



# Oldham Council Licensing Service Step-by-Step Guide Renewing Vehicle 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://paforalpaclive.oldham.gov.uk/PAforLalpacLIVE/1/WcaHome>

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

## Step - 2

Home Register **Login**

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
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- Scaffolding and Hoardings Licence
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- 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
DD0658	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

Home Register **Login**

You are here » Home » Online Applications

### Online Applications

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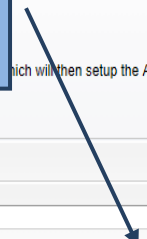
Click on the 'Licence Module' box and from the options select 'Vehicle Module'

## 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: --

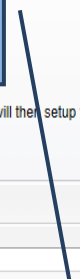
Next

## Step - 6

You are here » Home » Online Application Type Selection

### Online

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



### Select

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

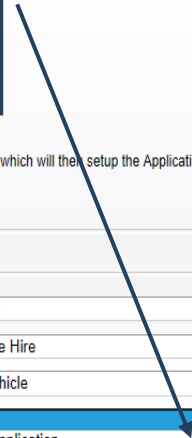
Licence Type: **Select Type**  
Dual Drivers Licence  
Private Hire Vehicle

Licence Reason: --

Next

## Step - 7

Click on the 'Licence Reason' box and from the options select 'Online - New Application' 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 Vehicle

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

Next

## Step - 8

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

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

	Licence Number	Commences	Expires	Status	Operator	Applicant
<b>Select</b>	PV0065	11/08/2015	10/08/2016	New		Mr Russell Williams

## Step - 9

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

### Online - Renewal Application

for by Mr Russell Williams

Back Next

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'

Step 1 of 8

#### Instructions

Data Protection Act 1998

#### Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

You have chosen to renew your 'Private Hire Vehicle Licence'.

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 attend the Council's Licensing Offices at:

Sir Robert Peacock House  
Vulcan Street  
Oldham  
OL1 4LA.

and produce the following documentation:

- Compliance Certificate (Issued by Moorhey Street)
- Log Book
- Insurance (Must be valid on the day the licence is renewed)

PLEASE NOTE:- Once all the documents have been submitted, your vehicle licence and identification plates will be ready **TWO** working days later, starting on the day you submit the above documents

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

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## Step - 11

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

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

### Online - Renewal Application for Private Hire Vehicle

for by Mr Russell Williams

Back Next

Step 3 of 8

#### Instructions

Data Protection Act 1998

#### Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

#### 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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## 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'.

Back Next

Step 2 of 8

#### Instructions

Data Protection Act 1998

#### Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

#### 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

Cancel Save

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## Step - 12

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

### Online - Renewal Application for Private Hire Vehicle

for by Mr Russell Williams

Back Next

Step 4 of 8

#### Instructions

Data Protection Act 1998

#### Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

#### Vehicle

Add A Vehicle

Click to search/add a vehicle (buttons disabled once vehicle added)

#### Vehicle Entered

Details	Remove
Registration Number: LM09 LRO	Delete
Make: Vauxhall	
Model: Astra	
Colour: Grey	
First Registered: 11/05/2009	
VIN Number:	
Propulsion:	
Engine Size (in cc):	
Engine Number:	
No. of Doors: 4	
No. of Passengers: 4	
Body Style:	
Disabled Access: 0	

This page show the details of the vehicle you wish to licence, click 'NEXT' to continue.

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### Step - 13

This page show which operator you are linked to, if this information is incorrect, then click on 'DELETE' and follow the instructions in Steps 14 & 15 to add a new / different operator.

If these details are correct you can simply click 'NEXT' and move to Step 16.

Council

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

You are here » Home » Online Application Type Selection » Online Application for Private Hire Vehicle

Online - Renewal Application for Private Hire Vehicle

for by Mr Russell Williams

Back Next

Step 5 of 8

Instructions

Data Protection Act 1998  Add Licensed Operator (button disabled once operator added).

Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

**Operator Entered**

Name	Details	Remove
	<p>Operator Address</p> <p>Address</p> <p>Telephone</p> <p>Fax</p> <p>Office Address</p> <p>Address</p> <p>Telephone</p> <p>Fax</p>	Delete

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### Step - 14

Oldham Council

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

You are here » Home » Online Application Type Selection » Online Application for Private Hire Vehicle

Online - Renewal Application for Private Hire Vehicle

for by Mr Russell Williams

Back Next

Step 5 of 8

Instructions

Data Protection Act 1998

Applicants  Add Licensed Operator (button disabled once operator added).

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

**Operator**

You must provide a operator.

Add Licensed Operator

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

### Step - 15

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

Council

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

You are here » Home » Online Application Type Selection » Online Application for Private Hire Vehicle

Online - Renewal Application for Private Hire Vehicle

for by Mr Russell Williams

Back Next

Step 5 of 8

Instructions

Data Protection Act 1998

Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

**Operator**

You must provide a operator.

