



**CROFTING COMMISSION  
COIMISEAN NA CROITEARACHD**

Great Glen House  
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## **Notification of Change of Ownership of Croft Land**

### **Fios mu Atharrachadh Seilbhe**

There may be 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

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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/Owner 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](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).

**ALL FIELDS MUST BE COMPLETED**

**Please tick which is applicable<sup>1</sup>**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Tenant purchasing a croft (or part of a croft) |
| <input type="checkbox"/> | Change of owner-occupier crofter               |
| <input type="checkbox"/> | Change of Owner of a Vacant Croft              |
| <input type="checkbox"/> | Change of landlord                             |

**Method of Transfer for Change of owner-occupier crofter or Change of landlord**

- |                          |               |
|--------------------------|---------------|
| <input type="checkbox"/> | Sale/Purchase |
| <input type="checkbox"/> | Gift          |
| <input type="checkbox"/> | Succession    |

**1 Croft Details**

Croft:

Parish:

Crofting Commission Register Number

Registers of Scotland

Register Number (where registered):

Main Farm

Code:

<sup>1</sup> If you are uncertain which of the following options to select, please check the "Crofter" status on the ROC Online:  
<https://crofting.scotland.gov.uk/register-of-crofts>

## 2 Previous Owner Details (only if applicable)

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

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## Additional previous owner details (only if applicable)

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

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## 3 Previous Landlord Details (only if applicable)

Name of Organisation/Company Estate	
Surname:	Title:
Forename(s):	
Postal Address:	
	Postcode:
Telephone:	
Alternative Telephone:	
E-mail Address:	

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*If the same area of land was jointly acquired by more than one person, please enter the joint owners details in the section below headed 'Additional New Owner(s)' and continue on Page 7, if necessary.*

#### **4 New Owner Details**

Surname:	Title:
Forename(s):	
Date of Birth:	
Main Residential 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"/>	

#### **Additional New Owner(s)**

Surname:	Title:
Forename(s):	
Date of Birth:	
Main Residential 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"/>	

## Agent Details (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](http://www.crofting.scotland.gov.uk/agency-and-mandate)

## APPLICATION DETAILS

Please read Section 3 - **Important Information for Owner-Occupier Crofters** section of the guidance before responding to the following

## 5 DETAILS OF CROFT LAND PURCHASED/TRANSFERRED

WHOLE CROFT

PART CROFT: \_\_\_\_\_ state extent in hectares

APPORTIONMENT(S)

If any apportionments have been purchased, please give details and extent(s) of apportionment(s) below:

Name of Grazing	Extent of Apportionment in hectares	Date of Apportionment Order(s) (DD/MM/YYYY)

Has your purchase extinguished the previous owner's interest in this craft?      Yes ☐      No ☐

## 6 EFFECTIVE DATE OF PURCHASE

The date the croft land was acquired:                         /                         /                         (DD/MM/YYYY)

(The exact date must be supplied for the Register of Crofts to be up-dated)

## 7 GRAZING SHARE(S)

Were associated grazing shares included in the purchase/transfer?

Yes ☐ No ☐

Name of Grazings:

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*N.B. If the share(s) are not included in the purchase and remain in tenancy, the grazing right is deemed to be a croft in its own right and a separate entry in the Commission's Register of Crofts will need to be created.*

*If it is the intention to assign the tenancy of the share(s), the outgoing tenant should apply for the Commission's consent to transfer the tenancy of the grazing share(s).*

Annual rent for grazing share if not included in the purchase/transfer: £   
(only applicable if tenant purchasing their croft land and remaining tenant of their grazing share).

## 8 Does the new owner(s) occupy any other land?

☐ Yes ☐ No

If 'Yes', please give details below:

Main Location Code (MLC)	Croft/ Grazing Share Holding Name	Any Common grazing rights? (Yes/No)	Area in Hectares	Status eg owner, tenant/subtenant or short lease tenant

**9 DECLARATION – TO BE SIGNED BY NEW OWNER(S)/AGENT**

*I declare that, to the best of my knowledge, the information I/We have given on this form is correct.*

*Where I am a non-professional agent for the applicant, the applicant and I have separately completed and included an Mandate Agent Authorisation Form.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional New Owner(s)**

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternative Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**I agree to communication regarding this application by e-mail** Yes ☐ No ☐

Surname:	Title:
Forename(s):	
Date of Birth:	
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"/>	

Surname:	Title:
Forename(s):	
Date of Birth:	
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"/>	

## APPENDIX 1A

## ADDITIONAL INFORMATION SECTION

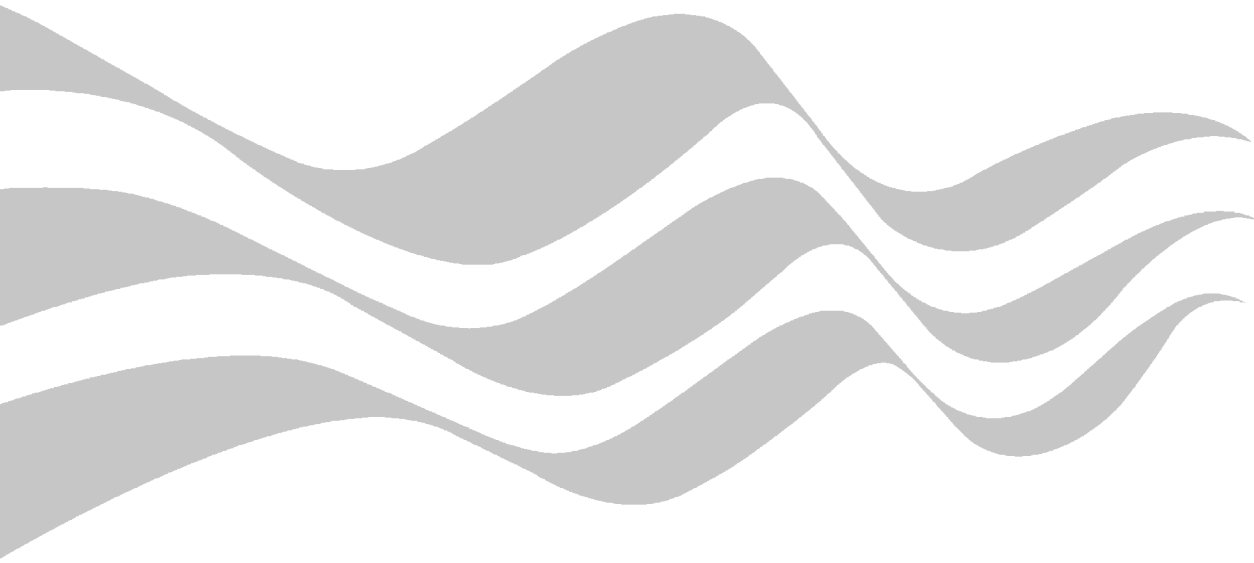
Croft:

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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