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| Form amended January 2023 | CIVIC GOVERNMENT (SCOTLAND) ACT, 1982 SECTION 43  APPLICATION FOR THE GRANT/RENEWAL OF WINDOW CLEANER’S\* LICENCE  \*DELETE AS APPROPRIATE |

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For use by West Lothian Licensing Team

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| Date application received |  | Date application acknowledged |  |
| Date application complete |  | Deadline for initial decision |  |
| Date Fee Paid |  | Deadline for final decision |  |
| Fee paid |  | Date to committee (if applicable) |  |
|  |  |  |  |
| Receipt number |  | Decision |  |
| Date to Police Scotland |  | Date of determination |  |

**Applicants should start completing the form below**

Please read the guidance notes before completing the application Please make sure when submitting your application that you attach all the required documentation as outlined in the guidance notes. Incomplete applications submitted by post will be returned by second class mail which will delay the processing of your application. Otherwise we will return incomplete applications sent by email by email.

Question 1 – Applicant details

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| First name | Middle name(s) | | Surname |
|  |  | |  |
|  |  | |  |
| Age | Date of birth | | Place of birth |
|  |  | |  |
|  |  | |  |
| Previous name(s) | | | National Insurance Number |
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|  | | |  |
| Length of time resident in the U.K. | | Nationality | |
|  | |  | |
| Permanent address | | Previous address (only to be completed if you have lived at your Address for less than 3 years) | |
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|  | |  | |
| Post code | | Post code | |
| Time resident at current address | | E-mail address | |
|  | |  | |
| Telephone number | | Mobile number | |

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Question 2– Licence details

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| 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 |

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| If yes, which council refused the licence and by whom was the application made? |  |
| When was it refused? |  |

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| Have you ever held a licence which was suspended or revoked? | yes/no |

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| If yes, which council suspended or revoked the licence? |  |

Question 3 –Further details (see note 1 of the attached guidance notes)

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| Have you been convicted of any crime or offence or accepted a fixed penalty for an offence? Subject to the Rehabilitation of Offenders Act 1974, all unspent crimes and offences must be declared.  If answer is yes please provide details below, continue on separate sheet if necessary. | | | yes/no\* (\*delete accordingly) |
| Date of conviction/fixed penalty | Court where convicted or fixed penalty paid | Offence | Sentence/penalty |
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Question 4 – Insurance details (see note 3 of the attached guidance notes)

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| (a) Please give name and address of person or  company employing you as a window cleaner or state if you are self-employed. |  |
| (b) 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) |  |
| (c) 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). |  |

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| (d) 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 5 of the attached guidance notes) |

Question 5 - Declaration by applicant

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

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| --- | --- | --- |
| Date | Signature of applicant  (handwritten forms only) |  |
|  | Print name of applicant |  |

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

I declare on behalf of the applicant referred to in Question 1 of this form that the information given by me on this form is correct to the best of my knowledge and belief.

|  |  |  |
| --- | --- | --- |
| Date | Signature of agent  (handwritten forms only) |  |
|  | 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: [licensingservices@westlothian.gov.uk](mailto:licensingservices@westlothian.gov.uk), telephone: 01506 281632.

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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. How do I submit my application**?**

Applications may be lodged in two ways -

* **By email:** You shoulddownload a copy of the most recent version of the form from our website and complete it by typing the information into the boxes on the form. You must sign the form to confirm that the information is correct by typing your name in the declaration section at Q5. The council accepts this as a signature. You should then check that the form has been fully completed and email it along with any supporting documentation to [licensingservices@westlothian.gov.uk](mailto:licensingservices@westlothian.gov.uk) in plenty of time before your licence is due to expire (if applicable). You will receive an emailed acknowledgement if it has been successfully delivered. Once your form and documents have been checked by the Licensing Team you will be emailed with information about how to make an online payment of the fee (unless no fee is applicable). Details of fees are available at the bottom of the webpage for each licensing scheme. Once your fee has been paid you will be emailed a site notice for immediate display, if applicable.
* **By post:** You shoulddownload a copy of the most recent version of the form from our website and complete it by hand and sign the form to confirm that the information is correct at the declaration section at Q5. You should then check the form has been fully completed and post it along with any supporting documentation and a cheque for the fee which is applicable to the Licensing Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF in plenty of time before your licence is due to expire (if applicable). Details of fees are available at the bottom of on the webpage for each licensing scheme.
* Please also provide a copy of your photocard driving licence or passport and proof of your current home address i.e. recent utility bill. The address given in the application form must match the ID documentation.

**APPLICATIONS CANNOT BE SUBMITTED AT THE CIVIC CENTRE OR AT ARROCHAR HOUSE**

1. A copy of your Third Party Indemnity Insurance Policy (and Employer’s Liability Insurance where appropriate) must accompany this application.
2. If a licence is granted, the period of the licence will be one year.
3. In addition, you must include a passport size photograph of yourself with your application which is used to produce an ID badge.
4. 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.
5. 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.
6. To contact the Licensing Team please email licensingservices@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.