Add Licensed Operator

**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.

If the operator does not exist you will need to contact the Licensing Department for further guidance.

Operator Name: TEST

Postcode:

Search

**Operator Search Result**

Name	Address 1	Town/City	County	Postcode
TEST	Sir Robert Peacock House	Oldham	Manchester	OL1 4LA

Page 1 of 1 (1 item)

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### Step - 16

This page confirms the details of the operator you have selected. If this is correct click 'NEXT'. If you have made a mistake click 'DELETE' and add the correct operator.

Council

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

You are here » Home » Online Application Type Selection » Online Application for Private Hire Vehicle

Online - Renewal Application for Private Hire Vehicle

for by Mr Russell Williams

Back Next

Step 5 of 8

Instructions

Data Protection Act 1998

Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

**Operator**

Add Licensed Operator

**Operator Entered**

Name	Details	Remove
TEST	<p>Operator Address</p> <p>Address: Sir Robert Peacock House Vulcan Street Oldham OL1 4LA</p> <p>Telephone: 0161 770 3472</p> <p>Fax:</p> <p>Office Address</p> <p>Address: Sir Robert Peacock House Vulcan Street Oldham OL1 4LA</p> <p>Telephone: 0161 770 3472</p> <p>Fax:</p>	Delete

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### Step - 17

Application Type Selection > Online Application Wizard

Online - New Application for Private Hire Vehicle

by Mr Russell Williams

Back Next

Step 6 of 9

Instructions

Data Protection Act 1998

Applicants

Vehicle

Operator

Additional Questions

Declaration

Validation

Submit Application

Cancel Save

**Additional Questions**

For your application to continue you must answer to any of the questions could lead to further questions.

**I do solemnly and sincerely declare as follows:-**

1 - I am applying to Oldham Council for the issue, to me, of a Private Hire Vehicle Licence; and I make this Declaration in support of my application.

2 - Is this vehicle licensed with any other Local Authority. If 'YES' please provide details here.

3 - Have you ever been refused a private hire vehicle licence by this, or any other Local Authority. If 'YES' please provide details here.

4 - Has this vehicle been involved in any accidents. If 'YES' please provide details here.

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 - 18

Oldham Council  
Sir Robert Peacock House

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

**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 - 19

Application for Private Hire Vehicle

Back Next

Step 7 of 8

Instructions

Data Protection Act 1998

Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

**Validation**

Please check the data below to confirm this is correct before clicking 'NEXT'.

**Online - Renewal Application for Private Hire**

**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

**Vehicle**

<b>LM09 LRO</b>	
Make:	Vauxhall
Model:	Astra
Colour:	Grey
Registered:	11/05/2009
Engine No:	
Capacity:	0
Propulsion:	
Passengers:	4
Body Style:	
Disabled:	None

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

### Step - 20

Oldham Council

Home russell.williams@oldham.gov.uk

You are here > Home > Online Application Type Selection > Online - Renewal Application for Private Hire

Online - Renewal Application for Private Hire

for TEST by Mr Russell Williams

Back Next

Step 8 of 8

Instructions

Data Protection Act 1998

Applicants

Vehicle

Operator

Declaration

Validation

Submit Application

Cancel Save

**Submit Application**

You are now ready to submit your application to 'Renew' your private hire vehicle licence.

**PLEASE NOTE:-** The £183.00 fee detailed below is for the cost of the licence only, and does not include the fees for the vehicle compliance test. As such, when paying for your renewal you will need to include the costs of the compliance test. These costs are as follows:-

- Licence fee plus one vehicle test - Total fee to pay = £241.00
- Licence fee plus two vehicle tests - Total fee to pay = £299.00
- Licence fee plus three vehicle tests - Total fee to pay = £357.00

This is the last point in the process at which you can amend the information you have provided, as such you should make sure all the information provided is correct before clicking submit.

If you wish to submit your application and make payment of £183.00 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

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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'

Council

Home

russell.williams@oldham.gov.uk

Log off

You are here » Home » Online Application Submit

**Full Electronic.**

Print

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

**Fees**

The outstanding fee for this application is £183.00.

**Payment**

The £183.00 fee detailed above is for the cost of the licence only, and does not include the fees for the vehicle compliance test. As such, when paying for your renewal you will need to include the costs of the compliance test. These costs are as follows:-

Licence fee plus one vehicle test - Total fee to pay = £241.00  
Licence fee plus two vehicle tests - Total fee to pay = £299.00  
Licence fee plus three vehicle tests - Total fee to pay = £357.00

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

1. The Council's Online Payment Facilities - [Online Payments](#)
2. By Telephoning the Councils Payment Line on 0161 770 6611 (select option 2, and quote the following reference number H36455054D9)
3. By Credit / Debit Card at the Licencing 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 Licencing Officers when you collect your licence.

If you do not need a Medical or a DBS, your licence will be ready to collect two days after submitting your application.

**Application Number**

050327

**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.