



**RURAL PAYMENTS AND INSPECTIONS DIRECTORATE (SGRPID)**  
**CROFT HOUSE GRANT SCHEME (CHGS)**  
**APPLICATION FORM - NEW HOUSE & HOUSE IMPROVEMENTS**

**FOR OFFICIAL USE ONLY**

Client Ref No: .....			Casework Officer: .....		
File Ref: .....		X Ref: .....			
Area: .....					
Date of Receipt: .....					
Agricultural Code No: .....					
Priority Area: High	<input type="checkbox"/>	Standard	<input type="checkbox"/>	Low	<input type="checkbox"/>

Before completing this form, please read the Croft House Grant Scheme (CHGS) applicant guidance notes.

Your plans should be at an advanced stage and you should have a realistic estimate of the cost of the new house/house improvements before you apply. The guidance notes should help you to determine whether you and your circumstances fit into the scheme. Only then should you apply for assistance.

The purpose of this form is to enable you to explain your circumstances, and for you to present your case for assistance. The information which you provide is essential in considering the merits of the case, and you should provide as much evidence as possible to support what you set out in this form.

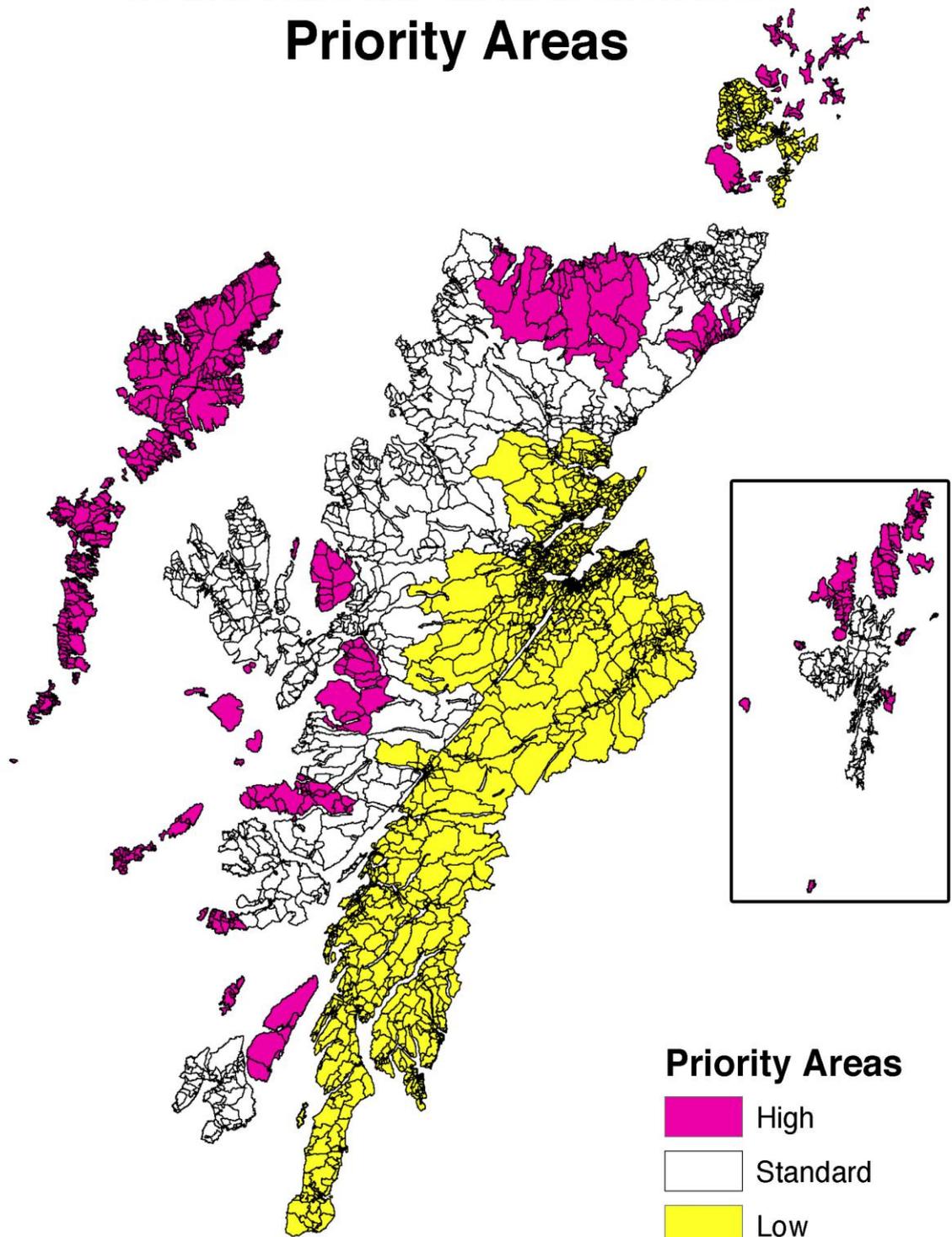
**You should answer all the questions as fully as possible as incomplete forms cannot be processed and will be returned to you.**

