

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

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

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1
Part B	Grant or Renewal of a licence	p3
Part C	Declaration	p4

## Part A – About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

\_\_\_\_\_

Forename \_\_\_\_\_

Trading Name (if different) \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

\_\_\_\_\_

Are you self employed? YES  NO

If NO, provide the name and address of the person or company employing you

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### Part B – Grant or Renewal of License

What type of licence are you applying for? GRANT  RENEWAL

Specify days and hours you propose to trade

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Details of Third Party Indemnity Policy (including identity of Insurance Company, amount and extent of liability being £1 million) as in force or as proposed. The Council will require sight of the Policy prior to issuing any licence.

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Details of Employer's Liability Insurance as in force or as proposed (including identity of Insurance Company, amount and extent of liability) where the application is to carry on the trade of window cleaner but not solely as an employee. The Council will require sight of the Policy prior to issuing any licence.

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## Part C – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES  NO

If Yes, provide particulars below. **NB – All crimes and offences must be declared:**

NAME	DATE	COURT	OFFENCE	SENTENCE

Have you pending offences/convictions that have yet to be dealt with? YES  NO

If Yes, provide details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any party named in Part A ever held or currently hold a Window Cleaner's Licence?

YES  NO

If Yes:

When was the licence granted \_\_\_\_\_

When does it expire \_\_\_\_\_

Which authority granted the licence \_\_\_\_\_

Has any party named in Part A ever applied for and been refused an application for a Window Cleaner's Licence?

YES  NO

If Yes:

Name of applicant \_\_\_\_\_

When was it refused \_\_\_\_\_

Which authority refused the licence \_\_\_\_\_

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

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence Please note that the application fee is non-returnable.

## **DATA PROTECTION ACT 2018**

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### **Further information can be obtained from:**

Data Protection Officer  
Licensing, Administration and Democratic Services  
John Muir House  
Haddington  
dpo@eastlothian.gov.uk