



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
APPLICATION FOR THE GRANT OR RENEWAL OF A WINDOW CLEANERS' LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

**A. PERSONAL DETAILS**

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

**B. LICENCE DETAILS**

Tick one box only                      Grant                       Renewal

If Renewal – Current Licence Number .....

If not a Renewal:

Have you previously been licensed to operate as a  
Window Cleaner in this area or any other area in the UK?                      YES / NO

If Yes Area .....

    Dates and duration of licence .....

    Reason no longer licensed .....

If not a Renewal

Have you previously been refused a licence to operate as a Window Cleaner in this area or any other area of the UK?

YES / NO

If Yes Area .....

Reason for refusal(s) .....

Date(s) of Refusal .....

**C. INSURANCE DETAILS**

**To be completed only if you intend to trade as a window cleaner**

Specify the public liability insurance which you have in force giving the insurance company and amount of cover.

**D. CRIMINAL CONVICTIONS**

Have you **ever** been convicted of **any** crime or offence?

YES / NO

If YES, please give details .....

See guidance note for reference to "Spent Convictions"

**E. RESIDENCE OUTSIDE THE UK**

Since being born have you lived outside the UK for a continuous period of 12 months or more?

YES / NO

If you have answered YES please provide details of all the countries in which you have lived. Please continue on a separate sheet if required.

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

For each country you have lived in the last 10 years you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

**Declaration**

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

Signature of applicant .....Date .....

or

Signature of Agent on behalf of applicant .....Date .....

Agents Address .....  
.....

**NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application**

**Data Protection** - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see [www.moray.gov.uk/dataprotection](http://www.moray.gov.uk/dataprotection) .





## **GUIDANCE NOTES for WINDOW CLEANERS' LICENCES**

### **Civic Government (Scotland) Act 1982**

#### **Disclaimer**

**These notes have been prepared as an outline of the licensing provisions in connection with window cleaning introduced by the Civic Government (Scotland) Act 1982. While every effort has been made to ensure accuracy, these notes are for general guidance only and do not constitute legal advice. It is the responsibility of applicants and licence holders to ensure that they comply with the provisions of the Act, any statutory instruments made thereunder, the conditions outlined in the schedule attached to your licence and any policy/guidance notes issued by the Council.**

#### **THE APPLICATION FORM**

The application is split into 5 sections

- A. Personal Details
- B. Licence Details
- C. Insurance Details
- D. Criminal Convictions
- E. Residence Outside the UK

You must answer all of the questions as fully as you can as failure to do so may result in your application being returned to you. Your application will not be processed until you have provided all the necessary information.

#### **A. PERSONAL DETAILS**

It is essential that your full details are supplied on the application form so that necessary Police checks can be undertaken swiftly and so your application can be progressed as quickly as possible.

## B. LICENCE DETAILS

**Grant of a Licence** - if you have never held a window cleaners licence before or you do not currently have such a licence you need to apply for the **grant** of a licence.

**Renewal of a Licence** - if you currently hold a window cleaners licence which has not expired but is due to expire then you need to apply for a **renewal** of the licence.

**Full Licence** - a full licence is generally granted for a period of 3 years although the licensing authority have the discretion to grant it for a shorter period.

If you are applying for the **grant of a licence** you are asked questions on the form as to whether you have previously held a licence in the United Kingdom or whether you have been refused such a licence previously. Please note it is very important that you complete these questions fully.

## C. INSURANCE DETAILS

Under this section applicants who have their own business trading as a window cleaner and who may employ others are asked to provide details of their public liability insurance policy. You are also asked to produce a certificate or other proof of insurance cover when you lodge the application.

The Moray Council requires applicants who trade as window cleaners to have in force during the period of their licence a policy of public liability insurance of £5 million to cover the public, employees and property against injury or damage.

## D. CRIMINAL CONVICTIONS

This section asks whether you have **ever** been convicted of **any** crime or offence. Please note that this includes any fixed penalties or driving convictions.

Although you are not required to disclose any convictions which are “spent” in terms of the Rehabilitation of Offenders Act 1974, the Police may raise an objection on the basis of any spent convictions you may have and the licensing authority may thereafter decide to consider these if they are determined to be relevant to your application.

If you think a conviction is spent you should seek independent legal advice. Failure to disclose convictions is a criminal offence and any applicant failing to disclose a conviction may be reported to the Procurator Fiscal with a view to prosecution.

## E. RESIDENCE OUTSIDE THE UK

If you are making an application you, or anyone named in the application must provide evidence of your criminal history:

- **If you were born in the UK** but have lived in any other country within the ten years prior to your application for a continuous period of twelve months or more you must provide a Criminal Record Check for all those countries for the relevant period(s)
- **If you were born outwith the UK** you must provide a Criminal Record Check from your country of origin for the time of residence there IF it was in the last ten years, unless you left that country without reaching the criminal age of responsibility. You must also provide a Criminal Record Check from any other country in which you

have resided for a continuous period of six months or more in the ten years prior to application.

**In all cases**, the Criminal Record Checks provided must

- have been obtained within the six months immediately prior to submitting your application; and
- be translated into English; and
- be verified by the relevant UK-based Embassy or High Commission

Process for obtaining Criminal Record Checks –

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Note:** The certificate must be produced before the licence can be granted. Whilst it is desirable for the applicant to produce the certificate with the application, it is not a strict requirement. This is so any applicant having difficulties will not be disadvantaged by delays to processing the application. At the applicants choosing, the application can be accepted as valid without the convictions evidence but the evidence should be provided as soon as possible. In this way the convictions evidence will be a check rather than a validation. Applicants should still note, however, that the licence cannot be granted without the evidence having been produced. Therefore if the application is approaching the 9 month time limit without the evidence being produced, the application may be refused for failure to comply with administrative provisions.

**If** you are experiencing difficulties in obtaining a certificate then please contact the licensing team to discuss your options. It may be possible to accept alternative evidence, for example: evidence of checks having been carried out by another government body; affidavits; or character references.

In cases where it is not possible to provide any satisfactory evidence, the application will be referred to the Licensing Committee for a decision. Therefore the application may be delayed pending the outcome of a hearing.

## GENERAL INFORMATION

You require to **sign** and **date** the declaration at the bottom of the application form. This is a very important part of the form and you should note that it is a criminal offence to make a false declaration for which you can be prosecuted and fined up to £2,500.

Once you have completed the application form please submit it to:

Head of Legal and Democratic Services  
Moray Council  
High Street  
Elgin  
IV30 1BX

## **SCHEDULE OF CONDITIONS**

If your application is successful, it will be granted subject to certain conditions. These conditions will be contained in a Schedule of Conditions attached to your licence. The licensing authority may add additional conditions to your licence if there is reasonable cause for doing so.

## **FEES**

Please refer to the Moray Council website for the list of current fees.

## **QUERIES**

If you have any queries please e-mail [licensing@moray.gov.uk](mailto:licensing@moray.gov.uk) or contact us on 01343 563027