

**EAST AYRSHIRE COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

Application for Grant/Renewal of a Window Cleaner's Licence

	Please complete form in block capitals and start at either Q1 <u>or</u> Q2			
1	To be completed if a natural person			
(a)	<p>Full name of applicant</p> <p>Maiden Name</p> <p>National Insurance No</p> <p>Please state your Nationality</p> <p>Do you have the right to work legally in the UK?</p> <p>Please note that you may be asked to provide your Home Office documents and/or Passport</p>	Surname	First Names(s)	
(b)	<p>Home Address, including postcode</p> <p>Contact Telephone Number Home/Mobile</p> <p>Email address</p>			
(c)	Age, Date of Birth and Place of Birth	Age	DOB	Place of Birth
(d)	Give name and address of person, company or firm, employing you to trade. If self-employed, please state trading name and contact telephone number.			
(e)	<p>Details of Licence applied for:-</p> <p>Grant / Renewal</p> <p>Main Operator (3 years) or</p> <p>Employee (1 year) or (3 years)</p> <p>Go to Q3</p>			
2	To be completed if not a natural person			
(a)	Full Name of Company/Partnership			
(b)	Address of Registered or Principal Office			

(c)	<p>Full name, address, date of birth and place of birth of all Directors, Company Secretary, Partners or other persons responsible for its management (continue on a separate sheet if necessary)</p> <p>Also give contact Telephone No of Principal Director – Home/Business/Mobile</p>	
(d)	<p>Full name, address, date of birth and place of birth of any employee or agent who is to carry on the day-to-day management of the activity in relation to which the application is made.</p>	
3	<p>State localities within East Ayrshire in which you propose to operate</p> <p>(any licence granted will permit trading in Wards 1-9)</p>	
4	<p>Give details of Public Liability Insurance held – A copy of the Policy Schedule showing the required information must accompany this application. If not possible, all relevant details must be provided.</p> <p>Applicants are reminded that it is condition of the licence that insurance cover of at least £500,000 must be held during the term of a licence</p>	<p>(1) Insurance Company name</p> <p>(2) Policy Number</p> <p>(3) Insured's name</p> <p>(4) Business Activity</p> <p>(5) Level of Cover</p> <p>(6) Type of cover held (eg Public Liability)</p> <p>(7) Dates Covered</p>
5	<p>Give details of Employers Liability Insurance (if relevant) – A copy of the Policy Schedule must accompany this application. If not possible, all relevant details must be provided.</p> <p>Employers are reminded that they are responsible for ensuring employers liability cover must be held during the term of any licence held by employee(s)</p>	<p>(1) Insurance Company name</p> <p>(2) Policy Number</p> <p>(3) Insured's name</p> <p>(4) Business Activity</p> <p>(5) Level of Cover</p> <p>(6) Type of cover held (eg Public Liability)</p> <p>(7) Dates Covered</p> <p>(8) Number of employees</p>

6	<p>Do you suffer from any disability or illness likely to affect your fitness as a window cleaner.</p> <p>If yes, please give details</p>	Yes/No
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SCHEDULE OF DETAILS OF CONVICTIONS

7 Give details of all convictions for which a Court has imposed a sentence on you. Failure to disclose convictions may lead to a refusal to grant a Licence. Also include details of any **fixed penalties** imposed. Continue on a separate sheet if necessary.

If the applicant is a limited company or partnership, details of convictions of all parties specified in the application form are required.

If you have not been convicted by a Court or received any fixed penalties write "**NONE**".

If you are in doubt about your answer, consult your Solicitor for advice.

Note: As of 14th February 2013 the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2013 requires that applicants for **Taxi and Private Hire Car and Driver Licences** must declare all previous convictions both **spent** and **unspent**.

DATE OF OFFENCE	DATE OF CONVICTION	NAME & PLACE OF COURT	NATURE OF OFFENCE	PENALTY/SENTENCE IMPOSED

8	Have you or any person named on this form previously held or currently hold a Window Cleaner's Licence?	YES/NO
a	If yes, when was the licence granted?	
	When does/did it expire?	

