined settlement limit should be relatively straightforward subject to meeting the requirements of the relevant policies in the Councils' Development Management Plan Development Plan Documents (DPDs).
- 8.9 The key policies relating to development within defined settlement limits for each council are:

Broadland Development Management DPD

#### ***Policy GC2 – Location of new development***

***New development will be accommodated within the settlement limits defined on the policies map. Outside of these limits development which***

***does not result in any significant adverse impact will be permitted where it accords with a specific allocation and/or policy of the development plan.***

South Norfolk Development Management DPD

***Policy DM1.3 – The sustainable location of new development***

- 1) ***All new development should be located so that it positively contributes to the sustainable development of South Norfolk as led by the Local Plan. The Council will work with developers to promote and achieve proposals that are:***
  - (a) ***Located on Allocated Sites or within the development boundaries of Settlements defined on the Policies Map, comprising the Norwich Fringe, Main Towns, Key Service Centre, Services Villages and Other Villages; and***
  - (b) ***Of a scale proportionate to the level of growth planned in that location, and the role and function of the Settlement within which it is located, as defined in the Local Plan.***
- 2) ***Permission for development in the Countryside outside of the defined development boundaries of Settlements will only be granted if:***
  - (c) ***Where specific Development Management Policies allow for development outside of development boundaries or***
  - (d) ***Otherwise demonstrates overriding benefits in terms of economic, social and environment dimensions as addressed in Policy 1.1.***

8.10 Other policies in each Council's Development Management DPDs that may be of relevance to custom and self-build proposals on sites within defined settlement limits are listed within paragraphs 8.44 and 8.45 below.

8.11 Other things to consider in relation to sites for custom and self-build within defined settlement limits include the type of application to be submitted, the exemption from Community Infrastructure Levy and Biodiversity Net Gain, and depending upon the size of the scheme the potential need for design codes or plot passports and phasing. Relevant sections of this SPD may include:

- Section 6 - Finding a self-build plot
- Section 7 - Submitting a planning application for custom and self-build
- Section 9 - Design Codes and Plot Passports
- Section 10 - Community Infrastructure Levy
- Section 11 - Phasing

**Sites provided on larger residential developments through GNLP Policy 5**

8.12 GNLP Policy 5 (Homes) refers to bringing forward custom and self-build development as part of larger residential schemes. It states that:



***Except for flats and in other schemes where it would clearly be impractical, at least 5% of plots on residential proposals of 40 dwellings or more should provide serviced self/custom-build plots unless:***

- ***A lack of need for such plots can be demonstrated or***
- ***Plots have been marketed for 12 months and have not been sold.***

8.13 As part of their negotiations on larger sites developers should undertake early engagement with the relevant Council about the custom/self-build element of the scheme including the number of self/custom build plots to be provided, where these will be located on the site (integrated into the development or standalone), how the application will be submitted and phased to ensure that each plot can benefit from CIL exemption, the approach to design including the submission of any design code or plot passports and the marketing strategy. The provision of the appropriate level of custom/self-build plots should be included as part of the masterplanning exercise for all developments of 40 or more dwellings. Relevant sections of this SPD will be likely to include:

- Section 7 – Submitting a planning application for custom and self-build
- Section 9 – Design Codes and Plot Passports
- Section 10 – Community Infrastructure Levy
- Section 11 – Phasing
- Section 13 – Marketing Strategy.

8.14 For residential developments of 40 dwellings or more the Councils will expect to agree a marketing strategy for the delivery of the custom and self-build plots with the applicant prior to the grant of full or reserved matters permission (see section 13). If the custom/self-build plots have not sold after a period of 12 months and the applicant can provide evidence that the marketing strategy was followed, then in accordance with Policy 5 it may be possible to build the plot out as an open market or affordable home subject to the terms of any condition or Section 106 agreement. The marketing strategy will be secured through condition or Section 106 agreement. A condition or S106 agreement will also be needed to ensure that the properties are constructed and occupied as self-build/custom build dwellings.

8.15 If as stated in the policy the applicant considers it to be impractical to provide at least 5% of plots as self/custom build, then evidence will need to be provided to support the case. This will need to be discussed with the case officer as part of the application process to agree whether the development should be exempt from providing the custom/self-build element, or whether a smaller percentage of plots could reasonably be provided.

8.16 If an applicant wants to try and demonstrate a lack of need for self/custom build plots under Policy 5, this will need to be clearly evidenced and discussed on a case-by-case basis. Evidence relating to need should refer to, but not solely be based on, those people on the register seeking a custom and self-build plot.



- 8.17 As mentioned above there is no requirement for the final occupiers of these plots to demonstrate any local connection so this may be a way of finding a self-build plot if you do not meet the criteria for Policy 7.5.

