

**APPLICATION FOR
WINDOW CLEANER'S LICENCE**

This application should be lodged with the Council Solicitor (Licensing Section), 249 High Street, Edinburgh and the application fee of £_____

*Delete as appropriate
Complete in Typescript of Block Capitals

OFFICIAL USE ONLY	
Received	
Fee	
Granted / Refused	

1. To be completed by a natural person (where applicant is not a company or partnership – otherwise go to question 2)	
(a) Full Name and Occupation	
(b) Home address and Home and Daytime telephone numbers	
(c) Age, Date and Place of Birth	Age D.O.B Place
(d) Give name and address of person, society or company employing you as a window cleaner or state if you are self - employed	
2. To be completed if not a natural person (e.g. company or partnership)	
(a) Name	
(b) Address of registered / principal office	
(c) Full Name / private address and date of birth of all directors or partners <i>(continue on separate sheet if necessary)</i>	
(d) Full name, address and date of birth of employee or agent engaged in day to day management	
(e) Manager / Supervisor's telephone number	
3. State any relevant medical or physical handicap	
4. State area or areas of Edinburgh in which you intend to operate	
5. Safety arrangements (See note 5)	
(a) Have the principal hazards associated with window cleaning and similar work been identified and the appropriate safety rules set down and implemented?	YES / NO
(b) Are the necessary safety procedures determined with the occupier or other responsible person before commencement of any contract and there after a safe system of work agreed?	YES / NO

(c) Is safety equipment provided and the workforce instructed to use it where appropriate? e.g. provision and use of safety harnesses (please give brief description).	YES / NO								
(d) Where applicable, is safety training and guidance given to employees? (Please give details).	YES / NO								
6. Duration of Licence (a) State whether application is for new or renewal	NEW / RENEWAL								
(b) Period (see Note 2)	1Year / 3 years								
7. State any relevant experience 8. Subject to the provisions of rehabilitations of Offenders Act 1974, has any party named in 1 or 2 of the above been convicted of any crime or offence in any court in the United Kingdom. YES / NO * If YES please specify any convictions <i>N.B.</i> All unspent crimes and offence must be declared	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Date</th> <th style="width: 25%;">Court</th> <th style="width: 25%;">Offences</th> <th style="width: 25%;">Sentence</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Court	Offences	Sentence				
Date	Court	Offences	Sentence						
<p>*I/we hereby make application for a Window Cleaner's Licence in the above terms and certify that the information given is true and correct. Information supplied on this form may be held on computer and applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer. Any applicant who in making an application makes any statement which the applicant 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 £500.</p>									
Signature of Applicant _____ Date _____									
NOTES FOR GUIDANCE									
<ol style="list-style-type: none"> 1. A copy of your Third Party Indemnity Insurance Policy (and Employer's Liability Insurance where appropriate) must accompany this application. 2. Licences normally last for three years. All full licences will be granted until 30th June in the appropriate year, 3. This application should be lodged at least 28 days before the date from which you wish the licence to operate. 4. Employers, the self-employed and employees are required to comply with the general provisions of the Health and Safety at Work etc Act 1974. Self-employed persons have an equal responsibility to ensure that they are adequately trained and equipped. 									