



**CROFTING COMMISSION  
COIMISEAN NA CROITEARACHD**

## Application to Let – Grazings Share(s)

Great Glen House, Leachkin Road,  
Inverness, IV3 8NW  
Telephone: (01463) 663439 Fax: 725067  
e-mail: [info@crofting.scotland.gov.uk](mailto:info@crofting.scotland.gov.uk)  
[www.crofting.scotland.gov.uk](http://www.crofting.scotland.gov.uk)

To avoid delays, please ensure you answer all relevant questions and provide all documents requested to the address above. Failure to do so may mean we have to return your application.

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

### CROFT AND CONTACT DETAILS

#### 1 Croft Details

|   |  |                           |  |
|---|--|---------------------------|--|
| Croft to which grazings share(s) pertain: |  |                           |  |
| Parish:                                   |  |                           |  |
| Register Number:                          |  | Agricultural Code Number: |  |

#### 2 Landlord/Owner Details (more details can be entered on Appendix 1)

|   |  |            |
|---|--|------------|
| Name of Organisation/Company/Estate:  |  |            |
| Surname:  |  | Title:     |
| Forename(s):  |  |            |
| Date of Birth:  |  |            |
| Main Residential Address:   |  |            |
|   |  |            |
|   |  | Post Code: |
| Telephone:  |  |            |
| Alternative Telephone:  |  |            |
| E-mail Address:   |  |            |
| <b>I agree to communication regarding this application by e-mail</b> Yes <input type="checkbox"/> No <input type="checkbox"/> |  |            |

### 3 Agent Details for Landlord/Owner (only if applicable)

|   |  |  |
|---|--|--|
| Name:   |  |  |
| Postal Address:   |  |  |
|   |  |  |
|   |  | Post Code:   |
| Telephone:  |  |  |
| Alternative Telephone:  |  |  |
| E-mail Address:   |  |  |
| I agree to communication regarding this application by e-mail |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### APPLICATION DETAILS

4 Please give your reason(s) for applying for consent to let the grazings share(s):

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5 Details of grazings share(s) to be let:

| Name of Common Grazings | Croft Share/Souming | Details of Grazings Share/Souming to be let |
|-------------------------|---------------------|---|
|                         |                     |   |
|                         |                     |   |
|                         |                     |   |
|                         |                     |   |

#### IMPORTANT INFORMATION

We strongly advise you to confirm your share/souming entitlement with the Grazings Clerk or with the Commission before answering this question. If our records do not match the information you provide, the application may be returned to you.

We need to know if the share is described as a share fraction, for example 1/86<sup>th</sup>, or by the souming which is the number of stock you are allowed to graze, for example two cows and twenty-eight sheep.

6 Is the share to be let as a separate unit or as an enlargement to an existing croft?

Unit       Enlargement

If it is to be let as an **Enlargement**, please provide the following:

(i) Name of the croft to be enlarged: \_\_\_\_\_

(ii) Agricultural Code Number: \_\_\_\_\_ Croft Ref No: \_\_\_\_\_

(iii) Do you own the croft to be enlarged?      Yes  No

(iv) If 'No', is the other owner of the other croft in agreement with the croft being enlarged?      Yes  No

(v) Please give name and postal address for the owner of the other croft:  
\_\_\_\_\_  
\_\_\_\_\_

7 Is there any other information you would like to tell us in support of your application? For example, you may wish to tell us why you are applying to let the share(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC NOTIFICATION**

8 You must advertise your application to let the tenancy in a newspaper. Please refer to our guidelines on advertising applications. Failure to follow the guidelines may result in you having to re-advertise your application in an accepted newspaper, at your own expense. Please give details of the arrangements you have made below.

***Note: It is important that you send your application to us before your advert appears in a newspaper.***

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

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

A standard advert for your use is attached to this application at Appendix 2.

**LANDLORD/OWNER/AGENT PLEASE SIGN THIS DECLARATION**

**IMPORTANT INFORMATION**

**If we approve the application, the let will take effect after you and the proposed tenant enter into a formal tenancy agreement and return information to the Commission for recording.**

**9 Declaration**

**This application is submitted under section 23 of the Crofters (Scotland) Act 1993 for consent to the proposed let of the subjects described.**

**I declare that:**

- To the best of my knowledge, the information I have given in this application is correct;**
- I will arrange to have questions 10 to 19 completed and signed by the proposed tenant or their agent;**
- I will advertise this application for consent to let the grazings share(s) in a newspaper circulating in the local area;**
- I understand that should this application be approved, it will be my responsibility for ensuring that the tenant adheres to the statutory conditions of tenure.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Landlord/Owner/Agent**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Landlord/Owner/Agent**

## PROPOSED TENANT DETAILS

### IMPORTANT INFORMATION

We would encourage you to contact the local Grazings Clerk/Constable to make them aware of your proposals, as experience has shown this can help establish good community relationships.

