

## NOTES OF GUIDANCE FOR APPLICANTS OF WINDOW CLEANER'S LICENCES

All licences will run for a period of three years from the date of approval (unless certain restrictions are imposed by the Licensing Committee). Copy applications will be forwarded to Strathclyde Police who will carry out a full D.V.L.A. and Criminal check on each applicant. Any convictions not declared (subject to the Rehabilitation of Offenders Act) by you will be disclosed by the Police and may affect your application. Please note that licences are not transferrable.

### Documentation to be produced on submission of application:-

1. All information on application to be fully completed at time of submission.
2. Two passport sized photographs certified as a true likeness.
3. Details of Public Liability Insurance as in force or as proposed to cover no less than £5,000,000.
4. A Secondary form of photographic identification e.g. passport (where a passport is not available a Council Tax Payment Book or Utility Bill etc showing applicants name and address will be acceptable).
5. Applicants not resident in the UK must provide (at their own expense, and officially translated if necessary) a Certificate of Good Conduct or similar document from the justice authority of the country where they are resident.
6. Applicants who have been resident in the UK for less than 5 years prior to application must provide (at their own expense, and officially translated if necessary) a Certificate of Good Conduct or similar document from the justice authority of the country where they previously resident.

### Licence Fees (which cover a three year period):-

1. Window Cleaner's Licence     £350.00

**PLEASE NOTE THAT APPLICATIONS WILL NOT BE ACCEPTED BY POST. ALL SUBMISSIONS MUST BE MADE IN PERSON TO THE CENTRAL SERVICES DEPARTMENT, LICENSING SECTION, COUNCIL HEADQUARTERS, EASTWOOD PARK, ROUKEN GLEN ROAD, GIFFNOCK. NO REFUND OF FEES WILL BE MADE FOR APPLICATIONS WHICH ARE EITHER REFUSED OR WITHDRAWN.**

EAST RENFREWSHIRE COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT OR RENEWAL OF A WINDOW CLEANER'S LICENCE

Each question must be answered

**(To be completed if a natural person e.g. Individual)**

1(a) Full Name (Block Letters)

\_\_\_\_\_

(b)(i) Home Address (NB If your home address is outwith the UK, see Note 5)

\_\_\_\_\_

\_\_\_\_\_

(ii) Previous address if resident in the UK for less than 5 years immediately prior to application. (NB See Note 6)

\_\_\_\_\_

\_\_\_\_\_

(c) Home Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_

(d) National Insurance No \_\_\_\_\_

(e) Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

(f) Is applicant to carry out day-to-day management of the business?

YES/NO

If NO, give full name, address and date of birth of any employee or agent so engaged

\_\_\_\_\_

\_\_\_\_\_

Give business hours telephone number of applicant or agent

\_\_\_\_\_

**(To be completed if a non-natural person e.g. company, group, firm, business etc)**

2(a) Full Name (Block Letters)

\_\_\_\_\_

(b) Address of Principal or Registered Office

\_\_\_\_\_

**(c) Details of all Directors, Partners or persons responsible for the management of the business**

**1. Name:**

\_\_\_\_\_

**Home Address (NB. If your home address is outside the UK, see note 5)**

\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **N.I. No:**

\_\_\_\_\_

**2. Name:**

\_\_\_\_\_

**Home Address (NB. If your home address is outside the UK, see note 6)**

\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **N.I. No:** \_\_\_\_\_

**(d) Details of employee or agent to carry out day-to-day management of the trade.**

**1. Name:**

\_\_\_\_\_

**Home Address (NB. If your home address is outside the UK, see note 5)**

\_\_\_\_\_

—

**3 Address of premises from which activity is to be operated**

\_\_\_\_\_

\_\_\_\_\_

**4 Area in which applicant proposes to operate/work:**

\_\_\_\_\_

**5 Details of Public Liability Insurance (including identity of insurance company, amount and extent of liability) as in force or as proposed. Cover must be for no less than £5,000,000 (the Council will require sight of the policy prior to issuing any licence)**

\_\_\_\_\_

\_\_\_\_\_

**6. Phone numbers to be supplied to members of the public for window cleaning services if appropriate**

\_\_\_\_\_

7(a) Has any party named in 1 or 2 above previously held or does he currently hold a window cleaner's licence?

YES/NO

If YES, which authority granted the licence? \_\_\_\_\_

what was its reference no? \_\_\_\_\_

when was it granted? \_\_\_\_\_

when does it expire? \_\_\_\_\_

(b) Has any party named in 1 or 2 above ever applied for and been refused a window cleaner's licence?

YES/NO

If YES, which authority refused the licence? \_\_\_\_\_

when was it refused? \_\_\_\_\_

8 Does any party named in 1 or 2 above suffer from or has any such party ever suffered from any injuries, handicap or serious illness?

YES/NO

If YES, give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below particulars of any convictions against any party named in 1 or 2 above. This has to include any endorsable road traffic (continue on a separate sheet if necessary).

Date	Court	Offence	Sentence

**NB ALL CRIMES AND OFFENCE MUST BE DECLARED**

**I declare that the particulars given by me on this form are correct to the best of my knowledge and belief**

\_\_\_\_\_ (Signature of Applicant or Agent)

\_\_\_\_\_ (Agents Address)

\_\_\_\_\_

\_\_\_\_\_ (Position of applicant in company/partnership if not otherwise stated)

\_\_\_\_\_ (Date)

**N.B. Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £500.**

The Data Protection Act 1998 requires East Renfrewshire Council to inform you that this form, when completed, will include information about you which can be designated “personal data” under the Act. East Renfrewshire Council has a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. As a data subject under the Act, you have the right to ask for a copy of any personal data held regarding you and to ask for any inaccurate data to be corrected.

**FOR OFFICE USE ONLY**

<b>Date Received:</b>	<b>Fee Paid:</b>
<b>Receipt No:</b>	<b>Licence No:</b>