

(Before completing application form please refer to Window Cleaner's Notes)

**ANGUS COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION for WINDOW CLEANER'S LICENCE**

PLEASE TICK FOR

Grant

Renewal

Temporary

1.	Full name of applicant (including maiden name if applicable) to be licensed			
2.	Home address (including postcode) Telephone Number/Mobile Number E-mail Address (Mandatory)			
3.	Applicant's date and place of birth			
4.	If you are to be employed by a company or organisation:-			
	(a) Give name of company	(a)		
	(b) State names, private addresses and dates of birth of all directors, partners, office bearers or other persons responsible for its management	(b)		
5.	Full name(s), address(es) and date(s) of birth of person(s) or employee(s) or agent who will carry on day-to-day management of the activity			
6.	Specify the address from which you will operate as a window cleaner			
7.	If a temporary licence is applied for, give dates and times of when the licence is required (Please note a temporary licence should not exceed 6 weeks).			
8.	State below particulars of any convictions or offences against the applicant or any person(s) named in questions 4 and 5 overleaf. Please note that these convictions and any future convictions may be referred to the Civic Licensing Committee and may be dealt with in public. Convictions which are spent under the Rehabilitation of Offenders Act 1974 do not have to be included but may also, in certain circumstances, be referred to by the Committee:- (continue on separate sheet if necessary):-			
	Name of Person	Date	Court	Sentence/Fine

<b>Date, Amount and Receipt Number</b>		<b>Date Passed to Consultees</b>		<b>Date Observations Received</b>	
				Police.....	
				Finance.....	
<b>Date of Decision</b>	<b>Decision</b>	<b>Expiry Date</b>		<b>Number of Licence and Date of Issue</b>	

**Details of Insurance**

<b>Company</b>	<b>Policy No</b>	<b>Expiry Date</b>

**DECLARATIONS:-**

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be used by Angus Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 in order to process your Licensing Application.

In order to process your Application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the council's Full Privacy Statement which is accessible on the council's website at:

[https://www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/angus\\_council\\_full\\_privacy](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/angus_council_full_privacy).

**Data Protection Act 2018**

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

**PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)

**I understand that Angus Council are permitted to accept applications for the grant or renewal of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk).**

**I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.**

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided for the above purposes. I hereby make application to Angus Council for the grant or renewal of the licence applied for.

<b>Date</b> .....	<b>Signature of Applicant (or agent if applicable)</b>	.....
	Position of Applicant in company (if not otherwise stated) (eg partner, employee)	.....
	Address of Agent (if applicable)	..... .....

**NOTES**

- 1. To be lodged with the Service Leader – Legal & Democratic, Angus Council, Angus House, Sylvie Way, Orchardbank Business Park, Forfar, DD8 1AN together with the appropriate lodging fee. The application will not be processed without payment of the appropriate fee.**
- 2. Any person who in, or in connection with, the making of this application makes any statement which he knows 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 £2,500.**