

Instructions for completing an online application

To apply online go to <https://idoxpa.coventry.gov.uk>

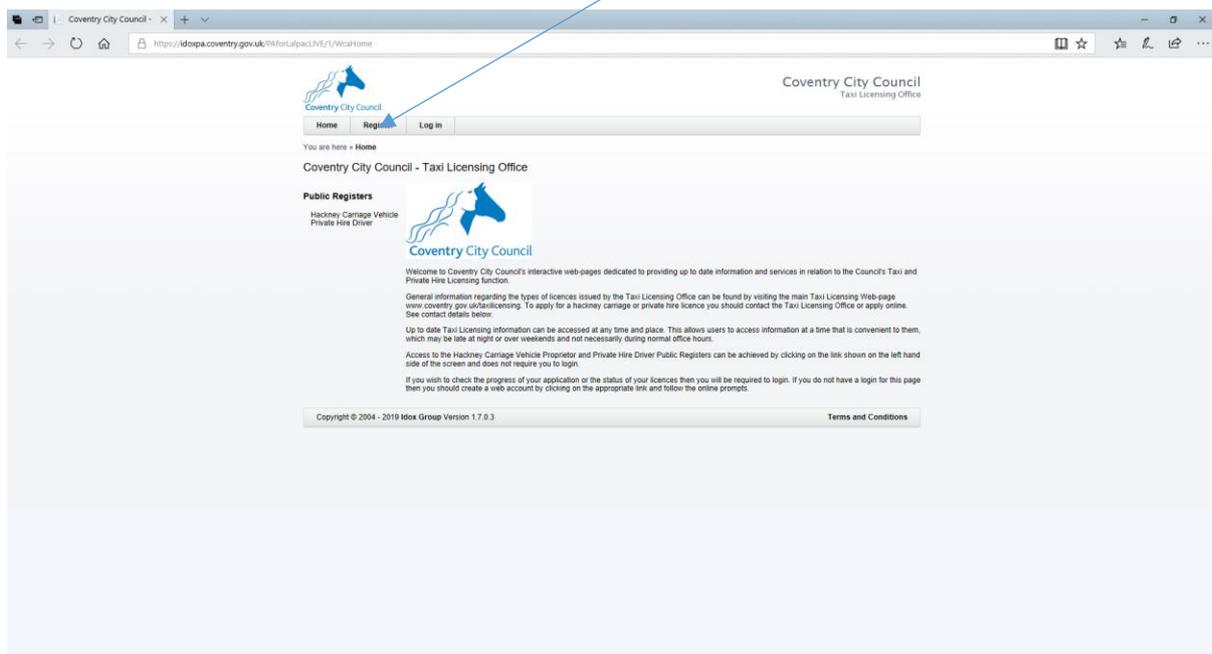
1. INITIAL SCREEN

On this page you can;

- Access **Public Registers**
- Register – **ONLY** when applying for a Coventry licence for the very first time
- Log in – if you have previously registered you can log in using your email and password

N.B. You may be asked for an Activation Key. If so email Taxi.Licensing@coventry.gov.uk and once you have your key you register as **“Existing Client/Licence Holder (I have an activation key)”**

Register



Registering - You will be asked to tick a box to say you agree with the Data Protection Statement and then a password and you will be sent an email with a link to follow to complete your activation.

2. MAIN HOME PAGE SCREEN

The main home page of the system allows you to;

- Access **Public Registers**
- **Update** your information
- **Apply on line**

To start an application you need to click “New online application” towards the bottom of the page on the left.

Coventry City Council
Taxi Licensing Office

Home My Profile Log off

You are here > Home

Coventry City Council - Taxi Licensing Office

Public Registers
Hackney Carriage Vehicle
Private Hire Driver

Licence Validation
Licence no.:
Go
e.g. STC0001

Client Account
Update user details
Change Password

Applications Online
New online application

Application Status
Application no.:
Go
e.g. 22544

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
100298	Hackney Carriage Driver Licence	Online - New Application	Continue	Cancel
100301	Hackney Carriage Driver Licence	Online - New Application	Continue	Cancel
100305	Private Hire Driver Licence	Online - New Application	Continue	Cancel

Page 1 of 1 (3 items)

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

3. LICENCE APPLICATION TYPE SCREEN

Next Screen gives options to select the Licence Application Type;

Licence Module; Choose "Vehicle Module" ←

Licence Group; Choose "Taxi and Private Hire"

Licence Type; Choose which licence you are applying for

Click "Next" at bottom left

Online Application

access definition - Google S

https://idospa.coventry.gov.uk/infomaterial/paqlv/E/1/OnlineApplication

Coventry City Council
Taxi Licensing Office

Home My Profile Log off

You are here > Home > 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 for assistance.

Online Application

Licence Module: Vehicle Module

Licence Group: Taxi and Private Hire

Licence Type: Select Type

Licence Reason: -

Next

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4. INSTRUCTIONS SCREEN

Instructions – If blank just click “Next”

After a box is coloured Blue click “Next”. Your payment, if required, will be made at the end of the process

The screenshot shows a web browser window displaying the Coventry City Council Tax Licensing Office online application wizard. The page title is "Online - New Application for Private Hire Driver" by Mr Mick Cogges. The breadcrumb trail is "Home > Online Application Type Selection > Online Application Wizard". The page contains a navigation menu with "Home", "My Profile", and "Log off". Below the breadcrumb trail, there are "Back" and "Next" buttons. The "Next" button is highlighted with a blue arrow. The "Instructions" section is visible, with the "Instructions" checkbox checked and highlighted in blue. The "Instructions" text reads: "You have chosen to make an application for the above mentioned licence type. Before starting the application you should have read the guidance notes available this Council's main Licensing webpage at www.coventry.gov.uk/licensing". Other checkboxes include "Data Protection Act 1998", "Applicants", "Additional Questions", "Declaration", "Validation", and "Submit Application". At the bottom, there are "Cancel" and "Save" buttons. The footer contains "Copyright © 2004 - 2019 Mox Group Version 1.7.0.3" and a "Terms and Conditions" link.