

**1 YEAR 2 YEAR OR 3 YEAR
(delete as appropriate)**

**Civic Government (Scotland) Act 1982
Application for a Window Cleaner's Licence**

Please refer to the attached guidance notes prior to completing this form.

Please ensure that you:

- complete every question on this form

Payment is due at the time you submit this application at the Licensing office. If paying by cheque please make cheque payable to East Renfrewshire Council. In the event of not being granted a licence, application fees are non-refundable (apart from any enforcement element).

Please answer every question in typescript or black ink and capital letters

To be completed if applicant is individual natural person or and employee (delete as appropriate)				
1. Full name:				
Address and postcode:				
Previous address if resident in the UK for less than 5 years immediately prior to application.				
Home Tel.No:		Business Tel.No.		Mobile Tel.No.
Date & Place of Birth:		Date of Birth	Place of Birth	
Are you self employed?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you are not an EU National do you have the right to work in the UK?		YES/NO (delete as appropriate)		
Is applicant to carry out the day-to-day management of the activity?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
If No , please state full name, address and date of birth and business hours phone number of any employee or agent so engaged:				

To be completed if applicant is not an individual (natural) person (eg a company/partnership)**2.** Full company name:

Company address and postcode:

Company Registration No:

Company Tax No:

Address of Principal Office or Registered Office and postcode:

Company Registration No:

Company Tax No:

Details of all Directors, Partners or persons responsible for the management of the business:**3.** Name:

Home address including postcode

If you are not an EU National do you have the right to work in the UK?

YES/NO (delete as appropriate)

Tel.No.

Date of Birth:

Name:

Home address including postcode

If you are not an EU National do you have the right to work in the UK?

Tel.No.

Date of Birth:

Details of employee or agent to carry out day-to-day management of the trade**4.** Name:

Please state full name, address and date of birth and business hours phone number of any employee or agent so carrying out the day to day management

5. Full address of premises including
postcode from which activity is to be
operated (include trading name)

6. Are you applying for the grant of a licence or to renew an existing window cleaner's licence?

Grant

Renewal

If renewal, please state current licence number:

WCL/

7. Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below particulars of any convictions you or any Directors, Partners or Manager have. This must also include any endorsable Road Traffic Offences or fixed penalties. Continue on a separate sheet if necessary. IF THERE ARE NONE YOU MUST WRITE "NONE". If you are unsure DO NOT PROCEED, obtain a disclosure certificate from Police Scotland or Disclosure (Scotland) to confirm your details.

Date	Court	Offence	Sentence

Note – All unspent crimes and offences must be declared

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.

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 resided.

8. Area(s) in which applicant proposes to operate/work:	
9. 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).	
10. Phone numbers to be supplied to members of the public for window cleaning services if appropriate:	
11. Has any party named in Question 1 or 2 previously held or currently holds a window cleaner's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes , which authority granted the licence?	
What was the reference number?	
When was it granted?	
When does it expire?	
12. Has any party named in Question 1 or 2 overleaf ever applied for and been refused a window cleaner's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes , which authority refused the licence? When was it refused?	

13. Does any party named in 1 or 2 above suffer from or has any such party ever suffered from any injuries, disability or serious illness?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, give details.	

Any person who 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 information you supply on this form will be used by East Renfrewshire Council to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Council will use this information because we need to do so in terms of the Civic Government (Scotland) Act 1982. The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including community councils and the Fire Authority, if appropriate. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the above Act and to perform a task carried out in the public interest. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to <https://www.eastrenfrewshire.gov.uk/licensing-privacy-notice>

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, Giffnock, G46 6UG

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Council. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application. If the other person wants any more information on how we will use their information they can visit our web site at <https://www.eastrenfrewshire.gov.uk/licensing-privacy-notice>

I declare that the particulars given by me on this form are true and I hereby make application to East Renfrewshire Council for the grant or renewal of the licence applied for.

Signature of applicant or agent		Date:
Agents Address:		

Position of applicant in company/ partnership, if not otherwise stated:	
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Please ensure that you have read the attached guidance notes and that you have:

- completed every question
- signed and dated the application
- arranged (or are arranging) adequate insurance cover which provides at least £5,000,000 third party liability cover

Completed applications should be returned to:-

East Renfrewshire Council
Legal Services
Council Headquarters
Eastwood Park
Rouken Glen Road
Giffnock
East Renfrewshire, G46 6UG

Phone: 0141 577 3001

E-mail: celicensing@eastrenfrewshire.gov.uk

Window Cleaner's Licence

1. Why do I need a window cleaner's licence?

You need a licence if you intend to work as a window cleaner within the East Renfrewshire Council area.

