

Collective Self-Build Road Map

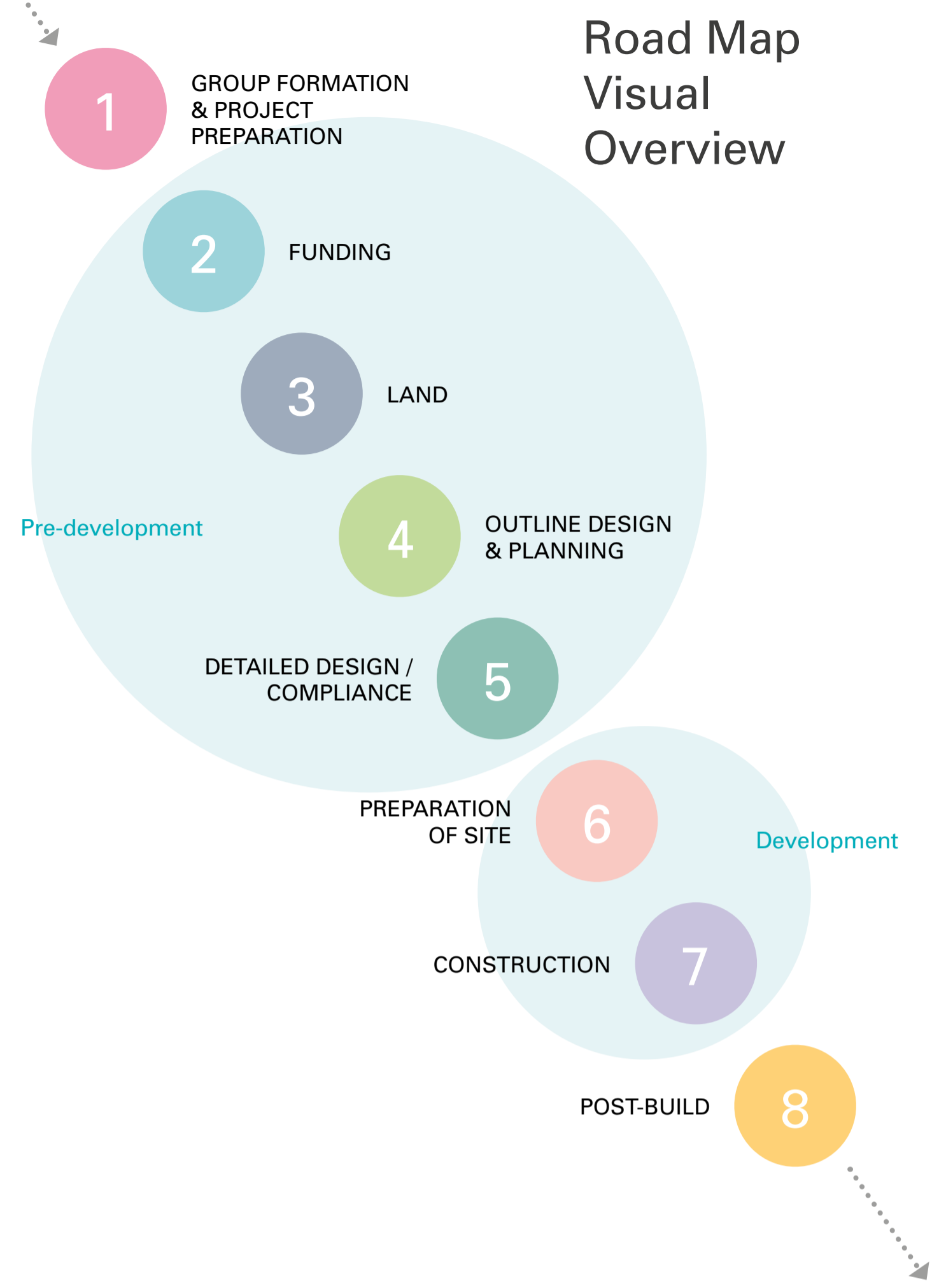
This chart maps out what actions each stakeholder might be carrying out at each project stage. See overleaf for stakeholder descriptions.

