

2012 No. 294

CROFTERS, COTTARS AND SMALL LANDHOLDERS

REGISTERS AND RECORDS

The Crofting Register (Scotland) Rules 2012

<i>Made</i> - - - -	<i>30th October 2012</i>
<i>Laid before the Scottish Parliament</i>	<i>1st November 2012</i>
<i>Coming into force</i> - -	<i>30th November 2012</i>



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The Scottish Ministers make the following Rules in exercise of the powers conferred by sections 19(1) and 53(2)(a) of the Crofting Reform (Scotland) Act 2010(a) and all other powers enabling them to do so.

In accordance with section 19(1), they have consulted the Keeper of the Registers of Scotland and the Crofting Commission.

Citation and commencement

1. These Rules may be cited as the Crofting Register (Scotland) Rules 2012 and come into force on 30th November 2012.

Interpretation

2.—(1) In these Rules, “the Act” means the Crofting Reform (Scotland) Act 2010.

(2) In these Rules, any reference to a lettered form is to the form bearing that letter in the Schedule.

Making up and keeping of the Crofting Register

3.—(1) The Crofting Register is to be kept in electronic form.

(2) The Keeper must take such steps as appear reasonable to the Keeper to protect the register from—

- (a) interference;
- (b) unauthorised access; and
- (c) damage.

(a) 2010 asp 14 (“the 2010 Act”). Section 19(2) and (3) is applied, with modifications, to common grazings by section 28 of, and paragraph 12 of schedule 3 to, the 2010 Act and to land held runrig by section 32 of that Act.

- (3) The Crofting Register is to comprise—
- (a) a list of crofts registered in order of receipt of application and distinguished by a unique alpha-numeric identifier(a); and
 - (b) a list of common grazings and land held runrig registered in order of receipt of application and distinguished by a unique alpha-numeric identifier(b).

Public access to the Crofting Register

4.—(1) The Keeper must make the Crofting Register available for members of the public to view on a website.

(2) The Crofting Register must contain a statement confirming the date to which the Crofting Register is accurate.

Application for information from the Crofting Register

5.—(1) On payment of any fee that may be prescribed(c), the Keeper is to provide to a person who so applies with—

- (a) information on the Crofting Register which the person reasonably seeks;
- (b) information which may be derived from information on the Crofting Register which the person reasonably seeks;
- (c) an extract from the Ordnance Survey map which the person reasonably requires for the purpose of making an application for registration.

(2) An application for the purposes of paragraph (1)—

- (a) may be made by email or letter or by attending at a public office maintained by the Keeper(d);
- (b) may be refused if it is not, in the opinion of the Keeper, framed with sufficient precision to enable the Keeper to give effect to it.

Forms of application for registration in the Crofting Register

6.—(1) An application for first registration of a croft (including a new croft) under section 4 of the Act is to be made in Form A.

(2) An application for registration of a subsequent event affecting a registered croft under section 5 of the Act is to be made in Form B.

(3) An application for first registration of a common grazing under section 24(1) of the Act, or land held runrig under section 32(1) of the Act, is to be made in Form C.

(4) An application for first registration of a new common grazing under section 26(1)(a) of the Act is to be made in Form D.

(5) An application for registration of a subsequent event affecting a registered common grazing under section 26(1)(b) of the Act, or land held runrig under section 32(5) of the Act, is to be made in Form E.

Form of rectification of the Crofting Register

7. An application for rectification under section 16 of the Act is to be made in Form F.

(a) The first croft to be registered will be C1, the second will be C2, and so on.

(b) The first common grazing or land held runrig to be registered will be CG1, the second will be CG2, and so on.

(c) Under section 19(2) and (3) of the 2010 Act.

(d) Meadowbank House, 153 London Road, Edinburgh EH8 7AV or Hanover House, 24 Douglas Street, Glasgow, G2 7NQ.

Form of notification by the Commission

8. Notification to the Keeper by the Commission under section 10(6) or (7) of the Act is to be made in Form G.

Procedure on application for registration

9.—(1) Forms A, B, D, E and F must be completed—

- (a) in writing on a paper form; or
- (b) electronically before being printed on paper,

then signed by the applicant.

(2) Forms C and G may be submitted by the Commission to the Keeper on paper or by electronic means.

(3) Where the Commission makes a requirement for further information under section 7(4) of the Act in relation to an application, it must be complied with within 12 weeks from the date on which that requirement is made.

