



**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
E: info@crofting.gov.scot
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**Application for Extension of time/
Variation of Conditions to Consent
to be Absent from Croft**

**Cead a bhith às-làthair
– atharrachadh/leudachadh**

OFFICE USE ONLY CASE No:

IMPORTANT INFORMATION

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.

This form must be submitted to us before the expiry of the period for which consent has been granted.

If the period of time for which consent to be absent has expired, you will require to submit a new consent to be absent application form.

If the application is being submitted by anyone other than the crofter or their Solicitor, the form should be accompanied by written confirmation from the crofter that they had authorised the signatory to act as their agent

1 Croft and Current Crofter Details

Croft:

Parish:

Crofting Commission Register Number:

Registers of Scotland
Register Number
(where registered)

Main Location
Code: (MLC)

2 Crofter Details

Tenant ☐

Owner ☐

Owners ☐

If joint owners, please supply the names of all parties on a separate sheet.

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 ☐

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 ☐

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.

☐ 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 (Additional landlord/owner of common grazings details can be entered at page 3)

Name of Organisation/Company/Estate:

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes ☐

No ☐

5 Agent Details for Landlord (Additional Agent details can be entered at page 3)

Name:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

I agree to communication regarding this application by e-mail

Yes ☐

No ☐

6. Please tick the boxes relating to your application:

Extension of Time

Variation to Conditions

(You may tick both boxes, if required)

With reference to your existing Consent to be Absent application please provide detailed reasons why you wish an extension of time or variation to the conditions of consent and also provide revised timescales.

7. How will your land use duties be met during the extended period of consent?

8 DECLARATION

This application is submitted under sections 21C and 21D 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.

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

(Applicable to tenants ONLY)

I have given the croft landlord(s) a copy of this application for extension or variation to the consent to be absent. (Landlord details must be provided above at Question 4).

Signed

Date

Tenant/Owner/Agent

Signed

Date

Owner/Agent

What Happens Next?

- When we receive this application, we will send you or your agent an acknowledgement letter.
- We will consider the application and make a decision within 28 days of the date of receipt of the application.
- We will notify you of our decision. If you are a tenant, we will notify the landlord(s) of our decision at the same time. The Commission may approve, modify 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.

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:

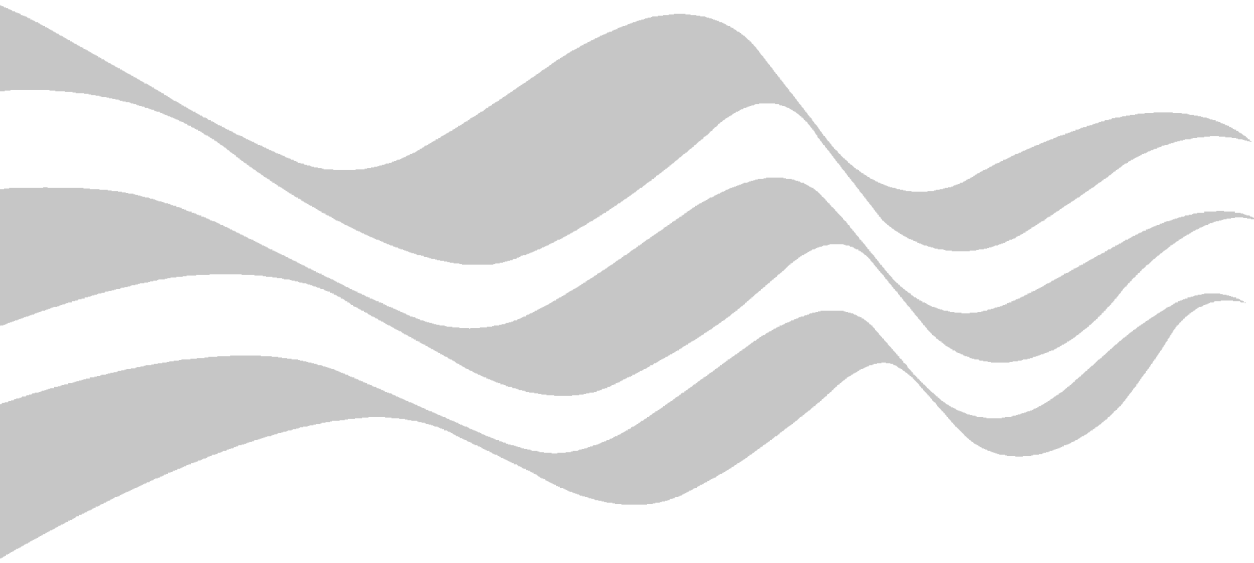
- The tenant/owner-occupier crofter
- The proposed tenant/sub-tenant
- The landlord of the croft
- The owner of the common grazings
- The assessor
- The grazings committee
- The owner of any adjacent non-croft land
- The occupier of any adjacent non-croft land
- Any member of the local crofting community
- Any other person with a significant interest
- Third Party Organisations – *RPID (Rural Payments & Inspections Directorate) and the Registers of Scotland*.

Your data 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. 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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