- Abbreviations:**
A&DS Architecture & Design Scotland
BRE Building Research Establishment
DTAS Development Trusts Association Scotland
HA Housing Association
LA Local Authority (Council)
RIAS Royal Incorporation of Architects in Scotland
RSL Registered Social Landlord e.g. Housing Association
SB Self Build
SPZ Simplified Planning Zones
s34 Section 34 (of the Land Reform (Scotland) Act)
s75 Section 75 (Developer contributions)
SI Site Investigation
SPOC single point of contact
QS Quantity Surveyor (cost consultant)



	1	2	3	4	5	6	7	8
	Inception	Pre Development			Prepare to Build	Development		Post Build
	GROUP FORMATION & PROJECT PREPARATION	FUNDING	LAND	OUTLINE DESIGN & PLANNING	DETAILED DESIGN / COMPLIANCE	PREPARATION OF SITE	CONSTRUCTION	
A Self Build Group 	<ul style="list-style-type: none"> Find other people to build with Check LA register of interested self-builders if needed Decide on aims of group and project Decide on legal structure Assess needs, skills & capacity of group Talk to other groups Visit other projects 	<ul style="list-style-type: none"> Assess level of equity If needed, start saving equity funding with an e.g. Credit Union Apply for funding to conduct pre-development tasks such as working up designs Start conversations with development funders 	<ul style="list-style-type: none"> Enquire about ownership and development status of any potential sites that you see Inspect the Local Authority Register of Land 	<ul style="list-style-type: none"> Appoint design consultants (Architects, Planners etc.) to work up designs for homes Commission any other investigative work needed Pay Planning application fees Pay consultants fees 	<ul style="list-style-type: none"> Continue to liaise with Architects etc on design details and specifications Pay building warrant application fee Pay consultants fees Take ownership of the site through title transfer Appoint a contractor Train in construction skills 	<ul style="list-style-type: none"> Liaise with the contractor Pay the contractor 	<ul style="list-style-type: none"> Undertake construction work Supervise construction work Pay contractor Provide progress and spending reports for the funder(s) 	<ul style="list-style-type: none"> Move in! Ongoing management of group e.g. via a committee structure Reflection and debrief on project Wide communication about project
B Local Authority 	<ul style="list-style-type: none"> Run information events on collective self build/ custom build opportunities and the process Create and maintain a list of interested individual self builders and groups Signpost interested self builders to groups if appropriate Include Group Self Build in Council strategies (Housing, Regeneration, Co-operative Frameworks) as deemed appropriate by individual local authorities in line with Scottish Government guidance Provide a Single Point of Contact for group self build enquiries (whilst not all local authorities currently have policy or resource to justify single contact, this is a recommendation to be discussed with Scottish Government) 	<ul style="list-style-type: none"> Provide seed funding, potentially from existing local authority budgets where feasible (noting that local authorities are under resource pressure, this is a recommendation to Scottish Government and not all local authorities will currently be in position to provide funding) 	<ul style="list-style-type: none"> Clarify parameters that make sites suitable for group self build and identify potential opportunities Maintain register of suitable development sites or provide link to existing local authority advertising of available sites Make register accessible to self build groups Publicise existence of register Identify opportunities to partner up with other planned developments Confirm ownership of sites under consideration Consider allocation of sites for group self build as part of potential regeneration proposals Formulate specific disposal criteria that are cognisant of potential group self build interest Soil investigations and remedial works if needed (in cases where sites are potentially prepared by local authority) 	<ul style="list-style-type: none"> Develop Plot Passports and Design Codes, either in advance of SB interest in the sites, or in conjunction with interested self build groups Develop Simplified Planning Zones Process planning application and grant permission Explore collaboration with the group 	<ul style="list-style-type: none"> Check for compliance with any code-based guidance Process building warrant application and grant approval (Tender infrastructure contract) (SIs and ground condition info – if not undertaken earlier) 	<ul style="list-style-type: none"> Carry out any remediation works agreed earlier, if not already executed Install utilities and roads if not already executed (in cases where sites are potentially prepared by local authority) 	<ul style="list-style-type: none"> Conduct building warrant inspections Issue building warrant completion certificate 	
C Funder 	<ul style="list-style-type: none"> Advise groups on suitable forms of governance. Provide a 'financially fit' checklist 	<ul style="list-style-type: none"> Provide more tailored grants beyond affordable housing Provide pre-development element of a self build mortgage Offer group pre-development products that combine saving with borrowing Extend Communities Fund to pre-development stage 	<ul style="list-style-type: none"> Develop innovative models for land tenure securities Scottish Land Fund – develop partnership with development funders 	<ul style="list-style-type: none"> Recognise alternative designs/design approaches and construction technologies as suitable investment 	<ul style="list-style-type: none"> Check returned tenders to confirm funding and draw-down pattern 	<ul style="list-style-type: none"> Pay out for groundworks 	<ul style="list-style-type: none"> Check progress and spending reports/estimates Make staged payments 	<ul style="list-style-type: none"> Transfer from development funding vehicle to long term borrowing if applicable
