|  |  |
| --- | --- |
|  | Falkirk Council Licensing Unit  Foundry  4 Central Park  Central Boulevard  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**Application for the grant/renewal of a Window Cleaners Licence**

1. All relevant questions must be answered in block letters or typescript. If you are providing an email address this should be done in the required format for sending an email.
2. Failure to fully and accurately complete any section (in particular Section 3) of the application form and failure to submit the necessary supporting documentation may render it void.

**Before completing the application form please read the guidance notes on: -**

**(i) Applying for a window cleaner’s licence.**

**(ii) Completing an application form for a window cleaner’s licence.**

**SECTION 1**

**Question 1**

|  |  |
| --- | --- |
| Is the application in respect of a new grant or renewal? | NEW/RENEWAL |
| If renewal give details: | Licence No.:  Expiry Date: |

**SECTION 2**

**Question 2**

Details of applicant

|  |  |
| --- | --- |
| (a) Full name of applicant |  |
| (b) Home Address (including postcode) |  |
| (c) Date of Birth |  |
| (d) Town and Country of Birth |  |
| (e) E-mail Address |  |
| (f) Mobile Telephone Number |  |
| (g) Home Telephone Number |  |
| (h) Works Telephone Number |  |

**Question 3**

|  |  |
| --- | --- |
| Do you have any current convictions, conditional offers and or fixed penalties recorded against yourself **within or outwith the UK**. In the case of renewal application it refers only to such convictions, conditional offers and or fixed penalties since the licence was last granted. | YES/NO\* |

If yes disclose all such unspent convictions, conditional offers and or fixed penalties.

Failure to disclose all convictions etc will result in the application being returned to the applicant. (Continue on a separate sheet if necessary).

**(a) Convictions**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Court or Country (outwith UK) | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(b) Conditional Offers and Fixed Penalties**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Country (outwith UK) | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Question 4**

|  |  |
| --- | --- |
| Have you lived outwith the United Kingdom for a period of six months or more within the last 10 years? In the case of renewal application it applies to you living outwith the United Kingdom for a period of six months or more since the last grant of the licence | YES/NO\* |

If yes you are required to provide a Criminal Record Check/verification from the Embassy of the country you resided in. Information on how to obtain this is contained within the guidance notes

**Question 5**

|  |  |
| --- | --- |
| (a) Have you previously held or currently hold a Window Cleaners Licence issued by this or any other authority? | YES/NO\* |
| (b) If yes which authority granted the licence? |  |
| (c) When was it granted? |  |
| (d) When does it expire? |  |

**Question 6**

|  |  |
| --- | --- |
| (a) Have you ever applied for and been refused a Window Cleaners Licence by this or any other authority? | YES/NO\* |
| (b) If yes which authority refused the licence? |  |
| (c) When was it refused? |  |

**If an application for a Window Cleaners licence was refused by this authority within the last year a further application will only be accepted if there has been a material change in circumstances. This information must be provided with the application.**

**SECTION 3**

**Question 7**

|  |  |
| --- | --- |
| Are you self-employed? | YES/NO\* |

\*If you have answered YES go to question 9.

**Question 8**

Details of employer

|  |  |
| --- | --- |
| (a) Full name of person/company/firm employing you. |  |
| (b) Address of person/company/firm employing you. (Including postcode) |  |

**Question 9**

Details of operation

|  |  |
| --- | --- |
| (a) Where do you propose to operate in the Falkirk Council area? |  |

**SECTION 4**

**Question 10**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

The following relevant documentation must be submitted with the application if required otherwise the application will not be accepted.

|  |  |
| --- | --- |
| **I confirm that I have enclosed the following** | **Submitted** |
| (a) Fee Paid |  |
| (b) Photographic ID (new applications only) |  |
| (c) Proof of address (new applications only) |  |
| (d) Criminal Record Check/Verification from Embassy. This applies to all persons named on the application who have lived outwith the UK for any period of at least 6 months within the last 10 years. |  |
| (e) Public Liability Insurance to the value of £5 million |  |

**SECTION 5**

**INDIVIDUAL PERSON**

I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the grant of a Window Cleaner Licence.

Date:

Signature of applicant/agent:

Or agents address:

|  |
| --- |
| Please indicate where all correspondence should be sent to applicant/agent/manger. Also where possible provide e-mail address for correspondence where appropriate.  Applicant □ Employer □ Agent □  E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**This authority 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 within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.**

N.B. 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 matter shall be guilty of an offence and liable, on summary conviction, to a fine.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>