

# CROFT HOUSE GRANT SCHEME (CHGS)

## APPLICATION FORM NEW HOUSE & HOUSE IMPROVEMENTS NOTES FOR COMPLETION

Issued by  
The Scottish Executive Environment  
and Rural Affairs Department (SEERAD)

Before completing this form, you must read the Department's Guidance Notes on the Croft House Grant Scheme (CHGS).

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 left pages 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 Department tries to assist those whose circumstances are genuine and deserving of support. In this discretionary scheme, the Department has the right to reject applications if the circumstances appear to have been contrived to fit the scheme rules.

Please complete this form in **BLACK INK** as it will be photocopied. The completed form will be treated "In confidence" and will be seen only by those who need to see it in relation to its processing under CHGS.

## IN CONFIDENCE

### 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 THE DEPARTMENT 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.**

#### **Q1. 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.

#### **Q2 Details of present accommodation**

We need to know where you live at present, so we can send correspondence to the correct address and we also need to know whether you have enough bedrooms in this accommodation.

# 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 <input type="checkbox"/>	Standard <input type="checkbox"/>	Low <input type="checkbox"/>

### Q1. Personal Details

Title (e.g. Mr, Mrs, Miss or Ms)	<input type="text"/>
Forename(s)	<input type="text"/>
Surname	<input type="text"/>
Previous surname (if applicable e.g. maiden name)	<input type="text"/>
Date of birth	<input type="text"/>

### Q2. Details of present accommodation

Postal address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Postcode	<input type="text"/>	<b>(YOU MUST ENTER YOUR POSTCODE)</b>	
Telephone	Home <input type="text"/>	Work <input type="text"/>	
	Mobile <input type="text"/>	Email <input type="text"/>	

### **Q3. 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.

### **Q4 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.

**IN CONFIDENCE**

**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. 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.

**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*

## **IN CONFIDENCE**

### **Q5 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.**

### **Q6 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, as family relet cases are normally ineligible for assistance.

### **Q7 Type of accommodation**

We need to know the type of accommodation in which you live at present as this can affect eligibility. 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.

**IN CONFIDENCE**

**Q5. About the croft**

Croft address (if different from postal address)


Postcode

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**(YOU MUST ENTER YOUR POSTCODE)**

County

--

Parish

--

Agricultural Code No

	/	
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*Example: 123 / 4567*

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

Full name and address of your landlord.

Landlord or landlord's agent

Name of Estate

Address


Postcode

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Are you related to the landlord ?

Yes

No

**If yes, give precise details of the relationship**

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**Q7. Type of accommodation**

At present are you -

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- 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

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## **IN CONFIDENCE**

### **Q8 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. Assistance is not normally offered to those who have (or recently had) adequate accommodation within 10 miles of the croft.

### **Q9 Previous Accommodation**

We need to know this as you may have given up a property which was adequate for your needs within working distance of the croft.

### **Q10 Assignment/relet**

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

**IN CONFIDENCE**

**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)  miles  
(If you live on the croft please tick box)

(b) Do you have the use of any house, within 10 miles of the croft, 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), which was within 10 miles of the croft ?  
Yes  No

**Q9. Previous Accommodation - (House sold or given up in the last 5 years which was 10 miles or less from the Croft)**

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

How many of these were bedrooms?

Date the house was sold or given up

If you have sold or given up **more** than one house, 10 miles or less from the croft, in the last 5 years you should complete this question for each house in the other information box at the end of the form.

**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?

*Please enclose copies of any documents you hold, which confirm details of the assignment/relet e.g. confirmation from the Crofters Commission*

## IN CONFIDENCE

### **Q11 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.

### **Q12 Justification for the construction/improvement of a house**

This is your application form and we need to know all the circumstances of why you require Department 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.

**IN CONFIDENCE**

**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**

**Q 12. 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)**

## IN CONFIDENCE

### Q13 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.

### Q14 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 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.**

The Department 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 should forward a copy of your preferred estimate for the work.

Please see the separate card, which should be enclosed with this application form, which provides a guide to the different priority areas and will 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.

Alternatively you can contact your Local Area Office or CHGS Branch who will be happy to help. The addresses and telephone numbers of the offices are located at paragraph 25 of the guidance notes.

#### New House

	Geographic Priority Area		
	High	Standard	Low
New House grant	£22,000	£17,000	£11,500

#### Rebuilding and Improvement

	Geographic Priority Area		
	High	Standard	Low
Rebuilding and Improvement grant	40% of costs up to a maximum grant of £22,000	30% of costs up to a maximum grant of £17,000	20% of costs up to a maximum grant of £11,500

Example of house improvements: If your improvements are costing £30,000 and your croft is in a standard priority area then your CHGS grant will be £9,000 (30% of £30,000) should your application be successful.

**IN CONFIDENCE**

**Q13. Other House on Croft**

Is there another house on the croft? Yes  No

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

Is the house to be built on a bareland croft ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so, has the bareland croft been assigned to you ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is a house to be built on a subdivided croft ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is a house to be built on an apportionment ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

**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 (you should also provide a copy of your preferred estimate)

## **IN CONFIDENCE**

### **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 a copy of your preferred estimate for the work.

### **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.

## IN CONFIDENCE

### 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   | <input type="checkbox"/> | (Required if owner-occupier)      |
| (B) Details of Assignment/Succession from C.C./Landlord etc  | <input type="checkbox"/> |                                   |
| (C) Supporting evidence is required if current home and/or house on croft is beyond economical repair i.e. surveyors report. | <input type="checkbox"/> |                                   |
| (D) Agricultural Evidence i.e. 5 year plan, list of stock, cropping activity.  | <input type="checkbox"/> |                                   |
| (E) Business evidence i.e. business plans, current business details  | <input type="checkbox"/> |                                   |
| (F) Copy of your preferred estimate for the work   | <input type="checkbox"/> | (Required for House Improvements) |

### Other Information

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)

## IN CONFIDENCE

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

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

Your application will be acknowledged on receipt and we will contact you again within 4 weeks.

### 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 Executive Environment and Rural Affairs Department 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 the croft will operate as an agricultural unit.
- I certify that work has not yet started and will not start before I receive the Department's written permission 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 THE DEPARTMENT 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.