The notes on the form are there to help you and you are advised to read these notes as you go through the form. The notes are not intended to be a comprehensive summary of the provisions of the scheme. If the information requested does not apply to you, please write "N/A". It may be necessary to write to you for more information at a later stage or for a member of staff from the local Area Office to visit you to discuss your application in more detail, before a final decision can be made.

The scheme is designed to assist those whose circumstances are genuine and deserving of support. In this discretionary scheme, SGRPID has the right to reject applications if the circumstances appear to have been contrived to fit the scheme rules.

Please complete form in **BLACK INK**.

# Croft House Grant Scheme Priority Areas



Source: Postcode Units, GROS 2005

Note: All postcodes beginning HS1 are standard priority

## CROFT HOUSE GRANT SCHEME (CHGS)

The Croft House Grant Scheme opened to applications on 1 January 2005 and provides grants for new houses and the rebuilding and renovation of existing croft houses.

Grant is provided at the discretion of the Scottish Ministers and there is no automatic entitlement to this. Only crofters and cottars with a genuine housing need are eligible.

The scheme is geographically targeted with three levels of grant determined by priority areas with the highest grant maximum available in the more remote and fragile communities.

The grant rates for a new house are:

Geographic Priority Area	Grant
High	£22,000
Standard	£17,000
Low	£11,500

The Rebuilding and Improvement Grant provides assistance levels similar to those for new housing and with similar geographic targeting.

The rates for Rebuild and Improvement Grants are:

Geographic Priority Area	Grant
High	<b>40%</b> of costs up to a maximum of £22,000
Standard	<b>30%</b> of costs up to a maximum of £17,000
Low	<b>20%</b> of costs up to a maximum of £11,500

An example of this is:- Home improvements of £30,000 and if your croft is in a Standard priority area your grant would be 30% of £30,000 giving a grant of £9,000. It should be pointed out that Rebuilding and Improvement Grants are subject to a minimum project cost threshold of **£10,000**.

## **WARNING**

**As CHGS is a discretionary scheme, there is no guarantee that you will receive assistance. You should be aware that**

- **EXPENDITURE ON PREPARING PLANS, OBTAINING PLANNING PERMISSION, CONSENTS ETC, IS THE RESPONSIBILITY OF THE APPLICANT.**
- **IF WORK IS STARTED BEFORE SGRPID GIVES WRITTEN APPROVAL, ASSISTANCE WILL NOT BE GIVEN.**
- **IF YOU ARE RECEIVING GRANT FROM ANOTHER PUBLIC SOURCE FOR THIS PROJECT THEN YOU ARE INELIGIBLE FOR CHGS ASSISTANCE.**

# CROFT HOUSE GRANT SCHEME (CHGS)

## APPLICATION FORM

### FOR OFFICIAL USE ONLY

Client Ref No: ..... Casework Officer: .....

File Ref: ..... X Ref: ..... Area: .....

Date of Receipt: ..... Agricultural Code No: .....

