

WINDOW CLEANER'S LICENCE GUIDANCE NOTES

BEFORE COMPLETING THE FORM PLEASE READ THE FOLLOWING NOTES CAREFULLY.

YOU SHOULD COMPLETE THE APPLICATION FORM IN PEN OR IN TYPE ANSWERING ALL QUESTIONS FULLY, USING A SEPARATE SHEET IF NECESSARY.

1. **Convictions**

It is important that applicants declare all convictions, or pending cases. Failure to declare convictions or provision of incomplete information may lead to the refusal your of application. A further application will not be considered for a period of one year except on a material change of circumstances.

2. **Application Form**

As the licence may be held in the name of a firm or company (i.e. a non-natural person) please ensure that the relevant form of section of the form is completed.

Licences will be granted for either one or three years, except where the Council agrees otherwise.

3. **Enquiries**

After lodging of the form and payment of the appropriate fee, the application will be referred to the Central Scotland Police and other interested Council Services to enable further checking to be carried out.

4. **Public Liability Insurance**

You must hold Public Liability Insurance for a window cleaner and if you employ any other window cleaners you must also hold Employer's Liability Insurance. You are also advised to take out personal insurance cover in case you are involved in an accident.

5. **Health and Safety Guidance notes**

You should also be aware in the Health and Safety Guidance notes GS25 "Prevention of Falls to Window Cleaners" and GS21 "Safe use of Ladders, Step Ladders and Trestles" which may be purchased from any HMSO Bookshop. Employers should include advice on the use of such safety practices as part of an employee's training.

6. **Procedure for Application**

The application is to be lodged no later than **ONE MONTH** before the date on which the licence is to commence together with payment of the appropriate fee

Please return the completed form together with the following;

- (i) 2 passport sized photographs
- (ii) A copy of your Public Liability policy and, if relevant, your Employer's Liability policy
- (iii) The appropriate fee to:

The Licensing Administrator
Chief Executive Services
Greenfield
Alloa
FK10 2AD

If you have any further queries please contact June Andison on telephone number 01259 452093 or email address chiefexecutiveservice@clacks.gov.uk