

# Public Document Pack



To: Councillor Carle, Convener; and Councillors Boulton, Cormie, Forsyth, Malik, Malone and Townson.

Town House,  
ABERDEEN 24 July 2015

## LICENSING URGENT BUSINESS SUB COMMITTEE

The Members of the **LICENSING URGENT BUSINESS SUB COMMITTEE** are requested to meet in Committee Room 5 - Town House on **THURSDAY, 30 JULY 2015 at 10.30 am.**

RODERICK MACBEATH  
SENIOR DEMOCRATIC SERVICES MANAGER

### **B U S I N E S S**

- 1 Determination of Urgent Business
- 2 Application for a Window Cleaner's Licence - Donald Matheson (Pages 1 - 6)

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Allison Swanson, tel. (52)2822 or email [aswanson@aberdeencity.gov.uk](mailto:aswanson@aberdeencity.gov.uk)

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00 412 877



**Aberdeen**  
**Application for a window cleaner's licence**  
**Civic Government (Scotland) Act 1982, Section 43.**

4/2/15  
For help contact  
Licensing@aberdeencity.gov.uk  
Telephone: 01224 522377

\* required information

### Section 1 of 11

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

4545

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes

No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

DONALD

\* Family name

MATHESON

\* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.



CHEQUE ATTACHED FOR \$170.00

ONLINE PAYMENT DID'NT WORK. NOT SURE IF APPLICATION SENT THROUGH ON LINE OR NOT. THANKS.



Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 11**

**FURTHER DETAILS ABOUT THE APPLICANT**

\* Are you applying as an individual (includes sole traders)?

Yes  No

Former name(s)

If currently or previously known by any other name(s), you must record them here.

**Home Address**

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes  No

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Further Details**

\* Date of birth  /  /   
dd mm yyyy

\* Place of birth

\* Are you self employed?

Yes  No

**Section 3 of 11**



Continued from previous page...

### DIRECTORS, PARTNERS, OWNERS AND MANAGERS

You must provide details of all COMPANY DIRECTORS and the SECRETARY (if the applicant is a company), all PARTNERS (if it is a partnership), OFFICE BEARERS (if it is a club or association), all OWNERS of the business or premises and all MANAGERS of the business or organisation, including day-to-day MANAGERS OF THE PREMISES. Check for local guidance notes and conditions which may clarify exact requirements.

\* Are there any such people for whom you need to provide details?

Yes  No

### Section 4 of 11

#### TYPE OF APPLICATION

Type of application:  New  Renewal  Temporary

Specify the period for which the licence is required (if applicable)

FEB 2015

### Section 5 of 11

#### DETAILS OF WINDOW CLEANING OPERATION

Provide details of the premises from which window cleaning will be operated

\* Name of premises/  
trading name

MSL Window Cleaning

#### Premises Address

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

\* Building number or name

\* Street

\* District

\* City or town

County or administrative area

\* Postcode

\* Country

#### Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

\* Main telephone number

Other telephone number

Continued from previous page...

### Areas Of Operation

\* Give details of the areas in which you propose to operate as a window cleaner

ABERDEEN CITY

### Section 6 of 11

#### PUBLIC LIABILITY INSURANCE

You must have a suitable level of public liability insurance to cover this activity – check local requirements.

\* Do you have public liability insurance?

Yes  No

Provide details of the policy

\* Insurance company

Towergate underwriting

\* Policy number

ESS/0008620

\* Period of cover

02/06/2014 - 01/06/2015

\* Amount of cover (£m)

1

### Section 7 of 11

#### EMPLOYER'S LIABILITY INSURANCE

\* Do you intend to employ other window cleaners?

Yes  No

### Section 8 of 11

#### PREVIOUS APPLICATIONS

\* Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (check all that apply)

No  Yes - application granted and revoked

Yes - application granted  Yes - application refused

#### Application Granted

Only provide details about the most recent application – unless stated otherwise in local guidance notes.

\* Local authority applied to

Aberdeen City Council

\* Date of licence/registration

Sept 2014

\* Reference number

Temporary 6 week licence

\* Expiry date

Oct 2014

Add another granted section

### Section 9 of 11

#### CONVICTIONS



Continued from previous page...

\* Have you, or any person named in or associated with this application, been convicted of any crime or offence?

Yes

No

**Section 10 of 11**

**ADDITIONAL DETAILS**

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

[Empty text box for additional details]

**Section 11 of 11**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The fee depends on whether the application is for a grant (new), renewal or temporary licence. Please view the list of fees on Aberdeen City Council's website.

\* Fee amount (£)

170.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country



**DECLARATION**

\* I understand that 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.

\* The contents of this application are true to the best of my knowledge and belief

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name



\* Capacity

APPLICANT

Date (dd/mm/yyyy)

30/1/15

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/window-cleaner/aberdeen/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

www.globalgraphics.com