



WORTHING BOROUGH  
COUNCIL

# Application Form Window Cleaner Badge - Worthing

Please read the terms and conditions overleaf  
Please complete in BLOCK CAPITALS

The Council recognises that window cleaners are carrying out an essential service in the Worthing area. Accordingly, vehicles belonging to window cleaners actively engaged in cleaning windows will be exempt and may park for as long as necessary to carry out their duties. Civil Enforcement Officers will identify such vehicles either from their livery, or from window cleaner badges placed in the vehicles. In these circumstances, a Penalty Charge Notice will not be issued if the vehicle is parked in the following circumstances and it can be identified that cleaning of windows is taking place:

- In a Resident permit bay
- In a Pay and Display or limited waiting bay, or if no alternative place to park
- On single or double yellow lines where there is no loading restriction in place (shown by sign, kerb markings and yellow lines), and parked adjacent to the property

If the Civil Enforcement Officer has any doubts over whether the function of window cleaning is actually being performed, they will issue a Penalty Charge Notice. The appeals process will require you to provide evidence that you were actively engaged in this duty to ensure any Penalty Charge Notice is cancelled.

Your details:	
Title	
Forename(s)	
Surname	
Address	
	Postcode
Phone Number	
E-mail Address	

About your vehicle	
Registration Number	
Vehicle Make (eg Ford)	
Vehicle Model (eg Fiesta)	
Colour	

Season ticket required - please tick one box	
<input type="checkbox"/>	New application
<input type="checkbox"/>	Renewal - if so please specify the badge number

If this is an amendment from one vehicle to another please supply the old vehicle's registration number and the old badge number

Before proceeding with your application, please sign and date your application here to show you agree to abide by the terms and conditions overleaf:	
Signed:	Date:

When submitting this application please bring proof of business status, i.e. headed paper, invoices, letters from clients etc.

I hereby declare that all the information given is true to the best of my knowledge. I understand that if any information given is false, the window cleaner badge will be cancelled.

**Failure to sign and date above will render the application invalid**

**Please complete and sign the application form and return this application form to:**

Parking Services Team, Worthing Borough Council, Portland House,  
44 Richmond Road, Worthing, West Sussex, BN11 1HS

Tel: 01903 239999

Email: [parking.comments@adur-worthing.gov.uk](mailto:parking.comments@adur-worthing.gov.uk)

Staff will be pleased to assist you with any enquiries should you wish to telephone or email the office.

**Terms and Conditions of Application**

1. This badge is only issued where it is essential for a window cleaner to park close to the location of performing work-related duties, which may include parking in a Controlled Parking Zone. Any abuse of this will lead to the removal of the badge. The badge is valid in a Permit Bay, in a Pay and Display or limited waiting bay. Where there is no availability of these bays, then you can park on single or double yellow lines where there is no loading restriction in place (shown by sign, kerb markings and yellow lines)
2. The badge does not guarantee exclusion from Penalty Charge Notices and the badge must be clearly displayed through the front windscreen at all times.
3. The vehicle must be parked in a safe and considerate manner at all times.
4. The Civil Enforcement Officer will use the badge to identify window cleaners.
5. A renewal form will be sent to the applicant in advance of the expiry date. However, it is the applicant's responsibility to ensure a new badge is obtained in good time where non-receipt of the renewal form will not excuse a Penalty Charge Notice being issued.
6. If the applicant changes their vehicle, they must ensure the Parking Services Team is informed immediately so that a new badge can be issued with the correct vehicle registration. Any defacing of the badge will render it invalid. An amended badge will not be issued until the old badge is returned. Also this badge must be returned if no longer required.
7. If the application is rejected, a copy of the form will be returned to the applicant explaining reasons for the rejection. Any appeals against this decision must be made in writing to the Principal Parking Officer. An appeal can only be made once.

General Data Protection Regulations (GDPR) Privacy Notice

Adur & Worthing Councils are the data controllers of your personal data for the purposes of the administration and maintaining your window cleaner parking badge. For full details of how your personal data is used please visit <https://www.adur-worthing.gov.uk/parking/privacy-notice/>