### **Exceptions sites in the countryside through GNLP Policy 7.5**

- 8.18 Although the majority of self-build development is likely to come forward as part of larger residential sites under Policy 5, GNLP Policy 7.5 (self-build and custom build windfall housing outside defined settlement boundaries) is probably most relevant for people looking to bring forward individual or small-scale custom and self-build developments. The policy text below should be read alongside the supporting text contained in paragraphs 394 – 399 of the GNLP.
- 8.19 This section of the SPD aims to give guidance to people wishing to submit a planning application under policy 7.5. It aims to provide guidance on how the authorities will interpret the policy and what information and justification they would expect to be submitted with the planning application to enable the case officer to assess it within the context of the policy.

#### **POLICY 7.5 – SELF-BUILD AND CUSTOM BUILD WINDFALL HOUSING DEVELOPMENT OUTSIDE DEFINED SETTLEMENT BOUNDARIES**

***(NB development within settlement boundaries is covered under Policy 7.4)***

***Small-scale residential development of up to 3 dwellings for self-build and custom build homes for people who meet the eligibility criteria for Part 1 of the relevant district's self-build register will be permitted:***

- 1. On sites that are within or adjacent to settlements with a defined settlement boundary; and***
- 2. On sites within or adjacent to other settlements without a defined settlement boundary***

***To prevent incremental sprawl, for the operation of this policy such development will not be considered to have extended the defined settlement boundary, or where there is no boundary, the built form of the settlement.***

***For all development covered by this policy the scheme will need to respect the form and character of the settlement including:***

- Housing density is reflective of the density in the settlement and surrounding built-up area; and***
- The ratio of the building footprint to the plot area is consistent with existing properties nearby which characterise the settlement; and***
- The proposal would result in no significant adverse impact on the landscape and natural environment; and***
- The proposal accords with other relevant local plan policies.***

***When considered cumulatively with other development, the scheme should not result in a level of development in any settlement that would be contrary to the Sustainable Growth Strategy outlined in policy 1.***

- 8.20 Essentially Policy 7.5 is a permissive policy that applies to all parishes in the Greater Norwich area. Its purpose is to allow for a limited number of additional dwellings (sites of up to 3) for small scale self-build and custom build in each parish beyond those allocated or allowed for as larger scale windfall sites through other policies in the GNLP. These sites can be within or adjacent to settlements with or without settlement boundaries. It is anticipated that Policy 7.5 will lead to the delivery of around 800 homes across the Greater Norwich area during the GNLP plan period 2018 – 2038.
- 8.21 Despite the permissive aims of Policy 7.5 it must be considered within the context of other policies in the GNLP and national policy as set out in the National Planning Policy Framework (NPPF). It is an exceptions policy and as such it is not meant to facilitate any scale of development anywhere in the countryside, the focus should be on getting the right scheme in the right place of an appropriate scale and design to reflect its setting and bringing forward sustainable development in line with government policy, which needs to be a balance of environmental, economic and social sustainability.
- 8.22 When considering bringing a plot forward for custom and self-build under Policy 7.5, particularly where there is no defined settlement boundary, early engagement with the relevant Council is recommended to discuss whether the site in question would be suitable under the policy and to discuss the best way to submit the planning application to make sure CIL/BNG exemption can be obtained. Details about Broadland and South Norfolk Councils pre application advice services can be found under Section 7.
- 8.23 Depending upon the exact location and nature of the proposal the following sections of this SPD may be applicable:
- Section 6 – Finding a self-build plot.
  - Section 7 – Submitting a planning application for custom and self-build.
  - Section 9 – Design Codes and Plot Passports
  - Section 10 – Community Infrastructure Levy
  - Section 11 – Phasing
- 8.24 Early appeal decisions that mention Policy 7.5 stress the importance of having a mechanism in place to ensure delivery of custom and self-build dwellings. For applications coming forward under Policy 7.5 conditions or S106 agreements will be needed to ensure that the properties are constructed and occupied as self-build/custom build dwellings.

**Do I need to be on the self-build register to apply for development under Policy 7.5?**

- 8.25 There is no requirement to be on the self-build register in order to apply for planning permission under Policy 7.5 but as stated in the policy people wanting

to build under Policy 7.5 will need to be eligible for entry onto Part 1 of the relevant Councils register. For more information about the eligibility criteria for Part 1 see section 5 above. For any planning application submitted under Policy 7.5 the Council will ask if the occupier is on the relevant Self-Build register and if not will require them to provide information to demonstrate that they meet the Part 1 Eligibility Criteria. The Council reserve the right to check the information provided and the applicant should be aware that their declaration of eligibility will be open to public scrutiny as part of their planning application subject to GDPR considerations. If an application is initially submitted in outline and the end occupier is not known then conditions will be applied to the grant of permission and detailed information about the end occupier will need to be presented at the reserved matters stage so that eligibility for Part 1 of the register can be checked.

