



**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](mailto:info@crofting.gov.scot)  
W: [www.crofting.scotland.gov.uk](http://www.crofting.scotland.gov.uk)

## **Notification Form – Renunciation of Croft Tenancy**

**(To be completed by the Landlord of the croft)**

### **Foirm fios – Trèigsinn Gabhaltas Croite**

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 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).

## 1 Croft Details

Croft:

Parish:

Crofting Commission Register Number

Registers of Scotland  
Register Number (where registered):

Main Location  
Code (MLC):

## 2 Landlord Details

Name of Organisation/Company/Estate:

Surname:

Title:

Forename(s):

Postal Address:

Postcode:

Telephone:

Alternative Telephone:

E-mail Address:

## 3 Agent Details for Landlord

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.
- ☐ 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)

#### 4 Crofter 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"/> |

Footnote: In terms of Section 7 of the Crofters (Scotland) Act 1993 a crofter shall be entitled, on one year's notice in writing to the landlord, to renounce their tenancy as at any term of Whitsunday or Martinmas (with the agreement of the crofter and the landlord, the date on which the croft tenancy is renounced can be outwith the term of Whitsunday or Martinmas provided both parties are in agreement).

## 5 Declaration

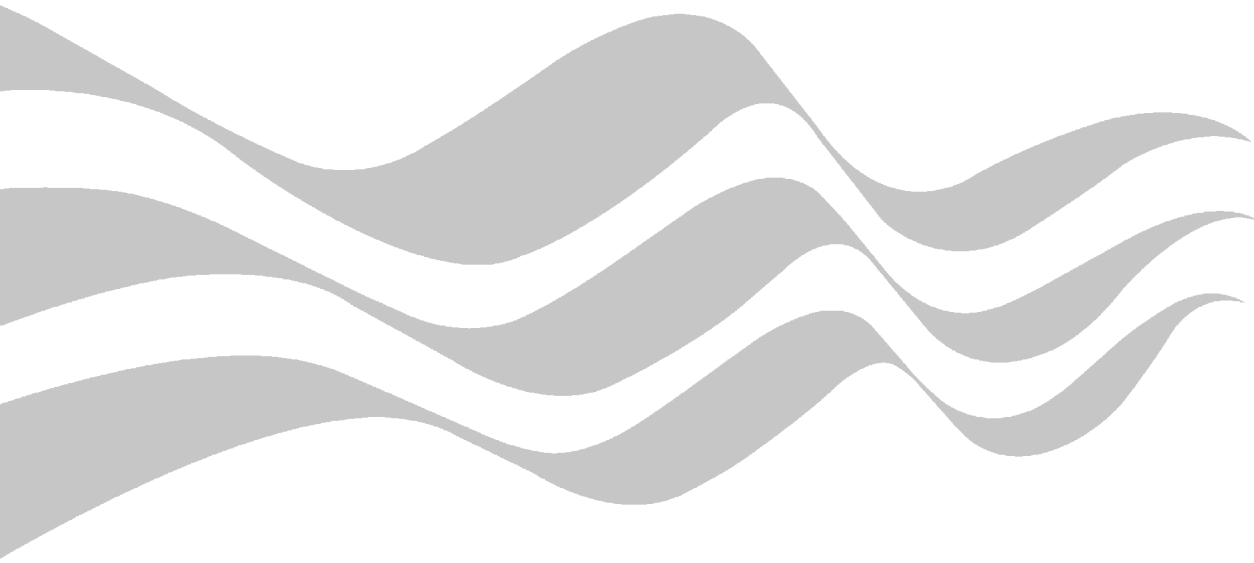
In terms of Section 23(1) of the Crofters (Scotland) Act 1993, I hereby give notice of the renunciation of the croft tenancy (to be provided within one month of receipt of the tenant's renunciation).

Effective date of Renunciation: \_\_\_\_\_  
(Whitsunday or Martinmas, or at another date agreed by the crofter and landlord).

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 |
|----------------|------|
| Landlord/Agent |      |

| Signed         | Date |
|----------------|------|
| Landlord/Agent |      |



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