Plans

10.—(1) Forms A, B, D, E, F and G must be accompanied by a paper plan where a plan is necessary to enable the Keeper to—

- (a) identify a croft, a common grazing or land held runrig by reference to the Ordnance Survey map or such other map as the Keeper may require; or
- (b) amend the registration schedule of a croft, a common grazing or land held runrig.

(2) Where a plan accompanying a Form C is submitted to the Keeper by the Commission using electronic means, it must be in—

- (a) CAD (computer aided design) format;
- (b) GIS (geographical information system) format; or
- (c) digital image format.

St Andrew's House,
Edinburgh
30th October 2012

PAUL WHEELHOUSE
Authorised to sign by the Scottish Ministers

SCHEDULE

Rule 2(2)

LIST OF FORMS TO BE USED IN CONNECTION WITH REGISTRATION

<i>Form</i>	<i>Purpose</i>	<i>Relevant Provision of the Act</i>
A	Application for first registration of a croft	Section 4
B	Application for registration of a subsequent event affecting a registered croft	Section 5
C	Application for first registration of common grazing or land held runrig	Sections 24(1) and 32(1)
D	Application for first registration of new common grazing	Section 26(1)(a)
E	Application for registration of a subsequent event affecting registered common grazing or land held runrig	Section 26(1)(b) and 32(5)
F	Application for rectification	Section 16
G	Notification to the Keeper by the Crofting Commission following approval of a regulatory decision	Section 4(4)(a) to (o) or (q)



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FORM A
Application for First Registration of a Croft



The notes referred to are contained in the Notes and Directions for completion of applications for First Registration in the Crofting Register. Please read the notes carefully as incomplete forms cannot be considered and will be returned to you. Completed application forms and fee should be sent to the Crofting Commission at the address on page 6.

PLEASE TYPE OR USE BLACK INK AND CAPITAL LETTERS

Information required for the Crofting Register

1. Applicant Details (see Note 1)

Name of Organisation/Company (if applicable)

Title Date of Birth

Surname Forename(s)

Postal Address

Postcode E-mail

Daytime Tel No (Inc Code) Mobile No

Reason for Registration

2. Agent Details (if applicable) (see Note 2)

Agent Name

Agent Reference

Postal Address

Postcode E-mail

Daytime Tel No (Inc Code) Mobile No

Application for First Registration of a Croft (including Voluntary Registration)

3. Croft Description Description of Croft to be registered (see Note 3)

Register of Crofts Number	<input type="text"/>
Croft Name	<input type="text"/>
Township	<input type="text"/>
Parish	<input type="text"/>

4. Name & Address of Crofter (see Note 4)

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		

If there are any additional Crofters please tick this box and complete Section 13 additional information

5. Name & Address of Owner-Occupier Crofter (see Note 5)

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		

If there are any additional Owner-Occupier Crofters please tick this box and complete Section 13 additional information

6. Name & Address of Landlord (see Note 6)

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		

If there are any additional Landlords please tick this box and complete Section 13 additional information

Application for First Registration of a Croft (including Voluntary Registration)

7. Name & Address of Owner (see Note 7)

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		

If there are any additional Owners please tick this box and complete Section 13 additional information

8. Common Grazing/Land Held Runrig (see Note 8)

Does the croft have any rights in a Common Grazing? (Please tick) Yes No

If yes please supply the name or names of the Common Grazing and the Crofting Register Common Grazing/Runrig Number if Registered

Common Grazing Name	Crofting Register Common Grazing/Runrig Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Does the croft have any rights in a Land Held Runrig? (Please tick) Yes No

If yes please supply the name or names of the Land Held Runrig and the Crofting Register Common Grazing/Runrig Number if Registered

Land Held Runrig Name	Crofting Register Common Grazing/Runrig Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If there are any additional rights in a Common Grazing/ Land Held Runrig please tick this box and complete Section 13 additional information

Application for First Registration of a Croft (including Voluntary Registration)

9. Is the Croft being registered subject to Decrofting; Resumption and/or Apportionment? (tick as appropriate)

(see Note 9)

Decrofting - Has the croft been subject to Decrofting in the last 20 years? Yes No If yes please supply the date that the Decrofting Direction was made

Evidence/Plan submitted Yes No

Resumption - Has the croft been subject to Resumption in the last 20 years or is it subject to a Temporary Resumption which is still within the allocated time period? Yes No If yes please enter the date that the resumption was authorised

