

Creating an Online Licensing Account

In order to register for your online account you **MUST** have registered your email address with the licensing section. Once you have registered your email address, please follow these instructions for creating your online account.



Step 1

Oldham Council
Sir Robert Peacock House

Home Register Log in

You are here » Home

Oldham Council - Sir Robert Peacock House

Access the home page:-
<https://paforlalpaclive.oldham.gov.uk/PAforLalpacLIVE/1/WcaHome>
and at the top of the page click 'Register'.



Welcome to Oldham Council's Licensing 'Public Registers' and, its 'Online Application' portal, dedicated to providing up-to-date information and services in relation to the Council's Licensing functions.


General information regarding the types of licences issued by the Licensing Section can be found by visiting the main Licensing web-page.

This website, and the main Licensing web-page, allow you to access information at a time that is convenient to you, which may be late at night or over weekends and not necessarily during normal office hours.

Access to the public registers can be achieved by clicking on the link shown on the left hand side of the screen and does not require you to create an account.

If you have any queries regarding the use of the Council's Online Licensing service, or if you require further assistance, then you should contact the Licensing Section on 0161 770 4730

Copyright © 2004 - 2015 Idox Group Version 1.5.0.41



Step 2

Oldham Council
Sir Robert Peacock House

Home Register Log in

You are here » Home » Data Protection Act » Select Account Type

Account Type

Select the type of account you require:

If you do not have any existing Licences or an account with this Licensing Authority, please select 'NEW CLIENT/LICENCE HOLDER' below.


New Client/Licence Holder

Click the 'Existing Client / Licence Holder' button.

If you do currently have/had existing Licences or an Activation Key, please select 'EXISTING CLIENT/LICENCE HOLDER' below. You may obtain your Activation Key by contacting the Licensing Authority prior to registering.

Existing Client/Licence Holder (I have an activation key)

Copyright © 2004 - 2015 Idox Group Version 1.5.0.41



Step 3

Oldham Council
Sir Robert Peacock House

Home Register Log in

You are here » Home » Data Protection Act

New Online Client Account - Data Protection Act 1998

Read the Data Protection Statement, tick the box to accept then click the 'Continue' button.

The information you provide on this form will be used for the purposes which it has been given and will not be used for additional purposes without your consent. All personal data is collected and processed in accordance with the principles of the Data Protection Act 1998 and you have certain rights in respect of this information.


For a more detailed explanation click on the link below and view 'Your Guide to Data Protection' - <http://www.informationcommissioner.gov.uk>

The personal information you have supplied may be used for the consideration of a Licence/Permit application. You should note that your information may also be shared with the Police and other public bodies for the prevention or detection of crime as permitted under the Data Protection Act 1998.

The information provided is correct to the best of my knowledge and belief. I understand that the giving of misinformation may lead to my account being terminated.

Continue

Copyright © 2004 - 2015 Idox Group Version 1.5.0.41



Step 4

Oldham Council
Sir Robert Peacock House

Home Register Log in

You are here » Home » Data Protection Act » Select Account Type

Enter Activation Key

Your Activation Key

Please enter your 24 digit activation key that was supplied to you by the licensing office.

Activation Key

Proceed

Copyright © 2004 - 2015 Idox Group Version 1.5.0.41

Step 5

Oldham Council
Sir Robert Peacock House

Enter a password and then click the 'Create Account' button to complete the process.

You will receive an email asking you to activate your account. Click on the link in the email and, once activated you can log in

Password*

Confirm Password*

2. Submit

[Create Account](#)

Copyright © 2004 - 2015 Idox Group Version 1.5.0.41

Step 6

You are here > Home
Oldham Council - 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 Type From To View

Client Account

- Update Account
- 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 [New Online Application](#)

My Portfolio

My Saved Applications

These are the applications that you have started but not submitted to the licensing office.

App Number	Type	Reason	Continue	Cancel
There is no data to display.				

My Submitted Applications

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

App Number	Type	Reason	Licence Number	Target	View	Print
There is no data to display.						

My Current Licences/Notices/Permits and Registrations

Licence Type	From	To	View
There is no data to display.			

Once logged in you will see your portfolio page

Copyright © 2004 - 2015 Idox Group Version 1.5.0.41

Please Note:

- Only once you have created an account and activated it will you be able to apply for a new licence or apply to renew your licence.
- The screenshots shown above may look different dependant on if you are using a smart phone, tablet or a computer.