



**CROFTING COMMISSION  
COIMISEAN NA CROITEARACHD**

Great Glen House  
Leachkin Road  
Inverness IV3 8NW

Taigh a' Ghlinne Mhòir  
Rathad an Leacainn  
Inbhir Nis IV3 8NW

T: (01463) 663439 • F: (01463) 725067  
E: [info@crofting.gov.scot](mailto:info@crofting.gov.scot)  
W: [www.crofting.scotland.gov.uk](http://www.crofting.scotland.gov.uk)

# **Complaints Form – Croft Mismanagement (Breach of Statutory Conditions)**

## **Briseadh chumhaichean reachdail le mì-riaghladh Croite**

OFFICE USE ONLY CASE No:

**Please Note: The Commission can only consider complaints about a crofter’s alleged breach of conditions from the croft landlord or a member of the \*local crofting community.**

**\*A member of the local crofting community is a person who occupies a croft in the same township as the croft to which the complaint relates, or who holds shares in a common grazing associated with the township.**

## Part 1 – Your Details

**Case Number: (for Commission use only)**

### **1 Contact Details (fields marked with an (\*) asterisk must be filled in)**

*Surname:	*Title:
*Forename(s):	
*Postal Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	

You must tick the box that describes you.

- (i) I am a member of the local crofting community
- (ii) I am the croft landlord

## Part 2 – Details of the Croft to which your complaint relates

You must fill in this page

### 2 Croft Details (fields marked with an (\*) asterisk must be filled in)

\*Croft Name:

\*Parish:

Agricultural Code Number:

Croft Ref No: C/

\*Name of Crofter:

## Part 3 – Category of Complaint

**My complaint concerns: (please tick all that apply)**

The condition of the croft buildings

The provision of fixed equipment for example fencing

Assignment, sublet or division of the croft without the proper consent

A new dwellinghouse has been built on the croft without the landlord's consent (where required).  
This excludes building of a replacement croft house.

The crofter has broken a reasonable agreement with the landlord signed for the reasonable protection of the landlord's or neighbouring crofters' interests

The crofter has become insolvent within the meaning of the Bankruptcy (Scotland) Act 1985

The crofter has obstructed reasonable access over the croft by the landlord or anyone authorised by the landlord

The crofter is selling alcohol from the croft without the necessary consents

The croft is uncultivated and is not being used for some other reasonable purpose

The croft is sublet and the crofter has not made sure the sub-tenant is abiding by the statutory conditions of tenure



## Part 5 – Complaints by Croft Landlord

If you are the croft landlord you must fill in this page

Have you discussed the issue(s) with the crofter:

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Please explain your reasons for asking the Commission to investigate the matter and why you are not prepared to take action yourself

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Important: Where we investigate your complaint, this form will be copied to the crofter and croft landlord where applicable. Under Freedom of Information legislation, the form may also be copied to any other party who makes a written request for information.

Signed

Date

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**Please return your form to 'Head of Crofting Services' at the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW.**

# PRIVACY NOTICE

The Crofting Commission acts as the 'Controller' of the personal data you provide us with when you complete a Residency and Land Use Team form. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information in order to facilitate the processing of your Residency and Land Use 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 proposed tenant
- 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 may 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](mailto: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](http://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](http://www.crofting.scotland.gov.uk/complaints). For details of how to complain to the Information Commissioner, please visit [www.ico.org.uk](http://www.ico.org.uk).



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