

ADVICE NOTE

Top Ten Tips for a Successful Application

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INTRODUCTION

This Advice Note provides some tips on preparing a successful application. These tips are based on the real experience of communities that have used the Act so far.

1. Read the Guidance and the Land Reform Act.

You should familiarise yourself with the detail of the process. The best place to start is to get hold of the Guidance and read it. All those actively involved in preparing the application should do the same. Get hold of Part 2 of the Act and have a read of that too.

2. Familiarise yourself with the Application Form

You will need to answer all the questions on the form. Study them carefully and draft responses.

3. Make sure your Company is properly constituted

Some communities have failed to make a successful registration because their Memorandum and Articles of Association (the constitution of a Company) failed to meet the criteria laid down in the Act. Pay attention to this and make sure you submit the Memo and Arts to the Scottish Executive for approval.

4. Contact the Scottish Executive Land Reform Branch

The staff in the Land Reform Branch are happy to discuss the Act and will advise you on how to complete your Application. Phone them up. They are there to help.

5. Look at other successful Applications.

Go to the Register of Community Interest in Land (<http://rcil.ros.gov.uk/>) and have a look at the Applications submitted by other Community Bodies who have been successful. The documents are quite large (over 1Mb in many cases) so it will help if you can use a broadband connection.

6. Contact other Community Bodies

Contact other community bodies that have gone through the process of

submitting Applications. You can find their contact details on the Application Forms in the Register mentioned above.

7. Use the Discussion Board on this website

Feel free to post your own comments and views and see what others are saying. Click on Discuss on the top menu at www.landreformact.com.

8. Obey the Rules

Do it right! There are various rules laid down by the Act. The Guidance alerts you to most of them. Follow the rules and official advice.

9. Make a competent map

Make sure you map complies with the statutory requirements (See Statutory Instrument 231 on Information page at www.landreformact.com). Make sure it is drawn clearly and contains all the information required.

Finally.....

10. Don't be Daunted

Use this website, contact the sources of help including myself, look at the Discussion Board, read the guidance. You can do it - other have!