



Midlothian

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

WINDOW CLEANERS' LICENCES

NOTES FOR GUIDANCE

- 1 A Window Cleaner's Licence shall be required for carrying on the trade of, or being employed as a Window Cleaner. Applications can be made on the relative application form, copies of which are available from the Council Offices, Midlothian House, 40-46 Buccleuch Street, Dalkeith.
- 2 All questions must be answered. Failure to do so may result in the application being delayed or possibly conviction.
- 3 Completed application forms must be accompanied by cheques/postal orders made payable to Midlothian Council or cash. If application forms are delivered by hand, applicants or their agents should deliver them to Reception, 40-46 Buccleuch House, 1 White Hart Street, Dalkeith.
- 4 **Subject to the provisions of the Rehabilitation of Offenders Act 1974, ALL CONVICTIONS MUST BE DECLARED** including those not resulting in imprisonment or fines e.g. Admonitions, Community Service Orders, Compensation Orders, Deferred Sentences, Probation Orders, etc.

If you are unable to provide this information you will be able to obtain it from Police Scotland You can submit a subject access request to Police Scotland by emailing: dataprotectionsubjectaccess@scotland.pnn.police.uk or by writing to Data Protection Central Processing Unit, Information Management Unit, Police Scotland, Queen Street, Aberdeen, AB10 1ZA.

Your request must be accompanied by scans/ photos/ photocopies of two official documents which between them should confirm your date of birth and your current address.

Once the Chief Constable is satisfied as to your identity, Police Scotland have one month to reply to your request.

Further information and application forms can be found on the Police Scotland website on the following link:

<http://www.scotland.police.uk/access-to-information/data-protection/subject-accessrequests>

- 5 The fee is £97.00. On receipt of the application, the Council will consult the Chief Constable.
- 6 Applicants must hold a Third Party Indemnity Policy (£250,000) and, if appropriate an Employer's Liability Insurance; and produce same when making application for a Licence.
- 7 When licensed all licensees are required to carry with them an Identification Card bearing their photograph issued by the Council.

Business Gateway Midlothian

If you are starting a business, or if you already run your own business and could use some extra support and advice please email BG@midlothian.gov.uk to register, an Adviser will then be allocated to provide a range of support services for businesses including support from a network of partners.

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk to access our online Privacy notice