



Oldham Council Licensing Service

Step-by-Step Guide to Renewing a 'Dual Drivers Licence' Online

Introduction

This document has been produced to provide guidance on applying to Renew an existing 'Dual Drivers' Licence online. In order to renew your licence online you must have created an online licensing user account. For guidance on how to register for an online licensing account please go to the following web page: - <http://www.oldham.gov.uk/info/200204/licensing> and read the guidance under the heading 'Online Applications'

Instructions

The screenshot shows a 'Declaration' step in a wizard. Callout boxes provide the following instructions:

- Clicking the 'BACK' button takes you back one step**: Points to the 'Back' button.
- Clicking the 'NEXT' button takes you forward one step**: Points to the 'Next' button.
- If you have completed a step a 'TICK' will appear. If you have made a mistake or have not completed a step a 'CROSS' will appear**: Points to the 'Data Protection Act 1998' row which has a red 'X'.
- Clicking 'SAVE' at any point will save your application. You can then continue it at a later time. Saved application will show up on your 'PORTFOLIO' page.**: Points to the 'Save' button.
- Clicking 'CANCEL' will cancel your current application.**: Points to the 'Cancel' button.

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Section 1 – Applying to 'Renew' your Dual Drivers Licence

The screenshot shows the 'Step 1' page of the Oldham Council website. A callout box points to the 'Login' button in the navigation menu and contains the following text:

Go to the Licensing Services Online web portal using the following link – <https://paforlalpaive.oldham.gov.uk/PAforLalpaLVE/1/WcaHome>
Click on the 'log in button' which will take you to the log in page.

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Step 2

Oldham Council

Home Register

You are here » Home » Login

Login

Login below

Email:

Password:

Login

Forgotten Password?

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Enter the email address and password you used to create your online licensing account and click 'login'

Step 3

lic - Sir Robert Peacock House

Public Registers

Hackney Carriage Vehicle
Hackney Carriage Driver Licence
Dual Drivers Licence
Private Hire Vehicle
Private Hire Operator
Combined HCPH Driver
Sex Shop
Sexual Entertainment Venue
House to House Collection
Street Collection
Distribute Free Printed Matter
Late Night Refreshment House
Motor Salvage Operator
Scaffolding and Hoardings Licence
Oversailing Licence
Skip Permits
Second Hand Dealer
Street Trader - Licence
Street Trader - Uppermill
Street Trading Consent
Scrap Metal Dealer - Site Licence
Scrap Metal Dealer - Mobile Collector

Gambling Act

Gambling Act Register
Small Societies Lotteries

Licensing Act

Personal Register
Premises Register

Licence Validation

Licence no.:

Go

e.g. STC0001

Client Account

Update user details
Change Password

Applications Online

New online application

Welcome to your **portfolio** page. This area of the website shows any applications you have saved or have submitted and any licences you currently hold. If any of the information contained on this page is incorrect you should contact the licensing office on 0161 770 4730 or via email at licensing@oldham.gov.uk

To apply for a licence online please click the 'New Online Application' link at the bottom left hand of this screen, or by clicking the following link [Online Application](#)

My Portfolio

My S

These are t

App Num

There is n

My S

These are t

App Number

Type

Reason

Licence Number

Target

View

Print

There is no data to display.

My Current Licences/Notices/Permits and Registrations

Licence Number

Licence Type

From

To

View

DD0658

Dual Drivers Licence

13/07/2015

31/07/2015

View

Page 1 of 1 (1 item)

Once you are logged in, you will see your 'portfolio page'; which shows your existing licences. Click on either of the following links, 'Online Application' or 'New Online Application' to start the renewal process.

Step 4

» Online Application Type Selection

Online Application

Select the Licence Application Type

As Licence Applications widely vary, this selection process will help you to choose the correct application for your selection.

If you are unsure of the Application to complete, please call 0161 770 4730/31 for assistance.

Online Application

Licence Module:

Licence Group:

Licence Type:

Licence Reason:

Select Module

Vehicle Module

Next

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Next – Click on the 'Licence Module' box and from the options select 'Vehicle Module'

Step 5

» Online Application Type Selection

Online Application

Select the Licence Application Type

As Licence Applications widely vary, this selection process will help you to choose the correct application for your selection.

