WC6 – Version 2.2 (01.04.2024)

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| **Guidance Notes**  **Window Cleaners** | Fife Council logo |

**Introduction**

This guidance is provided for your information only and is not prepared as a substitute for any independent legal advice. If this is required you should contact your solicitor.

A Window Cleaner’s Licence is required for each individual who works as or is employed as a Window Cleaner in Fife.

**Application**

A recent passport type photograph and the relevant public liability & employers liability (if applicable) insurance documents require to be submitted when making this application.

Application fees are non-refundable and you can apply for a 1 or 3 year licence.

Your application should be lodged online at this link: [Window Cleaner's Licence](https://www.fife.gov.uk/kb/docs/articles/business2/licences-and-permits-for-business/other-business-licences)

**Register of Applications**

Fife Council will keep a register of applications in which it will enter the date of receipt, the name and address of the applicant, the decision, the issue date and duration of the licence, and a note of any suspension, variation or surrender of the licence. This information is available for inspection by any member of the public.

**Application Process**

The Civic Government (Scotland) Act 1982, prohibits the Council from making a decision on your application until a minimum of 28 days has passed from the date of application. During this time any person can object to your application.

Applications will be copied to Police Scotland (Fife Division). On receipt of a reply from Police Scotland (Fife Division) the licence will either be granted by the Licensing Team, or where there are any representations or objections to an application, the application will be considered at a meeting of the Regulation & Licensing Committee, to which the applicant will be invited to attend.

The majority of applications with no representations or objections will take 4-6 weeks to process, however applications that are to be considered by the Regulation & Licensing Committee will take longer to determine. The Council has a maximum of 9 months from the date of application within which to make its decision.

**Previous Convictions**

A full police record check is undertaken for all applicants and Police Scotland (Fife Division) may report on any incidents applicants have been involved in which required Police assistance. This may include incidents that have not reached the Court, incidents resulting in “no proceedings” by the Court and any outstanding Court cases. The provisions of the Rehabilitation of Offenders Act 1974 apply to convictions.

**Refusal**

You will be informed of the Regulation & Licensing Committee’s decision, in writing, within 7 days of the date of the hearing. If your application has been refused you may appeal against the decision, to Kirkcaldy Sheriff Court, within 28 days of the date of the decision.

If you have been refused Fife Council will not entertain a subsequent application, within one year of the refusal, for the same type of licence unless in its opinion there has been, since the refusal, a material change of circumstances.

**Conditions of Licence**

A copy of the standard conditions applicable to this licence is below. Fife Council requires all licenceholders to have a thorough understanding of these conditions. The Committee can, if it wishes, impose additional conditions and can grant the licence for a shorter period than that applied for.

**Renewal Applications**

If an application for the renewal of a licence is made before its expiry, the existing licence shall continue to have effect until, the renewal licence has been granted or where the Council has refused that application, the time within which an appeal against the decision can be lodged has elapsed or, where such an appeal has been lodged, the time when it has been abandoned or determined.

WC5 – Version 2.0 (25.05.2018)

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| **CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  **CONDITIONS RELATIVE TO WINDOW CLEANERS LICENCES** | Fife Council logo |

1. The licenceholder shall ensure that they have sufficient and adequate public liability insurance cover.
2. The licenceholder, whilst carrying out the act of Window Cleaning shall always keep with them in a clean and legible condition their licence identification badge which shall be exhibited on request to any member of the Public, Police Officer or Council Officer.
3. The licenceholder shall not lend or allow any other person to use their licence/identification badge.

4. If, during the currency of the licence, the licenceholder is:

(a) charged with any offence; and/or

(b) issued with a fixed penalty, conditional offer or written warning

by the Police or Procurator Fiscal, the licenceholder shall provide, in writing, full details of these to the Licensing Team at the address below immediately.