



# Oldham Council Licensing Service Step-by-Step Guide to Applying Online New Private Hire Operator Licence

## Step - 1

Council

Home Register **Login**

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 HCIPH 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

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

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Go to the Licensing Services Online web portal using the following link –

<https://paforlalpaclive.oldham.gov.uk/PAforLalpacLIVE/1/WcaHome>

Click on the 'LOG IN' button which will take you to

## Step - 2

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

**Public Registers**

- Hackney Carriage Vehicle
- Hackney Carriage Driver Licence
- Dual Drivers Licence
- Private Hire Vehicle
- Private Hire Operator
- Combined HCIPH 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

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](mailto: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

App Number  
There is no data to display.

**My Submitted Applications**

These are the applications

App Number  
There is no data to display.

**My Current Licences/Notices/Permits and Registrations**

Licence Number	Licence Type	From	To	View
DP0658	Dual Drivers Licence	13/07/2015	31/07/2015	<a href="#">View</a>

Page 1 of 1 (1 item)

**Licence Validation**

Licence no.:

**Go**

e.g. STC0001

**Client Account**

Update user details  
Change Password

**Applications Online**

New online application

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

## Step - 4

You are here » Home »

Online App

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

### 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

Licence Module:

Select Module

Vehicle Module

Licence Group:

Licence Type:

Licence Reason:

**Next**

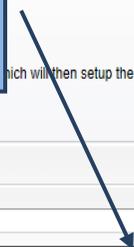
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## Step - 5

You are here » Home » Online Application Type Selection

### Online Application

Click on the 'Licence Group' box and from the options select 'Taxi and Private Hire'



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

Licence Module:	Vehicle Module
Licence Group:	Select Group Taxi and Private Hire
Licence Type:	---
Licence Reason:	---

Next

## Step - 6

You are here » Home » Online Application Type Selection

### Online

Click on the 'Licence Type' box and from the options select 'Private Hire Operator'



### Select t

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

Licence Module:	Vehicle Module
Licence Group:	Taxi and Private Hire
Licence Type:	Select Type Dual Drivers Licence Private Hire Operator Licence
Licence Reason:	---

Next

## Step - 7

Click on the 'Licence Reason' box and from the options select the relevant application type and click the 'NEXT' button.



### 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 for assistance.

#### Online Application

Licence Module:	Vehicle Module
Licence Group:	Taxi and Private Hire
Licence Type:	Private Hire Operator Licence
Licence Reason:	Select Reason Online - Renewal Application (5 Year Licence) Online - Renewal Application (1 Year Licence) Online - New Application (5 Year Licence) Online - New Application (1 Year Licence)

Next

## Step - 8

You are here » Home » Online Application

### Online - Renewal Application

for TEST by Mr Russell Williams

This next page explains what you must do once you have completed your online application, once you have read and understood these instructions click 'NEXT'

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#### Instructions

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#### Instructions

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Declaration

Validation

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Cancel Save

## Step - 9

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'.

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### Data Protection Act 1998

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The information you provide on this form will only be processed for the purpose for which it has been given and will not be used for additional purposes without your consent. All personal data is collected and processed in compliance with the eight data protection 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 following link and view 'Your Guide to Data Protection'.

For details on how to access any information the Council may hold on you please visit the [Councils Data Protection](#) webpage.

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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## Step - 10

[Home](#) [russell.williams@oldham.gov.uk](#) [Log off](#)

You are here » [Home](#) » [Online Application Type Selection](#) » [Online Application](#)

### Online - Renewal Application (5 Year Licence) for

for TEST by Mr Russell Williams

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[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. If the operators licence is part owned by someone else, you can also add that persons details here. To continue with your application click 'NEXT'.

### Applicants

[Add Self](#) [Add 3rd Party \(Person\)](#) [Add 3rd Party \(Company\)](#)

### Applicants Entered

Name	Address	Update	Remove
WILLIAMS Russell	Sir Robert Peacock House, Vulcan Street, Oldham, Lancashire, OL1 4LA	<a href="#">Edit</a>	<a href="#">Delete</a>

## Step - 11

This next page lets you decide where any correspondence for you operators licence will be sent to. You can either add your own details by clicking 'ADD SELF', or choose another address by clicking 'ADD 3rd PARTY'. You must choose one of these to continue, then click 'NEXT'.