If the Resumption is temporary please, enter the end date Evidence/Plan submitted Yes No

Apportionment - Does the croft contain an Apportionment? Yes No

If yes, is it a temporary Apportionment? Yes No If the Apportionment is temporary, please enter the End date

Evidence/Plan submitted Yes No

If there is additional info that you wish to add in respect of Section 9 please tick this box and complete Section 13 additional info

10. Persons who own/occupy any adjacent croft or land (see Note 10)

Name

Postal Address

Name

Postal Address

Name

Postal Address

Name

Postal Address

If there are any additional persons who own/occupy any adjacent croft or land please tick this box and complete Section 13 additional information

Application for First Registration of a Croft (including Voluntary Registration)

11. Information Submitted in Support of the Application

Please tick the relevant boxes to confirm the information submitted (see Note 11)

Plan	<input type="checkbox"/>	Other	<input type="checkbox"/>
Decrofting Evidence	<input type="checkbox"/>	Please give details of other information	<input type="text"/>
Resumption Evidence	<input type="checkbox"/>		
Apportionment Evidence	<input type="checkbox"/>		
Registration Fee	<input type="checkbox"/>		
Method of Payment			
Cheque	<input type="checkbox"/>		
Debit/Credit Card	<input type="checkbox"/>		

12. Authorisation (see Note 12)

Do you wish to be forwarded your certificate by email? Yes No

Name and designation of signatory if different from applicant

I certify that the information supplied in this application and associated plan is correct to the best of my knowledge and belief and apply for registration in the Crofting Register. I also confirm that if this application is not a voluntary registration that the Registration Schedule should be updated once the regulatory decision has been approved and notification sent to the Keeper by the Crofting Commission.

Signature _____ Date

Application for First Registration of a Croft (including Voluntary Registration)

For Official Use Only.

**To be completed by the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW
Telephone - (01463) 663450 Fax - 711820 Email - www.crofting.scotland.gov.uk/**

**This application has been checked against the details held in the Register of Crofts
and is forwarded to the Keeper of the Registers of Scotland.**

Fee	£	<input type="text"/>
Community Discount	£	<input type="text"/>
Plan attached		<input type="text"/>
Evidence attached		<input type="text"/>
Register of Crofts Number		<input type="text"/>
Maptile Reference		<input type="text"/>
Authorisation Reference		<input type="text"/>
Authorisation date		<input type="text"/>



Application for First Registration of a Croft (including Voluntary Registration)



13. Additional Information: Please complete a separate sheet if necessary (see Note 13)

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FORM B
Application for Registration of a Subsequent
Event Affecting a Registered Croft



The notes referred to are contained in the Notes and Directions for completion of applications for subsequent events in the Crofting Register. Please read the notes carefully as incomplete forms cannot be considered and will be returned to you. Completed application forms and fee should be sent to the Crofting Commission at the address on page 7.

PLEASE TYPE OR USE BLACK INK AND CAPITAL LETTERS

Information required for the Crofting Register

1. Applicant Details (see Note 1)

Name of Organisation/Company (if applicable)

Title Date of Birth

Surname Forename(s)

Postal Address

Postcode E-mail

Daytime Tel No (Inc Code) Mobile No

Reason for Registration

2. Agent Details (if applicable) (see Note 2)

Agent Name

Agent Reference

Postal Address

Postcode E-mail

Daytime Tel No (Inc Code) Mobile No

Application for Registration of a Subsequent Event Affecting a Registered Croft

3. Croft Description Description of Croft to be registered (see Note 3)

Register of Crofts Number

Croft Name

Township

Parish

Plan attached (Please tick) Yes No

Note: If a single Crofter, Owner-Occupier Crofter, Landlord or Owner is being changed in more than one registered croft only one application form will be required. If this is the case please tick the box and enter the Croft Description details for each registered croft required in the additional information section and complete the relevant section within this form. A separate fee is required for each croft.

