

Civic Government (Scotland) Act 1982

APPLICATION FOR:-

- (Please tick appropriate box) **GRANT of a WINDOW CLEANER LICENCE**
 RENEWAL of a WINDOW CLEANER LICENCE

PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS

Section 1 (To be completed by all applicants)

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|--|--|-----------------------|
| 1. Full Name of Applicant | <u>Surname</u> | <u>First Name(s)</u> |
| | | |
| 2. Home Address | | |
| 3. Postcode | | |
| 4. Address for correspondence relating to this application (if different from the one above) | | |
| 5. Postcode | | |
| 6. Email Address | | |
| 7. Telephone Number(s) | | |
| 8. Date and Place of Birth | <u>Date of Birth</u> | <u>Place of Birth</u> |
| | | |
| 9. Is the applicant to carry out the day-to-day management of the business, or event? | <input type="checkbox"/> YES (go to Section 2) <input type="checkbox"/> NO (go to next question) | |
| 10. Full Name of employee or agent who will be the day-to-day manager | <u>Surname</u> | <u>First Name(s)</u> |
| | | |
| 11. Home Address of day-to-day manager | | |
| 12. Email Address of day-to-day manager | | |
| 13. Telephone Number of day-to-day manager | | |
| 14. Date and Place of Birth of day-to-day manager | <u>Date of Birth</u> | <u>Place of Birth</u> |
| | | |

Section 2 (to be completed by all applicants)

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|--|--|---------------------|------------------|-------------------|
| 15. Are you applying for the RENEWAL of a Licence. If YES, please state the number and expiry date of your current licence | <input type="checkbox"/> YES Licence Number WC/..... Expiry date of current licence <input type="checkbox"/> NO (please go to question 16) | | | |
| 16. Are you applying for a licence as an individual or as a company, firm or organisation? If as individual you will be the licence holder. If on behalf of a company, firm or organisation that will be the licence holder. | <input type="checkbox"/> INDIVIDUAL (Please go to question 20) <input type="checkbox"/> COMPANY, FIRM or ORGANISATION If a company, firm or organisation is entered that will be the licence holder. | | | |
| 17. Full name of Company, Firm or Organisation | | | | |
| 18. Address of Principal or Registered Office and telephone number | | | | |
| 19. Full names and private addresses of all Directors, Partners, Committee Members or other persons responsible for the management of the business (continue on a separate sheet if necessary) | Full Name (s) | Private Address(es) | Date(s) of Birth | Place(s) of Birth |
| | | | | |
| 20. State the area in which it is proposed to act as a WINDOW CLEANER e.g. the whole of Aberdeenshire (North, Central and South Divisions) or a particular town or towns within a Division | | | | |
| 21. Give details of Third Party Liability Policy. (The council will require sight of the policy prior to issue of the licence) | Name of Insurance Company | Policy No. | Amount of Cover | Expiry Date |

Section 3 DECLARATION (To be completed by all applicants)

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| 22. Has the applicant or any person named on the application ever applied for and been refused such a Licence or had such a Licence suspended? If YES, please give details of which council refused/suspended the Licence and the date it was refused/suspended. | <input type="checkbox"/> YES Which Council?..... Date refused/suspended? <input type="checkbox"/> NO |
| 23. Do you or the day to day manager have any convictions against you? Note: “Convictions” includes both road traffic and criminal convictions. It includes both current and spent convictions | <input type="checkbox"/> YES <input type="checkbox"/> NO |

I declare that the particulars given by me on this form together with the details on the application attached are true, **the appropriate persons have read the attached privacy notice**, and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

| | | |
|-------------|-------------------------------------|--|
| Date: | Signature of Applicant/Agent: | |
|-------------|-------------------------------------|--|

| | |
|--|--|
| Address of Agent (if any): | |
|--|--|

Any person who 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 £2500.

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

Please read the following notes prior to submitting your application:-

Applications should be submitted by email to licapps@aberdeenshire.gov.uk or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduthie Road, Stonehaven. AB39 2DQ

Duration of Licences

If granted, the licence will come into effect on the date specified on the Licence. Licences are normally granted for 3 years, unless a shorter period is specified.

Application Fee

Once your application has been submitted a member of the Admin Team will contact you for payment. The fee for a Window Cleaner Licence is non-refundable.

The following documents require to be submitted with your application:-

- Completed Application Form
- Public Liability Insurance
- 2 passport photographs

FOR OFFICIAL USE ONLY

| | |
|------------------------------------|--|
| DATE RECEIVED AT SERVICE POINT | |
| NAME OF CUSTOMER SERVICE ADVISOR | |
| CUSTOMER SERVICE ADVISOR SIGNATURE | |

SUBMITTED AT WHICH SERVICE POINT?

| BANFF | ELLON | HUNTLY | INVERURIE | PETERHEAD | STONEHAVEN | TURRIFF |
|-------|-------|--------|-----------|-----------|------------|---------|
| | | | | | | |

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.
 Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a window cleaner's Licence
- The determination of your application for a window cleaner's Licence
- Inclusion on the Register of window cleaner's Licences available for public inspection
- Ensuring compliance with the terms of your window cleaner's Licence
- The processing of any complaints made in respect of your window cleaner's Licence
- The determination of any complaints made in respect of your window cleaner's Licence

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

| Personal Data | | Special categories of personal data | |
|-------------------|---|---|---|
| Legal Obligations | X | Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law | X |

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

| | |
|---|---|
| <ul style="list-style-type: none"> • <i>Police Scotland</i> • <i>Some information will also be shared with the Public as part of the online processing of applications for Window Cleaner Licences or investigation of complaints/reviews of licences and via the Register of Window Cleaner's Licences</i> | <ul style="list-style-type: none"> • <i>Civic Licensing Standards Officers</i> |
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.