D Landowner 	<ul style="list-style-type: none"> Some lighter touch opportunities such as hutting could be provided to enable access to land 		<ul style="list-style-type: none"> Publicise group self build site opportunities, either directly or through agents Establish connection with the LA SPOC for ongoing opportunities 					
E Developer/Housing Association 	<ul style="list-style-type: none"> Gauge interest in group self build Develop structures that allow access to potential group self build developments from a wider pool of future tenants/home owners 	<ul style="list-style-type: none"> Develop models for partnership funding 	<ul style="list-style-type: none"> Include group self build opportunities within planned developments as part of affordable housing or otherwise Soil investigations and remedial works if needed 	<ul style="list-style-type: none"> Include specific needs/wishes of self build groups at initial design stage Work with self build group architect if needed Include self build group proposals in planning application 	<ul style="list-style-type: none"> Liaise with self build group architect for integration into detailed design of wider site HA to administer contractor tenders for the self build group component of project if using e.g. Golden Brick approach 	<ul style="list-style-type: none"> Utilities and Roads (if not being executed by the LA) 	<ul style="list-style-type: none"> Manage construction Liaise with self build group as client body (e.g. provide progress reports) Liaise with Funders 	<ul style="list-style-type: none"> Manage homes
F Professional Consultants 	<ul style="list-style-type: none"> Lawyer – prepare legal documentation to support group governance 	<ul style="list-style-type: none"> Project Manager – Project coordination Business Planner – Build business case for group based on relevant social, economic and environmental research Architect – Prepare outline proposals for initial project cost estimating 	<ul style="list-style-type: none"> Project Manager – Project coordination 	<ul style="list-style-type: none"> Architects – Find groups with which to work; produce outline design through close engagement and co-design; Prepare and submit Planning Application; work with developer's architect if part of a larger development Planning Consultant – Prepare relevant information required for Planning Application Project Manager – Project coordination QS – Cost estimating 				
G Manufacturers, Suppliers and Contractors 	<ul style="list-style-type: none"> Develop kit products appropriate for group self build developments Publicise availability of product 		<ul style="list-style-type: none"> Introduce possible sites to groups 	<ul style="list-style-type: none"> Develop products/designs/technologies suitable for group self build applications (in particular consider sustainability and adaptability) Promote products directly to self build group forums Contractors – cost estimating 	<ul style="list-style-type: none"> Submit tender Input into detailed/technical design 	<ul style="list-style-type: none"> Prefabrication / offsite construction 	<ul style="list-style-type: none"> Construct /install Valuations and invoicing Snagging Warranty inspections 	<ul style="list-style-type: none"> Rectify defects
H Scottish Government 	<ul style="list-style-type: none"> Support groups to achieve s34 compliance in their governance if intention is to use mechanisms of the Community Empowerment (Scotland) Act and Land Reform (Scotland) Act Provide templates for governance 	<ul style="list-style-type: none"> Extend eligibility of affordable housing subsidy to group self build projects 	<ul style="list-style-type: none"> Oblige all Local Authorities to keep registers of land suitable for group self build Support self build groups in land acquisition through the Community Land Team if using Community Right to Buy Continue to develop wider Land Reform measures that focus on both re-distribution of landownership and regulation of current patterns of private landownership 	<ul style="list-style-type: none"> Support self-build in Planning Bill Neighbourhood Plans Pilot SPZs with LAs Rural exception sites Clarify s75 contribution for self build groups 	<ul style="list-style-type: none"> (Provision of any subsidies – as agreed earlier) Observational role 	<ul style="list-style-type: none"> (Provision of infrastructure funding – confirmed earlier) Observational role 		<ul style="list-style-type: none"> Obtain feedback and reflections Report back to review commissions, policymakers and legislators
I Other Organisations 	<ul style="list-style-type: none"> Publicise information and opportunities to self build groups 			<ul style="list-style-type: none"> A&DS/RIAS – Advise on commissioning Architects/other consultants BRE Ravenscraig – Showcase technologies and design approaches suitable for group self build projects 				<ul style="list-style-type: none"> Debrief /reflection

Section A expanded in Part 3



Road Map Phasing and Sequence

Broadly speaking, the process can be divided into Pre-development and Development.

