

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

WINDOW CLEANER'S LICENCE

GUIDANCE NOTES

Complete the application form and send to the Legal and Democratic Services, Licensing Team, John Muir House, Haddington, EH41 3HA.

1. The following is to be submitted with the completed application form:
 - a) The appropriate licence fee
 - b) Passport-size photograph
 - c) Copies of any, and all, Third Party Indemnity and Employer's Liability insurance policies held
2. In the case of a married woman, provide your maiden name.
3. The application should be submitted at least 6 weeks prior to the date from which you wish the licence to operate. It is an offence to operate as a Window Cleaner without a licence .
4. In terms of the Act, the Council, as the licensing authority, are required to pass a copy of the completed application form to the Chief Constable.
5. All persons acting as Window Cleaners require their own individual Window Cleaner's licence.
6. If the licensing authority has refused an application, the licensing authority cannot accept a further application for the grant of a window cleaner's licence within 1 year from the date of refusal, unless there has been a material change in circumstances. There will be no refund of the licence fee should the further application be refused on the basis of the applicant failing to demonstrate such a material change in circumstances.
7. The period of the licence is for 1 year.
8. The licence continues to be in force, if the application to renew is applied for, before the expiry date of the licence.
9. No late renewal applications will be accepted, and a grant of a licence would require to be applied for and granted, by the licensing authority before the applicant is allowed to trade.