CIVIC GOVERNMENT (SCOTLAND) ACT, 1982

WINDOW CLEANER'S LICENCE

INFORMATION FOR APPLICANTS

1. **Background**

1.1 The Civic Government (Scotland) Act, 1982 introduced a new system for licensing certain activities, including window cleaners. Since 1985, window cleaners trading through the area have been licensed by the Council under Section 43 of the Act. A licence is required by any person engaged in window cleaning whether as an employee or self-employed.

2. **How to apply for a licence**

2.1 The attached application form should be completed in black pen. All applicants must complete all questions and any convictions must be listed under question 8. The Council may consider convictions 'spent' under the Rehabilitation of Offenders Act, 1974 and all convictions, whether or not 'spent' should be listed. If you have no convictions, state 'none'. **It is an offence not to disclose any convictions and you may be charged by the police for failing to do so.**

2.2 Licences will be granted for either one year or three years, except where the Council agrees otherwise. The fee must be submitted along with the application and is £95 for a one year licence and £145 for a three year licence.

If your application is refused the Council will retain £95 to cover part of the administrative costs and the balance of the fee will be returned to you.

2.3 You must hold Public Liability insurance for a window cleaner and if you employ any other window cleaners you must also hold Employer's Liability insurance. You are also advised to take out personal insurance cover in case you are involved in an accident.

2.4 Your application form should be returned to me at the address overleaf along with :

(i) the appropriate fee
(ii) two passport size photographs, and
(iii) a copy of your Public Liability policy and, if relevant, your Employer's Liability policy

3. **Grant or Refusal of an Application**

3.1 A copy of your application will be sent the Chief Constable, who will carry out enquiries including interviewing new applicants, and report to me. If the Council feels that any other enquiries should be carried out, you will be told of the nature of these enquiries and the results of them may be taken into account when coming a decision on your application. Any objections made those consulted will be reported to the Licensing Committee of the Council and you will be given an opportunity to be heard by the Committee before a decision is made on your application.

3.2 The Council may refuse an application if they consider the applicant is not a fit and proper person to hold a licence or for any other good reason. Where an application is refused, the applicant may appeal to the Sheriff and if your application is refused you may care to seek the advice of a solicitor.

3.3 If you have no serious convictions and there are no objections, your application will normally be dealt with and a licence granted within 3-4 weeks. You may not operate as a window cleaner until you have received your licence and have the necessary insurance.

3.4 If you are granted a licence, you will be issued with an identity card/licence which must be worn while you are cleaning windows. You will also be issued with a copy of the Council's Conditions for Window Cleaners, which must be observed at all times.

3.5 You should also be aware the advice given in the Health and Safety Guidance notes GS25 "Prevention of Falls to Window Cleaners" and GS21 "Safe use of Ladders, Step Ladders and Trestles" which may be purchased from the Stationery Office (TSO) Tel: 0870 6005522. Employers should include advice on the use of such safety practices as part of an employee's training. Further advice may be obtained from the Council's Environment Service.

4. **General**

4.1 If you need any help in completing the form or need any advice, please contact this service.

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HEAD OF LEGAL SERVICES

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