



**CROFTING COMMISSION
COIMISEAN NA CROITEARACHD**

**APPLICATION FOR EXTENSION
OF PERIOD OF A TERMED
APPORTIONMENT
SECTION 52(11) OF THE
CROFTERS (SCOTLAND) ACT
1993**

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**THIS APPLICATION IS FOR THE USE OF A CROFTER WITH A TERMED APPORTIONMENT
APPLYING TO THE COMMISSION FOR AN EXTENSION OF THE TERMED PERIOD**

Any application for an extension must be made prior to the expiry of the termed period, as an extension cannot be granted once the term has expired. We would therefore recommend that you consider submitting the application around 9 months prior to the expiry of the termed period.

The Crofting Commission, on considering an application for the extension of the term of the apportionment can decide to either grant or refuse an extension.

Please note, however, this application form cannot be used to review an apportionment. If you are applying for a review of an apportionment, please use the form titled 'Application for Review of Apportionment of Common Grazings; Section 52(12) of the Crofters (Scotland) Act 1993.'

Please note further that this application form cannot be used to seek to convert the apportionment from a termed apportionment to a permanent apportionment. There is no provision to convert a termed apportionment, only to apply to extend the termed period.

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(i) Is the apportionment enclosed with a stock proof fence? Yes No

Please provide details

9(ii) Is the apportioned area currently being used?

Yes No

Please provide details

9(iii) Please set out the reason(s) why you are applying to the Commission to extend the period of this termed apportionment.

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.
- We will consult with the grazings committee and the owner of the common grazings when considering this application
- On considering an application for the extension of the term of the apportionment, the Commission can decide to either grant or refuse 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 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:	