#### 10 Proposed Tenant Details

|   |  |  |
|---|--|--|
| Surname:  |  | Title:   |
| Forename(s):  |  |  |
| Date of Birth:  |  |  |
| Main Residential Address:                                     |  |  |
|   |  |  |
|   |  | Post Code:   |
| Telephone:  |  |  |
| Alternative Telephone:  |  |  |
| E-mail Address:   |  |  |
| I agree to communication regarding this application by e-mail |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

#### 11 Agent/Guardian Details for Proposed Tenant (only if applicable)

|   |  |  |
|---|--|--|
| Name:   |  |  |
| Postal Address:   |  |  |
|   |  |  |
|   |  | Post Code:   |
| Telephone:  |  |  |
| Alternative Telephone:  |  |  |
| E-mail Address:   |  |  |
| I agree to communication regarding this application by e-mail |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**12** Do you currently live within 16 kilometres (10 miles) of the common grazings? Yes  No

(i) If **'No'**, please give details of your timescale for taking up permanent residence within 16 kilometres from the grazings:

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(ii) If you are not resident on or within 16 kilometres of the common grazings, please give details of how the share will be worked in your absence:

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**13** Are you currently the owner or tenant/subtenant of any other croft land? Yes  No

(i) If **'Yes'**, please give details below:

| Agricultural Code No | Croft Name | Any common grazings rights? (Yes/No) | Area In Hectares | Status eg owner, tenant/subtenant |
|----------------------|------------|--------------------------------------|------------------|-----------------------------------|
|                      |            |                                      |                  |                                   |
|                      |            |                                      |                  |                                   |
|                      |            |                                      |                  |                                   |
|                      |            |                                      |                  |                                   |

(ii) How do you use this other croft land?

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**14** How do you propose to use your new share(s) in the grazings?

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**15** What experience and/or skills do you have to implement your proposals for using the grazings share(s), including non agricultural experience and skills? (You should include any relevant qualifications):

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**16** Please provide details of any community activities you already take part in or intend to take part in eg livestock gatherings or community projects:

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**17** Are you the Grazings Clerk/Constable or a member of the Grazings Committee? Yes  No

**18** Do you hold an interest in the ownership of the grazings? ie a share in the estate or a beneficial interest Yes  No

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

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## PROPOSED TENANT/AGENT PLEASE SIGN THIS PAGE

### IMPORTANT INFORMATION

If we approve this application, the let will take effect after you and the proposed tenant enter into a formal tenancy agreement and return information to the Commission for recording.

## 19 Declaration

I declare that:

- To the best of my knowledge, the information I have given in this application is correct

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Proposed Tenant/Agent*

## What Happens Next?

- When we receive this application, we will send the applicant or their agent an acknowledgement letter within 5 working days.
- At the end of the 28 day consultation period, we must decide within a further 21 days whether or not to intervene in the application.
- If we decide not to intervene we will notify the applicant or their agent, the proposed tenant or their agent and any other interested parties that we have consented to the application and the proposed let can be implemented.
- If we decide to intervene we will notify the applicant or their agent, the proposed tenant or their agent and any other interested parties of the reason for intervention. In these circumstances it may take a further 12 to 16 weeks before a decision is made.
- If we decide to intervene in the application, our decision can be appealed to the Scottish Land Court within 42 days from the date we notify interested parties of our decision.



**Additional Landlord/Owner Details**

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

**Additional Agent Details for Landlord/Owner (only if applicable)**

|                 |            |
|-----------------|------------|
| Name:           |            |
| Postal Address: |            |
|                 | Post Code: |
| Telephone:      |            |
| E-mail Address: |            |

**Additional Landlord/Owner Details**

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

**Additional Agent Details for Landlord/Owner (only if applicable)**

|                 |            |
|-----------------|------------|
| Name:           |            |
| Postal Address: |            |
|                 | Post Code: |
| Telephone:      |            |
| E-mail Address: |            |



## Sample Newspaper Advert

**Please refer to our guidelines on advertising applications. Failure to follow the guidelines may result in you having to re-advertise your application in an accepted newspaper, at your own expense.**

### Proposed Let of a Grazings Share(s)

\_\_\_\_\_ (your name)  
is/are applying to the Crofting Commission for consent to let the grazings share(s) pertaining to  
the croft at \_\_\_\_\_  
to \_\_\_\_\_ (proposed tenant name)  
of \_\_\_\_\_ (address).

If you are a crofter, shareholder or owner of a croft in the township, or if the Commission consider that you have a direct interest in this application, you may submit comments on the proposal 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)) within 28 days from the date of publication of the advert.

Please note that any comments you provide are part of an open process and will be made available to interested parties. Your comments would also be released under a Freedom of Information inquiry. Frivolous, vexatious or unreasonable comments cannot be accepted.