



**CROFTING COMMISSION
COIMISEAN NA CROITEARACHD**

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Decrofting Application Part Croft (Tenanted)

Di-chroiteadh Pàirt Croit – neach-gabhail

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:

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. 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.

CROFT AND CONTACT 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(s) Details

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 the guidance)

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes

No

3A For the applicant to complete (if applicable).

Where the agent is not a Solicitor or Professional Agent, I authorise them to act on my behalf for this application.

Signed

Date

Applicant

4 Landlord Details (more details can be entered at Appendix 1)

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

5 Agent Details for Landlord (if applicable)

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

APPLICATION DETAILS

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

- 6(i)** Please provide the area of the whole croft: _____ ha
- 6(ii)** Is the croft a bareland croft? Yes No
(e.g. No house or any existing houses have been decrofted).
- 6(iii)** Is the area enclosed separately from the croft? Yes No
- 6(iv)** How much land are you applying to decroft? _____ ha
(Please provide the extent to three decimal places).

If the area for a house site is greater than 0.200 ha please state the reason(s) for the size of the area applied for:

Any reasonable purpose application must not be excessive in relation to the purpose. The Commission may modify the area being sought.

7 Why are you applying to decroft?

The site of an existing house that is not the statutory house site

For a proposed new development

If 'Yes':

Has planning permission been obtained or has planning consent been applied for (either full permission or permission in principle) for the proposed development?

Planning obtained

Applied for

Not Required

Please provide documentary evidence

Planning Reference Number:

For some other purpose (please provide as much information as possible):

8 If the area is to provide a site for a new house, is this intended as a residence for yourself?

Yes

No

If **'No'**, please provide details of your intentions for the site (If you intend to sell the site please indicate if you have a purchaser or if you have received expressions of interest):

9(i) Please give details of how the land you wish to decroft is currently used:

9(ii) Please give details of the quality of the land:
(for example please include reference to any known Macaulay Land classification)

WIDER INTERESTS

Please read **Section 4** – Wider Interests of the guidance before responding to the following

11(i) What effect, if any, do you consider this decrofting will have on the interests of the croft?

11(ii) What effect, if any, do you consider this decrofting will have on the interests of the estate?

PUBLIC INTERESTS

Please read Section 4.1 - **Public Interests** of the guidance before responding to the following

11(iii) What effect, if any, do you consider this decrofting will have on the public interest?

SUSTAINABLE DEVELOPMENT

Please read Section 4.2 – **Sustainable Development** of the guidance before responding to the following

11(iv) What effect, if any, do you consider this decrofting will have on the interests and sustainability of the crofting community?

ACCESS

Please read Section 6 – **Access** of the guidance before responding to the following

12(i) Please provide as much information as possible of the current or proposed access provision to the croft including details such as width, gates, condition and any consents obtained or that may be required together with supporting evidence

12(ii) If the site applied for includes the current access to the remainder of the croft or other croft land, what arrangements are (or will be) in place to allow unrestricted access to the croft land? Please include details of any proposed new access you intend to create:

12(iii) If an alternative access to the croft is proposed please provide evidence that the access is being established in line with Planning Authority Legislation.

Your decrofting application must be accompanied by a site map. Please read Section 6 - Mapping Information of the guidance.

APPLICANT/AGENT PLEASE SIGN THIS DECLARATION

13 I confirm the following documents are enclosed with this application:

- | | |
|--|--|
| <input type="checkbox"/> Decrofting Site Map | <input type="checkbox"/> Any other supporting evidence |
| <input type="checkbox"/> Copy of required planning permission (where applicable) | <input type="checkbox"/> Crofting registration application (if applicable) |

14 DECLARATION

This application is submitted under sections 24(3) and 25 of the Crofters (Scotland) Act 1993.

I declare that, to the best of my knowledge, the information I have given in this application is correct.

Signed

Date

Applicant/Agent

What Happens Next?

- When we receive your application, we will send you or your agent an acknowledgement letter.
- We 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.
- You, or any other person who has the right, may appeal to the Scottish Land Court within 42 days from the date of public notification of our final decision. The appeal may be against our decision or against any conditions which we may impose in any direction we make.

APPENDIX 1

Additional Landlord Details

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

Additional Agent Details for Landlord (if applicable)

Name

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

Name

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:



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