**<Your name>**

**<Your address or email>**

**<Your phone number>**

**<Today’s date>**

To the Complaints Department at **<insert council name>**

**<or>**

Dear **<MP name>,**

**Demand for suitable development plots for custom and self build homes**

I am writing to you to advise you that I am seeking an opportunity to build a home of my own within the area of your planning authority. I understand that by joining the register (that you are required to promote and maintain as set out under the “Right to Build” legislation) a suitable permissioned plot must be brought forward, within three years of me signing up.

It appears that your authority is one of a minority within England that imposes a fee for joining and /or staying on Part 1 of your register, the part you must provide permissions for. This is despite the fact that entry on the register does not in itself provide me with any certainty that I will be able to access one of the plots that must be permissioned.

<https://www.gov.uk/guidance/self-build-and-custom-housebuilding> notes that “Relevant authorities can only set fees on a cost recovery basis. Any fees charged must therefore be proportionate, reflect genuine costs incurred and *should not act as a deterrent for people to be entered on or remain on the register*.”

**<Fill in this paragraph or delete>** I understand that you charge **<£xxx>** to sign up to the register in the first instance, and then **<£xxx>** annually, meaning that it costs, in total, **<£xxx>** to stay on your register for the four year period (running three years from the first year of signing up).

I am writing to advise you that your charge has acted as deterrent, and has prevented me from signing up your register. I therefore wish to make the following points:

1. I wish to complain about your charging fees for your registers and ask that you reconsider your approach.
2. I wish for this letter to form part of the wider evidence base as to the need for custom and self build that must be reflected in planning policies.

Section 61 of the NPPF states: “…(T)he size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to,…….people wishing to commission or build their own homes).”

My case against fees being charged is being supported by the National Custom & Self Build Association (www.nacsba.org.uk).

Please ensure that this letter is sent on to your Chief Planner.

I look forward to your response

Your sincerely,

**<Full name , typed, and signature>**