

# Decrofting Application – Part Croft



Great Glen House, Leachkin Road,  
Inverness, IV3 8NW  
Telephone: (01463) 663439 Fax: 725067  
e-mail: [info@crofterscommission.org.uk](mailto:info@crofterscommission.org.uk)  
[www.crofterscommission.org.uk](http://www.crofterscommission.org.uk)

To avoid delays, please ensure you answer all relevant questions and provide all documents requested to the address above. Failure to do so may mean we have to return your application.

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.

Please note that any information you provide is part of an open process and made available to other parties involved in the process. Your information would also be released under a Freedom of Information enquiry subject to any disclosure exemptions under the Data Protection Act 1998.

## IMPORTANT INFORMATION

Please complete this application form if you wish to decroft part of a croft, eg to provide a site for a new dwellinghouse, other new development or the site of any existing developments on the croft.

If you are applying to decroft the site of an existing dwellinghouse, you should consider whether it should be a croft house site application form that you complete. (See *'Important Information' on the Croft House Site Application Form*).

You may only apply to decroft common grazing land if the site to be decrofted is the croft house site, within the meaning of section 25(1)(b) of the Crofters (Scotland) Act 1993. All other common grazing land must be fully apportioned, that is, it must have a Final Order of Apportionment before a decrofting application can be considered.

## PLANNING CONSENTS

If the application is for a proposed new development, you must include a copy of planning permission in principle or full planning.

## APPLICATIONS FOR CROFTER HOUSING GRANT

Any crofter intending to apply for the Croft House Grant Scheme must have received approval prior to applying for a Decrofting Direction.

## CROFT AND CONTACT DETAILS

### 1 Croft Details

Croft Name:		
Parish:		
Register Number:		Agricultural Code Number:

### 2 Applicant Details

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

### 3 Agent Details for Applicant (only if applicable – see note on page 1)

Name:		
Postal Address:		
		Post Code:
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"/>

**4 Landlord Details (only if applicable - more details can be entered on Appendix 1)**

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

**5 Agent Details for Landlord (only if applicable)**

Name:	
Postal Address:	
	Post Code:
Telephone:	
Alternative Telephone:	
E-mail Address:	

# APPLICATION DETAILS

## IMPORTANT INFORMATION

We will normally approve an application for a house site where the area being sought is 0.100 of a hectare or less per house site. If you are applying to decroft more than this for that purpose, please explain why a larger area is required and provide evidence to that effect. Please note that if evidence is not provided, the site may be restricted to 0.100 of a hectare or the application refused.

Examples as to why a larger area is sought may include positioning of a septic tank and soakaways, ground source heat pumps and infrastructure, position of existing electricity pylons or where an established garden is in place around an existing house.

Please enter the extent in hectares, to three decimal places (for example 0.090 ha).

6 How much land are you applying to decroft: \_\_\_\_\_ ha

If the area applied for is larger than 0.100 of a hectare, please explain why a larger area is required and provide evidence to that effect:

---

---

---

---

---

7 Why are you applying to decroft?

- For an existing house site that is not the statutory house site
- For a proposed new development (enclose copy of planning permission)
- For some other purpose (please specify): \_\_\_\_\_

---

8 If the area is to provide a new house site, is this for the applicant? Yes  No

If 'No', please provide details of your intentions for the site: \_\_\_\_\_

---

---

---

9 Please give details of how the land you wish to decroft is currently used:

---

---

---

10 Do you own the area applied for? Yes  No

If 'Yes', please provide the following information:

The date of purchase: \_\_\_\_\_ (day/month/year)

The extent purchased: \_\_\_\_\_ (ha)

Name of seller(s): \_\_\_\_\_

If 'No', you may wish to inform your landlord of this application and of your intention to purchase the area.

11 Are there any agricultural buildings within the area applied for? Yes  No

If 'Yes', please give details including the approximate age of each building, whether you have received grant assistance for its construction and how it is currently used:

---

---

---

12 Is vehicular access to the remainder of the croft or any other croft land included in the area applied for? Yes  No

If 'Yes', is there an alternative access to that land? Yes  No

Please show all vehicular access routes to the adjacent croft land on the maps enclosed with your application.

If there is no alternative access, please provide details of any arrangements for access to the remainder of the croft or other croft land:

---

---

---

---

## EXISTING GRANTS DETAILS

- 13 Have you received assistance from the Croft House Grant Scheme (CHGS) or Crofters etc Building Grants & Loans Scheme (CBGLS) for an existing building or new development within the croft?

Yes  No

If 'Yes', please provide your:

Client Reference Number: \_\_\_\_\_

Debtor ID: \_\_\_\_\_

### IMPORTANT INFORMATION

Your decrofting application **must** be accompanied by a location map and a site map. All maps **must** be clear and legible. You will find examples of the standard of maps we require at Appendix 2. Maps that do not meet our required standard will result in your application being returned. Maps that meet this standard can be acquired from local authorities, architects, surveyors and distributors of Ordnance Survey maps can be found by searching the Internet (an example site is shown here but there are others available: <http://www.ordnancesurvey.co.uk/oswebsite/business/land-and-property/planning-application-mapping.html>).

The area to be decrofted and the croft boundary will be drawn on to our computer mapping system. Ideally you should send us original colour maps. Maps that have been photocopied several times lose their quality and accuracy.

