



IT IS STRONGLY ADVISED THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION AS INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL NOT BE ACCEPTED AND WILL BE RETURNED BY SECOND CLASS POST DELAYING YOUR APPLICATION. IF YOU PROVIDE AN EMAIL ADDRESS BELOW THIS WILL ALLOW US TO CONTACT YOU QUICKER REGARDING YOUR APPLICATION.

FOR OFFICIAL USE ONLY

Date of receipt of application		Deadline for initial decision	
Fee Paid		Deadline for final decision	
Receipt No.		Date to committee	
Acknowledgement		Decision	
Date to Police Scotland		Date of determination	

IMPORTANT – ALL QUESTIONS MUST BE ANSWERED

Question 1 – Personal details

First name	Middle name(s)	Surname
Age	Date of birth	Place of birth
Previous name(s)	National Insurance Number	
Length of time resident in the U.K.	Nationality	
Permanent address	Previous address	
Post code	Post code	
Time resident at this address	E-mail address	
Telephone number	Mobile number	

Question 2– Type of licence

Is this a renewal application?	yes/no
If yes, what is the licence number and renewal date?	
Have you ever applied for and been refused a licence by any council?	yes/no
If yes, which council refused the licence and by whom was the application made?	
When was it refused?	
Have you ever held a licence which was suspended or revoked?	yes/no
If yes, which council suspended or revoked the licence?	

Question 3 –Further details

(a)Have you ever been convicted of any crime or offence?  If answer is yes please provide details below; continue on separate sheet if necessary.			yes/no*
Date	Court	Offence	Sentence

\*SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974, ALL UNSPENT CRIMES AND OFFENCES MUST BE DECLARED (SEE NOTE 1 OF THE ATTACHED GUIDANCE NOTES).

(b) Please give name and address of person or company employing you as a window cleaner or state if you are self-employed.	
(c)Please give details of current Third Party Indemnity Policy – including identity of insurance company, amount and extent of liability (please ignore if applicant is an employee only and not self-employed)	
(d)Please give details of current or proposed Employer’s Liability Insurance Policy – including identity of insurance company, amount and extent of liability (please ignore if applicant is not employing or plans to employ other person(s) as window cleaner(s).	

(e) State area(s) of West Lothian in which you intend to operate.	
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Please tick the box to confirm that you have attached a passport size photograph (see note 7 of the attached guidance notes)	<input type="checkbox"/>
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Declaration by applicant

I declare that the information given by me on this form is correct to the best of my knowledge and belief.

Date	Signature of applicant	
	Print name of applicant	

If the application is being signed by an agent on behalf of the applicant please sign and complete boxes below

Date	Signature of agent	
	Print name of agent	
	Address of agent	

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Civic Government (Scotland) Act 1982. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.

GUIDANCE NOTES  
WINDOW CLEANER'S APPLICATION

1. Any person who in or in connection with the making of this application makes any statement which they know to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction to a fine not exceeding £2500. In relation to question 3, if there is doubt as to which offences are spent, applicants should seek legal advice before completing this form. Details of all of your convictions are available on payment of a fee from any police station. In terms of the Civic Government (Scotland) Act, 1982, for the purposes of this application the person signing the form is responsible for its contents. If the application is signed by an agent full details of that agent must be provided.
2. When making an application for a licence for the first time the form when completed, must be submitted by the applicant in person to Livingston CIS, Arrochar House, Almondvale Boulevard, Livingston along with the appropriate fee and
  - the applicant's photocard driving licence or
  - passport and proof of current home address i.e. recent utility bill.
3. The address given in the application form must match the ID documentation. Livingston CIS staff will copy the evidence of identity and immediately return the documentation. Details of the current licensing fees can be found on the council's website – [www.westlothian.gov.uk](http://www.westlothian.gov.uk).
4. If the application is for the renewal of an existing licence and is submitted prior to the expiry of the licence then the form can be posted direct to the Licensing Team, Legal Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF along with a cheque/postal order with the required fee and proof of the current home address of the applicant given in the application. Alternatively it can be lodged at Livingston CIS. Applications with payments enclosed cannot be handed in to the Civic Centre.
5. A copy of your Third Party Indemnity Insurance Policy (and Employer's Liability Insurance where appropriate) must accompany this application.
6. If a licence is granted, the period of the licence will be one year.
7. In addition, you must include a passport size photograph of yourself with your application which is used to produce an ID badge.
8. Please ensure that that this application is fully completed and that all required documents are lodged along with it. Incomplete applications will be returned for amendment and resubmission.
9. Once your application is complete it will be processed. You will receive an acknowledgement once your application is complete. We will then contact you once vetting is complete. Most applications are determined within 60 days but applications which require to be referred to the Licensing Committee for a decision will take longer to be determined. In the event of an application being refused or withdrawn after being processed, no refund of the application fee paid will be made.

10. To contact the Licensing Team please email [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk) or call 01506 281632. Please note if you are directed to our voicemail, please leave a message with your name and number and we will phone you back. Please note that the team cannot provide advice as to whether a licence is required. Applicants should seek legal advice from a solicitor or advice centre.