

**ANGUS COUNCIL**

**Civic Government (Scotland) Act 1982**

**Window Cleaner's Licence**

The attached application forms for a window cleaner's licence should be completed in duplicate and returned to the Head of Law and Administration, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

The lodging fee of £80 for a new grant or the lodging fee of £67 for a renewal should be submitted with the application forms and please note that this fee is not refundable.

**Cheques should be made payable to Angus Council.**

In order that your badge type licence may be prepared, you should forward three recent photographs of yourself which must be taken full face and without a hat. The photographs should be standard passport size. They should be printed on normal photographic paper and be unmounted.

In order to verify the likeness of the photographs to yourself, there must be written on the back of one of the photographs "I certify that this is a true likeness of ..... and be signed by a Member of Parliament, Justice of the Peace, Minister of Religion, lawyer, bank officer, established civil servant, school teacher, doctor, dentist, councillor or a person of similar standing. A member of your family should not sign the photographs.

On receipt of your application forms one copy of the form will be forwarded to Tayside Police in order that they may carry out checks into your suitability to hold a licence and this will include a check on any convictions/offences. The Head of Finance will also be consulted to check whether you have any outstanding debts due to the Council. This process will take a statutory minimum period of four weeks.

Should the Police have any comments on your application, this will require to be considered by the next available Civic Licensing Committee which generally meets on a three weekly cycle.

If your application is granted, a letter will be sent to you requiring you to produce a valid Certificate of Insurance before your badge may be issued.

If you have any queries, please telephone the Licensing Section on 01307 476254, 01307 476048 or 01307 476252.