

ANGUS COUNCIL

Civic Government (Scotland) Act 1982

Window Cleaner's Licence

The attached application form for a window cleaner's licence should be completed and returned to the Service Leader – Legal & Democratic, Angus Council, Angus House, Sylvie Way, Orchardbank Business Park, Forfar, DD8 1AN.

The lodging fee of £111 for a new grant or the lodging fee of £92 for a renewal should be submitted with the application form 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 must submit a recent standard passport size photograph of yourself which must be taken full face and without a hat. The photograph can be submitted either electronically or in hard copy, printed on normal photograph paper and be unmounted.

In order to verify the likeness of the photograph to yourself, in the instance of an electronically submitted photograph we must receive an email sent to LAWLicensing@angus.gov.uk from a countersignatory confirming sight of the photograph and likeness. The email must detail the applicant's name and should also confirm the countersignatory's full name and designation. In the instance of hard copy photograph there must be written on the back of the photograph by a countersignatory "I certify that this is a true likeness of [title and full name of applicant] accompanied by the date, the countersignatory's signature and the countersignatory's name in block capitals.

Your countersignatory must work in (or be retired from) a recognised profession and/or be a "person of good standing in their community". Your countersignatory cannot be closely-related to or be involved with you, for example, related by birth or marriage or be in a relationship with/live at the same address as you. Examples of recognised professions can be found on the GOV.UK website.

On receipt of your application form a copy of the form will be forwarded to Police Scotland 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 Revenues and Benefits Service 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 six 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 email the Licensing Section on LAWLicensing@angus.gov.uk.