

Depute Chief Executive –  
Education People and Business

Application for

## Grant of a Temporary Window Cleaner's Licence



sustainable thriving achieving

**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)

### Office Use Only

Date Received	Application Number	Fee Paid	Sent to Police	Date	Grant Refused	Date	Badge Number

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

### 1. Natural Person

Surname							
Forename(s)							
Address							
Business Hours							
Telephone Number							
Date of Birth		Age					
Place of Birth							

### 2. To be completed if a Non-Natural Person, (eg company or partnership)

Full Name							
Address of Principal Office							
Telephone Number							

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee.

## 2. (contd)

**Names, private addresses and dates and places of birth of directors, partners or other persons responsible for its management. Can be completed on a separate page if required**

Full Name	
Address	
Date of Birth	
Place of Birth	
Full Name	
Address	
Date of Birth	
Place of Birth	

**All employees or agents acting as Window Cleaners require individually to hold a Window Cleaners Licence**

**Full name, address and date of birth and place of birth of employee or agent to carry on day to day management of the activity.**

Full Name	
Address	
Date of Birth	
Place of Birth	

## 3. Area

Area in which applicant proposes to operate/work	
--	--

## 4. Insurance Details

**Details of Third Party Indemnity Policy (including identity of Insurance Company, amount and extent of liability) as in force or as proposed.**

Company Name	
Amount and extent of liability	

**Details of Employers' Liability Insurance as in force or as proposed (including identity of Insurance Company, amount and extent of liability) where the application is to carry on the trade of Window Cleaner but not solely as an employee.**

Company Name	
Amount and extent of liability	

**When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee.**

## 5. Criminal Convictions

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	Court	Offence	Sentence

## 6. Previous Licences

Has any party named in sections 1 or 2 above previously held or does he currently hold a Window Cleaner's Licence?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If yes, which Authority granted the Licence?	
What was its reference number?	
When was it granted?	
When did/does it expire?	
Has any party named in sections 1 or 2 above ever applied for and been refused a Window Cleaner's Licence?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If yes, which Authority refused the licence?	
When was it refused?	

## 7. 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?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If so, give details.	

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee.

## 8. 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.

Date: \_\_\_\_\_

Signature of applicant or agent \_\_\_\_\_

Agent's address \_\_\_\_\_

Position of applicant in company/partnership if not otherwise stated:

\_\_\_\_\_

**Fee £44.72    Duration of Licence Maximum 6 Weeks    There is no refund given with this application**

**NB 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 or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee.

## 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/renewal 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 Temporary Window Cleaner Licences)
  - 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.

<http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed under reference 04.005.078 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. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

**When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee.**

### **Right to rectification**

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

### **Right to erasure**

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

<https://ico.org.uk/concerns/>

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 sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòn gu 0300 123 4510

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

**When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee.**