

PERTH & KINROSS COUNCIL  
CIVIC GOVERNMENT (SCOTLAND) ACT, 1982

APPLICATION FOR A WINDOW CLEANERS LICENCE

**Please return together with (i) £95 - 1 year licence or, £145 - 3 year licence and (ii) 2 passport sized photographs. In the event of your application being withdrawn/refused, an administration charge of £95 will be retained by the Council.**

<b>All questions must be answered</b>	Surname	Forename(s)	
1. (a) Full name (Block Letters)			
(b) Address			
	Tel.No.		
(c) Age, Date and Place of Birth	Age	Date of Birth	Place of Birth
(d) Period of licence applied for (delete as appropriate)	3 Years/1 Year		Grant/Renewal If renewal give licence no.
2. Do you intend to be self employed?  If NO, give name and address of employer for whom you intend to work.	YES/NO		
3. Address of premises from which you intend to work.			
4. Area in which you intend to work (e.g whole District or name towns).			
5. Give details if Public Liability Insurance Policy.	Insurance Company Name.....		
	Policy Number.....		
	Date on which Policy expires.....		
6. Give details of Employers Liability Policy (if relevant)	Insurance Company Name.....		
	Policy Number.....		
	Date on which Policy expires.....		
<b>COPIES OF YOUR POLICY OR POLICIES DETAILED IN 5 AND 6 ABOVE MUST BE SUBMITTED WITH YOUR APPLICATION</b>			
7. Do you suffer from any disability or illness likely to affect your fitness as a window cleaner?  If YES, please give details.	YES/NO		
8. Have you or any person named on this form been convicted of any crime or offence including road traffic offences or contravention of byelaws?	YES/NO		

LIST BELOW ALL CURRENT CONVICTIONS. IF YOU HAVE NO CONVICTIONS, STATE 'NONE'.

Date of Court	Court Name	Offence	Sentence
9. Have you or any person named on this form ever been refused a Window Cleaners Licence?  If YES, Name of Council which refused your application.	YES/NO		
10. Have you previously held or do you now hold a Window Cleaners Licence issued by any other Council?  If YES, when does/did your licence expire?  Name of Council	YES/NO		

**Data Protection Act 1998**

The information provided by you and by relevant third parties will be used in determining your application for the Grant/Renewal of a Window Cleaner's Licence. It may include both personal and other details and may be shared with other appropriate professionals and service providers, in particular each application will be forwarded to the Police. Information may also be shared with Statutory Bodies for the purpose of prevention or detection of fraud or crime. In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth and Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Head of Legal Services, 2 High Street, Perth PH1 5PH.

I declare that the particulars given by me on this form are true and hereby make application to Perth & Kinross Council for the grant or renewal of the licence applied for. I consent to the sharing of my personal information as provided above.

Date..... Signature.....

**Two passport sized photographs, the appropriate fee and copies of your insurance policies must be submitted with this application.**

**OFFICE USE ONLY**

Date Received	Fee Paid	Application No	Sent to Police	Licence Issued	Valid Until