Pre-development covers the background work needed to make self-build development possible. In the case of a Collective Self-Build project, this also includes the formation of the group into a suitable entity. In addition to group formation, the project will require identifying and securing land, funding, any necessary consultant help, and statutory permissions. Although presented sequentially, these project stages do not necessarily fit together in a linear manner, and are often resolved concurrently in relation to one another.

Development covers the actual building of the homes. There will be a Preparing to Build stage which involves preparing the site. The building of homes may also involve a certain level of off-site construction, with modular elements being delivered to site ready to assemble or install. The post-development stage should also be taken into consideration as the self-build group will need their homes to be fit for their own purposes for the long-term.

How to use these Documents



The aim of this collection of documents is to help groups of people to come together to build their own homes. The Collective Self-Build Guide, Road Map and Road Map Companion have been compiled for self-build groups and potential group members to obtain an understanding of how the various aspects of a collective self-build project fit together. They are intended to be useful for groups who have no prior experience of group projects, fundraising, finding land or self-build.

A Guide to Self-Build Stakeholders

- Self-Build Group**
The Roadmap has been designed primarily for the use of groups of people wishing to build their own homes together. A group may be formed from people who already know each other, or who come together for the specific purpose of building their own homes. Some members of the group may naturally come and go during the course of the project.
- Local Authority**
The Council will usually have a part to play in the realisation of your group self-build project. Sometimes they own the land that will be developed. If the housing is built on land not owned by the Council, they will still be the relevant authority for the purposes of Planning Consent and Building Warrant approval. Councils are gradually building capacity to encourage and support group self-build projects.
- Funder**
There are several options for finding funding in addition to any equity that group members may already have. These range from conventional banks who provide mortgages, to more specialised banks that are geared up specifically for self-build mortgages. Some groups may be eligible for grant funding of various stages depending on initiatives in their geographical area, or in relation to particular situations that their group self-build project may be addressing. Crowdfunding may also be accessible, for example through the raising of Community Shares.

- Landowner**
Often, the land will not be publicly owned, and the profile of landowners varies greatly – they may be an individual, and organisation (such as a church), or a corporate entity.
- Developer**
This refers to anyone who develops land/ brown field sites for residential development. This could be simply installing infrastructure like roads, services and SUDS or they could be responsible for the build of the complete project. The developer could be the council or a private company/individual. They will normally own the land.
- Housing Association**
A housing association is an organisation which builds and/or manages social housing which is rented out on long leases to people in housing need.
- Professional Consultants**
These can vary from consultants who help with coordination of the group and the whole project, to architects, quantity surveyors, structural engineers, geotechnical departments etc. who specialise in one area and generally provide help at specific stages of a project.
- Manufacturers and Suppliers**
Manufacturers provide all the elements of your build e.g. Timber frame companies, SIPS manufacturers (structured insulated panels), concrete formwork, windows, doors, stone, blockwork, roof coverings etc. Suppliers can be builders' merchants or manufacturers who sell direct.

- Contractors**
These are the people who work on the actual construction of your new homes. Sometimes there will be one contractor who builds out the entire project or, if it is project managed by the group or a professional consultant, sub contractors are often used – these are individual trades like groundworkers, brickies, joiners etc.
- Scottish Government**
The Scottish Government wish to support community led housing and self and Custom build. They have rolled out a Self Build Loan Fund and are supporting other incentives to encourage people-led development such as this roadmap.
- Other Organisations**
NACSBA – National Custom and Self Build Association. NaCSBA is the voice of the self build industry. Their objectives are to raise awareness of Custom and Self Build. Double the amount of self provided homes built annually in the UK – to 20%, and to collate and make best practice in custom and self build through their Custom and Self Build Toolkit.

Custom and Self Build Toolkit – this website, run by the NaCSBA Right To Build Task Force, provides guidance for local authorities, Housing Associations and Builders/Developers who wish to encourage self and custom build.

Self Build Portal – an information resource, again provided by NaCSBA which provides guidance and case studies to help self builders and community groups.

Part 2 Collective Self-Build Road Map



A guide to planning, funding and undertaking community-based self-build projects