



**CROFTING COMMISSION
COIMISEAN NA CROITEARACHD**

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Enlarge Tenanted Croft Land with Non-Croft Land Application

Tagradh meudachaidh air fearann croite gabailte le fearann neo-chroite

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.

Please tick this box to confirm you have read and understood the Crofting Commission's Privacy Policy

CROFT AND CURRENT CROFTER AND OWNER 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 Crofter Details

Surname:

Title:

Forename(s):

Date of Birth¹ :

Main Residential Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes

No

¹ The Act was amended on 1 October 2011 to include the requirement that the age and date of birth of the tenant of each croft shall be entered in the Register.

3 Agent Details for Crofter (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 Owner of non-croft land Details (additional owner details can be entered on Appendix 1)

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Main Residential Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

5 Agent Details for Owner of non-croft land (only if applicable) – additional agent details can be entered on Appendix 1

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

- 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.
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APPLICATION DETAILS

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

Enlargement is the term used where the owner of land which is neither a croft or a common grazings, nor forms part of a croft or a common grazings, agrees to grant a tenancy of that land to a crofter.

Your application must be accompanied by a map showing the boundaries of the croft and non-croft land that is to enlarge the croft. Please read Section 3.1 – Mapping Information of the guidance.

6(i) What is the current extent of the croft? hectares

6(ii) What would be the extent of the croft inclusive of the enlargement? hectares

7 How will the enlargement be of benefit to

a) the croft?

b) the crofter?

RENT

8 If approved, what would the revised rent be?

ACCESS

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

9 Please provide as much information as possible of the current or proposed access provision including details of any existing access including width, gates, condition and any consents obtained or that may be required, together with supporting evidence:

WHAT ARE CROFTER'S DUTIES?

Please read Section 5 – **What are crofters duties** of the guidance before responding to the following

10 If you are in breach of any duties, please provide details of how the proposed enlargement will help to, or contribute to, resolving the breach:

CROFTER/OWNER/AGENT PLEASE SIGN THIS DECLARATION

11 I/We confirm the following documents are enclosed with this application:

- Croft Registration application (if applicable)
- Map of croft
- Map of area(s) of enlargement
- Where I am a non-professional agent for the applicant, the applicant and I have separately completed and included an Mandate Agent Authorisation Form.

12 DECLARATION

This application is submitted under section 4 of the Crofters (Scotland) Act 1993 for consent to enlarge the subjects described.

*I/We declare that:

- To the best of our knowledge, the information *I/We have given in this application is correct

**Delete as appropriate*

Signed

Owner/Agent

Date

Signed

Crofter/Agent

Date

What Happens Next?

- Once your application has been received the Crofting Commission will send an acknowledgment letter to confirm this.
- Providing the croft is registered with the Keeper of the Registers of Scotland, 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.

APPENDIX 1

Additional Owner Details

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

Additional Agent Details for Owner (only if applicable)

Name:

Postal Address:

Postcode:

Telephone:

E-mail Address:

Additional Owner Details

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

Additional Agent Details for Owner (only if applicable)

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APPENDIX 1A

ADDITIONAL INFORMATION SECTION

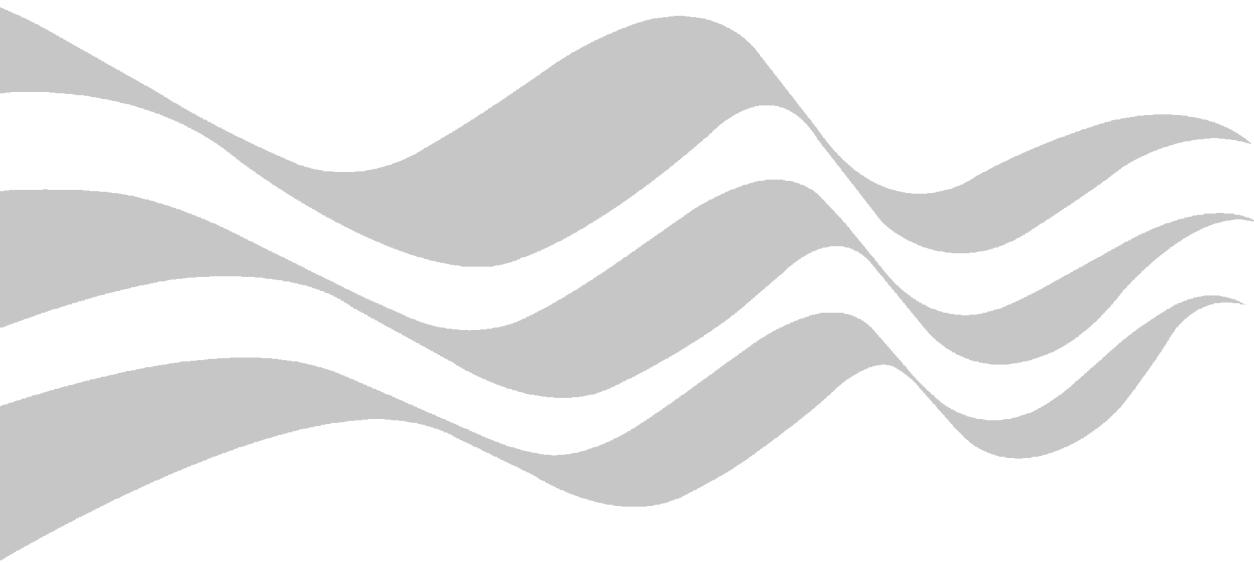
Croft _____

Main Location Code (MLC) _____

Crofting Commission Register Number _____

Please use the space provided below to provide us with any additional information where there is insufficient space on the form.

Please clearly state which question the information relates to.



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