



**CROFTING COMMISSION
COIMISEAN NA CROITEARACHD**

APPLICATION FOR REVIEW OF APPORTIONMENT OF COMMON GRAZING SECTION 52(12) OF THE CROFTERS (SCOTLAND) ACT 1993

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THIS APPLICATION CAN BE USED BY THE CROFTER WITH AN APPORTIONMENT OR A GRAZING COMMITTEE OR THE OWNER OF THE GRAZINGS TO SEEK A REVIEW OF AN APPORTIONMENT

An application to review an apportionment can be made by the crofter who currently holds the apportionment, the Grazings Committee or the owner of the Common Grazings.

The Crofting Commission, on review of an apportionment can decide to either vary or revoke any condition of the apportionment; impose a new condition, bring the apportionment to an end, or decide that no action is required.

Please note, however, this application cannot be used to extend the period of a termed apportionment . If you are applying to extend the period of a termed apportionment, please use the form titled 'Application for Extension of period of a Termed Apportionment; Section 52(11) of the Crofters (Scotland) Act 1993.'

WHO IS APPLYING

I am making this application in my capacity as the:

- Crofter who currently holds the apportionment
- Grazings Committee
- Owner of the Common Grazings

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.

ALL FIELDS MUST BE COMPLETED

1 Applicant Details

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

2 Agent Details for applicant (only if applicable)

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

3 Croft Details

Croft:		
Township:		
Parish:		
Crofting Commission Register Number		
Registers of Scotland Register Number (where registered):		

4 Additional Croft Details (only required if application is in respect of more than one croft)

Croft:			
Township:			
Parish:			
Crofting Commission Register Number			
Registers of Scotland Register Number (where registered):			

5 Grazing Clerk/Constable Details

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

6 Owner of Common Grazings 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:			

7 Agent Details for Owner of Common Grazings (only if applicable) – additional agent details can be entered on Appendix 1

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

APPORTIONMENT DETAILS

8 Name of Common Grazing: _____

Crofter: _____

Date of Apportionment Order: _____

Extent Granted: _____

(Please provide copy of the Order and Map)

Current end date of termed apportionment _____

9 Please set out the reason(s) why you are applying to the Commission for a review of this apportionment, making reference where appropriate to any condition(s) contained in the apportionment Order which you consider are not being complied with:

APPLICANT/AGENT DECLARATION

Applicant/Agent please complete and sign this declaration

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

- I have enclosed a copy of the apportionment Order and Map
- I have read and understood the Commission's Privacy Notice.
- I agree to communication regarding this application by email.

DECLARATION

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

Signed Applicant/Agent

Date

What Happens Next?

- When we receive this application, we will send the applicant or their agent an acknowledgement letter.
- On reviewing an apportionment, the Commission may vary or revoke any condition imposed, impose a new condition or bring the apportionment to an end.
- Our decision can be appealed to the Scottish Land Court within 42 days from the date we notify interested parties of our decision.

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 Grazings (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):	
Date of Birth:	
Postal Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	

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

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