



**CROFTING COMMISSION
COIMISEAN NA CROITEARACHD**

Great Glen House
Leachkin Road
Inverness IV3 8NW

Taigh a' Ghlinne Mhòir
Rathad an Leacainn
Inbhir Nis IV3 8NW

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Decrofting Application Section 17/18 Feu

Di-chroiteadh gabhail S17/18

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.

CROFT AND CONTACT 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 Applicant Details (if more than one, enter additional details at Appendix 1)

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 Applicant (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 ☐

APPLICATION DETAILS

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

4 What is the size of the area you are applying to decroft? _____ ha
(Please provide the extent to three decimal places).

5 Is the area applied for enclosed (e.g. with existing fences/walls)? ☐ Yes ☐ No
(e.g. No house or any existing houses have been decrofted).

If **'Yes'**, please provide details:

6 Please confirm the date on which you became the owner of the site:

Your decrofting application must be accompanied by the original title map.

APPLICANT/AGENT PLEASE SIGN THIS DECLARATION

7 I confirm the following documents are enclosed with this application (if applicable):

- ☐ Copy Title Deeds or Land Certificate
- ☐ The Original Feu Map
- ☐ Crofting registration application and croft registration map

8 DECLARATION

This application is submitted under sections 24(3) and 25 of the Crofters (Scotland) Act 1993.

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

Signed

Date

Applicant/Agent

What Happens Next?

- When we receive your application, we will send you or your agent an acknowledgement letter.
- We are required by law to advertise your application. Provided the croft is registered with the Keeper of the Registers of Scotland, at the end of the 28 day consultation period 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. We aim to take a decision within 12 to 16 weeks.
- You, or any other person who has the right, may appeal to the Scottish Land Court within 42 days from the date of public notification of our final decision. The appeal may be against our decision or against any conditions which we may impose in any direction we make.

APPENDIX 1

Additional Owner(s) Details

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Date of Birth:

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

As co-owner of the area applied for, I hereby agree to this application being made.

Signed

Date

Additional Owner(s) Details

Name of Organisation/Company/Estate:

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Title:

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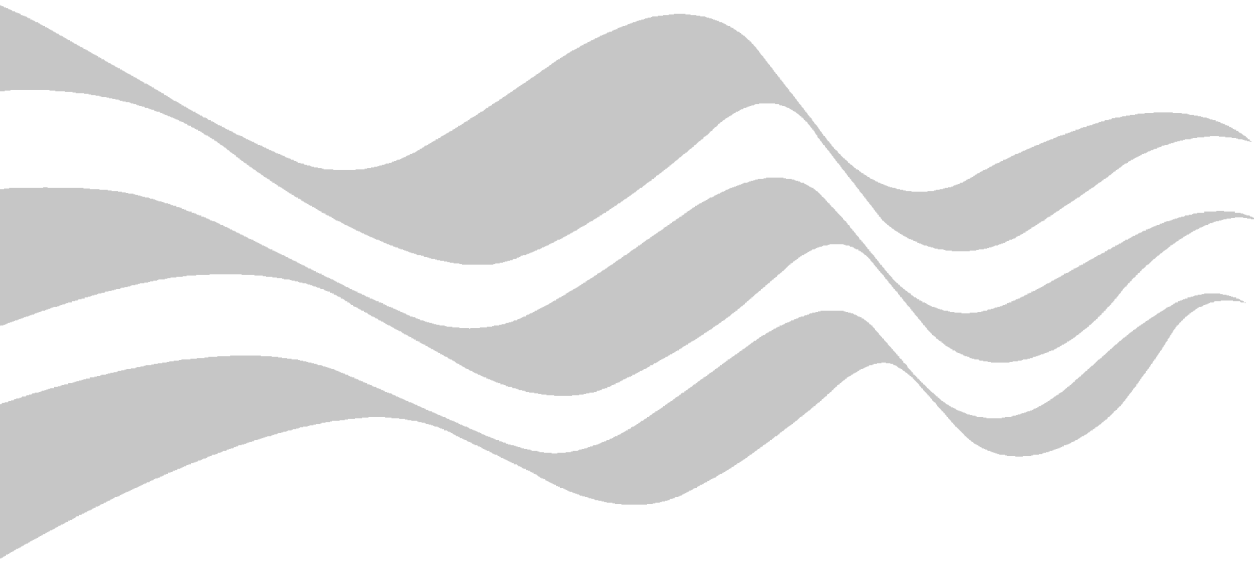
Signed

Date

ADDITIONAL INFORMATION SECTION

Main Location Code (MLC) _____

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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