



**CROFTING COMMISSION
COIMISEAN NA CROITEARACHD**

COMMON GRAZINGS REQUEST: SECTION 47(8) INQUIRY

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Under section 47(8) of the Crofters (Scotland) Act 1993 (as amended) ('the Act'), if the Commission are satisfied, after making such inquiry, if any, as they may deem necessary, that either any or all of the members of a grazing committee or the grazing clerk) are not properly carrying out the duties imposed on them under the Act, the Commission may remove from office any or all such members or such clerk and may appoint or provide for the appointment of other persons (whether crofters or not) in their or his place.

- **The form may not be processed if it is incomplete**
- **Please ensure your request contains all the relevant information**
- **Once we receive the form we will consider whether it is appropriate to initiate an inquiry under these provisions.**

Please note that any information you provide is part of an open process and will be made available on request to other parties involved in the process. Your information will also be released under a Freedom of Information enquiry subject to any disclosure exemptions under the Data Protection Act 1998.

Part 1 - Common Grazing and Contact Details

1 Your Details

Name:		
Postal Address:		
		Post Code:
Telephone:		
Alternative Telephone:		
E-mail Address:		
I agree to communication by e-mail		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of your croft to which your grazing share pertains:		
Croft Reference Number or Main Location Code (if applicable):		

2 Common Grazing Details (fields marked with an (*) asterisk must be filled in)

*Name of Common Grazing:	
Parish:	
Grazing Reference Number (if known):	
Agricultural Code Number (if known):	

3 Grazing Clerk Details (fields marked with an (*) asterisk must be filled in)

*Surname:		*Title:
*Forename(s):		
*Postal Address:		
		*Post Code:
Daytime Tel No:		
Mobile No:		
E-Mail:		

Part 2 - Request for Inquiry Details

- 4** Please inform us which grazing regulation, including the number(s), you consider the Grazing Clerk/Grazing Committee are not properly carrying out:

Regulation Name and Number _____

Regulation Name and Number _____

Regulation Name and Number _____

- 5** Please give details of how you consider the Grazing Clerk/Grazing Committee are not properly carrying out their duties in terms of the Crofters (Scotland) Act 1993:

(Please set out facts in a logical order and remember to include important details and dates where possible – continue on a separate sheet, if necessary).

Part 3 - Request for Inquiry Details (Cont'd)

6 Have you raised the issue(s) with the Grazing Committee? Yes No

If **'No'**, please give reasons for not discussing or contacting the Grazing Committee concerned:

7 What action have you taken in an attempt to resolve the matter?
(You should include copies of any correspondence with the Grazing Clerk/Grazing Committee or dates of meetings held)

8 Please explain your reasons for asking the Commission to make inquiry:

Part 4 - Declaration

9

**This is submitted under section 47(8) of the
Crofters (Scotland) Act 1993 as amended by the Crofting Reform Act 2007.**

Signed _____ **Date** _____

PRIVACY NOTICE

The Crofting Commission acts as the 'Controller' of the personal data you provide us with when you complete a Common Grazing form. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information in order to facilitate the processing of your Common Grazing form. Please note that the Commission will be unable to process your form if you do not provide the information requested.

Any data provided by you is part of an open process and may be made available to other parties involved (unless told otherwise). These could include:

- The landlord of the croft
- The owner of the common grazings
- The area assessor
- Any member of the local crofting community
- Any other person with a significant interest
- Third Party Organisations – *RPID (Rural Payments & Inspections Directorate) and the Registers of Scotland.*

Your data will be used to update the Register of Crofts and it may also be released under a Freedom of Information enquiry, subject to any disclosure exemptions under Data Protection Laws.

Your information will be stored in the format received and electronically in the Commission's Crofting Information System (CIS). We will not keep your personal data for any longer than is necessary to complete the relevant processing and in line with our Retention Policy.

If at any point you believe the data we process on you is not accurate, you can request to see it and have it corrected or deleted. If you wish to raise a complaint about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted by e-mailing DataProtection@crofting.gov.scot. Further details on the Crofting Commission's Data Protection Policy can be found at www.crofting.scotland.gov.uk/data-protection-act.

For information on submitting a complaint to the Crofting Commission, please visit our website at www.crofting.scotland.gov.uk/complaints. For details of how to complain to the Information Commissioner, please visit www.ico.org.uk.