

**Depute Chief Executive -  
Education People and  
Business**  
Application for  
**Grant of Temporary Window Cleaner  
Licence**



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

*Office Use Only*

Date Received	Fee Paid	Date Passed For Consultation	Decision	Date of Decision	No. Of Licence

**Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.**

<b>1 NATURAL PERSON DETAILS</b>	To be completed when applicant is not a Company, Partnership or Organisation
Full Name	
Private Address	
Telephone Number	
Email Address	
Date of Birth	
Place of Birth	
Are you self-employed	YES / NO
If NO provide details of person, company or firm employing you as a window cleaner: Name  Address  Telephone Number  Email Address	
Is the applicant to carry out the Day-to-Day Management of the window cleaning	YES / NO
If NO, provide details of the person who will be responsible: Full name  Private address  Date of birth	

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

<b>1 NATURAL PERSON DETAILS</b>	To be completed when applicant is not a Company, Partnership or Organisation
Place of birth	
Telephone number	
email address	

<b>2 COMPANY / PARTNERSHIP DETAILS</b> To be completed when applicant is a Company, Partnership or Organisation	<b>NOTE - All employees or agents acting as Window Cleaners require individually to hold a Window Cleaner's Licence.</b>
Company / Partnership Name	
Address	
Telephone Number	
Email Address	
Full names, private addresses, dates of birth and places of birth of Directors, Partners or other persons responsible for the management of the Company. (Use separate sheet if required)	
<b>Day-to-Day Manager Details</b> Full name Private address Date of birth Place of birth	

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

<b>2 COMPANY / PARTNERSHIP DETAILS</b> To be completed when applicant is a Company, Partnership or Organisation	<b>NOTE - All employees or agents acting as Window Cleaners require individually to hold a Window Cleaner's Licence.</b>
Telephone number	
email address	

<b>3 AREA</b>	
Specify area in which applicant proposes to operate / work	

<b>4 HOURS OF BUSINESS</b>	
Specify days and hours in which it is proposed to carry out the business of window cleaning	

<b>5 INSURANCE DETAILS</b>	<b>Public Liability Insurance for a minimum of £1M must be held by the applicant for the purpose of window cleaning</b>
Area in which applicant proposes to operate/work	
Details of Public Liability Insurance Policy (including identity of Insurance Company, amount and extent of liability) as in force or as proposed.	

<b>6 PREVIOUS LICENCES</b>	
Does any person named hold or have previously held a window cleaner licence	
If Yes by which Authority and when	
Has any person named ever been refused a window cleaner licence	
If Yes by which Authority and when	

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

## 7 CRIMINAL CONVICTION DETAILS

Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. **NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM**

Name	Date of Conviction	Court	Offence	Sentence

## 8 MEDICAL HISTORY

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?	YES / NO
--	----------

If YES give details	
---------------------	--

## 9 DECLARATION

I have read and understand the requirements of the section relating to previous convictions

I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.

Signature of Applicant or Agent \_\_\_\_\_

Date \_\_\_\_\_

Fee £46.51

Duration of Licence 3 Years

**There is no refund given with this application**

**Any person who in or in connection with the making 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 level 4 on the standard scale (currently £2500).**

### REQUIRED DOCUMENTS

The following documents are required to be submitted with all window cleaner applications

- 1 Passport Size Photograph
- Public Liability Insurance for a minimum of £1M

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

## PRIVACY NOTICE

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant of a Temporary Window Cleaner Licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) 1982 (licensing functions in relation to Window Cleaner Licensing)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government Appeals Board – Terms of Reference: paragraph 1
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence the carrying on the trade of, or being employed as, a window cleaner
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a Temporary Window Cleaner Licence will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1.

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here

[Scottish Archives website](#)

The information you have provided is classed under reference 04.005.075 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

[Data Protection Details](#)

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

### Right to erasure

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

## PRIVACY NOTICE

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

### Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

### Right to Object

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here

[Information Commissioner's Office website](#)

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

## Other Formats & Translations

**This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुसोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.