Priority Area: High  Standard  Low

### Q1 Guidance Notes:- Personal details

This question is to obtain basic information about you, the applicant. In every case it is necessary to check our records for previous applications and for details of assistance given in the past. This is why we wish to know the previous surname used including the maiden name of married female applicants.

### Q1. Personal Details

Title (e.g. Mr, Mrs, Miss or Ms)

Forename(s)

Surname

Previous surname

(if applicable e.g. maiden name)

Date of birth

### Q2 Guidance Notes:- Details of present accommodation

We need to know where you live at present, so we can send correspondence to the correct address.

### Q2 Details of present accommodation

Postal address

Postcode

**( YOU MUST ENTER YOUR POSTCODE )**

Telephone

Home

Work

Mobile

Email

**Q2 continued**

**Present Accommodation** (Complete if you live in a House 10 miles or less from the Croft)

How many rooms do you have for your use at your present accommodation?

How many of these are bedrooms?

**Q3 Guidance Notes:- Other Family Members**

We need to know who lives in your current house. We also need to know who will be living in the proposed new house. You should only include people who will be staying with you on a permanent basis.

**Q3. Other Family Members**

Please provide details of other family members who live with you on a permanent basis at present.

Full Name	Relationship to applicant	Please give age if under 21 years old	Will this person be staying in the assisted house (Yes/No)

**New Household**

If, after the proposed works are completed, the list of people in your new household is to be different from those shown above, please give details of those in the new household.

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#### **Q4 Guidance Notes:- Applicant status**

This question is to establish whether you meet the basic eligibility criteria.

**Are you a croft tenant?** - A croft tenant is normally eligible for assistance. For the purposes of the scheme you must be listed as the tenant of a croft which appears in the Register of Crofts kept by the Crofters Commission.

**Are you an owner occupier of a croft or statutory croft house site acquired in the last 7 years?** - Owner occupiers of crofts or croft houses are **not** normally eligible for assistance but assistance with the cost of improvements may be given to an owner occupier who was previously the tenant of the croft and who purchased the croft from the landlord less than 7 years prior to submission of this application for assistance.

**Are you a cottar who pays rent not exceeding £6?** - A cottar who pays no rent is ineligible for assistance.

You may be eligible as a cottar if you are tenant from year to year of a house, in which you live, in the crofting counties, without arable or pasture land, and for which you pay an annual rent not exceeding £6.

**Are you a Kyles crofter with registered tenancy of the croft?** - There are only 21 Kyles crofts and they are all in Harris. To be eligible for assistance the Kyles crofter must also be the registered tenant of the croft.

**Are you none of the above?** - If you do not come within any of the categories described above you are not eligible for assistance under the scheme and should not complete the remainder of the form.

#### **Q4. Applicant Status**

Are you - (*tick the appropriate box*)

- a crofting tenant
- an owner occupier of a croft or croft house acquired from the landlord in the last 7 years
- a cottar
- a Kyles crofter with a registered tenancy of the croft
- none of the above - *if you have ticked this box you are not eligible for assistance under the scheme rules*

**Q5 Guidance Notes:- About the croft**

This question is to establish the basic information about where the new house is to be built. We need the name of the Parish in which the croft is located for preparing legal documents if assistance is given. We need the Agricultural Code to properly identify the croft.

**YOU MUST ENTER YOUR POSTCODE AS THIS WILL DETERMINE THE PRIORITY AREA OF YOUR CROFT.**

**Q5. About the croft**

Croft address (if different from postal address)

	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	
County	<input type="text"/>	<b>(YOU MUST ENTER YOUR POSTCODE)</b>
Parish	<input type="text"/>	
	Agricultural Code No	<input type="text"/> / <input type="text"/>

Example: 123 / 0567

**(a) Has assistance been given on this croft within the last 15 years ?**

**Q6 Guidance Notes:- Landlord**

We need to know the name and address of your landlord so we can write to keep them informed about the application. We need to know if you are closely related to the landlord.

**Q6. Landlord (if owner occupier go to Q7)**

Full name and address of your landlord.