4. Is there a change of Crofter? (see Note 4) Yes No

If yes please enter the name and address of the crofter to be deleted

Title

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Crofters to be deleted please tick this box and complete Section 16 additional information

Please enter the name and address of the Crofter to be added

Title

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Crofters to be added please tick this box and complete Section 16 additional information

Application for Registration of a Subsequent Event Affecting a Registered Croft

5. Is there a change in the Owner-Occupier Crofter? (see Note 5) Yes No

If yes please enter the name and address of the Owner-Occupier Crofter to be deleted from the Crofting Register

Title

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Owner-Occupier Crofters to be deleted please tick this box and complete Section 16 additional information

If yes please enter the name and address of the Owner-Occupier Crofters to be added to the Crofting Register

Title

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Owner-Occupier Crofters to be added please tick this box and complete Section 16 additional information

6. Is there a change in the Landlord(s)? (see Note 6) Yes No

If yes please enter the name and address of the Landlord to be deleted from the Crofting Register

Title

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Landlords to be deleted please tick this box and complete Section 16 additional information

Application for Registration of a Subsequent Event Affecting a Registered Croft

If yes please enter the name and address of the Landlord to be added to the Crofting Register

Title:

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Landlords to be added please tick this box and complete Section 16 additional information

7. Is there a change of Owner(s)? (see Note 7) Yes No

If yes please enter the name and address of the Owner to be deleted from the Crofting Register

Title:

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Owners to be deleted please tick this box and complete Section 16 additional information

If yes please enter the name and address of the Owner to be added to the Crofting Register

Title:

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Owners to be added please tick this box and complete Section 16 additional information

Application for Registration of a Subsequent Event Affecting a Registered Croft

8. Is there any change to the Common Grazing/Land Held Runrig? (see Note 8) Yes No

If yes please enter the details below

9. Does this application relate to decrofting? (see Note 9) Yes No

If yes please enter the date that the decrofting direction was made and supply a plan showing the area to be removed/added

10. Does this application relate to Resumption? (see Note 10) Yes No

If yes please complete the boxes below

Is it an application to register a resumption? Yes No

If yes please supply a map of the resumed area and enter the date the resumption was authorised as well as the period of resumption (if temporary)

Date authorised
Period From Period To

Is it an application to extend the period of a register resumption? Yes No

If yes please confirm the existing reference on the registration schedule and supply the new date of authorisation and period

Reference
Date authorised
Period From Period To

Is it an application to convert a temporary resumption into an ordinary resumption? Yes No

If yes please confirm the existing reference on the registration schedule and supply the new date of authorisation

Reference
Period From Period To

Is it an application for resumed land to convert to Croft Land? Yes No

If yes please supply a map of the area to be converted to Croft land and/or supply the reference from the Registration Schedule

Map Yes No
Reference

Application for Registration of a Subsequent Event Affecting a Registered Croft

11. Does this application relate to apportionment? (see Note 11) Yes No

If yes please enter the details and supply a plan showing the area to be removed/added

Apportionment new area Yes No If yes please enter the end of the apportionment period and supply a plan showing the area to be added

Apportionment end of period Yes No If yes please supply a plan showing the area to be removed

12. Does this application relate to the division of a Croft? (see Note 12) Yes No

If yes please supply a plan showing the area to be divided clearly showing the retained and transferred areas

13. Does this application relate to the exchange of Croft Land? (see Note 13) Yes No

If yes please supply the Crofting Register Croft Numbers for the two crofts

14. Information Submitted in Support of the Application

Please tick the relevant boxes to confirm the information submitted (see Note 14)

Plan	<input type="checkbox"/>	Other	<input type="checkbox"/>
Decrofting Evidence	<input type="checkbox"/>	Please give details	<input type="text"/>
Resumption Evidence	<input type="checkbox"/>		
Apportionment Evidence	<input type="checkbox"/>		
Division Evidence	<input type="checkbox"/>		
Exchange Evidence	<input type="checkbox"/>		
Registration Fee	<input type="checkbox"/>		
Method of Payment			
Cheque	<input type="checkbox"/>		
Debit/Credit Card	<input type="checkbox"/>		

Application for Registration of a Subsequent Event Affecting a Registered Croft

15. Authorisation (see Note 15)

Do you wish to be forwarded your certificate by email? Yes No

Name and designation of signatory if different from applicant

I certify that the information supplied in this application and associated plan (if required) is correct to the best of my knowledge and belief and apply for registration in the Crofting Register.