### **Is my site in a suitable location?**

- 8.26 Policy 7.5 has a wide remit, and the first part of the policy allows for schemes to come forward in and adjacent to both settlements with a defined settlement boundary and settlements without a defined settlement boundary. This gives flexibility and scope for residential development in areas where housing would otherwise not be allowed but as already mentioned this should not be seen as an opportunity to build anything anywhere.
- 8.27 In general, and subject to satisfying the other criteria of Policy 7.5 and other policies in the local plan, it is considered that a site for custom or self-build in a settlement with a defined settlement boundary should be within or adjacent to that settlement boundary. The Oxford English Dictionary defines adjacent as next to or very near something else; neighbouring, bordering, contiguous, adjoining. In most instances it would be expected that the site should be next to the defined settlement boundary but depending upon the form and characteristics of the settlement there may be cases where a site that is very near to the settlement boundary could also be acceptable, e.g. if there is a gap between the site and the boundary such as an access track or large garden etc. The acceptability of these sites will be considered on their merits considering things such as landscape setting and impact, how the site relates to the built form of the settlement and the design and scale of the development.
- 8.28 A settlement boundary (also known as settlement limit, development boundary or development limit) is defined in the GNLP glossary as 'areas within which development appropriate to the settlement in question will usually be permitted'. They are set out in Development Management Plans and are shown on the settlement maps in the GNLP as a dashed purple line. Settlement boundaries have been subject to scrutiny through the local plan process and have been drawn to accommodate the main built form of settlements and to prevent development from gradually extending into the countryside.
- 8.29 There may be instances where the built form of a settlement could reasonably be argued to extend further than the defined settlement boundary. In these instances, the suitability of a site will be considered on its merits taking into account such things as form and character, landscape setting, design and safe

accessibility to services and facilities. When considering the suitability of these types of sites regard should be had to the concept of rural gateways and the need to avoid the consolidation of loose knit development on the edges of settlements that forms an important part of the character of the settlement. In many rural settings it is important to retain the transition between the undeveloped countryside and the consolidated built-up area of a settlement.

- 8.30 In relation to sites in settlements without a defined settlement boundary the key question is what constitutes a settlement for the purposes of the policy? It is difficult to define as every place is different and in reality each scheme will need to be considered on its merits as there is no one size fits all approach that can be used. The consideration of other policies in the GNLP and reference to the NPPF approach to sustainable development in rural areas helps to narrow down the definition of a settlement without a settlement boundary for the purposes of this policy and to help give guidance to applicants.
- 8.31 Paragraph 84 of the NPPF states that planning policies and decisions should avoid the development of isolated homes in the countryside unless particular circumstances apply. This view is consistent with the rationale set out for the main modification to Policy 7.5 as explained in paragraphs 82 - 84 of the [Inspectors' report](#) on the examination of the GNLP. The GNLP Inspector particularly did not like the use of 'recognisable groups of dwellings' in the submission version of Policy 7.5. He said that this would permit new housing development in remote locations that do not constitute a settlement contrary to national planning policy which seeks to promote sustainable development in rural areas and avoid the development of isolated homes in the countryside. Paragraph 84 of the Inspectors report modifies the wording of Policy 7.5 to apply solely to settlements rather than 'recognisable groups of dwellings' thereby making a clear distinction between the two. Therefore, it is considered that to be a settlement without a defined settlement boundary it must be demonstrated that a location is more than a recognisable group of dwellings.
- 8.32 Following on from this paragraph 83 of the NPPF states that ***'To promote sustainable development in rural areas, housing should be located where it will enhance or maintain the vitality of rural communities. Planning policies should identify opportunities for villages to grow and thrive, especially where this will support local services. Where there are groups of smaller settlements, development in one village may support services in a village nearby'***. The Oxford English Dictionary defines vitality as 'Active force or power; mental or physical vigour; activity, animation, liveliness'. This suggests that a settlement (whether or not it has a settlement boundary) needs to be more than simply a collection of houses, to be sustainable it should be somewhere that can demonstrate vitality through a sense of community value and identity as well as supporting local services and facilities.
- 8.33 One of the key priorities of the GNLP is the delivery of inclusive growth and sustainable development. In terms of accessibility to services and facilities the first requirement of GNLP Policy 2 states: ***'ensure safe and convenient access for all, including by non-car modes, to on-site and local services and facilities such as schools, health care, shops,***

***recreation/leisure/community/faith facilities and libraries; encourage walking, cycling and public transport through the layout of development; and integrate parking to avoid it dominating the streetscape or being a hazard***’.