If you are unsure of the Application to complete, please call 0161 770 4730/31 for assistance.

Online Application

Licence Module:

Licence Group:

Licence Type:

Licence Reason:

Vehicle Module

Select Group

Taxi and Private Hire

Next

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Next – Click on the 'Licence Group' box and from the options select 'Taxi and Private hire'

Step 6 » Online Application Type Selection

Online Application

Select the Licence Application Type

As Licence Applications widely vary, this selection process will help you to select the right Licence Application which will then setup the Application Process based on your selection.

If you are unsure of the Application to complete, please call 0161 770 4730/31 for assistance.

Online Application

Next – Click on the 'Licence Type' box and from the options select 'Dual Drivers Licence'

Licence Module: Vehicle Module

Licence Group: Taxi and Private Hire

Licence Type: **Select Type**
Dual Drivers Licence

Licence Reason:

Next

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Step 7 » Online Application Type Selection

Online Application

Select the Licence Application Type

As Licence Applications widely vary, this selection process will help you to select the right Licence Application which will then setup the Application Process based on your selection.

If you are unsure of the Application to complete, please call 0161 770 4730/31 for assistance.

Online Application

Next – Click on the 'Licence Reason' box and from the options select the applicable application' reason and click the 'NEXT' button.

Licence Module: Vehicle Module

Licence Group: Taxi and Private Hire

Licence Type: Dual Drivers Licence

Licence Reason: **Select Reason**
Online - New Application
Online - Renewal Application
Online - Change Operator

Next

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Step 8 » Online Application Type Selection » Online Application Select Existing Licence

	Licence Number	Commences	Expires	Status	Operator	Applicant
Select	DD0064	15/05/2015	22/05/2015	New	Royton Cars (Oldham) Ltd	Mr Russell Williams
Select	DD0658	13/07/2015	31/07/2015	New		Mr Russell Williams

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You will then be shown a list of the licences you can renew, click the 'SELECT' button to select the licence you wish to

Step 9 » Online Application Type Selection » Online Application Wizard

Online - Renewal Application

by Mr Russell Williams

Back **Next**

Instructions

Step 1 of 6

You have chosen to renew your 'Dual Drivers Licence'. This renewal, if granted, will allow you to continue to drive a private hire or hackney carriage vehicle licensed by Oldham Council.

Instructions Before starting the application you should have read the guidance notes available on the main [Private Hire & Hackney Carriage](#) webpage.

Applicants Once you submit your application, in order for it to be completed you must attend the Council's Licensing Offices at:

Declaration Sir Robert Peacock House
Vulcan Street
Oldham
OL1 4LA.

Validation

Submit Application

Cancel Save

and produce the following documentation:

- Your Disclosure & Barring Service Certificate - If Required
- Your Statutory Driving Licence
- Two Passport Style Photographs, unless your appearance has not changed since the granting of your last licence
- Completed Statutory Declaration
- Your Group Two Medical Form - If Required (this may be submitted at a later date but must be produced before the badge is issued)

Please click **NEXT** to proceed with your application

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Step 10 » Online Application Type Selection » Online Application Wizard

Online - New Application for Dual Drivers Licence

by Mr Russell Williams

Back **Next**

Data Protection Act 1998

Step 2 of 7

The information you provide on this form will be used for the purpose of processing your application. We will only use your information in accordance with the provisions of the Data Protection Act 1998.

Instructions

Data Protection Act 1998

Applicants

Additional Questions

Declaration

Validation

Submit Application

I understand that Oldham Council is under a duty to protect the public funds it administers and may use the information provided on this form to detect and prevent fraud in accordance with the provisions of the Data Protection legislation. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I agree for my information to be held and processed for the purpose(s) shown above

Cancel Save

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This page relates to the Council's 'Data Protection' Policy. You must read this carefully as it explains how the Council will handle your personal data. You must tick the check box and agree to this policy to continue your application. Once you have clicked the check box click 'NEXT'.