Signature _____ Date

For Official Use Only.	
To be completed by the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW Telephone - (01463) 663450 Fax - 711820 Email - www.crofting.scotland.gov.uk/	
This application has been checked against the details held in the Register of Crofts and is forwarded to the Keeper of the Registers of Scotland.	
Fee	£ <input type="text"/>
Plan attached	<input type="text"/>
Evidence attached	<input type="text"/>
Register of Crofts Number	<input type="text"/>
Authorisation Reference	<input type="text"/>
Authorisation date	<input type="text"/>



Application for Registration of a Subsequent Event Affecting
a Registered Croft



16. Additional Information: Please complete a separate sheet if necessary (see Note 16)

A large, empty rectangular box intended for providing additional information.



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FORM C
Application for First Registration of
Common Grazing or Land Held Runrig



The notes referred to are contained in the Notes and Directions for completion of applications for First Registration of Common Grazing or Land Held Runrig. Please read the notes carefully as incomplete forms cannot be considered and will be returned to you.

FORM SHOULD BE COMPLETED ELECTRONICALLY

Information required for the Crofting Register

1. Croft Land Description Description of Common Grazing/Land Held Runrig to be registered (see Note 1)

Type	e.g. Land Held Runrig/ Common Grazing	<input type="text"/>
Common Grazing/Land Held Runrig Name		<input type="text"/>
Parish		<input type="text"/>

2. Name and Address of Owner of Common Grazing/Land Held Runrig (see Note 2)

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		
Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		

Application for First Registration of Common Grazing or Land Held Runrig

3. Details of Crofts with a Right in the Common Grazing/Land Held Runrig (see Note 3)

Address

Registered Yes No If yes please complete the Crofting Register Croft Number below:
Crofting Register Croft Number

If no please complete the Crofter/Owner-Occupier Crofter boxes below

Title
Crofter Surname Crofter Forename(s)
House No/Name Postcode
Postal Address

Title
Crofter Surname Crofter Forename(s)
House No/Name Postcode
Postal Address

Title
Owner-Occupier Crofter Surname Owner-Occupier Crofter Forename(s)
House No/Name Postcode
Postal Address

Title
Owner-Occupier Crofter Surname Owner-Occupier Crofter Forename(s)
House No/Name Postcode
Postal Address

Application for First Registration of Common Grazing or Land Held Runrig

Is this right an apportionment? Yes No

If yes then please complete the boxes below

Area Apportioned (Should include an identifying reference to the supplied map/shape file)

Date of ending of period of apportionment N/A

4. Name and Designation of Others who Hold a Right in the Common Grazing/Land Held Runrig (see Note 4)

Title
Surname Forename(s)
House No/Name Postcode
Postal Address

Title
Surname Forename(s)
House No/Name Postcode
Postal Address

Title
Surname Forename(s)
House No/Name Postcode
Postal Address

5. Resumed Areas (see Note 5)

Description: (Should include an identifying reference to the supplied map)

20 year date from authorisation of resumption or other relevant date



6. Authorisation (see Note 6)

This application has been checked against the details held in the Register of Crofts and is forwarded to the Keeper of the Registers of Scotland to be registered in the Crofting Register.

Registration Fee	£	<input type="text"/>
Plan/Shape File attached		<input type="text"/>
Register of Crofts Number		<input type="text"/>
Authorisation Reference		<input type="text"/>
Name of Authorising Officer		<input type="text"/>
Date		<input type="text"/>



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FORM D
Application for First Registration of New
Common Grazing



The notes referred to are contained in the Notes and Directions for completion of applications for First Registration of New Common Grazing in the Crofting Register. Please read the notes carefully as incomplete forms cannot be considered and will be returned to you. Completed application forms and fee should be sent to the Crofting Commission at the address on page 4.

PLEASE TYPE OR USE BLACK INK AND CAPITAL LETTERS

Information required for the Crofting Register

1. Applicant Details (see Note 1)

Name of Organisation/Company (if applicable)

Title Date of Birth

Surname Forename(s)

Postal Address

Postcode E-mail

Daytime Tel No (Inc Code) Mobile No

2. Agent Details (if applicable) (see Note 2)

Agent Name

Agent Reference

Postal Address

Postcode E-mail

Daytime Tel No (Inc Code) Mobile No

Application for First Registration of New Common Grazing

3. New Common Grazing Description (see Note 3)

Register of Crofts Number

Common Grazing Name

Parish

4. Name and Address of Owner of Common Grazing (see Note 4)

Title

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Owners please tick this box and complete Section 9 additional information

5. Details of Crofts with a Right in the Common Grazing (see Note 5)

Registered Yes No

Address

If yes please complete the Crofting Register Croft Number below

If no please complete the Crofter/Owner-Occupier Crofter boxes below

Crofting Register Croft Number

Title

Crofter Surname Crofter Forename(s)

