



**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
W: www.crofting.scotland.gov.uk

Application by Former Subtenant to remain in Occupation of Croft

Iarrtas bho Neach a chleachd a bhith na Neach Fo-ghabhail air Croit gus cumail orra a' Fuireach air a' Chroit

(Under Section 29(3) of the Crofters (Scotland) Act 1993, an application to remain in occupation must be made within one month or such longer period not exceeding 3 months as the Commission may in all circumstances think reasonable from the date on which the sublease came to an end).

OFFICE USE ONLY CASE No:

Part 1 – Applicant Contact Details

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

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

Part 2 – Croft Details (for croft formerly sublet)

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

*Croft Name:
*Parish:
Agricultural Code Number:
Register Number:
*Name of Occupier:

Part 3 – Application Details

3 Please provide the exact date the sublet terminated(day/month/year):

Note:If we approve your request, the Order allowing you to stay in occupation of the croft will be granted for a maximum of one year from the date the sublet terminated.

4 Has more than one month passed since the sublet terminated? Yes No

If **'Yes'**, please give reason for delay in making this application below:

5 You must tick the option that describes the reason the sublet terminated:

- Death of the tenant (go to next question)
- Purchase of croft by tenant or tenant's nominee
- Assignation
- Division of croft
- Exchange of croft land

6 Where the sublet ended following the death of the tenant, please provide the name and address of the deceased's Executor:

(We are obliged to contact the Executor when considering your request)

Part 3 – Application Details (Cont'd)

7 Please explain why you would like to remain in occupation of the croft and any hardship due to the loss of the land – continue on a separate sheet, if necessary.

Part 4 – Any Additional Information

8 If you have any other information you consider will assist us in reaching a decision, please give details below – continue on a separate sheet, if necessary.

Signed

Date

Please return your form to: 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 Regulatory Application. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information in order to facilitate the processing of your application. Please note that the Commission will be unable to process your application 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 tenant / owner-occupier crofter / landlord of a vacant croft
- The proposed tenant/sub-tenant
- The landlord of the croft
- The owner of the common grazings
- The area assessor
- The grazings committee
- The owner of any adjacent non-croft land
- The occupier of any adjacent non-croft land
- 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 addressing it – *For the Attention of the Data Protection Officer*. 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.



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