

## **GUIDANCE ON COMPLETING AN APPLICATION FORM FOR A WINDOW CLEANER LICENCE**

### **Section 1 – Question 1 must be completed**

Advise if it is a new/renewal/ licence being applied for.

If the application is for the renewal of a licence give the current licence number and expiry date. A renewal application must be applied for before the expiry date of the current licence. If the renewal application is accepted you can continue to operate until a decision is made on your application. If you forget to renew your licence or are unable to do so due to unforeseen circumstances you should contact the Licensing Section as soon as you become aware your licence has expired.

If a new grant application is applied for you cannot operate until a Window Cleaner Licence is granted.

### **Section 2 – Relates to your personal details**

Question 2 – This question requires the details of the person applying for the licence.

Question 3 – You must answer either yes or no on the application form to the question relating to current convictions, conditional offers or fixed penalties. If the application is for a new grant all current convictions, conditional offers and or fixed penalties recorded against yourself within and outwith the UK require to be disclosed. If the application is for renewal of existing licence it refers only to convictions, conditional offers and or fixed penalties since the licence was last granted. It is essential that full details of any current convictions are supplied on the application form so that necessary Police checks can be undertaken and your application can be processed as quickly as possible.

Question 4 – You must state if you have lived outwith the UK for a period of six months or more within the last 10 years. In the case of a renewal application it refers to a period of six months since last grant. If yes a Criminal Record Check/verification from the Embassy requires to be submitted with the application form. Otherwise your application will not be accepted. The following link may help you on how to get criminal record checks from overseas:-

<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/>

Question 5 – You must answer this question as you are required to provide details of any other Window Cleaner Licences you have held by this or any other authority.

Question 6 – You must answer this question as you are required to provide details of any applications for Window Cleaner Licences refused by this or any other authority.

**Section 3 – Relates to the management and area of operation of the activity**

Question 7 – You have to advise if you are self-employed or not. If YES go to question 9.

Question 8 – You only complete this question if you are an employee giving details of your employer.

Question 9 – Provide details of the area(s) within Falkirk Council you wish to operate.

**Section 4 – Relates to a checklist of supporting documentation.**

The application fee and all the necessary supporting documentation must be submitted with the application otherwise it will not be accepted.

**Section 5 – Declaration by the application.**

The declaration must be signed and dated.

You are also required to advise us who to send correspondence to.