House No/Name Postcode

Postal Address

Title

Owner-Occupier Crofter Surname Owner-Occupier Crofter Forename(s)

House No/Name Postcode

Postal Address

If there are any additional Crofter/Owner-Occupier Crofters please tick this box and complete Section 9 additional information

Application for First Registration of New Common Grazing

6. Name and Designation of Others who Hold a Right in the Common Grazing (see Note 6)

Title

Surname Forename(s)

House No/Name Postcode

Postal Address

If there are any additional names of others who hold a right in the common grazing please tick this box and complete Section 9 additional information.

7. Information Submitted in Support of the Application

Please tick the relevant boxes to confirm the information submitted (see Note 7)

Plan Other

Registration Fee Please give details

Method of Payment

Cheque

Debit/Credit Card

8. Authorisation (see Note 8)

Do you wish to be sent your certificate by email? (please insert)

Name and designation of signatory if different from applicant

I certify that the information supplied in this application and associated plan is correct to the best of my knowledge and belief and apply for registration in the Crofting Register.

Signature: _____ Date

Application for First Registration of New Common Grazing

For Official Use Only.

To be completed by the Crofting Commission,
Great Glen House, Leachkin Road, Inverness IV3 8NW - Telephone (01463) 663450 Fax 711820
eMail www.crofting.scotland.gov.uk/

**This application has been checked against the details held in the Register of Crofts
and is forwarded to the Keeper of the Registers of Scotland.**

Fee:	£ <input type="text"/>
Plan attached.	<input type="text"/>
Evidence attached.	<input type="text"/>
Register of Crofts Number:	<input type="text"/>
Authorisation Reference:	<input type="text"/>
Authorisation date:	<input type="text"/>



FORM E
Application for Registration of a Subsequent
Event Affecting Registered Common
Grazing or Land Held Runrig



The notes referred to are contained in the Notes and Directions for completion of applications for subsequent events in the Crofting Register. Please read the notes carefully as incomplete forms cannot be considered and will be returned to you. Completed application forms and fee should be sent to the Crofting Commission at the address on page 8.

PLEASE TYPE OR USE BLACK INK AND CAPITAL LETTERS

Information required for the Crofting Register

1. Applicant Details (see Note 1)

Name of Organisation/Company (if applicable)	<input type="text"/>		
Title	<input type="text"/>	Date of Birth	<input type="text"/>
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
Postal Address	<input type="text"/>		
Postcode	<input type="text"/>	E-mail	<input type="text"/>
Daytime Tel No (Inc Code)	<input type="text"/>	Mobile No	<input type="text"/>
Reason for Registration	<input type="text"/>		

2. Agent Details (if applicable) (see Note 2)

Agent Name	<input type="text"/>		
Agent Reference	<input type="text"/>		
Postal Address	<input type="text"/>		
Postcode	<input type="text"/>	E-mail	<input type="text"/>
Daytime Tel No (Inc Code)	<input type="text"/>	Mobile No	<input type="text"/>

Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig

3. Common Grazing or Land Held Runrig Description (see Note 3)

Description of Common Grazing/Land Held Runrig to be registered

Crofting Register Common Grazing/Runrig Number	<input type="text"/>
Register of Crofts Number	<input type="text"/>
Type	e.g. Land Held Runrig/ Common Grazing <input type="text"/>
Common Grazing/ Land Held Runrig Name	<input type="text"/>
Parish	<input type="text"/>

Plan Attached? Yes No

4. Is there a change of Owner of Common Grazing/Land Held Runrig? (see Note 4) Yes No

If yes please enter the name and address of the owner/owners to be deleted from the Crofting Register

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		

If there are any additional Owners to be deleted please tick this box and complete Section 11 additional information

If yes please enter the name and address of the owner/owners to be added to the Crofting Register

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename(s)	<input type="text"/>
House No/Name	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		

If there are any additional Owners to be added please tick this box and complete Section 11 additional information

Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig

5. Application for Enlargement of Common Grazing/Land Held Runrig (see Note 5) Yes No

If yes a map must be submitted reflecting the enlarged area

6. Application in relation to Resumption of Common Grazing/Land Held Runrig (see Note 6) Yes No

If yes please complete the boxes below

Is it an application to register a resumption? Yes No

If yes a map must be submitted reflecting the area and the date the
resumption was authorised must be entered and the resumption
period entered if it is a temporary resumption