- 8.34 The principles of building sustainable communities as set out in GNLP Policy 2 also apply to self-build development as made clear in paragraph 398 of the GNLP supporting text to Policy 7.5 which states that ***‘Additional requirements applying to all sites such as providing safe highways access set in policy 2 will be applied to these sites, though with greater flexibility in relation to access to services due to the very limited scale of development supported by the policy’***.
- 8.35 By its nature a settlement without a defined settlement boundary is likely to have a lower level of services and facilities and less good accessibility compared to those with a defined boundary. Paragraph 398 of the GNLP states that greater flexibility will be applied in relation to access to services when assessing a site under Policy 7.5, but it does not state that access to services should be completely disregarded. Therefore, to facilitate sustainable development it is considered reasonable to assume that a settlement without a defined settlement boundary under Policy 7.5 should be able to demonstrate a proportionate level of safe accessibility to commonly used day-to-day services and facilities (as listed in Policy 2), either in the settlement in question or within a reasonable safe distance in a nearby settlement. Sites which have no reasonable safe access to services and facilities are unlikely to be considered acceptable under this part of the policy.
- 8.36 The assessment of whether a site is in a suitable settlement under the second part of Policy 7.5 should be undertaken alongside consideration of the impact of the proposal on the form and character of the settlement. Quite often in more rural locations the site will be ruled out for reasons such as landscape or highways grounds regardless of the suitability of its location. It will also be important to consider the proposed design, scale and massing of the proposal and whether it is in keeping with its surroundings.
- 8.37 In terms of location the local authority will expect the applicant to demonstrate how they feel their application meets one of the first two criteria in the policy taking into consideration the guidance set out in this section of the SPD.
- 8.38 See Appendix 1 for a list of parishes with and without defined settlement boundaries.

#### **Other considerations under Policy 7.5**

- 8.39 Any application coming forward under Policy 7.5 is expected to demonstrate that it meets all criteria of the policy e.g. respecting the form and character of settlement and to some extent this will already have been done in considering the first part of the policy as the suitability of location is closely linked to concepts of sustainability and form and character.

## Appendix 1

- 8.40 In rural areas particularly the development of even a small number of dwellings can have a substantial impact on the character of the local area. Proposals which are considered to harm the form or character of the local area will not be supported under Policy 7.5 even if they are considered to meet the requirements of the first part of the policy relating to settlement boundaries.
- 8.41 Factors to be considered when assessing the impact of a proposal on the form and character of its surroundings include:
- Housing density and design in relation to nearby development
  - Ratio of building footprint to plot area including consideration of the siting of the dwelling within the plot.
  - Quality of design
  - Landscape and visual effects/impacts.
  - Historic environment e.g. proximity of and impact on Conservation Areas/Listed Buildings and the potential need for a heritage statement
  - Environmental designations
- 8.42 Applicants will be expected to present evidence to demonstrate how they feel their application respects the form and character of the settlement in relation to the policy and the factors discussed above.
- 8.43 As set out in Policy 7.5 any proposal must accord with other relevant local plan policies. Paragraphs 8.5, 8.48 and 8.49 list potentially relevant policies from the adopted GNLP and the Broadland and South Norfolk Council Development Management Plan documents which should be considered. Of particular interest is likely to be GNLP Policy 2: Sustainable Communities.
- 8.44 As well as the factors set out in paragraph 8.41 above key considerations for the assessment of any application under Policy 7.5 will be safe highways access and flood risk. Applicants should present any necessary supporting information with their application and views should be sought from the Highway Authority and Lead Local Flood Authority as appropriate.
- 8.45 As outlined in Policy 1 of the GNLP the sustainable growth strategy sets out how the overall total of 45,041 homes in the GNLP will be distributed across the settlement hierarchy. It sets out how many houses will be provided in each part of the hierarchy e.g. Norwich urban area, Main Towns, Key Service Centres and Village Clusters.
- 8.46 Policy 7.5 is intended to support limited new development in the countryside therefore the consideration of the cumulative impact of any new development permitted under this policy in relation to the growth strategy in Policy 1 is an important consideration. The cumulative scale of growth in a settlement from applications permitted under Policy 7.5 should not exceed that considered reasonable in relation to its position in the settlement hierarchy as set out in Policy 1

### **Other Local Plan Policies**

8.47 Broadland and South Norfolk Councils have a range of other adopted local plan policies that could be of relevance to custom and self-build. These can be found online at [Current Local Plan – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](http://southnorfolkandbroadland.gov.uk). The Development Management DPDs for each authority will be of particular relevance.

