

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
APPLICATION FOR GRANT / RENEWAL OF LICENCE  
TO ACT AS A WINDOW CLEANER**



<b>Applicant's Details</b> <b>COMPLETE EITHER QUESTION 1 OR 2 and ALL OTHER QUESTIONS.</b>			
<b>Q1 To be completed if applicant is an individual</b>			
a. Full name	<u>Surname</u> (including any maiden name)	<u>Forename(s)</u>	
b. Home address	Postcode:		
c. Telephone No.	<u>Home</u>	<u>Mobile</u>	
d. E-mail address			
e. Age, date & place of birth	Age	Date of Birth	Place of Birth
f. Are you self employed?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no give name & address of employer  Name: Address:  Postcode:		
g. Are you to carry out day-to-day management of the business?	Yes <input type="checkbox"/> No <input type="checkbox"/> If No give full name, home address and date of birth of the manager.  Name: Address:  Date of Birth:		
<b>Q2. To be completed if applicant is a Company or Partnership</b>			
a. Full name of Company/Partnership	Company <input type="checkbox"/> or Partnership <input type="checkbox"/> Name:  Company number:		
b. Address of Principal or Registered Office	Postcode:		
c. Telephone No.			

d. E-mail address	
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e. Full names, home addresses and dates of birth and place of birth of all directors or partners  
(continue on separate sheet if necessary)

Name	Address	Date of Birth	Place of Birth

f. Full name, home address and date and place of birth of employee or agent who is to carry out day-to day management

Name	Address	Date of Birth	Place of Birth

<b>Q3.</b> Has any party named in Q1 or Q2 above been convicted of any crime or offence? Please include any Road Traffic Offences and any spent convictions as defined in the Rehabilitation of Offenders Act 1974.	<b>Enter Yes or No Only</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Q4.</b> Have you had an application for a similar licence refused in the last year?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give date
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**Q5. Licence Details**

a. Type of licence applied for	GRANT <input type="checkbox"/>	RENEWAL <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>
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b. If renewal state badge number and expiry date of current licence.	Badge No: Expiry Date:
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**Check list**

**I have enclosed**

a) a copy of my Public, and where appropriate, employer's liability insurance

b) the appropriate fee

**Q6.**

(A) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.  
Date: \_\_\_\_\_

Signature of applicant or agent: \_\_\_\_\_ Print Name \_\_\_\_\_

Agent's address: \_\_\_\_\_

Position of applicant in company/partnership if not otherwise stated:

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Date received:

Amount Paid:

Receipt Number:

**NB.** Any person who in connection with the making of this application makes any statement that he/she knows to be false or recklessly makes any statement that is false in a material particular may be guilty of an offence.

When completed, this form should be returned to the Licensing, Legal Services, Governance, Aberdeen City Council, Business Hub 6, First Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB along with the appropriate fee. Cheques should be made payable to "Aberdeen City Council". For assistance in completing the form, please telephone Licensing on 01224 522449.

## Your data: application for the grant or renewal of a Window Cleaners' licence

### How we use your data

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your licence application.

In processing and determining your application, the Council as Licensing Authority will share the information you have provided with (1) the Chief Constable, Police Scotland, and (2) the members of the Licensing Committee when they require to determine your application.

If your application requires to be considered at a meeting of the Licensing Committee, or its Sub-Committee, an agenda will be prepared for the hearing of your application. In order to publish the agenda for the meeting the relevant information provided on your application is uploaded to an electronic committee management system.

We are required to display your application on a public register. The register will show your name, date of receipt of your application, and the final decision. It will also note the type and terms of the licence granted and will subsequently show any suspension, revocation, variation or surrender of the licence. The register is open to inspection by any member of the public.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law, which may include HMRC.

### How long we keep your information for

If your application for a licence is granted, the application form and related documents will be retained by the Council's Licensing Team for a period of two years, from the date this licence expires. If your application is withdrawn or refused the application form and related documents will be retained for a period of two years from the date of withdrawal or refusal.

In the event your application is considered by the Licensing Committee, the Committee Meeting Agenda, Minutes and accompanying papers including limited details of your application, provided it was not deemed confidential, are published on the Council's website indefinitely. If the Committee has deemed your application confidential and considered it in private, the minute which is published will be anonymised.

### Your rights

You have rights in relation to your data, including the right to ask for a copy. [See more information about all the rights you have, as well as contact details for the Council's Data Protection Officer.](#) You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

### Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your application for a licence is Article 6(e) and Article 9(g) of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Parts 1 and 2 and Schedule 1 of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.