Date authorised

Period From Period To

Is it an application to extend the period of a registered resumption? Yes No

If yes please confirm the existing reference on the registration
schedule and supply the new date of authorisation and period

Reference

Date authorised

Period From Period To

Is it an application to convert a temporary resumption into an
ordinary resumption? Yes No

If yes please confirm the existing reference on the registration
schedule and supply the new date of authorised

Reference

Date authorised

Is it an application for resumed land to convert to Common Grazing/Land Held Runrig? Yes No

If yes please supply a map of the area to be converted to Common
Grazing/Land Held Runrig and/or supply the reference from the Registration Schedule Map Yes No

Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig

7. Application in Relation to Apportionment of Common Grazing/Land Held Runrig (see Note 7) Yes No

If yes please complete the boxes below

Is it an application to register an apportionment? Yes No

If yes extent must be shown on an attached plan signed by the applicant

Is it a temporary apportionment? Yes No

For a temporary apportionment the period must be entered Period From Period To

Croft address

Registered Yes No

Crofting Register
Croft Number if Registered

If the Croft is not registered please complete the Crofter/Owner-Occupier Crofter boxes below

Title
Crofter Surname Crofter Forename(s)
House No/Name Postcode
Postal Address

Title
Owner-Occupier Crofter
Surname Owner-Occupier Crofter
Forename(s)
House No/Name Postcode
Postal Address

If there are any additional Crofters/Owner-Occupier Crofters please tick this box and complete Section 11 additional information

Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig

Is it an application to extend the period of a registered apportionment? Yes No

If yes please confirm the existing reference on the registration
schedule, supply the new end date and if the croft is registered,
supply the Crofting Register Croft Number

Reference

CR Number

End of Apportionment

Is it an application to end a period of apportionment? Yes No

If yes please confirm the existing reference on the registration
schedule and if the croft is registered, supply the Crofting Register
Croft Number

Reference

CR Number

8. Application in Relation to transfer of rights in Common Grazing/Land Held Runrig (see Note 8) Yes No

If yes please complete the boxes below

Crofting address
transferring right

Is it an apportionment? Yes No Registered Yes No Crofting Register
Croft Number if Registered

If the croft is not registered please complete the Crofter/Owner-Occupier Crofter boxes below

Title

Crofter Surname Crofter Forename(s)

House No/Name Postcode

Postal Address

Title

Owner-Occupier Crofter
Surname Owner-Occupier Crofter
Forename(s)

House No/Name Postcode

Postal Address

Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig

Croft being transferred new rights

Crofting address receiving rights

Registered Yes No Crofting Register
Croft Number if Registered

If the Croft is not registered please complete the Crofter/Owner-Occupier Crofter boxes below

Title
Crofter Surname Crofter Forename(s)
House No/Name Postcode
Postal Address

Title
Owner-Occupier Crofter Surname Owner-Occupier Crofter Forename(s)
House No/Name Postcode
Postal Address

If there are any additional Crofters/Owner-Occupier Crofters please tick this box and complete Section 11 additional information

Are there any others who hold a right in Common Grazing/Land Held Runrig being changed Yes No

If yes please supply the name and designation of parties being removed Removed

If yes please supply the name and designation of parties being added Added

If there are any additional Others to be added/deleted please tick this box and complete Section 11 additional information

Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig

9. Information Submitted in Support of the Application

Please tick the relevant boxes to confirm the information submitted (see Note 9)

Plan	<input type="checkbox"/>	Other	<input type="checkbox"/>
Decrofting Evidence	<input type="checkbox"/>	Please give details	<input type="text"/>
Resumption Evidence	<input type="checkbox"/>		
Apportionment Evidence	<input type="checkbox"/>		
Division Evidence	<input type="checkbox"/>		
Exchange Evidence	<input type="checkbox"/>		
Registration Fee	<input type="checkbox"/>		
Method of Payment			
Cheque	<input type="checkbox"/>		
Debit/Credit Card	<input type="checkbox"/>		

10. Authorisation (see Note 10)

Do you wish to be forwarded your certificate by email? Yes No

Name and designation of signatory if different from applicant

I certify that the information supplied in this application and associated plan (if required) is correct to the best of my knowledge and belief and apply for registration in the Crofting Register.