8.48 The Broadland Development Management DPD was adopted in August 2015. The policies that are likely to be most relevant to the consideration of custom and self-build applications include:

- Policy GC4 – Design
- Policy EN1 – Biodiversity and Habitats
- Policy EN2 – Landscape
- Policy EN4 – Pollution
- Policy TS3 – Highway Safety
- Policy TS4 – Parking guidelines
- Policy CSU5 – Surface Water drainage

8.49 The South Norfolk Development Management Policies Document was adopted in October 2015. It contains a number of policies that are likely to be relevant to custom and self-build applications, including:

- Policy DM1.4 – Environmental quality and local distinctiveness
- Policy DM3.8 – Design Principles applying to all developments.
- Policy DM3.10 – Promotion of sustainable transport
- Policy DM3.11 – Road Safety and the free flow of traffic
- Policy DM3.12 – Provision of vehicle parking
- Policy DM3.13 – Amenity, noise and quality of life
- Policy DM3.14 – Pollution, health and safety
- Policy DM4.2 – Sustainable drainage and water management
- Policy DM4.3 – Facilities for the collection or recycling and waste
- Policy DM4.5 – Landscape Character and River Valleys
- Policy DM4.8 – Protection of Trees and Hedgerows
- Policy DM4.9 – Incorporating landscape into design.
- Policy DM4.10 – Heritage Assets

### **Neighbourhood Planning**

8.50 Neighbourhood Plans were introduced by the Localism Act 2011. They are prepared by a parish or town council (or neighbourhood forum where relevant) for a designated neighbourhood area and enable communities to have a say about the development and growth of their local area. They contain policies which (if the Neighbourhood Plan is successful at examination and referendum) form part of the statutory Development Plan. This means the Neighbourhood Plan must be taken into account when assessing planning applications for new development in that area so should be considered when submitting applications for custom and self-build.

8.51 More information about neighbourhood planning, including details of adopted and emerging plans for each authority can be found online at [Neighbourhood Plans – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/Neighbourhood-Plans-Broadland-and-South-Norfolk)

## 9. Design Codes and Plot Passports

9.1 Many custom and self-build applications will come forward in the same way as those for other housing and the same requirements will be made in terms of achieving an appropriate design. However, the benefits of self-build include delivering properties tailored to the requirements of the self-builder and potentially providing a greater variety and innovation in design.

9.2 Advice on design can be found in both Broadland and South Norfolk Council's Development Management policies documents and in the case of South Norfolk its [Place-Making Guide SPD](#). Design code work in Neighbourhood Plans should also be taken into account. Tibbalds Planning and Urban Design have been appointed to develop a district wide Design Code for both Broadland and South Norfolk, which should be adopted in 2025. More information can be found online at [Broadland and South Norfolk district-wide Design Codes | Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#).

### Design Codes

9.3 Design codes play an important role in the delivery of custom and self-build housing. They can maximise the level of design freedom whilst providing for a coherent and high-quality development that responds to its context. A design code is a set of written and illustrated rules that establish the design parameters of a development and of each plot.

9.4 Both Broadland and South Norfolk Councils recommend that a design code should be agreed for developments that include 5 or more custom and self-build homes. The design code should be agreed prior to marketing the plots for sale to provide certainty for potential purchasers as to what they can and cannot build. Where self-build units form part of a larger scheme the Councils would normally expect a design code to be agreed at the outline permission stage so that the units come forward in a coherent but not prescriptive manner.

9.5 As a rule, in preparing a design code the starting point will be to secure as much design freedom for the initial occupant as possible, only fixing design parameters where necessary to ensure coherent and harmonious design across the whole of the scheme in accordance with local plan policies. Consideration must be given to the cumulative effects of design code parameters to ensure that when taken together they are not unnecessarily restrictive.

9.6 As a guide the councils would expect a design code to include the following parameters:

- Layout
- Plot size and shape.



- Developable footprint
- Building height or number of storeys (which can vary across a site)
- Orientation
- Landscaping
- Boundary treatments
- Material palette
- Car and cycle parking
- Refuse storage.
- Construction compound and material storage areas

### **Plot Passports**

- 9.7 Plot passports are concise and visual documents that provide potential purchasers with certainty about the key design and development parameters that apply to the design and construction of a custom or self-build home on the plot. Broadland and South Norfolk Councils would recommend plot passports for all custom and self-build developments of 5 or more homes where a design code is required.
- 9.8 Plot passports should, as a minimum, provide the following information:
- Plot location.
  - Plot size and shape.
  - Developable footprint (Gross Internal Area)
  - Building height or number of storeys
  - Number and location of car parking and cycle storage spaces.
  - Refuse storage.
  - Any other design and development parameters established in the design code (if any)
  - Likely ground conditions, including any on-site constraints such as root protection zones.
  - Servicing infrastructure location
  - Construction compound and materials storage area
  - CIL exemption
  - Plot price and
  - Access to surveys conducted by the site wide applicant.
- 9.9 Plot passports should be prepared as early in the design and planning process as possible and must be available to potential plot purchasers as soon as plots are marketed. Plot passports should be as concise as possible, ideally kept to a single A4 page.
- 9.10 Design codes and plot passports may be of benefit for sites less than 5 dwellings in certain circumstances where the design and layout of plots is particularly sensitive and in these instances this discussion will form part of the application process.