Step 11 » Online Application Type Selection » Online Application Wizard

Online - New Application for Dual Drivers Licence

by Mr Russell Williams

Back **Next**

Add Self

Step 3 of 7

Instructions

Data Protection Act 1998

Applicants Entered

Applicants

Additional Questions

Declaration

Validation

Submit Application

Name	Address	Update	Remove
WILLIAMS Russell	Sir Robert Peacock House, Vulcan Street, Oldham, Lancashire, OL1 4LA	Edit	Delete

Cancel Save

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This next page is automatically completed with your details, if your details are incorrect then please contact the Licensing admin team. By clicking Edit, you can edit / add certain information about yourself. To continue with your application click 'NEXT'.

Step 12

Home russell.williams@oldham.gov.uk

You are here » Home » Online Application Wizard

Online - New Application (1)

by Mr Russell Williams

Back **Next**

Step 4 of 8

Instructions

Data Protection Act 1998

Applicants

Operator

Additional Questions

Declaration

Validation

Submit Application

Add Licensed Operator (button disabled once operator added).

Operator Entered

Name	Details	Remove
Delta Cars	<p>Operator Address</p> <p>Address: 156 Huddersfield Road, Oldham, OL4 2RD</p> <p>Telephone: 0161 627 2277</p> <p>Fax:</p> <p>Office Address</p> <p>Address: 156 Huddersfield Road, Oldham, OL4 2RD</p> <p>Telephone: 0161 627 2277</p> <p>Fax:</p>	Delete

Cancel Save

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This page show which operator you are linked to, if this information is incorrect, then click on 'DELETE' and follow the instructions on the next two slides to add a new / different operator. If these details are correct you can simply click 'NEXT' and ignore the next two slides.

Step 13

Oldham Council
Sir Robert Peacock House

Home russell.williams@oldham.gov.uk

You are here » Home » Online Application Wizard

Online - New Application (1)

by Mr Russell Williams

Back Next

Operator

Add Licensed Operator

Step 4 of 8

Instructions

Data Protection Act 1998

Applicants

Operator

Additional Questions

Declaration

Validation

Submit Application

Add Licensed Operator (button disabled once operator added).

Cancel Save

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To link your licence to an operator click 'ADD LICENSED OPERATOR'

Step 14

Oldham Council
Sir Robert Peacock House

Home russell.williams@oldham

You are here » Home » Online Application T

Online - New Application (1 Y

by Mr Russell Williams

Back **Next**

Step 4 of 8

Instructions **Operator**

Data Protection Act 1998

Applicants

Additional Questions

Declaration

Validation

Submit Application

Cancel Save

Please enter the information to see whether the licensed operator you wish to include in this application already exists within the local authority database. (Please search even if this is your first application).

If the operator does not exist you will be prompted to enter a new operator.

Operator Name:

Postcode:

Search

Operator Search Result:

Name	Address 1	Town/City	County	Postcode
Delta Cars		Oldham	Greater Manchester	OL4 2RD

Page 1 of 1 (1 item)

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Enter the name of the operator you want to find, and click 'SEARCH'. The operator's details will then be displayed and you will need to click 'SELECT'. Once you have selected the correct operator click on 'NEXT'

N.B. – for Hackney Carriage please search for and select 'Hackney Carriage', even if you work for Borough Taxi's

Step 15

Back **Next** Additional

Step 4 of 7

Instructions

Data Protection Act 1998

Applicants

Additional Questions

Declaration

Validation

Submit Application

Cancel Save

Are you in the UK on any form of VISA?:

If YES then please provide details:

Have you ever lived outside the UK?*:

If YES, please provide details of where, and for how long?:

Do you hold a 'Private Hire' or 'Hackney Carriage' drivers licence with any other Local Authority?*:

If YES then please provide details.:

Have you ever been refused a licence, or had a licence revoked or suspended by this or any other authority, or have you withdrawn an application you made with any other authority?*:

If YES then please provide details.:

This next page asks you important questions relating to your application, you must answer each one in order to proceed with your application. Once you have answered each question click 'NEXT' to continue.

