



**CROFTING COMMISSION  
COIMISEAN NA CROITEARACHD**

Great Glen House  
Leachkin Road  
Inverness IV3 8NW

Taigh a' Ghlinne Mhòir  
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## **Division Application Tenancy Grazing Share(s)**

## **Gabhaltas Earrann(an) Ionaltraidh Iarrtas Roinne**

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 CROFTER DETAILS

ALL FIELDS MUST BE COMPLETED

## 1 Croft Details

Croft to which Grazing Share(s) pertain:

Parish:

Crofting Commission Register Number

Registers of Scotland

Register Number (where registered):

Main Location

Code: (MLC)

## 2 Crofter Details

Surname:

Title:

Forename(s):

Date of Birth<sup>1</sup> :

Main Residential Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

**I agree to communication regarding this application by e-mail**

Yes

No

<sup>1</sup> The Act was amended on 1 October 2011 to include the requirement that the age and date of birth of the tenant of each croft shall be entered in the Register.

### 3 Agent Details for Crofter (only if applicable)

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes

No

### 4 Owner of Common Grazing Details (additional owner of common grazings 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 Owner of Common Grazing (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** Please give the name of the Common Grazing(s) where the Share(s) are held:

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**7** What is your souming entitlement for the grazing right(s) you wish to divide?

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**8** How many shares will be created as a result of the division?

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## GRAZING SHARE(S)

Please read Section 4 - **Grazing Share(s)** section of the guidance before responding to the following

**9** Please let us know the share fraction/souming of each new share/souming resulting for the division.  
**Details for divided share(s)**

	Share/Souming	Rent	Name of Common Grazing	Share detail for divided share(s)

**10** Have you agreed names and revised rents for the proposed new share(s) with your landlord(s) or his/her appointed agent?  Yes  No

If **'Yes'**, please complete details at Appendix 2.

If **'No'**, please be aware that, if approved, we will require these details to be provided to enable the division to take effect.

**11(i)** Do you intend to apply to assign the new share(s) to another person?  Yes  No  
If **'Yes'**, please advise which of the new share(s) you intend to assign:

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**11(ii)** If intending to assign, has a proposed tenant for the new share(s) been identified?  Yes  No  
If **'No'**, please provide details of your intentions following division e.g. to market newly created share(s)

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**12(i)** Do you intend to renounce the tenancy of the new share(s)?  Yes  No  
If **'Yes'**, please advise which new share(s) you intend to renounce:

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## RESIDENCY AND LAND USE

Please read Section 5 - **Residency and Land Use** of the guidance before responding to the following

**13** Do you currently reside on or within 32 kilometres (20 miles) of the common grazing?

Yes  No

**14** How do you currently use your grazing share?

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# WIDER INTERESTS

Please read Section 6 - **Wider Interests** of the guidance before responding to the following

## Estate

**15(i)** What effect, if any, do you consider this division will have on the interests of the estate?

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## Crofting Community

**15(ii)** What effect, if any, do you consider this division will have on the interests of the crofting community?

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## Sustainable Development

Please read Section 6.1 - **Sustainable Development** section of the guidance before responding to the following

**15(iii)** What effect, if any, do you consider this division will have on the sustainable development of the local crofting community?

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## Public at large

Please read Section 6.2 - **Public Interests** section of the guidance before responding to the following

**15(iv)** What effect, if any, do you consider this division will have on the interests of the public at large?

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**16** Please use this space to provide us with any additional information in support of your application that you consider may be helpful to the Commission in reaching its decision:

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## ACCESS

Please read Section 7 - **Access** of the guidance before responding to the following

- 17** Please provide as much information as possible of the current or proposed access provision including details such as width, gates, condition and any consents obtained or that may be required together with supporting evidence:

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## PUBLIC NOTIFICATION

Please read Section 8 - **Public Notification** section of the guidance before responding to the following

- 18** Please give details of the public notification arrangements you have made below:

(i) Name of newspaper displaying the advert: \_\_\_\_\_

(ii) Date advert will be displayed in newspaper: \_\_\_\_\_

**A standard advert for your use is included in the guidance**

## CROFTER/AGENT PLEASE SIGN THIS DECLARATION

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### 19 I confirm that I have carried out the following in connection with this application:

- I have given the owner of the common grazing written notification of this division application and enclose evidence (see Appendix 3A)
- I have advertised this application for consent to divide the share in a newspaper circulating in the local area.
- I have included my application to register the croft if applicable.
- Where the share is sublet, I have given the subtenant 6 months' notice of my intention to divide the tenancy.

