

GUIDANCE ON APPLYING FOR A WINDOW CLEANER LICENCE

A Window Cleaner Licence enables the licenceholder to clean windows in the Falkirk Council area.

What exemptions apply?

If you are employed as a cleaner and part of your cleaning duties include cleaning the windows along with for example hoovering, dusting you would not require a licence to clean windows.

How much will it cost?

The application fees for a window cleaner licence are:-

- New application £180
- Renewal application £180

Generally you won't get your money back if we have started to process your application and you change your mind or if your application is refused.

Do I need to be insured?

Yes.

If you are self-employed you will require to hold in your own name Public Liability Insurance to the value of £5 million.

If you are an employee either you or your employer will require to hold Public Liability Insurance to the value of £5 million.

What happens if I have convictions or fixed penalties?

You need to tell us on the application form of **all** unspent convictions, conditional offers and/or fixed penalties recorded against you within or outwith the UK for a new licence.

If the application is for the renewal of an existing licence you are only required to tell us of convictions, fixed penalties or conditional offers within or outwith the UK since your licence was last granted.

If you don't submit all information we will send your application form and fee back to you.

If you have a current conviction the application will automatically be determined by the Civic Licensing Committee. In the case where it is the renewal of a licence it will be convictions recorded against you since the last grant.

What if I have lived outside the UK for six months or more within the last 10 years?

If you have lived outside the UK for a period of six months or more within the last 10 years a Certificate of Good Conduct or Criminal Record Certificate from the Country you stayed in requires to be provided. The Criminal Record Certificate must have been obtained within the last 6 months prior to submitting the application. This is so we can make sure we have the same information about your criminal record as we have for people who have lived in the UK for 10 years. You should contact the Embassy or Consulate to find out how to do this. If the information is not in English then you will need to arrange for it to be translated. You will have to meet the cost of getting this information, along with costs of any translation.

How do I make an application?

Your application should be made on the form that is available to download from our website. You should also refer to the guidance on completing an application form for a window cleaner licence. You will also need to send to us the following with the form:-

- The application fee. This can be paid in cash, by cheque made payable to "Falkirk Council", debit/credit card or postal order.
- Photographic Identification (new applications only).
- Proof of address (new applications only).
- Criminal Record Check if required.
- Public Liability Insurance to the value of £5 million.

Once I submit my application what happens next?

If the application is for the renewal of an existing licence you can continue to operate as a Window Cleaner until we make a decision on your application.

If the application is for the grant of a new licence you cannot operate as a Window Cleaner **until your application is granted.**

Process for consideration of both types of the application is as follows:-

- The application is sent to Police Scotland for comments and you will receive a letter or e-mail acknowledging your application.
- If it is found that you have not told us all your convictions or fixed penalties the application may be returned to you.
- If you have no current convictions and no objections or representations are made your licence will be granted by officers of the Council.

Do officers of the Council always determine applications received?

No. - Sometimes applicants have to go before a Committee known as the Civic Licensing Committee.

The application will be determined at a meeting of the Civic Licensing Committee if:-

- if you have an unspent conviction(s);
- objections or representations are received.
- You are unable to provide the proof of public liability insurance.

How long will it take to process my application?

We have nine months to make a final decision on your application. No decision can be made on any application until the consultation period of 28 days has passed. In practice most applications take approximately four to six weeks to process unless it has to be determined at a meeting of the Civic Licensing Committee for any of the above reasons.

The Council can make an application to the Sheriff to extend the nine month determination period if required.

What happens if my application is granted?

You will receive a letter advising of this. You are required to attend the Licensing Office between the hours of 9.00 am to 12 noon Monday to Friday. At this time you will be issued with an identity badge and your licence. If it is a new grant of a licence you are required to pay a fee of £5. If it is for the renewal of a licence you are required to return your old identity badge, if you have lost it you are required to pay a fee of £5.

Do I have to do anything else during the duration of my licence?

You have to ensure that the Council always has a copy of current public liability insurance to the value of £5 million to cover you for the business activity of window cleaning. Also if you change your employer you need to tell us along with giving us a copy of insurance if required. Also if you change your address you must let the licensing office know and your licence will be updated.

What happens if my application is refused?

If your application is refused, you are not allowed to make another application for this type of licence for 1 year from the date of the refusal unless you can show that there has been a material change in circumstances. You are entitled to ask us within 28 days of the application being refused by the Committee to give reasons for the refusal. Within 28 days of the Committee decision you may be entitled to a right of appeal to the Falkirk Sheriff on certain grounds.