Signature: _____ Date

Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig

For Official Use Only	
To be completed by the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW Telephone - (01463) 663450 Fax 711820 Email - www.crofting.scotland.gov.uk/	
This application has been checked against the details held in the Register of Crofts and is forwarded to the Keeper of the Registers of Scotland.	
Fee	£ <input type="text"/>
Plan attached	<input type="text"/>
Evidence attached	<input type="text"/>
Register of Crofts Number	<input type="text"/>
Authorisation Reference	<input type="text"/>
Authorisation date	<input type="text"/>



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Application for Registration of a Subsequent Event Affecting Registered
Common Grazing or Land Held Runrig



CROFTING COMMISSION
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11. Additional Information Please complete a separate sheet if necessary (see Note 11)

A large, empty rectangular box intended for providing additional information.

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FORM F
Application for Rectification



The notes referred to are contained in the Notes and Directions for completion of applications for Rectification in the Crofting Register. Please read the notes carefully as incomplete forms cannot be considered and will be returned to you. Completed application forms should be sent to the Crofting Commission at the address on page 2.

PLEASE TYPE OR USE BLACK INK AND CAPITAL LETTERS

1. Croft Description (see Note 1)

Crofting Register	
Croft or Common Grazing/Runrig Number	<input type="text"/>
Croft or Common Grazing/Land Held Runrig Name	<input type="text"/>
Parish	<input type="text"/>

2. Reason for Rectification (see Note 2)



Application for Rectification of the Crofting Register



3. Authorisation (see Note 3)

Applicant name Date of Birth

Postal Address

Contact Tel No (Inc Code) Capacity in which applying for rectification

Do you wish to be forwarded your certificate by email? Yes No

If yes please give details of your email address

Name and designation of signatory if different from applicant

I certify that the information supplied in this application and associated plan is correct to the best of my knowledge and belief and apply for registration in the Crofting Register.

Signature _____ Date

For Official Use Only.

**To be completed by the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW
Telephone - (01463) 663450 Fax - 711820 Email - www.crofting.scotland.gov.uk/**

**This application has been checked against the details held in the Register of Crofts
and is forwarded to the Keeper of the Registers of Scotland.**

Plan attached Evidence attached

Authorisation Reference Authorisation date

Comments

[Print Form](#)



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FORM G
Notification to the Keeper by the Crofting
Commission following approval of a regulatory decision



The notes referred to are contained in the Notes and Directions for completion of Notification to the Keeper by the Crofting Commission following approval of a regulatory decision.

FORM TO BE COMPLETED ELECTRONICALLY

1. Croft Description (see Note 1)

Crofting Register Croft Number	<input type="text"/>
Croft Name	<input type="text"/>
Township	<input type="text"/>
Parish	<input type="text"/>

2. Notification of the required change (Please include a plan if required) (see Note 2)

Page 1



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Notification to the Keeper by the Crofting
Commission following approval of a regulatory decision



CROFTING COMMISSION
COIMISEAN NA CROITEARACHD

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To be completed by the Crofting Commission, Great Glen House, Leachkin Road, Inverness IV3 8NW
Telephone - (01463) 663450 Fax - 711820 Email - www.crofting.scotland.gov.uk/

**This application has been checked against the details held in the Register of Crofts
and is forwarded to the Keeper of the Registers of Scotland.**

Plan attached	<input type="text"/>
Evidence attached	<input type="text"/>
Authorisation Reference	<input type="text"/>
Authorisation date	<input type="text"/>

EXPLANATORY NOTE

(This note is not part of the Rules)

These Rules support the operation of the Crofting Register established by section 3 of the Crofting Reform (Scotland) Act 2010 (“the Act”).

Rule 3 provides for the making up and keeping of the Crofting Register and rule 4 provides for public access to it. Rule 5 provides for information requests and rule 6 provides for the form of applications for registration. Rule 7 provides for the form of an application for rectification under section 16 of the Act and rule 8 provides for the form for notification to the Keeper of the Registers of Scotland by the Crofting Commission under section 10(6) or (7) of the Act. Rule 9 provides for procedure on applications for registration, including what may be done electronically and rule 10 provides for the requirement and format of plans accompanying applications.

The Schedule comprises a list of forms to be used in connection with registration and the forms for registration.

A business and regulatory impact assessment has not been produced for this instrument as no impact on the private, voluntary or public sector is foreseen.

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