

<p>2. (a) Is applicant Self Employed?</p> <p>(b) If not give name and address of employer (including Business Hours Telephone Number).</p> <p>(c) Employers Corporation Tax Reference Number</p>	<p>YES/NO (Delete as appropriate)</p>
<p>3. Name and Address of Insurance Company (If not self employed, give details of employer's insurance company)</p>	
<p>4. Policy Number</p>	
<p>5. Amount of Liability (Minimum required £1,000,000)</p>	
<p>6. Details of Employee's Liability Insurance (only required if you are self employed and intend employing other licensed window cleaners)</p>	
<p>7. Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices from the Council, Police or Fiscal</p>	<p>YES/NO If YES, give details below.</p>

Details of Convictions and Fixed Penalty Notices

ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

Please read this declaration carefully before you sign and date it. We must protect the public funds we handle and so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law.

Further to the above the information you provide and any expected income you may gain from acting as a window cleaner will be used to maximise the recovery of any debt that is owed to the Council.

We will not release information about you to anyone outside the Council unless the law allows us to do so.

I declare that the information I have given on this form is correct and complete, that I will advise you of any other changes to the above and that I agree to this information being used for benefit fraud checks as determined necessary to the Council.

Signature:

Name (In block capitals):

Date:

Applicant/Agent
(delete as appropriate):

NOTES

1. Any person who in or 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 £500.

2. Policies referred to above will require to be produced for examination.

3. National Insurance Number

You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

We may need to see proof of your identity and National Insurance Number.

4. Unique Reference Number

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after your background checks are back you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC. Thereafter if you have not produced the UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to proceed with your application you would need to apply again and pay the fee. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Anyone who works for another individual or company and who are not self employed i.e. they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60.

5. Lodging of Application

This application can be lodged at the Licensing Office, 18 City Square or Dundee House, North Lindsay Street, Dundee.

The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted.

Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.

All forms of payment can be accepted at Dundee House.

The fee is £75 which is non-refundable.

6. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.