



Civic Government (Scotland) Act 1982

APPLICATION FOR:-

- (Please tick appropriate box) **GRANT of a WINDOW CLEANER LICENCE**
 RENEWAL of a WINDOW CLEANER LICENCE

PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS

Section 1 (To be completed by all applicants)

1. Full Name of Applicant	<u>Surname</u>	<u>First Name(s)</u>
2. Home Address		
3. Postcode		
4. Address for correspondence relating to this application (if different from the one above)		
5. Postcode		
6. Email Address		
7. Telephone Number(s)		
8. Date and Place of Birth	<u>Date of Birth</u>	<u>Place of Birth</u>
9. Is the applicant to carry out the day-to-day management of the business, or event?	<input type="checkbox"/> YES (go to Section 2) <input type="checkbox"/> NO (go to next question)	
10. Full Name of employee or agent who will be the day-to-day manager	<u>Surname</u>	<u>First Name(s)</u>
11. Home Address of day-to-day manager		
12. Email Address of day-to-day manager		
13. Telephone Number of day-to-day manager		
14. Date and Place of Birth of day-to-day manager	<u>Date of Birth</u>	<u>Place of Birth</u>

Section 2 (to be completed by all applicants)

15. Are you are applying for the RENEWAL of a Licence. If YES, please state the expiry date of your current licence	<input type="checkbox"/> YES Expiry date of current licence <input type="checkbox"/> NO (please go to question 16)
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16. Are you applying for a licence as an individual or as a company, firm or organisation? If as individual you will be the licence holder. If on behalf of a company, firm or organisation that will be the licence holder.	<input type="checkbox"/> INDIVIDUAL (Please go to question 20) <input type="checkbox"/> COMPANY, FIRM or ORGANISATION If a company, firm or organisation is entered that will be the licence holder.			
17. Full name of Company, Firm or Organisation				
18. Address of Principal or Registered Office and telephone number				
19. Full names and private addresses of all Directors, Partners, Committee Members or other persons responsible for the management of the business (continue on a separate sheet if necessary)	Full Name (s)	Private Address(es)	Date(s) of Birth	Place(s) of Birth
20. State the area in which it is proposed to act as a WINDOW CLEANER e.g. the whole of Aberdeenshire (North, Central and South Divisions) or a particular town or towns within a Division				
21. Give details of Third Party Liability Policy. (The council will require sight of the policy prior to issue of the licence)	Name of Insurance Company	Policy No.	Amount of Cover	Expiry Date

Section 3 DECLARATION (To be completed by all applicants)

22. Has the applicant or any person named on the application ever applied for and been refused such a Licence or had such a Licence suspended? If YES, please give details of which council refused/suspended the Licence and the date it was refused/suspended.	<input type="checkbox"/> YES Which Council?..... Date refused/suspended? <input type="checkbox"/> NO
23. Do you or the day to day manager have any convictions against you? Note: “Convictions” includes both road traffic and criminal convictions. It includes both current and spent convictions	<input type="checkbox"/> YES <input type="checkbox"/> NO

I declare that the particulars given by me on this form together with the details on the application attached are true and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

Date:	Signature of Applicant/Agent:
Address of Agent (if any):	
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Any person who in connection with the making of this application makes any statement which he knows 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.

Please read the notes attached and submit your application to:-

ABERDEENSHIRE COUNCIL
LEGAL AND GOVERNANCE
VIEWMOUNT
ARDUTHIE ROAD
STONEHAVEN
AB39 2DQ

Notes

Duration of Licences

If granted, the licence will come into effect on the date specified on the Licence. Licences are normally granted for 3 years, unless a shorter period is specified.

Will Aberdeenshire Council disclose your personal data to anyone else?

YES. Your application will be forwarded to the following consultee(s)

- Police Scotland

Application Fee

The fee for a Window Cleaner Licence is non-refundable. Cheques/postal orders should be made payable to 'Aberdeenshire Council'

The following documents require to be submitted with your application:-

- Completed Application Form
- Public Liability Insurance
- 2 passport photographs
- Cheque/Postal Order for the appropriate fee

FOR OFFICIAL USE ONLY

DATE RECEIVED AT SERVICE POINT

NAME OF CUSTOMER SERVICE ADVISOR

CUSTOMER SERVICE ADVISOR SIGNATURE

SUBMITTED AT WHICH SERVICE POINT?

BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF