

Shawbury Parish Council

CONFIRMING LOCAL CONNECTION PROCEDURE

Introduction

Shropshire Council's 'Build Your Own Affordable Home' Scheme is explained in its 'Type and Affordability of Housing' Supplementary Planning Document. Homes built under this Scheme are "exception sites" in locations that would not normally obtain planning permission for new housing development. The exception is made because it is development of affordable housing for local people.

Tests of Eligibility

Under the scheme applicants must satisfy the Housing Enabling Officer that they qualify by meeting four tests of eligibility:

- Housing need
- Local connection
- Affordability/Availability
- Site Suitability

Parish Council Confirmation of Local Connection

For the Local Connection test, Shropshire Council requires applicants to seek written confirmation from the relevant Town / Parish Council (for the area where the development is to take place) as to the validity of their claim to have a 'Local Connection' with that specific area.

Determining a Local Connection

The determination of local connection is a matter of fact - applicants either meet the required policy criteria or they do not. The criteria, as outlined in Shropshire Council's Type and Affordability of Housing Supplementary Planning Document is reproduced below:

At least two of the following criteria for at least one of the members of the household must be met:

- Their parents were permanently resident in the local area at the time of the applicant's birth;
- They were in permanent residence in the local area for any period of five years as a child attending a local school, (or who for special reasons attended a school outside the local area but would have been expected to attend a local school but for those special reasons);
- They are currently lawfully resident in the local area and have lived there for at least the previous 5 years;
- They don't currently live in the local area but have previously lived there for 15 continuous years as an adult;
- They are currently employed or routinely carry out self-employed work within either the local area or 5km of the site;
- They have a confirmed written offer of permanent work within either the local area or 5km of the site;
- They can demonstrate active community involvement in the local area sustained for at least the previous 2 years; or are determined by the Parish Council as having some other form of strong connection with the local community and/or its hinterland;
- Their parents currently live in the local area, or another close family member who provides or requires a substantial degree of support currently lives in the local area;
- If over 55, they have a close family member currently living in the local area.

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Clarification

Shropshire Council has provided the following clarification:

Local Area:

Local Area is defined as being the 'Parish' area, i.e. geographic boundary of the Parish.

Community Involvement:

There is not a prescriptive list identifying what is deemed to a community activity, however, it is largely activities that socially enhance the life of a community. Any activities which are personal recreational activities and not necessarily for wider community benefit are not considered under this criteria.

Information Required by Shawbury Parish Council

1. Provision of Information

To enable the Parish Council to consider whether applicants have a 'Local Connection' under the scheme, the applicant must send a letter, signed by themselves, explaining how they meet the criteria.

The letter should be supported by independent evidence (for example - Birth Certificate, School Records, Rental Agreements, Work Contracts, License Agreements, Utility Bills, Oral Evidence, Supporting statements from known members of the community).

Shropshire Council requires the Parish Council to confirm satisfaction of 2 elements of the criteria. However, in order to assist the Council in its assessment the applicant is asked to cover as many of the criteria as apply.

2. Consideration and Decision of the Council

The Parish Council will consider the request at the next available meeting. The Council will invite the applicant to attend the meeting and reserves the right to ask for:

- further clarification and/or
- further supporting evidence and/or
- an interview with at least 2 members of the Council.

If the council is satisfied that at least 2 of the criteria are met this will be agreed by formal resolution and minuted.

3. Formal Confirmation of Local Connection

The Clerk will write to Shropshire Council and confirm that the Council has resolved to confirm that the applicant has a valid local connection. No further information is required.

Decision by Shropshire Council

It should be noted that confirmation of the applicants Local Connection by the Parish Council does not in itself constitute support for the proposed development. Any planning application submitted to Shropshire Council under the 'Build Your Own Affordable Home' Scheme will be considered with reference to the Parish Council's Planning Application Procedures.

Adopted	March 2026
Review Frequency	Four-yearly at the Annual PC Meeting
Next Review Date	May 2030