

# Application for a Window Cleaner Licence

For application fee please refer  
to application fees leaflet  
(All fees are non-refundable)

**Civic Government (Scotland) Act 1982**

Please refer to the attached guidance notes prior to completing this form.

Please ensure that you:

- complete every question on this form.
- hand in 2 coloured passport photographs
- produce adequate insurance cover (see question 5).

Payment is due at the time you submit this application at the licensing office. If paying by cheque please make cheque payable to Renfrewshire Council. For application fee please refer to the civic application fees leaflet. In the event of not being granted a licence, application fees are non-refundable.

Please answer every question in typescript or black ink and capital letters.

For official use only	
Date lodged	
Receipt number	
Received by	
21 days	
Police report	
Date granted	
Renewal date	
Licence number	

**To be completed if applicant is individual natural person.**

<b>1</b> Full name:			
Address and postcode:			
Home phone number:		Business phone number:	
Email address:			
Age, Date & Place of Birth:		Age:	Date of Birth
			Place of Birth
Is applicant to carry out the day-to-day management of the activity? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If <b>No</b> , please state full name, address and date of birth of any employee or agent so engaged.			

**To be completed if applicant is not an individual natural person (eg a company / partnership)**

<b>2</b> Full company name:	
Company address and postcode:	
Full name and address of employee or agent to carry on day-to-day management of the activity.	

**3** Are you applying for the grant of a licence or to renew an existing window cleaner's licence?

Grant

Renewal

If renewal, please state current licence number:

<b>4</b> Address and postcode of premises from which activity is to be operated.	
<b>5</b> Details of third party indemnity policy including identity of insurance company, amount* and extent of liability as in force.  * Insurance must provide at least £1,000,000 third party liability cover.  <b>Renfrewshire Council require evidence of adequate insurance prior to the submission of this application.</b>	

<b>6</b> Subject to the provisions of the Rehabilitation of Offenders Act 1974 has any party named at Question 1 or 2 above been convicted of <u>any crime or offence</u> . If you have no convictions please write "none".			
Date	Court	Offence	Sentence

**Note - All unspent crimes and offences must be declared**

<b>7</b> Has any party named in Question 1 or 2 previously held or currently holds a window cleaner's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> , which authority granted the licence?	
When was it granted?	
When does it expire?	
<b>8</b> Has any party named in Question 1 or 2 overleaf ever applied for and been refused a window cleaner's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> , which authority refused the licence?	
When was it refused?	
<b>9</b> Does any party named in 1 or 2 above suffer from or has any such party ever suffered from any injuries, handicap or serious illness. If so, give details.	

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

<b>Signature of applicant or agent:</b>		<b>Date:</b>	
<b>Agents Address:</b>			
<b>Position of applicant in company / partnership, if not otherwise stated:</b>			

Note: 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 level 4 on the standard scale.

Please ensure you have read the attached guidance notes and have:

- completed every question
- signed and dated the application
- arranged adequate insurance cover which provides at least £1,000,000 third party liability cover.
- obtained 2 coloured passport sized photographs

**Completed applications should be returned to:**

Renfrewshire Council  
Licensing Section  
Council Buildings  
Cotton Street  
Paisley, PA1 1TT

**Contact us**

Phone: 0141 840 3244

**Opening Hours**

Monday to Thursday: 8.45am to 4.00pm  
Friday: 8.45am to 3.15pm