



**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
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Another Purposeful Use Application Form

Adhbhar gnothaicheil eile

OFFICE USE ONLY CASE No:

The Crofting Commission aims to regulate crofting to promote occupancy of crofts, active land use, and shared management by crofters as a means of sustaining and enhancing rural communities. (See Appendix 1).

Under section 5C of the Crofters (Scotland) Act 1993 (as amended), there is provision for a tenant crofter to apply to the Crofting Commission for consent to use the croft for another purposeful use.

An application can only be submitted in the following circumstances:

The landlord fails to respond to a request for permission to put the croft to another purposeful use within 28 days of receipt of request. (Please ensure 28 days have passed since contacting your landlord before submitting this form to the Crofting Commission).

The landlord refuses to accept the proposed other purposeful use.

The landlord accepts the other purposeful use but imposes conditions unacceptable to the crofter.

If there is insufficient space for answering specific questions, you may continue on additional paper, indicating which question you are responding to.

To avoid delays, please ensure you answer all relevant questions and provide all documents requested to the address above. Failure to do so may mean we have to return your application.

Please note that any information you provide is part of an open process and may be made available to other parties involved in the process. Your information would also be released under a Freedom of Information enquiry subject to any disclosure exemptions under the Data Protection Act 1998.

PLEASE READ THROUGH THE WHOLE FORM AND APPENDICES BEFORE ENTERING ANY INFORMATION.

1 Croft Details

Croft:

Parish:

Register Number:

Agricultural Code Number:

2 Tenant 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 Tenant (only if applicable)

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes

No

I confirm that I am authorised to act as agent for the applicant in relation to their application.

I confirm that, as agent, I am not a direct beneficiary of the application.

I understand this authorisation is only valid while the application is under consideration and will end when the application is concluded.

Important: If you are not a solicitor or professional agent (Crofting/Rural Consultant or Adviser) you and the applicant must separately complete a **Mandate Agent Authorisation Form** which will enable you to act on the applicants behalf. This form can be found on the Commission Website here: www.crofting.scotland.gov.uk/agency-and-mandate

4 Landlord Details (more landlord 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:

5 Agent Details for Landlord

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

6 Date proposals submitted to the landlord: _____

If the landlord has not responded within 28 days of the above date, please complete **Numbers 7 and 8 or submit application forms as described at 7.**

If the landlord has refused the proposal, please complete **Numbers 7, 8 and 9.**

If the landlord has imposed conditions that are unacceptable to you, please complete **Numbers 7, 8 and 10.**

7 LANDLORD HAS FAILED TO RESPOND WITHIN 28 DAYS

If you have had grant assistance approved for your other purposeful use, you may submit a copy of your application forms, instead of completing this part of the form. Please ensure the details listed at Q8 are in your application forms.

Please provide details of proposed use:

8 In addition to the above, please complete the details below:

(a) Intended date to change use _____

(b) Approx costs involved _____

(c) Grant Sources _____

(d) Land Designations, if any (SSSI, NSA) _____

(e) Existing management agreements eg Forestry _____

(f) Skills/experience of crofter or staff _____

9 LANDLORD REFUSES TO ACCEPT THE OTHER PURPOSEFUL USE

Please enclose a copy of the landlord's letter with the reasons for refusing the proposed use.

Any additional information:

10 LANDLORD ACCEPTS THE PROPOSED OTHER PURPOSEFUL USE, BUT HAS IMPOSED CONDITIONS WHICH THE CROFTER FINDS UNACCEPTABLE

Please enclose a copy of the landlord's letter with the conditions

Reasons these are unacceptable to the crofter

11 ADDITIONAL INFORMATION

Please provide any further information which you consider to be relevant to your situation.

12 Please enclose (if applicable):

- A map or plan of the proposed use
- A copy of planning consent
- A copy of correspondence confirming that planning consent is not required
- Any evidence of community support
- Where I am a non-professional agent for the applicant, the applicant and I have separately completed and included an Mandate Agent Authorisation Form.

13 DECLARATION

This application is submitted under section 5C of the Crofters (Scotland) Act 1993 (as amended).

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

Signed

Tenant/Agent

Date

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:

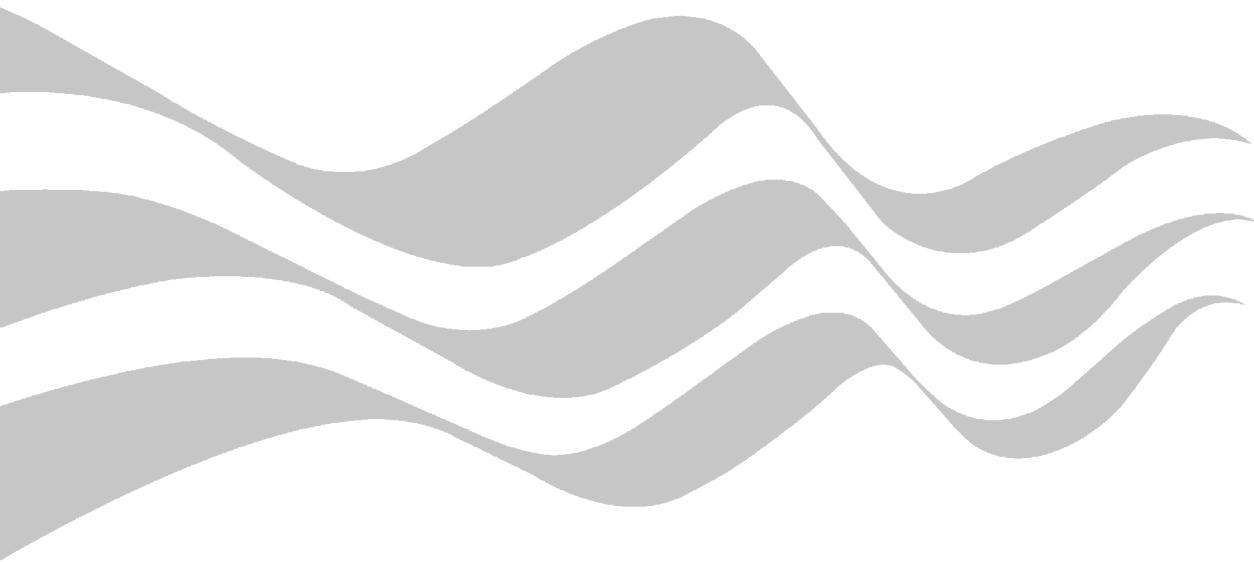
- The tenant / owner-occupier crofter / landlord of a vacant croft
- The proposed tenant/sub-tenant
- The landlord of the croft
- The owner of the common grazings
- The assessor
- The grazings committee
- The owner of any adjacent non-croft land
- The occupier of any adjacent non-croft land
- Any member 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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