Landlord or landlord's agent	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Name of Estate (if applicable)	<input type="text"/>
Are you related to the landlord ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give precise details of the relationship	<input type="text"/>

**Q7 Guidance Notes:- Type of accommodation**

We need to know the type of accommodation in which you live at present. If you do not live on the croft at present, to be eligible for assistance, you will have to show you are either inadequately housed (in terms of size or condition of the house) or that you require to live on the croft to ensure it is satisfactorily managed.

**Q7. Type of accommodation**

At present are you -

- living in the croft house
- an owner occupier (of a house other than a croft house)
- a council house tenant
- a tenant of a private landlord
- living with your parent(s)
- other, *please explain below*

**Q8 Guidance Notes:- Distance from croft**

To help determine whether or not you need to live on the croft, we need to know how far you live from the croft.

**Q8. Distance from croft.**

(a) How far away from the croft do you live at present?  
(Give distance by road or by the shortest practical route)  
(If you live on the croft please tick box)

 miles

(b) Do you have the use of any house, other than your present accommodation?

Yes

No

(c) In the last 5 years, have you sold or otherwise disposed of a house (e.g. given up the tenancy of a rented home)?

Yes

No

**Q9 Guidance Notes:- Previous Accommodation**

We need to know if you have sold a house or given up a rental property which was adequate for your needs within 10 miles of the croft.

**Q9. Previous Accommodation - (House(s) sold or given up in the last 5 years)**

Have you sold or given up property within the last 5 years within 10 miles of the croft on which you propose to build or renovate a house. Yes/No

How many rooms did you have for your use at your previous accommodation?

How many of these were bedrooms?

**Q9. Previous Accommodation (Continued)**

Date the house was sold or given up.

Reason for sale.

If you have sold or given up **more** than one house within 10 miles of the croft in the last 5 years you should complete details of 2<sup>nd</sup> sale on information box on page 13.

**Q10 Guidance:- Assignment/relet**

This question helps us determine if you are a crofter, particularly if there was a recent assignment/relet.

**Q10. Assignment/relet** (*delete as appropriate*)

If the croft was assigned/relet to you, please give the following details -

Date of assignment/relet

Name of person who assigned/relet the croft to you

If the croft was assigned/relet to you by a member of your family, what is their relationship to you?

**Q11 Guidance Notes:- Croft house Owner Occupier**

This helps us understand how and when you became an owner occupier, which is needed to determine eligibility.

**Title Deeds**

Title Deeds, which are also known as Disposition, Feu Disposition or Land Certificate, are legal documents drawn up by solicitors and recorded in the Register of Sasines. These documents may be held by your solicitor or lender.

**Q11. Croft House Owner Occupier**

*(Complete only if you are the owner occupier of your croft house site. If you are not go to Q 12)*

Are you the owner or tenant of the **remainder of the croft land**? *(Tick one box)*

Owner

Tenant

Were you the tenant of the croft prior to the purchase of the croft house site ?

Yes

No

If you purchased the croft house site from a member of your family, what is their relationship to you ?

When did you purchase the croft house site ?

**YOU MUST SEND A COPY OF YOUR TITLE DEEDS WITH THIS APPLICATION**

**Q12 Guidance Notes:- Other House on Croft**

**Bareland croft** - For the purposes of the scheme, a “bareland croft” is to be found where the former croft house has been detached from the croft after 10 June 1976. If the croft lost its house before that date, or a croft house was never built on it, then it is not regarded as a “bareland croft” for these purposes.

**Subdivided croft** - A part of a former croft which has been divided into two or more smaller crofts.

**Apportionment** - An area of common grazings land added to your croft.

**Q12. Other House on Croft**

Is there another house on the croft? Yes  No

**If yes**, please explain (including a description of the other house, who has ownership of the house, and its condition).

Is the house to be built on a bareland croft ? Yes  No

If so, has the bareland croft been assigned to you ? Yes  No

Is a house to be built on a subdivided croft ? Yes  No

Is a house to be built on an apportionment ? Yes  No

*(You must provide evidence that the Crofting Commission have granted the apportionment)*

**Q13 Guidance Notes:- Type of assistance, cost/estimated cost of New House or Rebuilding and Improvement**

These questions are to establish the type of assistance you require.

