



**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

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.

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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.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

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.

APPLICATION CHECKLIST

Tick (✓)	Document Required
	Application Fee
	2 Forms of ID (See Guidance Notes) ○ Part A – Evidence obtained to verify Name ○ Part B – Evidence obtained to verify Address
	1 Digital Passport Style Photograph (for your ID Badge)
	Valid Public Liability Insurance Document(s) (Cover of at Least £5 million)
	Overseas Criminal Check (If applicable)

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 applicantDate

or

Signature of Agent on behalf of applicantDate

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 .

Please note, an application will not be processed until all necessary information has been provided and the fee paid. Unless and until a valid application is received, the application will not be considered to have been made at all.