



## **Decrofting Application – Whole Croft**

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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 the whole of a croft.**

**If your application is for a proposed new development, you must include a copy of either outline or full planning consent.**

**If the croft is jointly owned, details of all owners must be provided and all owners must sign the declaration at the end of this form.**

**If you are a tenant, we recommend that you notify your landlord of your application.**

**Further guidance can be found in our decrofting leaflet which is available on our website or by contacting us on the above phone number.**

# 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:		
I agree to communication regarding this application by e-mail		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:		
I agree to communication regarding this application by e-mail		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

Please enter the extent in hectares, to three decimal places (for example 2.500 ha).

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

7 Please explain your reason(s) for applying to decroft the whole croft:

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8 How is the land currently used?

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### IMPORTANT INFORMATION

Please note that any grazings rights associated with the croft will continue to be subject to crofting tenure following the granting of a decrofting Direction for the whole croft.

9 Does the croft have common grazing rights? Yes  No

If 'Yes', please give details:

(i) Name of Grazings: \_\_\_\_\_  
\_\_\_\_\_

(ii) Shareholding/Souming entitlement:  
\_\_\_\_\_

(iii) Do you intend to continue using the grazings rights if the whole croft is decrofted? Yes  No

If 'No', what do you intend to do with the common grazings rights?  
\_\_\_\_\_  
\_\_\_\_\_

10 Are there any buildings located on the croft? 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11 Do you own the whole croft? Yes  No

If 'Yes', please provide the following information:

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

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

Were any common grazing rights included in the purchase? Yes  No

If 'Yes', please provide details including the name of the common grazings and the entitlement purchased:

\_\_\_\_\_  
\_\_\_\_\_

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

12 Is any existing vehicular access to adjacent 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 map enclosed with your application.

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

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## EXISTING GRANTS DETAILS

14 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: \_\_\_\_\_

**APPLICANT/AGENT PLEASE SIGN THIS PAGE**

**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 whole 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.

**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.

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

- Location Map
- Copy of planning consent either outline or full

**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 18-24 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.

## APPENDIX 1

### 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:	


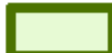
### Additional Landlord Details

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E-mail Address:	

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

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

## Appendix 2 Example Location Map

-  Croft Boundaries
-  Vehicular Access

**8 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.

**1. Whole croft boundaries:** should be clearly shown, with a blue outline.

**7. Access:** clearly show any vehicular access to adjacent croft land (preferably in green)

**6. 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.

**2. 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.

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

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

**3. 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



GRID REF: NG 033 836

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