2. Applications

The licence itself may be held in the name of a firm or company (ie non-natural person) or in the name of an individual person.

- Where the applicant is an individual natural person (ie one person), the whole of question 1 should be completed, and question 2 should be ignored.
- Where the applicant is a company, partnership or other non-natural person, the whole of question 2 should be completed and question 1 should be ignored.

If a question is irrelevant please mark it "not applicable" unless otherwise stated.

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date of the current licence. Failure to lodge the renewal before the expiry date of the current licence will result in the licence lapsing.

Documentation which must be produced on submission of application is as follows:-

1. Your current passport
2. Two items of correspondence showing your current name and address (e.g. DVLA licence, Council Tax Payment Book/Notice, Utility bill etc)
3. Applicants not resident in the UK must provide (at their own expense and officially translated if necessary) a Certificate of Good Conduct.
4. 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 resided.

3. Application Fees

PLEASE REFER TO COUNCIL WEBSITE FOR CURRENT PRICE LIST

<https://www.eastrenfrewshire.gov.uk/window-cleaners-licence>

Payment is due at the time you submit your application at this office. Please note that applications cannot be emailed to us. You must print the form, complete it and post it, or hand deliver it to the licensing office (at the undernoted address) with the appropriate fee.

Application fees are non-refundable, even if your application is subsequently refused or withdrawn. However you will be entitled to a refund of the enforcement element of the application fee (15% of total fee). You will require to submit the request for this refund in writing to the council. Thereafter you will be issued with a cheque in due course.

4. Insurance

You must produce evidence and details of the insurance cover you intend to have and produce the certificate of insurance prior to the issue of a licence (if granted). This cover must disclose the identity of the insurance company and provide at least £5,000,000 third party liability cover.

5. Processing the Application

Your application must be considered within 3 months of it being lodged and the Council must reach a decision on it within 6 months. However, the Council aims to take a decision within 6 weeks.

Window Cleaner Guidance Notes

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Police Scotland who will carry out a full DVLA and criminal background check on each applicant. Please note any convictions not declared by you will be disclosed by the police and may affect your application and/or lead to prosecution. A copy will also be sent to the Counter Fraud Officer as you must be registered at home address for Council Tax purposes either as liable or non-liaible. Your application may also be sent to the UK Borders Agency.

If your application is granted you will be notified accordingly. You will be issued with your licence and an identification badge. The licence should be kept somewhere safe and the identification badge should be worn at all times when you are operating as a window cleaner. You should also show this licence and badge to a police officer, an officer from East Renfrewshire Council or to any member of the public on demand.

If an objection is received in relation to your application you will be sent a copy of the letter of objection. Your application, the letter of objection and your response will then be referred to a Licensing Committee. You will be called to a hearing before the Committee and given the opportunity of addressing the Committee.

If your application is refused, or granted conditionally, you are entitled to ask the Council within 28 days to give reasons for such refusal, or the imposition of such conditions, and thereafter you are entitled to appeal to the Sheriff against the decision on various grounds. You should seek the advised of a solicitor if you wish to appeal.

7. Conditions of Licence

East Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

You must comply with the conditions stated on your licence, which includes compliance with the Health and Safety at Work Act 1974. You are advised to refer to guidance notes issued by the Health and Safety Executive entitled Prevention of Falls to Window Cleaners. You may obtain a copy of this publication by visiting the Health and Safety Executive website at www.hse.gov.uk or by phoning them on 01787 881 165.

8. Duration of Licence

You can apply for a licence for a one, two or three year period if the application is for the renewal of a licence. However, if you are applying for this first time then you can only apply for a licence for a one year period.

9. Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

Contact Details

Tel: 0141 577 3001

Email: celicensing@eastrenfrewshire.gov.uk

Or Write to:

East Renfrewshire Council
Legal Services
Council Headquarters
Eastwood Park
Rouken Glen Road
Giffnock
East Renfrewshire, G46 6UG

Window Cleaner Guidance Notes

1. The licence is valid only within the East Renfrewshire Council area.
2. The licence holder or his/her employer shall maintain policies of insurance in force as follows:
insert details of public liability cover
and shall exhibit the policies and the receipts for payment of the premium for renewals thereof to the authorised officer of the Council on request.
3. A window cleaner shall not lend or allow any other person to use his/her licence.