## 10. Community Infrastructure Levy

- 10.1 One of the ways in which self-build housing is supported is through exemption from Community Infrastructure Levy (CIL). This exemption is not automatically applied and needs to be claimed by the applicant before the commencement of development. The exemption cannot be claimed retrospectively after construction has commenced.
- 10.2 For multi-unit schemes (for example, where a builder sells serviced plots or a community group works with a developer), applicants should consider applying for a phased planning permission to allow each plot to be classed as a separate chargeable development. This will prevent the charge being triggered for all plots within the wider development as soon as development commences on the first dwelling.
- 10.3 A phasing plan is also recommended for planning applications for a single self-build home if the developer wishes to commence work on for example highway access and/or servicing to the plot boundary without triggering the commencement of development for CIL purposes on the self-build dwelling.
- 10.4 Once a self-build plot has commenced development the self-builder must be the person to build out, or commission the build out, of the development. Self-build exemption cannot be claimed by another person in the event that the plot is sold or transferred after commencement.
- 10.5 The most up to date information about the CIL exemption for self-build properties can be found online at [Exemption for self build properties – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/exemption-for-self-build-properties). This page includes information about how to claim CIL exemption and also the evidence that is required upon completion.
- 10.6 Whilst self-build units can claim exemption from paying CIL, the overall development may trigger other infrastructure requirements. Amongst other things, those proposing larger schemes will need to consider whether there will be a need to provide affordable housing units and children's play space/recreational space. The relevant Council can provide guidance on the up-to-date requirements at the time an application is proposed to be submitted.

## 11 Phasing

- 11.1 The appropriate phasing of custom and self-build, especially on larger sites, is important to ensure that:
- Custom and self-build housing is delivered in a timely manner.
  - Custom and self-build plots can benefit from CIL exemption.
  - Custom and self-build plots do not necessarily hold back later development phases and

- Custom and self-build plots are not required to deliver any parts of the site wide infrastructure.

11.2 The Governments [Community Infrastructure Levy Planning Practise Guidance](#) (2014) recommends a phasing plan for all development proposals delivering multiple custom and self-build homes to allow each plot to be a separate chargeable development for the purposes of CIL. The phasing plan will be expected to be submitted prior to, or in conjunction with, the first reserved matters application. It is important that the description of development specifies that the development is to be phased so that all plots can submit an exemption from CIL as explained in Section 10 above. If the self-build plots are not identified on a phasing plan as individual phases that can be delivered independently of other elements of the development, then any commencement of the development would result in the loss of potential CIL exemption on self-build plots other than those for which CIL exemption has already been granted.

## **12 Self-Build and affordable housing**

- 12.1 Custom and self-build housing is not by definition, affordable housing. However, it can provide an opportunity for cost savings where the initial occupants undertake a degree of the building work themselves (known as 'sweat equity'). It can only be formally defined as affordable housing if it is delivered in a way that meets the definition of affordable housing in the NPPF glossary.
- 12.2 The NPPF makes it clear that affordable housing is for those whose needs are not met by the market. Conversely custom and self-build housing is for those whose desires and demands are not met by the market. Consequently, where there is a conflict between providing a policy compliant level of affordable housing or custom and self-build housing on a site then the Council will be minded to resolve in favour of the provision of affordable housing.
- 12.3 Solely custom and self-build housing proposals will be required to deliver a policy compliant affordable housing mix as set out in GNLP Policy 5: Homes although this may be better provided as an off-site contribution rather than affordable custom and self-build homes.

## **13 Marketing Strategy**

- 13.1 This section applies mainly to the marketing of custom and self-build homes provided as part of larger residential developments. However, for smaller custom and self-build only developments the Councils will as a minimum require by section 106 agreement or condition, as appropriate, the applicant to notify them as soon as each custom and self-build plot is serviced, marketed and available for purchase.

