



**CROFTING COMMISSION  
COIMISEAN NA CROITEARACHD**

Great Glen House  
Leachkin Road  
Inverness IV3 8NW

Taigh a' Ghlinne Mhòir  
Rathad an Leacainn  
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T: (01463) 663439

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# **DUTY COMPLIANCE NOTIFICATION**

## **Fios mu ghèilleadh dleastanais**

OFFICE USE ONLY CASE No:

## **IMPORTANT INFORMATION**

**Under section 26A of the Crofters (Scotland) Act 1993 (as amended) the Crofting Commission will investigate a non-compliance of duty by tenant and owner-occupier crofters when reported by:**

- **The Grazings Committee/Constable**
- **Area Assessor**
- **Member of the crofting community**

**Prior to submitting this form please consider the following:**

- **The form will be returned if it contains information which is thought to be 'Frivolous or Vexatious'.**
- **The form may not be processed if it is incomplete.**
- **Please ensure your notification contains precise facts of any non-compliance of duty.**
- **To investigate any non-compliance of duty we must be able to clearly identify the croft the notification refers to.**
- **Once we have sufficient information we will consider whether there is a non-compliance of duty.**

**PART 1 – YOUR DETAILS**

Surname:		Title:
Forename(s):		
Postal Address:		
		Postcode:
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"/>
Your croft details: (if applicable)		

**You must tick the box that describes you:**

**(a)** I am the Grazings Clerk/Chair of a Grazings Committee

Name of Grazing Committee: \_\_\_\_\_  
(Please provide confirmation that the Committee have been consulted; such as a formal minute)

**(b)** I am the Grazings Constable

**(c)** I am the Area Assessor

**(d)** I am a member of the crofting community

(Please specify) \_\_\_\_\_  
\_\_\_\_\_

**PART 2 – DETAILS OF THE CROFT TO WHICH YOUR NOTIFICATION REFERS:**

Croft Name:

Croft Address:

Parish:

Agricultural Code Number:

Register No:

Name of Crofter:

Please specify which duty is not being complied with (crofting duties are defined in the Crofting Act and reports of non-compliance must relate to a specific duty in this context – see attached Crofting Duties summary):

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Please explain why you are notifying us of the non-compliance of duty:

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## **PART 3 – SUMMARY OF NON-COMPLIANCE OF DUTY**

### **IMPORTANT INFORMATION**

Please provide details of the non-compliance of duty (if more than one non-compliance, please provide specific individual detail and continue on a separate sheet of paper, if necessary).

If available, please attach evidence such as photographs, maps etc.

Detailed evidence will assist with our investigation of the non-compliance of duty.

Please set out facts in a logical order and include (if available):

- Relevant dates
- If you have approached the crofter regarding the non-compliance of duty
- If any action has been taken by the crofter to rectify the non-compliance of duty
- What impact the non-compliance of duty has on the croft and the township
- What action do you consider necessary to rectify the non-compliance of duty

### **SUMMARY OF FACTS**

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## **PART 4 – DECLARATION**

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This form is provided under section 26 of the Crofters (Scotland) Act 1993 (as amended)

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

Please remember the information you provide should not contain 'Frivolous or Vexatious' comments).

Signed

Date

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# PRIVACY NOTICE

The Crofting Commission acts as the 'Controller' of the personal data you provide us with when you complete a Residency and Land Use Team form. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information in order to facilitate the processing of your Residency and Land Use form. Please note that the Commission will be unable to process your form 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 proposed tenant
- The landlord of the croft
- The owner of the common grazings
- The area assessor
- 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.*

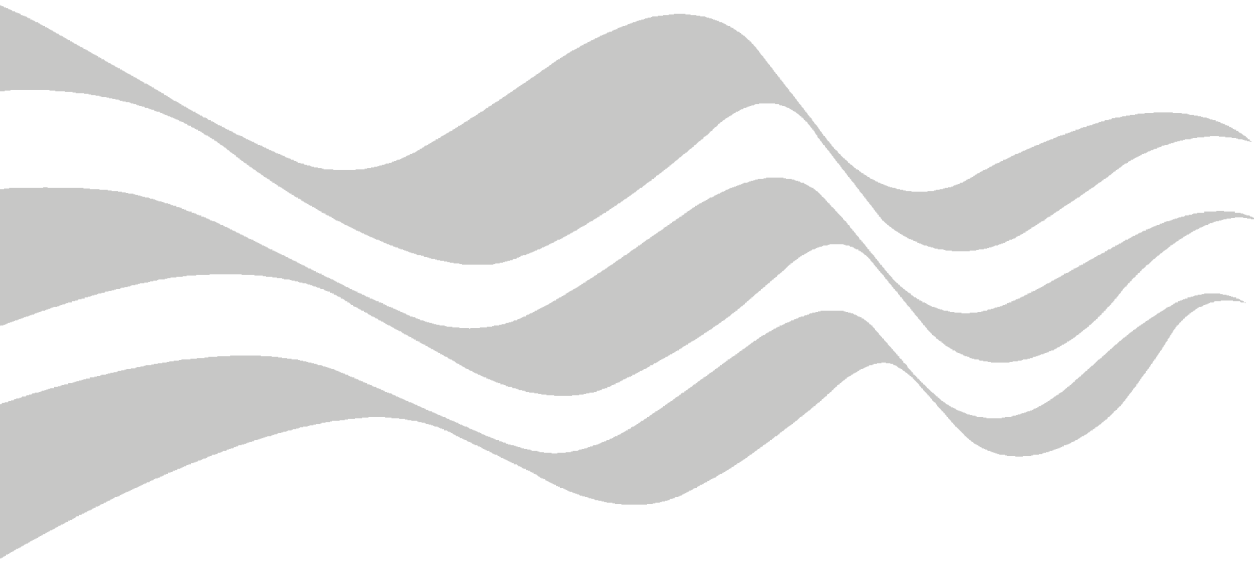
Your data may be used to update the Register of Crofts and it may also be released under a Freedom of Information enquiry, subject to any disclosure exemptions under Data Protection Laws.

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](mailto: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](http://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](http://www.crofting.scotland.gov.uk/complaints). For details of how to complain to the Information Commissioner, please visit [www.ico.org.uk](http://www.ico.org.uk).





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