Our guidelines meet the Registers of Scotland map criteria for Title maps so a duplicate of the map included in the Land Certificate for the site will usually be acceptable.

## APPLICANT/AGENT PLEASE SIGN THIS PAGE

### IMPORTANT INFORMATION

You **must** let us know if you have purchased the area applied for. If you are a tenant and your application is approved, we will issue an 'Advance of Purchase' decrofting Direction. This means that you or your nominee **must** purchase the area approved within 5 years of the date of that Direction. This is a statutory time limit, which we cannot extend or modify.

#### 14 Planning Consent

Have you enclosed your planning approval for your **proposed Development (including house sites)**?

Yes  No

#### 15 I confirm the following documents are attached to this application:

- Location Map
- Site Map
- Copy of required planning permission in principle, or full planning

#### 16 Declaration

**This application is submitted under sections 24 and 25 of the Crofters (Scotland) Act 1993 and the area applied for should cease to be croft land.**

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

*Signed* \_\_\_\_\_  
*Applicant/Agent*

*Date* \_\_\_\_\_

*Signed* \_\_\_\_\_  
*Applicant/Agent*

*Date* \_\_\_\_\_

#### What Happens Next?

- When we receive your application, we will send you or your agent an acknowledgement letter within 5 working days.
- We are required by law to advertise your application. We may take 16 to 20 weeks to process your application and reach our decision.
- 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.

**Additional Landlord Details**

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

**Additional Agent Details for Landlord (only if applicable)**

Name:	
Postal Address:	
	Post Code:
Telephone:	
E-mail Address:	




**Additional Landlord Details**

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

**Additional Agent Details for Landlord (only if applicable)**

Name:	
Postal Address:	
	Post Code:
Telephone:	
E-mail Address:	

## Appendix 2 Example Site Map

-  Proposed Decrofting
-  Croft Boundaries
-  Vehicular Access

**10. Up-to-date Ordnance Survey map:** we use Ordnance Survey maps, so it helps us considerably if you use the same background map so we can accurately position your site.

**9. Access:** clearly show any vehicle access to the rest of the croft (preferably in green)

**1. Area to be decrofted:** the boundaries of the proposed area to be decrofted (preferably marked in red with 45° hatching) must be clearly visible compared to the background map

**2. Extent:** show the proposed area in hectares to 3 decimal places eg 0.090 ha. (0.001 ha = 10m<sup>2</sup>)

**3. Dimensions:** label the length of each boundary line, in metres to one decimal place eg. 37.0 m. All boundary dimensions should be stated as we use these dimensions to draw the area on our computer mapping system

**8. Map Scale:** should be between 1:500 and 1:1,250. This scale usually gives good detail of the proposed area to be decrofted and enough *surrounding local features* like fences, rivers, buildings and roads that will allow us to accurately position your site.


**4. Map Size:** the minimum size of any single site map is A4 and the maximum size of any single site map is A3. This is due to scanning and photocopying limitations. Both site and location maps can be on a single A3 (ie 2 X A4 maps side by side).

**7. Scale bar and text:** a scale bar and text will help us identify any photocopying issues and allow us to check your boundary measurements.

**6. North arrow:** so we can orientate your map when trying to locate the croft.

**5. Map Coordinate:** of the middle of the site in national grid 6 figure format (eg. NG 033 836). This makes it very easy for us to locate your site.

Scale: 1:500

0 5 10 20 30  




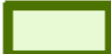
Metres



GRID REF: NG 033 836

DISCLAIMER: Data for analysis and display were compiled from the best available sources. No liability is assumed for the accuracy or completeness of the information contained herein. © Crown copyright. All rights reserved. Crofters Commission, Licence no: 100006080, 2010.

## Example Location Map

-  Proposed Decrofting
-  Croft Boundaries
-  Vehicular Access

**1. Area to be decrofted:** the boundaries of the proposed area to be decrofted (preferably marked in red with 45° hatching) must be clearly visible compared to the background map

**2. Whole croft boundaries:** should be clearly shown, with a blue outline. We need to be able to see the proposed decrofted site in relation to the whole croft and to any surrounding land.

**9. Up-to-date Ordnance Survey map:** we use Ordnance Survey maps, so it helps us considerably if you use the same background map so we can accurately position your site.

**8. Access:** clearly show any vehicle access to the rest of the croft (preferably in green)

**7. Map Scale:** should be between 1:2,500 and 1:10,000. This scale usually gives good detail of the proposed area to be decrofted and enough *surrounding local features* like fences, rivers, buildings and roads that will allow us to accurately position your site.

**3. Map Size:** the minimum size of any single site map is A4 and the maximum size of any single site map is A3. This is due to scanning and photocopying limitations. Both site and location maps can be on a single A3 (ie 2 X A4 maps side by side).

**6. Scale bar and text:** a scale bar and text will help us identify any photocopying issues and allow us to check your boundary measurements.

**5. North arrow:** so we can orientate your map when trying to locate the croft.

**4. Map Coordinate:** of the middle of the site in national grid 6 figure format (eg: NG 033 836). This makes it very easy for us to locate your site.

Scale: 1:5,000

0 50 100 200 300  
 Metres



GRID REF: NG 033 836

DISCLAIMER: Data for analysis added by us is compiled from the best available sources. No liability is assumed for the accuracy or completeness of the information contained herein.  
© Crown copyright. All rights reserved. Crofters' Commission, Licence no: 100006080, 2010.