- 13.2 GNLP Policy 5 (Homes) refers to bringing forward custom and self-build development as part of larger residential schemes. It states that:  
***Except for flats and in other schemes where it would clearly be impractical, at least 5% of plots on residential proposals of 40 dwellings or more should provide serviced self/custom-build plots unless:***
- ***A lack of need for such plots can be demonstrated or***
  - ***Plots have been marketed for 12 months and have not been sold.***
- 13.3 To be in accordance with Policy 5 the Councils would expect all plots for custom and self-build on larger residential schemes of 40 plus dwellings to be adequately and appropriately marketed for a minimum 12-month period. A marketing strategy must be submitted by the applicant and agreed in writing by the relevant Council prior to the marketing and sale of plots. This will be required by condition or Section 106 agreement.
- 13.4 The following information should be provided and agreed through Section 106 agreement as part of any marketing strategy:
- The arrangements on which the custom and self-build plots will be marketed for a period of not less than 12 months addressing details of marketing materials and methods.
  - The timing of commencement of marketing relative to the plots availability as a serviced plot
  - The price that each custom and self-build plot will be advertised for
  - The contact details for the marketing agent
  - Information on specialist custom and self-build mortgage brokers and information on 'Help to Build' and any similar initiatives to assist custom and self-builders.
  - How people can arrange to visit the site
  - The plot passport for each custom and self-build plot
  - A commitment that the site wide developer notifies the Council when plots are serviced and available for immediate purchase.
  - A commitment that the site wide developer holds a record of sales enquiries for each plot.
  - The arrangements for the delivery of any custom and self-build plots not taken up after the minimum 12-month marketing period.
  - Any alternative or additional marketing in the event that interest in plots is low.
- 13.5 For large strategic sites consideration will need to be given to marketing clusters of custom and self-build housing at different times to avoid a large number of plots flooding the market therefore resulting in unsold plots after the minimum 12-month marketing period.
- 13.6 Continued marketing after the 12-month minimum marketing period has expired is encouraged. However, if a sale has not been agreed during this period it may be possible to build the plot out as an open market or affordable home in line with the requirements of any planning condition or Section 106 agreement. The applicant will be expected to provide evidence of adherence to the marketing strategy.

## 14. Where to get further assistance

- 14.1 This SPD and the weblinks it contains should provide information to answer most questions relating to custom and self-build housing but If you need further assistance please contact the Place Shaping Team on 01508 533805 or email [selfbuildbdc@southnorfolkandbroadland.gov.uk](mailto:selfbuildbdc@southnorfolkandbroadland.gov.uk) (for queries relating to the Broadland District Council area or [selfbuildsnc@southnorfolkandbroadland.gov.uk](mailto:selfbuildsnc@southnorfolkandbroadland.gov.uk) (for queries relating to the South Norfolk Council area).

DRAFT

## APPENDIX 1 – LIST OF PARISHES WITH AND WITHOUT DEFINED SETTLEMENT BOUNDARIES

### BROADLAND

Acle	Settlement boundary
Alderford	No settlement boundary
Attlebridge	No settlement boundary
Aylsham	Settlement boundary
Beeston St Andrew	No settlement boundary
Beighton	No settlement boundary
Belaugh	No settlement boundary
Blickling	No settlement boundary
Blofield	Settlement boundary
Booton	No settlement boundary
Brampton	No settlement boundary
Brandiston	No settlement boundary
Brundall	Settlement boundary
Burgh & Tuttington	No settlement boundary
Buxton with Lamas	Settlement boundary
Cantley, Limpenhoe & Southwood	Settlement boundary
Cawston	Settlement boundary
Coltishall	Settlement boundary
Crostwick	No settlement boundary
Drayton	Settlement boundary
Felthorpe	No settlement boundary
Foulsham	Settlement boundary
Freethorpe (Wickhampton)	Settlement boundary
Frettenham	Settlement boundary
Great & Little Plumstead	Settlement boundary
Gt Witchingham (Lenwade)	Settlement boundary
Guestwick	No settlement boundary
Hainford	Settlement boundary
Halvergate	No settlement boundary
Haveringland	No settlement boundary
Hellesdon	Settlement boundary
Hemblington	No settlement boundary
Hevingham	Settlement boundary
Heydon	No settlement boundary
Honingham	No settlement boundary
Horsford	Settlement boundary
Horsham & Newton St Faiths	Settlement boundary
Horstead with Stanninghall	Settlement boundary
Lingwood and Burlingham	Settlement boundary
Lt Witchingham	No settlement boundary
Marsham	Settlement boundary
Morton-on-the-Hill	No settlement boundary
Old Catton	Settlement boundary
Oulton	No settlement boundary

## Appendix 1

Postwick with Witton	No settlement boundary
Rackheath	Settlement boundary
Reedham	Settlement boundary
Reepham (Whitwell, Kerdiston)	Settlement boundary
Ringland	No settlement boundary
Salhouse	Settlement boundary
Salle	No settlement boundary
South Walsham	Settlement boundary
Spixworth	Settlement boundary
Sprowston	Settlement boundary
Stratton Strawless	No settlement boundary
Strumpshaw	Settlement boundary
Swannington	No settlement boundary
Taverham	Settlement boundary
Themelthorpe	No settlement boundary
Thorpe St Andrew	Settlement boundary
Upton with Fishley	No settlement boundary
Weston Longville	No settlement boundary
Wood Dalling	No settlement boundary
Woodbastwick	No settlement boundary
Wroxham	Settlement boundary