[Home](#) [russell.williams@oldham.gov.uk](#) [Log off](#)

You are here » [Home](#) » [Online Application Type Selection](#) » [Online Application](#)

### Online - New Application (1 Year Licence) for

by Mr Russell Williams

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### Correspondence

[Add Self](#)

If you would like correspondence sent to you. (button disabled once correspondent entered)

[Add 3rd Party \(Person\)](#)

[Add 3rd Party \(Company\)](#)

If you would like correspondence sent to another person/company. (button disabled once correspondent entered)

### Correspondent entered

Name	Address	Update	Remove
WILLIAMS Russell	Sir Robert Peacock House, Vulcan Street, Oldham, Lancashire, OL1 4LA	<a href="#">Edit</a>	<a href="#">Delete</a>

[Cancel](#) [Save](#)

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## Step - 12

[Home](#) [russell.williams@oldham.gov.uk](#) [Log off](#)

You are here » [Home](#) » [Online Application Type Selection](#) » [Online Application](#)

### Online - New Application (1 Year Licence) for Priv

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[Cancel](#) [Save](#)

### Operator

You must provide an operator.

[Add License / Operator](#)

Add Licensed Operator (button disabled once operator added).

### Search for Operator

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
There is no data to display.				

To create a new operator record using your search criteria, click the 'Add New Operator' button.

[Add new Operator](#)

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This next page is where you enter details of your new company. You must click 'ADD LICENSED OPERATOR' first, and then search for your company name in our database. Providing your company does not exist you will be given the option to add a new operator.



## Step - 17

Home russell.williams@oldham.gov.uk Log off

You are here » Home » Online Application Type Selection » Online Application Wizard

Online - Renewal Application (5 Year Licence) for Private Hire

for TEST by Mr Russell Williams

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Cancel Save

**Validation**

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

Online - Renewal Application (5 Year Licence) for Private Hire Operator 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:	
Email:	russell.williams@oldham.gov.uk

**Operator**

**TEST**

**Premises**

Address line 1:	Sir Robert Peacock House
Address line 2:	Vulcan Street
Town:	Oldham
County:	Manchester

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

## Step - 18

Oldham Council

Home russell.williams@oldham.gov.uk Log off

You are here » Home » Online Application Type Selection » Online Application Wizard

Online - Renewal Application (5 Year Licence) for Private Hire

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The fee you will need to pay is £0.01

The current fees for a five-year licence are as follows:-

No of Vehicles	4 Star	3 Star	2 Star	1 Star	Zero Star
1 vehicle	£710	£885	£1085	£1550	£1955
2 - 10 vehicles	£1245	£1645	£2265	£2790	£3280
11 - 30 vehicles	£2780	£3500	£4870	£6100	£6940
31 - 60 vehicles	£3570	£4240	£6075	£7530	£8860
61+ vehicles	£4400	£4875	£6975	£10,025	£11,475

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**Submit Application**

Please ignore the message below regarding fee payable; the relevant fees are set out above and must be paid before your application will be accepted.

There is no fee applicable for this application. You can now submit your application by clicking the button below. Details of your application will be sent to your registered email address.

Submit Application

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This next page is where you submit your 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

Home russell.williams@oldham.gov.uk Log off

Online Application Submit

Print

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

**Fees**

The outstanding fee for this application is £0.01.

**Payment**

PLEASE IGNORE THE FEE PAYABLE ABOVE; THE FOLLOWING OUTLINES THE FEES PAYABLE AND HOW TO PAY.

Before your licence can be granted you must pay the relevant fee. The relevant fee for operators is based on the number of vehicles in your fleet and your star rating. The table below shows the current fees for operators.

The current fees for a five-year licence are as follows:-

No of Vehicles	4 Star	3 Star	2 Star	1 Star	Zero Star
1 vehicle	£710	£885	£1085	£1550	£1955
2 - 10 vehicles	£1245	£1645	£2265	£2790	£3280
11 - 30 vehicles	£2780	£3500	£4870	£6100	£6940
31 - 60 vehicles	£3570	£4240	£6075	£7530	£8860
61+ vehicles	£4400	£4875	£6975	£10,025	£11,475

You can make the payment using 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**

050576

**Email confirmation**

An email has been sent to Mr R Williams <russell.williams@oldham.gov.uk> with details of the application.

Although this email is sent immediately, the time it takes to reach you is dependent upon your email and service provider.

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