**Rates of grant vary depending on the location of your croft**

**Grant assistance under CHGS cannot be paid if a grant has been secured, for this or any part of this investment, from any other public source. Please note that House Improvement assistance can only be given if the total cost of the project is over £10,000.**

SGRPID must know that you have considered the full cost of the investment and that you have the other funding elements in place to complete the project. You are required to obtain 2 competitiveness quotes for the work you propose on a like for like basis. The quotations require to show a breakdown of costs and must be on business headed notepaper.

Please see map at the beginning of this application form, which provides a guide to the different priority areas and may help you to determine the amount of grant appropriate to the location of your croft. The amount of CHGS grant applicable to you will be confirmed when we acknowledge receipt of your completed application form.

**Q14. Cost/estimated cost of the New House or Rebuilding and Improvement**

The cost/estimated cost of the new house is

£

Cost/estimated cost of the rebuilding and improvement

£

**If you are receiving grant assistance from another public source for part or all of this project then you are not eligible for CHGS assistance.**

Please provide a description of the work and enclose 2 competitive quotes for the proposals (quotes only required for rebuilding and improvement proposals). For a new house please provide a description of the house, including the number of bedrooms it will have. Please also attach (or draw) a map showing where the house will be built on the croft.

**Q15 - Q 20. Guidance Notes:- Justification for the construction/improvement of a house**

We need to know all the circumstances of why you require assistance. You should provide as much information and evidence as possible.

We may need to contact you regarding further information and we may also ask a member of our local Area office to visit your croft to determine your eligibility.

**Q 15. Justification for the construction/improvement of a house**

Please tick the boxes which apply to your circumstances:

Current house is too small for the family.

Existing croft house requires improvements.

Croft house and/or current house is in poor condition and is beyond economical repair.  
(written evidence required e.g. surveyors report).

Current house is more than 10 miles from the croft.

Need to live on the croft for agricultural reasons.

Need to live on the croft for business reasons (non-agricultural).

Other (use box below).

**Use the box below to explain your circumstances. This is your opportunity to put forward your case and explain why you should benefit from CHGS assistance. You should provide as much information as possible (Use separate sheet of paper if required)**

**Q16 Details of Croft Size / Share in Common Grazing and Use of Other Land.**

Size of the croft

Inbye

  
Ha's

Rough grazing

  
Ha's

Share of common grazings  
(give details)

Details of other permanent land occupied

Name of holding:  
CPH:  
Croft / non croft (delete as appropriate)

**Q17.1 Current Livestock Activity on Croft (if none go to Q 17.2 )**

Breeding ewes and gimmers

Hoggs

Breeding cows

Heifers

Approximate year livestock activity commenced .

Please describe your current systems of stock management. (include replacement and marketing policy).

**Q17.2 Proposed Livestock Activity (If none go to Q 18.1)**

Breeding ewes and  
gimmers

Hoggs

Breeding cows

Heifers

Other Stock

(i) Please provide the date by which you will have your own stock on the croft.

(ii) Where you propose to build up stock over a phased period please provide a breakdown of stock numbers during years 1 to 5.

(iii) Describe your proposed system of stock management including details of replacement and marketing policy.

**Q.18.1 Current Cropping Activity (if none go to Q 18.2)**

Please describe below the current cropping activity on the croft giving details of crops growing or planted and the approximate area planted (Ha).

**Q18.2 – Proposed Cropping Activity (if none go to Q19)**

Please describe your proposed cropping activity on the croft. Provide details of proposed cropping and area to be planted (Ha).

**Q19 – Management of Croft**

Please detail on who will carry out the day to day crofting work of the croft.

**Q20 Guidance Notes:- Non-Agricultural Business Activity**

We need to know details of non agricultural activity on the croft if you intend to make this the justification for living on your croft. If the business activity is at the proposal stage and you have a business plan, please submit a copy of the business plan along with your application. If business is already operating please provide copy of accounts.

