



**CROFTING COMMISSION  
COIMISEAN NA CROITEARACHD**

Great Glen House, Leachkin Road,  
Inverness IV3 8NW

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# **Decrofting Application Croft House Site and Garden Ground**

There is a requirement to register your croft land,  
please read Section 1 in the guidance notes:

## **Requirement to Register your Croft Land**

OFFICE USE ONLY

CASE No:

# CROFT AND CURRENT CROFTER DETAILS

ALL FIELDS MUST BE COMPLETED

## 1 Croft Details

Croft:

Parish:

Crofting Commission Register Number

Registers of Scotland

Register Number (where registered):

Main Location

Code: (MLC)

## 2 Applicant Details (if more than one, enter additional details at Appendix 1)

Surname:

Title:

Forename(s):

Date of Birth:

Main Residential Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes

No

### 3 Agent Details for Applicant

(if applicable see section 2 - Important Information of Guidance)

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes

No

### 4 Landlord/Owner Details (if applicable - more details can be entered on Appendix 1)

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

### 5 Agent Details for Landlord (only if applicable) - additional agent details can be entered on Appendix 1

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

# APPLICATION DETAILS

Please read Section 3 - **Application Details** section of the guidance before responding to the following

## 6 APPLICATIONS

Is the house wind and watertight and fit for human habitation? Yes  No

If **'No'**, please do not use this form. Instead you must complete a **Part Croft** Decrofting Application form.

**7(i)** Please provide the area of the whole croft: \_\_\_\_\_ ha

**7(ii)** How much land are you applying to decroft? \_\_\_\_\_ ha

Please state the reason for the extent applied for

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**8** Do you own the area applied for? Yes  No

If **'No'**, has agreement been reached with the landlord to purchase the site applied for? Yes  No

**9** Is the area applied for situated on an apportioned area of common grazing land? Yes  No

If **'Yes'** what is the name of the Common Grazing?

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The Common Grazing land must be fully apportioned i.e. it must have a final order of apportionment issued under Section 52(4) of the Crofters (Scotland) Act 1993, before a decrofting application can be considered.

**10** Are there any agricultural buildings or other buildings within the area applied for?

Yes  No

If **'Yes'**, please give details including the approximate age of each building, whether you have received grant assistance for its construction, how it is currently used and indicate whether there are any other potential sites on the croft for the provision of agricultural buildings:

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# ACCESS

Please read Section 4 - **Access section** of the guidance before responding to the following

**11** Is any existing vehicular access to adjacent croft land, common grazing or land held runrig included in the area applied for? Yes  No

If **'Yes'**, is there an alternative access to that land? Yes  No

If there is no alternative access, please provide details of any arrangements for access to the adjacent croft land, and/or common grazing or land held runrig:

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*(We require all vehicular access routes to adjacent croft land to be shown on the maps enclosed with your application)*

**12** Is the area applied for enclosed separately from the remainder of the croft or common grazings (e.g. with existing fences/walls)? Yes  No

If **'Yes'**, please provide details:

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**Your decrofting application must be accompanied by a site map and a croft boundary map. Please read section 5 - Mapping Information of the guidance.**

# APPLICANT/AGENT PLEASE SIGN THIS DECLARATION

## DECLARATION

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### 13 I confirm the following documents are attached to this application:

Croft Boundary Map       Site Map       Crofting registration application (if applicable)

### 14 Declaration

This application for a direction that the area applied for should cease to be croft land is submitted under section 24(3) or 24(A) and section 25 of the Crofters (Scotland) Act 1993.

#### FOR TENANT APPLICANTS ONLY:

I declare that I have given the croft landlord(s) written notification of this decrofting application and enclose evidence (see guidance section Important Information and Appendix 2A).

#### FOR ALL APPLICANTS:

- (a) I have/have not included my application to register the croft
- (b) I declare that, to the best of my knowledge, the information I have given in this application is correct.

**Signed**

**Date**

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Applicant/Agent

## What Happens Next?

- When we receive your application, we will usually send you or your agent an acknowledgement letter within 5 working days.
- Provided the croft is registered with the Keeper of the Registers of Scotland, we must decide whether or not to grant the application or to investigate further. If we decide to investigate further we will notify all interested parties. We aim to take a decision within 6 weeks.
- You may appeal to the Scottish Land Court, within 42 days from the date of public notification of our decision, against our decision or against any conditions which we may impose in any direction we make.

# APPENDIX 1

## Additional Owner(s) Details

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

**As co-owner of the croft house site and garden ground, I hereby agree to this application being made.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Additional Agent Details for Owner (if applicable)

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:



# APPENDIX 1...cont

## Additional Owner(s) Details

Name of Organisation/Company/Estate:	
Surname:	Title:
Forename(s):	
Postal Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	

**As co-owner of the croft, I hereby agree to this application being made**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Additional Agent Details for Owner (if applicable)

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

## APPENDIX 1...cont

### Additional Owner(s) Details

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Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

**As co-owner of the croft house site and garden ground, I hereby agree to this application being made.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Additional Agent Details for Owner (if applicable)

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:



## APPENDIX 2

### Notice for Landlord where the applicant is a tenant Proposal to Decroft the Croft House Site and Garden Ground

I, \_\_\_\_\_ (name)  
of \_\_\_\_\_

\_\_\_\_\_ (address) intend to

apply to the Crofting Commission for an 'advance of purchase' decrofting Direction in respect of  
the site of the dwellinghouse on or pertaining to my croft at \_\_\_\_\_

The site I wish to decroft extends to \_\_\_\_\_ hectares.

A site map showing the boundaries of the proposed site and existing access routes to the adjacent croft land is enclosed for your information.

If you have any comments on the proposal, you may submit these in writing to the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW or  
E-mail **info@crofting.scotland.gov.uk** within 14 days of receipt of this notice.

Please note that any comments received by the Crofting Commission are part of an open process and will be made available to myself and any interested parties. Your comments would also be released under a Freedom of Information enquiry.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Tenant/Agent)

PLEASE PRINT NAME: \_\_\_\_\_

## **APPENDIX 2A**

### **TO THE CROFTING COMMISSION - CONFIRMATION OF RECEIPT OF NOTIFICATION BY LANDLORD**

I confirm that I have seen the application form for the decrofting of the Croft House Site and Garden Ground and that I will submit any comments within 14 days of the date below.

**Signed**

**Date**

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Landlord



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**E:** [info@crofting.scotland.gov.uk](mailto:info@crofting.scotland.gov.uk)  
**W:** [www.crofting.scotland.gov.uk](http://www.crofting.scotland.gov.uk)