## 20 DECLARATION

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This application is submitted under section 9 and section 10 (4A) of the Crofters (Scotland) Act 1993 for consent to divide the tenancy.

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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Crofter/Agent

### What Happens Next?

- When we receive this application, we will send you or your agent an acknowledgement letter within 5 working days.
- You are required by law to advertise your application. Provided the croft is registered with the Keeper of the Registers of Scotland, at the end of the 28 day consultation period 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 12 to 16 weeks where the croft is registered with the Keeper of the Registers of Scotland.
- Our decision can be appealed to the Scottish Land Court within 42 days from the date we notify interested parties of our decision.

# APPENDIX 1

## Additional Owner of Common Grazings Details

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

## Additional Agent Details for Owner of Common Grazing (only if applicable)

Name:	
Postal Address:	
	Postcode:
Telephone:	
E-mail Address:	

## Additional Owner of Common Grazings Details

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

## Additional Agent Details for Owner of Common Grazing (only if applicable)

Name:	
Postal Address:	
	Postcode:
Telephone:	
E-mail Address:	

# APPENDIX 1A

## ADDITIONAL INFORMATION SECTION

Croft to which Grazing Share(s) pertain: \_\_\_\_\_

Main Location Code (MLC): \_\_\_\_\_

Crofting Commission Register Number: \_\_\_\_\_

Please use the space provided below to provide us with any additional information where there is insufficient space on the form.

Please clearly state which question the information relates to.

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## APPENDIX 2

### Division of a Grazing Share(s)

### Notification Form – Agreement with Owner of Common Grazing

Name (original share): \_\_\_\_\_

Is the name of the original share to be changed? Yes  No

If 'Yes', give revised name here: \_\_\_\_\_

Revised Annual Rent: (original Share) £ \_\_\_\_\_ Revised Rent: \_\_\_\_\_

Name for new Share 2: \_\_\_\_\_

Annual Rent: £ \_\_\_\_\_

Name for new Share 3: \_\_\_\_\_

Annual Rent: £ \_\_\_\_\_

**I confirm the foregoing details have been agreed with the Owner of Common Grazing.**

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

*Tenant/Agent*

**I confirm the foregoing details have been agreed with the croft tenant.**

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

*Owner of Common Grazing/Agent*

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

*Owner of Common Grazing/Agent*

**Please Note: Where the croft has more than one owner, each owner must sign this form.**

## APPENDIX 3

### Notice for Owner of Common Grazing Proposed Division of a Grazing Share

I \_\_\_\_\_ (PLEASE PRINT YOUR NAME)

am applying to the Crofting Commission for consent to divide my share tenancy pertaining to the croft at \_\_\_\_\_ (croft name and parish)  
\*into \_\_\_\_\_ shares.

\*The purpose of the application is to assign a new share to \_\_\_\_\_ (proposed tenant name)  
of \_\_\_\_\_ (address).

***(Add details of each share to be separately sold to each person, if more than one)***

\*The purpose of the application is to renounce my tenancy of the new share(s) to you.

If you have any comments, you may submit these in writing or some other permanent form to the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW

**(e-mail: [info@crofting.scotland.gov.uk](mailto:info@crofting.scotland.gov.uk))**

by \_\_\_\_\_  
*(insert date here giving 28 days from date of publication in the newspaper advert).*

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)

## **APPENDIX 3A**

### **To the Crofting Commission – Confirmation of Receipt of Notification by Owner of Common Grazing(s)**

I confirm that I have seen the application form for the division of the tenancy of the grazing share(s) pertaining to the croft at \_\_\_\_\_ and that I will submit any comments within 28 days of the date below.

**Signed**

**Date**

\_\_\_\_\_  
Owner of Common Grazing(s)



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