Step 16 » Online Application Type Selection » Online Application Wizard

Online - New Application for Dual Drivers Licence

by Mr Russell Williams

Back Next

Step 5 of 7

Instructions

Data Protection Act 1998

Applicants

Additional Questions

Declaration

Validation

Submit Application

Cancel Save

Declaration

By continuing you declare that:

- You are entitled to apply for a licence.
- If a licence is granted you will comply with the conditions of the licence.
- You understand the Council reserves the right to undertake such relevant checks it deems necessary on the suitability of applicants. This would include checks with DVLA, Motor Insurers, other agencies, partners and other Local Authorities. Checks may also be carried out with the UK Border Agency as ascertain a right to work in the UK.
- You understand that making a false declaration could lead to prosecution.

Declarations

I declare the information given is correct

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This page is the 'declaration' page, you must read this page carefully as it asks you to confirm you understand and agree to the terms of your application. You must tick the box for your application to proceed. Please be aware you may face legal proceeding by making a false declaration in support of your application. Once you have ticked the box click 'NEXT' to proceed.

Step 17 » Online Application Type Selection » Online Application Wizard

Online - New Application for Dual Drivers Licence

by Mr Russell Williams

Back **Next** Validation

Step 6 of 7

Please check the data below to confirm this is correct before submitting the application:

Instructions

Data Protection Act 1998

Applicants

Additional Questions

Declaration

Validation

Submit Application

Cancel Save

Online - New Application for Dual Drivers Licence

Applicant(s)

Mr Russell Williams

Date of Birth:	24/08/1972
Address line 1:	Sir Robert Peacock House
Address line 2:	Vulcan Street
Town:	Oldham
County:	Lancashire
Postcode:	OL1 4LA
Telephone:	0161 770 3472
Alt Telephone:	
Fax Number:	0161 770 4481
Mobile:	

This next page provides a summary of your application. If you are satisfied the information is correct, click 'NEXT' to proceed.

Step 18 » Online Application Type Selection » Online Application Wizard

Online - Renewal Application for Dual Drivers Licence

by Mr Russell Williams

Back Next

Step 7 of 7

Instructions

Data Protection Act 1998

Applicants

Additional Questions

Declaration

Validation

Submit Application

Cancel Save

Submit Application

If you wish to submit your application and make payment of £61.00 for the application offline then please click the button below and details of how to make payment will be shown after the application is submitted.

Submit Application

This next page is where you submit you application electronically, it is the last point in which you can go back to any of the previous steps and make changes. Once you click on submit the application will be sent to the Councils licensing section for processing. If you wish to submit your application click 'SUBMIT APPLICATION'

Step 19 » Online Application Type Selection » Online Application Wizard

Online - Application Submitted

Full Electronic.

Print

Your on-line declaration will be accepted as a signature.

Fees

The outstanding fee for this application is £61.00.

Payment

Before your licence can be granted you must pay the outstanding fee detailed above.

You can make this payment using the any of the following methods:-

- The Council's Online Payment Facilities - [Online Payments](#)
- By Telephoning the Councils Payment Line on 0161 770 6611 (select option 2, and quote the following reference number H36455054D9)
- By Credit / Debit Card at the Licensing Reception Desk.

PLEASE NOTE: If you have made payment using option one or two above you will be given a 'Payment Reference' number. Please make note of this and provide it to Licensing Officers when you collect your licence.

Application Number

043732

Email confirmation

This next page allows you to print off a copy of your submitted application and provides details on how to pay for your application.

Step 20

your **portfolio** page. This area of the website shows any applications you have saved or have submitted and any licences you hold. If any of the information contained on this page is incorrect you should contact the licensing office on 0161 770 4730 or via email at licensing@oldham.gov.uk

To apply for a licence online please click the 'New Online Application' link at the bottom left hand of this screen, or by clicking the following link [Online Application](#)

My Portfolio



My Saved Applications

These are the applications that you have saved.

App Number	Type	Reason	Continue	Cancel
------------	------	--------	----------	--------

There is no data to display.

Once submitted your application will appear on your portfolio page under the heading 'My Submitted Applications'.



My Submitted Applications

These are the applications that have been submitted to the licensing office.

App Number	Type	Reason	Licence Number	Target	View	Print
043732	Dual Drivers Licence	Online - Renewal Application	DD0658	26/08/2015	View	Print

Page 1 of 1 (1 item)



My Current Licences/Notices/Permits and Registrations

Licence Number	Licence Type	From	To	View
DD0658	Dual Drivers Licence	13/07/2015	31/07/2015	View

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