



Oldham Council Licensing Service
Step-by-Step Guide
Renewing Private Hire Operator Licence Online

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
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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

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 | View |

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'

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: **Select Group**
Taxi and Private Hire

Licence Type: --

Licence Reason: --

Next

Step - 6

You are here » Home » Online Application Type Selection

Online Application

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

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 4730/31 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)

Next

Step - 8

You are here » Home » Online Application Type Selection » Online Application Select Existing Licence

Select the operator's licence you wish to renew by clicking the 'SELECT' button.

| | Licence Number | Commences | Expires | Status | Operator | Applicant |
|--------|----------------|------------|------------|--------|--------------------|---------------------|
| Select | PH0019 | 28/07/2016 | 27/07/2017 | New | TEST | Mr Russell Williams |
| Select | PH0040 | 12/04/2016 | 11/04/2017 | New | Car 5000 Lees Cars | Mr Russell Williams |

Step - 9

You are here » Home » Online Application

Online - Renewal Application

for TEST by Mr Russell Williams

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Instructions

Data Protection Act 1998

Applicants

Operator

Declaration

Validation

Submit Application

Cancel Save

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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'

Instructions

You have chosen to renew your 'Private Hire Operators Licence'. This renewal, if granted, will allow you to continue taking bookings for, and dispatching, private hire vehicles licensed by Oldham Council.

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

Once you submit your application, in order for it to be completed you must email [Licensing](#) with the following documents:-

- Public Liability Insurance (if the public have access to your office)
- Employers liability insurance
- Up-to-Date list of vehicles working from your company

Please click NEXT to proceed with your application

Step - 10

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

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

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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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Instructions

Data Protection Act 1998

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Operator

Additional Questions

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Validation

Submit Application

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 | Edit | Delete |

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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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Instructions

Data Protection Act 1998

Applicants

Operator

Additional Questions

Declaration

Validation

Submit Application

Cancel Save

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.

Additional Questions

You may be committing an offence if you fail to disclose what is asked of you

1 - Are there any facilities at your office for the public to wait for private hire vehicles (if 'YES' please provide details):-

2 - What is your current 'Star Rating':-

- 4 Star
- 3 Star
- 2 Star
- 1 Star
- 0 Star

3 - Please select the correct 'Vehicle Band' for the number of vehicles you operate:-

- 1 Vehicle
- 2 - 10 Vehicles
- 11 - 30 Vehicles
- 31 - 60 Vehicles
- 60+

4 - What type of 'Booking System' do / will you use:-

- Manual / Paper
- Electronic / Computerised
- Diary / Bound Book
- Mobile Application

Step - 13

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.

Operator Licence

conditions and Bylaws set by the Council. Such relevant checks it deems necessary on the suitability of applicants. This would include checks with the Police, Fire 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.

- Operator
- Additional Questions
- Declaration
- Validation
- Submit Application

Declarations

I declare the information given is correct

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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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- Data Protection Act 1998
- Applicants
- Operator
- Additional Questions
- Declaration
- Validation
- Submit Application

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.

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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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- Additional Questions
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- Validation
- Submit Application

Cancel Save

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 |

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.

Submit Application

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

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'

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

Full Electronic.

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 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

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.

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