

Window Cleaner's Licence

Why do I need a window cleaner's licence?

You need a licence if you intend to work as a window cleaner or run a window cleaning business within the Renfrewshire Council area.

Applications

The licence itself may be held in the name of a firm or company (i.e. non natural person) or in the name of an individual.

- Where the applicant is an individual natural person (ie one person), the whole of question 1 should be completed, and question 2 should be ignored.
- Where the applicant is a company, partnership or other non-natural person, the whole of question 2 should be completed and question 1 should be ignored.

If a question is irrelevant please mark it "not applicable" unless otherwise stated.

You are required to produce 2 coloured passport photographs when lodging your application. Ensure that you write your full name on the reverse of the photos.

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date of the current licence. Failure to lodge the renewal before the expiry date of the current licence will result in the licence lapsing.

Application Fees

Payment is due at the time you submit your application at this office. For application fees please refer to the civic licensing fees leaflet. Please note that applications cannot be e-mailed to us. You must print the form, complete it and post it, or hand deliver it to the licensing office (at the undernoted address) with the appropriate fee.

Application fees are non-refundable, even if your application is subsequently refused or withdrawn.

Insurance

You must produce evidence and details of the insurance cover you have at the time you submit your application. This cover must disclose the identity of the insurance company and provide at least £1,000,000 third party liability cover.

Processing the Application

Your application must be considered within 3 months of it being lodged and the Council must reach a decision on it within 6 months.

Window Cleaner Guidance Notes

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Strathclyde Police. They will carry out their own investigations and report back to the licensing office.

If your application is granted you will be notified accordingly. You will be issued with your licence and an identification badge. The licence should be kept somewhere safe and the identification badge should be worn at all times when you are operating as a window cleaner. You should also show your licence and badge to a police officer, an officer from Renfrewshire Council or to any member of the public on demand.

If an objection is received in relation to your application you will be sent a copy of the letter of objection. Your application, the letter of objection and your response will then be referred to a Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board

If your application is refused, or granted conditionally, you are entitled to ask the Council within 28 days to give reasons for such refusal, or the imposition of such conditions, and thereafter you are entitled to appeal to the Sheriff against the decision on various grounds. You should seek the advice of a solicitor if matters should get to that stage.

Conditions of Licence

Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

You must comply with the conditions stated on your licence, which includes compliance with the Health and Safety at Work Act 1974. You are advised to refer to guidance notes issued by the Health and Safety Executive entitled Prevention of Falls to Window Cleaners. You may obtain a copy of this publication by visiting the Health and Safety Executive website at www.hse.gov.uk or by phoning them on 01787 881 165.

Duration of Licence

Applications for the grant of a window cleaner's licence are generally granted for a period of one year, whilst applications to renew an existing licence are normally granted for a two year period.

Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

Contact Details

Tel: 0141 840 3262

Fax: 0141 840 3566

E-mail: licensing.cs@renfrewshire.gov.uk

Office Hours

Monday to Thursday 8.45am - 4.00pm

Friday 8.45am - 3.15pm

Or write to:

Renfrewshire Council
Corporate Services Department
Licensing Section
Headquarters
Cotton Street
Paisley, PA1 1TT