### **SOUTH NORFOLK**

Alburgh	Settlement boundary
Aldeby	Settlement boundary
Alpington	Settlement boundary
Ashby St Mary	Settlement boundary
Ashwellthorpe and Fundenhall	Settlement boundary
Aslacton	Settlement boundary
Barford	Settlement boundary
Barnham Broom	Settlement boundary
Bawburgh	Settlement boundary
Bedingham	Settlement boundary
Bergh Apton	Settlement boundary
Bixley	No settlement boundary
Bracon Ash & Hethel	Settlement boundary
Bramerton	Settlement boundary
Bressingham & Fersfield	Settlement boundary
Brockdish	Settlement boundary
Brooke	Settlement boundary
Broome	Settlement boundary
Bunwell	Settlement boundary
Burgh St Peter	No settlement boundary
Burston & Shimpling	Settlement boundary
Caistor St Edmund & Bixley	No settlement boundary
Carleton Rode	Settlement boundary
Carleton St Peter	No settlement boundary
Chedgrave	Settlement boundary

## Appendix 1

Claxton	Settlement boundary
Colney	Settlement boundary
Costessey	Settlement boundary
Cringleford	Settlement boundary
Denton	Settlement boundary
Deopham & Hackford	No settlement boundary
Dickleburgh & Rushall	Settlement boundary
Diss	Settlement boundary
Ditchingham	Settlement boundary
Earsham	Settlement boundary
East Carleton	No settlement boundary
Easton	Settlement boundary
Ellingham	Settlement boundary
Flordon	Settlement boundary
Forncett	Settlement boundary
Framingham Earl	Settlement boundary
Framingham Pigot	No settlement boundary
Geldeston	Settlement boundary
Gillingham	Settlement boundary
Gissing	No settlement boundary
Great Melton	No settlement boundary
Great Moulton	Settlement boundary
Haddiscoe	No settlement boundary
Hales	Settlement boundary
Heckingham	No settlement boundary
Hedenham	Settlement boundary
Hellington	No settlement boundary
Hempnall	Settlement boundary
Hethersett	Settlement boundary
Heywood	Settlement boundary
Hingham	Settlement boundary
Holverston	No settlement boundary
Howe	No settlement boundary
Keswick & Intwood	Settlement boundary
Ketteringham	Settlement boundary
Kimberley & Carleton Forehoe	No settlement boundary
Kirby Bedon	No settlement boundary
Kirby Cane	Settlement boundary
Kirstead	No settlement boundary
Langley with Hardley	No settlement boundary
Little Melton	Settlement boundary
Loddon	Settlement boundary
Long Stratton	Settlement boundary
Marlingford & Colton	Settlement boundary
Morley	Settlement boundary
Morningthorpe	No settlement boundary
Mulbarton	Settlement boundary
Mundham	No settlement boundary



Appendix 1

Needham	Settlement boundary
Newton Flotman	Settlement boundary
Norton Subcourse	Settlement boundary
Poringland	Settlement boundary
Pulham Market	Settlement boundary
Pulham St Mary	Settlement boundary
Raveningham	No settlement boundary
Redenhall with Harleston	Settlement boundary
Rockland St Mary	Settlement boundary
Roydon	Settlement boundary
Runhall	No settlement boundary
Saxlingham Nethergate	Settlement boundary
Scole	Settlement boundary
Seething	Settlement boundary
Shelfanger	Settlement boundary
Shelton & Hardwick	Settlement boundary
Shotesham	Settlement boundary
Sisland	No settlement boundary
Spooner Row	Settlement boundary
Starston	Settlement boundary
Stockton	Settlement boundary
Stoke Holy Cross	Settlement boundary
Surlingham	Settlement boundary
Swainsthorpe	Settlement boundary
Swardeston	Settlement boundary
Tacolneston	Settlement boundary
Tasburgh	Settlement boundary
Tharston & Hapton	No settlement boundary
Thurlton	Settlement boundary
Thurton	Settlement boundary
Thwaite	No settlement boundary
Tibenham	No settlement boundary
Tivetshall St Margaret	Settlement boundary
Tivetshall St Mary	Settlement boundary
Toft Monks	Settlement boundary
Topcroft	Settlement boundary
Trowse with Newton	Settlement boundary
Wacton	No settlement boundary
Wheatacre	Settlement boundary
Wicklewood	Settlement boundary
Winfarthing	Settlement boundary
Woodton	Settlement boundary
Wortwell	Settlement boundary
Wrampingham	No settlement boundary
Wreningham	Settlement boundary
Wymondham	Settlement boundary
Yelverton	Settlement boundary