**Q20 - Describe current or proposed business activity on the croft. (continue on separate sheet if necessary)**

What is your role in the business?

How long have you been involved in this business?  Years  months

If it is your own business, how long has the business been trading/operating?  
 Years  months

If already established, where does the business operate from, at present ?

Why do you wish to move the business to your croft?

Do you you employ others in the business, please state how many people

What would happen to the business, if you continued to live at your present address?

**Guidance Notes:- Check list**

The check list is provided to give you an idea of the kind of information we require for the processing of your application form.

You **must** also forward a copy of your Title Deeds or Land Certificate if you are an owner-occupier.

If you require a new house due to the fact that your current accommodation and/or the house on the croft cannot be improved or extended at an economical cost then you must provide evidence i.e. a surveyors report.

If you require a new house for the management of the croft or to run your business from the croft then please provide evidence.

If you are improving a house then you must supply 2 competitive quotes for the work.

**Check list**

**Please tick off the documentation which you are sending to support your application.**

- (A) Copy of either Title Deeds, Feu Disposition, Disposition, Land Certificate  (if owner-occupier)
- (B) Details of Assingation/Succession from C.C./Landlord etc
- (C) Supporting evidence is required if current home and/or house on croft is beyond economical repair i.e. surveyors report.
- (D) Agricultural Evidence i.e. 5 year plan, including details of stocking and cropping activity.
- (E) Business evidence i.e. business plans, current business details, business accounts.
- (F) 2 Competitive estimates for improvement works. (House improvement applications only)
- (G) Map showing location of CHGS works contained in application.

**Guidance Notes Other information**

You should provide as much information as possible and you may also wish to include any other relevant information which you think would help us to process your application form. If there is insufficient space to give a full answer, you are welcome to attach additional pages to the form.

You may wish to include a brief description of your current croft activities and any future plans for the croft that you believe would be made possible by SGRPID granting assistance in your case.

**Other Information / Current Croft Activities /Future Plans for the Croft**

If you have any other information which you think will help us in considering this application, please give details below and provide any supporting evidence where appropriate. (Use separate sheet of paper if required and list any other documents which you are enclosing).

**NOTE:** You should now return this form to:

**Scottish Government Rural Payments and Inspections Department  
Croft House Grant Scheme  
The Business Centre  
Crossapol  
Isle of Tiree  
PA77 6UP**

Failure to answer all relevant questions may result in your application being returned and may delay processing.

Your application will be acknowledged on receipt.

### **Declaration**

- I have read and I understand the CHGS Notes for Applicants on the scheme.
- I am applying for a grant to build a New House or rebuild/improve an existing house
- I certify that the information contained within this form is, to the best of my knowledge, accurate and correct and I hereby authorise The Scottish Government Rural Payments and Inspections Directorate to make any enquiries necessary to verify the facts.
- I certify that on completion of the work the assisted house will be occupied by me or a member of my family.
- **I confirm that if successful in obtaining an award I will operate the croft as an agricultural/business unit for the duration of the grant period. 15 years for New Build/ 10 years for Improvement Grant.**
- I certify that work has not yet started and will not start before I receive written permission from SGRPID to do so.
- I understand that if I knowingly give inaccurate information or make an inaccurate statement, I may be required to repay immediately all the CHGS assistance advanced.
- I understand that if the assisted house ceases to be or does not become occupied by me or my family, I will be required to repay immediately all the CHGS assistance advanced together with any interest.

Signature of applicant

Date

### **WARNING**

**IF WORK IS STARTED BEFORE SGRPID GIVES WRITTEN APPROVAL, ASSISTANCE WILL NOT BE GIVEN.**

**WARNING:** Any person who makes a false statement for the purpose of obtaining grant assistance under this scheme is liable on summary conviction to a fine not exceeding level 5 on the Standard Scale (presently £5,000). Providing false or misleading information may result in the refusal of assistance or the recovery of any assistance paid.